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 2011

NOV 0 9 2012

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) 2011 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:

- Annual reports submitted by federal Executive Branch departments and agencies to the Assistant Secretary of Labor for Occupational Safety and Health;

- Data generated from reports of injuries and illnesses submitted by federal civilian employees to the Department of Labor's Office of Workers' Compensation Programs; and

- Data and reports generated from the Occupational Safety and Health Administration's (OSHA) electronic Integrated Management Information System enforcement database for accident abstracts that originate from the Accident Investigation Form (OSHA- . 170).

The body of the report is organized into four sections; it is augmented with three appendices.

- 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; efforts agencies made to discover and control injury and illness trends; and a summary of federal civilian employee fatalities as reported by the individual departments and agencies in their annual reports.

- The fourth section includes summaries of federal agency OSH-related activities as reported by the departments and agencies in their annual reports.

- The appendices include executive summaries for the smaller independent agencies; OSH-related resources and information; and a list of non-responding agencies.

In FY 2011, the Government's employment rolls *increased* by 57,624 (2.6%) to 2,243,192 federal civilian employees. Its total injury and illness cases *decreased* by 8.3% to 62,373; and its total case rate *decreased* from 3.11 to 2.78 (10.6%). The Government's lost time cases *decreased* by 6.3% to 29,899; and its lost time case rate *decreased* from 1.46 to 1.33 (8.9%).

Agencies reported that a total of 33 federal civilian workforce fatalities occurred during FY 2011. According to agency reports, the Department of Defense had the highest number of fatalities, reporting seven deaths (Army and Navy - three fatalities each; Air Force - one fatality). The Departments of Interior and Justice reported six and five fatalities, respectively. The Departments of Homeland Security and State reported four fatalities each; Agriculture and Veterans Affairs reported three fatalities each. The Department of Commerce reported one fatality. With few exceptions, all reported fatalities resulted from traumatic injuries.

The Government's [less the U.S. Postal Service (USPS)] workers' compensation costs *increased* by 1.3% to $1,635,415,927 during the chargeback year (CBY). Workers' compensation benefits provided to employees include payments for medical treatment, rehabilitation services, death benefits, and replacement of lost wages.

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,

HILDA L. SOLIS
Secretary of Labor

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Acronyms

Acronym	Definition
ABMC	American Battle Monuments Commission
ACGIH	American Conference of Governmental Industrial Hygienists
AED	Automated External Defibrillator
AFI	Air Force Instruction
AFRH	Armed Forces Retirement Home Board
AIHA	American Industrial Hygiene Association
AIRTRAF	FAA Airport Traffic Control Tower Monitoring Program
ALARA	As Low As Reasonably Achievable
AR	Army Regulation
ARC	American Red Cross
ASSE	American Society of Safety Engineers
ATAR	Agency Technical Assistance Request
ATCT	Airport Traffic Control Tower
ATF	Bureau of Alcohol, Tobacco and Firearms
BEE	Bioenvironmental Engineering Services
BLS	Bureau of Labor Statistics
BOP	Bureau of Prisons
CBP	Customs and Border Protection
CBY	Chargeback Year
CCR	Commission on Civil Rights
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
CNCS	Corporation for National and Community Service
COOP	Continuity of Operations
CPR	Cardiopulmonary Resuscitation
CPSC	Consumer Product Safety Commission
CRM	Composite Risk Management
CSB	Chemical Safety and Hazard Investigation Board
CSHC	Certified Safety and Health Committee
CSOSA	Court Services and Offenders Supervision Agency
CY	Calendar Year
DA PAM	Army Pamphlet
DASHO	Designated Agency Safety and Health Official

Acronym	Definition
DC	District of Columbia
DEA	Drug Enforcement Administration
DESD	Domestic Environmental and Safety Division
DHHS	Department of Health and Human Services
DHS	Department of Homeland Security
DOC	Department of Commerce
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
EAP	Employee Assistance Program
ED	Department of Education
EEO	Equal Employment Opportunity
EEOC	Equal Employment Opportunity Commission
EIB	Export/Import Bank of the United States
EM	Emergency Management
EO	Executive Order
EPA	Environmental Protection Agency
EPP	Emergency Preparedness Plan
F&ES	Fire and Emergency Services (Navy Installations Command)
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
FEDTARG	Federal Agency Targeting Inspection Program
FEDWEEK	Federal Agency Training Week
FEMA	Federal Emergency Management Agency
FEOSH	Federal Employee Occupational Safety and Health
FERC	Federal Energy Regulatory Commission
FFSHC	Field Federal Safety and Health Council
FHFB	Federal Housing Finance Board

Acronym	Definition
FLRA	Federal Labor Relations Authority
FMC	Federal Maritime Commission
FMCS	Federal Mediation and Conciliation Service
FOH	Federal Occupational Health
FPS	Fall Protection System
FRA	Federal Railroad Administration
FRB	Federal Reserve System Board of Governors
FTC	Federal Trade Commission
FTE	Full Time Equivalent
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
LEED	Leadership In Energy and Environmental Design
LN	Local National
LPDR	Lost Production Day Rate
LTCR	Lost-Time Case Rate
MSD	Musculoskeletal Disorder
MSDS	Material Safety Data Sheet
MSHA	Mine Safety and Health Administration
MSPB	Merit Systems Protection Board
MVA	Motor Vehicle Accident
MVSMP	Motor Vehicle Safety Management Program
MWFSHC	Metropolitan Washington Federal Safety and Health Council
NARA	National Archives and Records Administration
NASA	National Aeronautics and Space Administration
NCA	National Cemetery 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
NIH	National Institutes of Health

Acronym	Definition
NIOSH	National Institute for Occupational Safety and Health
NIST	National Institute of Standards and Technology
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
OBO	Bureau of Overseas Buildings Operations
OCONUS	Outside of the Continental United States
OEL	Occupational Exposure Limit
OEP	Occupant Emergency Plan
OFAP	Office of Federal Agency Programs
OFCCP	Office of Federal Contract Compliance Programs
OHR	Office of Human Resources
ONHIR	Office of Navajo and Hopi Indian Relocation
OPD	Occupant Protective Device
OPDIV	Operating Division
OPIC	Overseas Private Investment Corporation
OPM	Office of Personnel Management
OS/NBC	Office of the Secretary – National Business Center
OSH	Occupational Safety and Health
OSHA	Occupational Safety and Health Administration
OSHRC	Occupational Safety and Health Review Commission
OWCP	Office of Workers' Compensation Programs
PBGC	Pension Benefit Guaranty Corporation
PEL	Permissible Exposure Limit
POWER	Protecting Our Workers, Ensuring Reemployment
PPE	Personal Protective Equipment
PRC	Postal Regulatory Commission
PSA	Pretrial Services Agency
REL	Recommended Exposure Limit
RRB	Railroad Retirement Board
RTW	Return-To-Work
SBA	Small Business Administration
SEC	Securities and Exchange Commission

Acronym	Definition
SHARE	Safety, Health, and Return-To-Employment
SHEMP	Safety, Health, and Environmental Management Program
SHIMS	Safety and Health Information Management System
SHMS	Safety and Health Management System
SI	Smithsonian Institution
SIP	Shelter-In-Place
SLSDC	St. Lawrence Seaway Development Corporation
SSA	Social Security Administration
SSS	Selective Service System
STAFFDIV	Staff Division
TCR	Total Case Rate
TLV	Threshold Limit Value
TSA	Transportation Security Administration
TVA	Tennessee Valley Authority
U.S.	United States
U.S.C.	United States Code
USACR/SC	U.S. Army Combat Readiness/Safety Center
USAF	U.S. Department of The Air Force
USAID	U.S. Agency for International Development
USDA	U.S. Department of Agriculture
USFS	U.S. Forest Service
USGS	U.S. Geological Survey
USHMM	U.S. Holocaust Memorial Museum
USITC	U.S. International Trade Commission
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
VBA	Veterans Benefits Administration
VHA	Veterans Health Administration
VPP	Voluntary Protection Programs
WEEL	Workplace Environmental Exposure Level
WHD	Wage and Hour Division
WHO	World Health Organization

Overview

This report fulfills the Secretary of Labor's (Secretary) annual responsibility, as set forth in Section 19(b) of the *Occupational Safety and Health Act of 1970* (Act), to inform the President about the accidents and injuries that occurred at federal worksites and the status of agencies' occupational safety and health (OSH) programs. 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) 2011.

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

- Section 19(a) of the Act [29 United States Code (U.S.C.) 668(a)] 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)] 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, guides the heads of federal Executive Branch agencies in implementing Section 19 of the Act, and directs the Secretary 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*, establishes the requirements for agency heads to implement OSH programs in their agencies.

Format

The body of this report is organized into four major sections and includes three appendices. 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 §1960. This section is divided into five subsections: *Program*, *Standards*, *Workplace*, *Records*, and *Inspections and Investigations*. Each subsection lists the relevant agency responsibilities and provides a discussion of each responsibility along with hyperlinks to the specified reference(s).

The second section provides information on OSHA activities under the categories of enforcement, oversight, and compliance assistance. The third section summarizes agency activities and contains reports on various types of OSH committees, and agency self-evaluations. In addition, this section describes efforts agencies made to discover and control injury and illness trends.

The fourth section provides a synopsis of individual federal agency OSH-related activities as reported by the departments and agencies in their annual reports. This section includes two subsections:

- Abstracts for the 18 major departments and 5 largest independent agencies including sections on *Statistics*, *OSH Initiatives, Employee Support*, *Accomplishments*, and *Goals*. The five largest independent agencies include the Environmental Protection Agency, General Services Administration, National Aeronautics and Space Administration, Social Security Administration, and Tennessee Valley Authority.

- Agency *Statistical Abstracts* for the smaller independent agencies. This subsection also includes a summary of compiled information on the 25 "micro agencies" that had fewer than 100 employees and reported no injuries or illnesses during FY 2011.

The appendices include:

- **Appendix A:** *OSH-related Resources,* contains examples of OSH-related resources and other information for federal agencies.

- **Appendix B:** *Executive Summaries.* For the smaller independent agencies that provided executive summaries of their annual reports, we have included the full text of those summaries. The summaries were edited for basic formatting and pagination, but were not edited for content, grammar, or typographical errors. OSHA will be reaching out to the agencies to rectify any reported errors or deficiencies.

- **Appendix C:** *List of Non-Responders*. The Act, EO 12196, and 29 CFR §1960 all require the heads of federal agencies to submit annual reports on their OSH programs to the Secretary. Each agency's report must include information on the work-related

injuries and illnesses its employees experienced during the specified fiscal year, along with other information on its OSH program. According to 29 CFR §1960.71(a)(1), the annual report is due by January 1. Despite the regulatory requirement to submit the report, and repeated contacts by OSHA to inform the agencies of their responsibility, some Executive Branch agencies still failed to provide the required report.

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Executive Summary

In FY 2011, OSHA and federal agencies took a variety of steps to protect the health and safety of federal employees. This report provides general FY 2011 injury and illness statistics for this sector. In addition, the report summarizes the efforts Executive Branch agencies and OSHA made to improve OSH programs for federal workers.

The report is divided into four sections: *Injury and Illness Trends*, *OSHA Activities*, *Agency Activities*, and *Agency Abstracts*. The Agency Abstracts section of the report includes employment, injury and illness, and workers' compensation data for the departments and 42 independent agencies of the Executive Branch of the Federal Government for FY 2011. Summary data is also provided for another 25 "*micro-agencies*" that submitted reports; have fewer than 100 employees; and reported no injuries, illnesses, or fatalities during the fiscal year. In addition, there are appendices that provide further details on the report's sections.

As in prior years, this report assesses trends and progress made by the departments and agencies, and the Government as a whole [less the U.S. Postal Service (USPS)][1], in improving workplace safety and health. The report also provides information about the types of support OSHA has provided to federal agencies, including enforcement, oversight, and compliance assistance activities. In addition, the report describes the actions federal agencies took in FY 2011 to analyze trends and improve their OSH programs.

Injury and Illness, and Workers' Compensation Trend Summary

Injury, Illness, and Fatality 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 employment data reported by the Office of Personnel Management (OPM), to calculate agency injury and illness incidence rates. The Government's employment rolls *increased* by 57,624 (2.6%) to 2,243,192 employees in FY 2011. Its total injury and illness cases *decreased* by 8.3% to 62,373; and its total case rate (TCR) *decreased* from 3.11 to 2.78 (10.6%). The Government's lost-time cases *decreased* by 6.3% to 29,899; and its lost-time case rate (LTCR)[2]

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[1] On September 28, 1998, Congress amended the Occupational Safety and Health Act (the Act) to make it applicable to the U.S. Postal Service in the same manner as any other employer subject to the Act. Therefore, the U.S. Postal Service is not included in this report.

[2] These totals include claims reported by the Executive, Legislative and Judicial branches of the Federal Government (less the USPS). OSHA did not include claims that did not satisfy certain criteria. OSHA reviewed claims for FY 2011, excluding claims that were later denied by OWCP because the injured or deceased person did not meet the definition of "employee" under the Federal Employees' Compensation Act (FECA); the employee did not establish a

decreased from 1.46 to 1.33 (8.9%).

According to the agency reports, there were 33 civilian fatalities during FY 2011. The following summarizes these fatalities.

The Department of Defense (DoD) had the highest number of fatalities, reporting seven deaths:

- The U.S. Air Force's (USAF) report indicated that a USAF civilian suffered a heart attack while driving back to his duty station after participating in authorized physical training.
- The Navy reported three fatalities: two deaths attributable to motor vehicle accidents (MVAs), and a third fatality involved a crushing incident due to extreme high winds.
- The Department of the Army (Army) reported three fatalities: a civilian worker was electrocuted while troubleshooting a malfunctioning installation light on a flagpole; a civilian construction worker was backed over by a truck on the job site; and a civilian instructor pilot was killed in a post-crash aircraft fire. The Army indicated that an additional fatality was reported by U.S. Army Forces Command. However, it indicated that the incident is under investigation as it is currently unknown whether this cancer death is work-related.

The Department of Interior (DOI) reported six fatalities, noting that:

- One employee died in an aviation crash, two employees died while performing wildland fire suppression activities, one employee died while operating a motor vehicle, one volunteer drowned while performing river fish surveys, and one volunteer died of cardiac arrest at a *National Public Lands Day* volunteer event.

The Department of Justice (DOJ) reported five fatalities, noting that:

- The U.S. Marshals Service (USMS) recorded two fatalities resulting from shooting incidents in the line of duty.
- The Federal Bureau of Investigation (FBI) recorded two fatalities, including an employee who died from a heart attack while engaging in physical training. The FBI indicated that, although the second death was recorded, it was not related to any physical task of the job and is considered a privacy case issue.
- The Bureau of Prisons (BOP) recorded one fatality that occurred during training.

The Departments of Homeland Security (DHS) and State (State) reported four fatality incidents each.

- DHS reported that three of the four fatalities involved employees of the U.S. Customs and Border Protection (CBP): two supervisors were killed when their vehicle was hit by a train, and a CBP agent was killed in a gun battle with drug cartel members. The fourth fatality was the shooting death of an U.S. Immigration and Customs Enforcement agent.
- State indicated that all four fatality

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fact of injury or illness; the employee was not injured in the performance of duty; or there was no causal relationship shown to exist between the claimed injury or illness and the medical condition found. Claims that were submitted in FY 2011 but not yet reviewed by OWCP were included in the analysis OSHA conducted.

incidents occurred overseas: two involved guards shot while on duty, one was a heart attack during training, and one was a death due to malaria.

Both the U.S. Departments of Agriculture (USDA) and Veterans Affairs (VA) reported three fatalities each.

- According to the USDA, while it had three compensable fatalities in FY 2011, only two were OSHA-recordable. All three were due to motor vehicle-related incidents. The case that was compensable but not OSHA-recordable was a motor vehicle fatality in which an employee on travel status had established temporary residence and was commuting to a temporary duty station.
- The VA indicated that the Veterans Health Administration (VHA) reported three fatalities which were found to be non-work-related: one individual died

from a heart attack, another was found unconscious at the base of a flight of stairs, and the third incident involved an individual found unresponsive at her desk.

According to the Department of Commerce, an injury occurred to a Census Bureau employee who later died from complications related to surgery.

Workers' Compensation Costs

The Government's workers' compensation costs (less the USPS) *increased* by 1.3% to $1,635,415,927 during the chargeback year (CBY). Workers' compensation costs for all of the Government (less the USPS) were nearly $1.6 billion in CBY 2011. Workers' compensation benefits provided to employees include payments for medical treatment, rehabilitation services, death benefits, and replacement of lost wages.

Special Reports and Analyses

OSHA Activities

In FY 2011, OSHA's Office of Federal Agency Programs (OFAP) engaged in a wide range of activities to assist federal agencies in improving their OSH programs. OFAP continued to develop effective means of communication with federal agencies to ensure that agencies could easily access OSH-related information. In general, OFAP activities fell into three categories— *enforcement*, *oversight*, and *compliance assistance*. Enforcement primarily focused on inspections 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. Finally,

compliance assistance included consultation activities that assisted federal agencies in understanding both the importance of providing safe and healthy working environments, and methods for doing so.

Agency Activities

Occupational Safety and Health Committees

Federal agencies described a range of OSH committees and the benefits their agencies gained from these committees. Agencies primarily described internal OSH committees developed without regulatory requirements. In addition, a handful of agencies continued to maintain Certified Safety and Health Committees (CSHCs), which are regulated by 29 CFR §1960, Subpart F.

Any Executive Branch agency can form a CSHC under 29 CFR §1960, Subpart F to monitor and assist the agency's OSH program. Agencies with OSHA-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 OSHA-approved CSHCs, including the Central Intelligence Agency, the Department of Labor, the General Services Administration, the Tennessee Valley Authority, and the U.S. International Trade Commission.

Several agencies described using a variety of committees to address OSH issues in the workplace. These committees were used to assess safety procedures for specific jobs or draft worksite safety policies.

- The Armed Forces Retirement Home (AFRH) indicated that its Performance Improvement Committee monitors all injury and illness trends, and its Safety Committee continuously educates all employees about their safety responsibilities.
- The Environmental Protection Agency (EPA) reported that nearly all (95%) of its major locations have established safety and health committees that meet on a regular basis to discuss local and national OSH-related initiatives and issues. EPA indicated that these committees serve as a forum for identifying OSH concerns, and for exploring solutions and developing proposals for senior managers to consider; and serve as a mechanism for soliciting employee feedback, and as a platform for briefing senior managers on pertinent safety and health issues.
- The Railroad Retirement Board's (RRB's) six-person safety committee meets monthly or as needed. Its safety committee members maintain a vital network with employees who report potential problems that require investigation. Important safety issues are also reported to the Federal Managers Association periodic meetings.

Other agencies reported that efforts had been made to reestablish safety and health committees that had become inactive in recent years.

Self-Evaluations

29 CFR §1960.79 requires that agencies conduct self-evaluations of their OSH

programs. The assessments should determine both the extent to which the agency's program is developed in accordance with EO 12196 and the corresponding regulations, as well as whether the OSH program has been implemented effectively in all agency field activities. Although a few agencies did not distinguish between workplace inspections and program self-evaluations, most agencies reported conducting some type of review of their OSH programs. Many agencies performed their own evaluations 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 OSH programs.

Controlling Trends

This year, OSHA again asked each agency to use their respective agency accident/incident reporting systems and other reports to explain any noticeable trends of lost-time injuries and illnesses during FY 2011, include a summary of the measures taken to address the most frequent cases and causes, and describe the steps taken to control these trends. Even though all agencies are encouraged to do so, the *Protecting Our Workers and Ensuring Reemployment* (POWER) Goal 3 - to analyze lost-time injury and illness data - requires those agencies with a LTCR above the Government's rate (the target for FY 2011 was 1.42) to submit a summary of measures taken to address the most frequent and severe cases. (Please refer to page 41 of this report for the complete discussion of the POWER Initiative.) OSHA requested this summary report from those affected federal agencies as identified in Table 1.

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

Department/Agency	Baseline	Target	FY 2011 Result
Department of Agriculture	1.85	1.78	1.65
Department of Air Force	1.49	1.43	1.31
Department of Homeland Security	2.48	2.38	2.42
Department of Justice	2.35	2.26	2.24
Department of the Army	1.56	1.50	1.34
Department of the Interior	2.21	2.12	1.85
Department of Veterans Affairs	1.71	1.64	1.63
Armed Forces Retirement Home	6.50	6.24	4.12
Federal Maritime Commission	1.69	1.62	0.00
U.S. Holocaust Memorial Museum	3.14	3.01	0.53
International Boundary & Water Commission	7.14	6.85	5.94
National Archives & Records Administration	2.27	2.18	1.71
National Endowment for the Humanities	1.88	1.80	0.00
National Gallery of Art	1.85	1.78	1.36
Presidio Trust	3.94	3.78	2.89
Selective Service System	2.14	2.05	2.45

Agencies responded by describing a range of analytical 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.

Three of the sixteen agencies identified above - the National Endowment for the Humanities, the Presidio Trust, and the Selective Service System - did not report specific strategies to control illness and injury trends. The remaining agencies reported training as the main strategy for controlling illness and injury trends. With respect to controlling trends per POWER goal 3, the agencies' reported control strategies included:

- The USDA reported that, for all types of illness and injury cases, the strategy it most employed was to increase training and employee awareness.
- The USAF reported that it uses the Air Force Safety Automated System to maintain OSHA logs and track trends. It also indicated that mishap reduction strategies were based on the physical activity primarily associated with each of the most prominent injury types. It reported that installation safety and health offices and work center supervisors investigate and report injuries and illnesses. The USAF indicated that, through this process, problematic areas are targets of in-depth evaluations to identify unsafe work practices, behaviors, and hazards. Once identified, the information is directed to supervisors, managers, and

commanders who are responsible for ensuring a safe and healthful work environment. Management then initiates corrective action to mitigate unsafe practices, behaviors, and hazards.
- The Armed Forces Retirement Home reported that it increased employee education for all types of illness and injury cases.
- The Army reported that it conducts analyses of civilian accidental loss using numerous data sources in order to identify trends and propose courses of action to effect loss prevention. The Army indicated its Civilian Injury Prevention Directorate developed a new initiative to disseminate information to commands by providing Army civilian injury and chargeback cost; and developed the *Leader's Guide to Civilian Safety,* as a tool to educate leaders and supervisors to enforce safe work practices, and influence behaviors in preventing civilian employee accidents and injuries.
- DHS reported that its multiple components have OSH programs that address cases within that specific organization. It indicated that, while specifics may vary slightly due to different missions and activities, the same fundamental approach to control trends is used throughout DHS. It specified the methodology relies on baseline hazards assessments, routine inspections, investigations, and stakeholder involvement to ensure corrective actions. It indicated case control also involves close cooperation between OSH and workers' compensation personnel. It provided examples from CBP and the Transportation Security

Administration (TSA) as illustrative of its strategies to control the most frequent and severe cases.

- DOI reported that Departmental-wide control strategies applicable for all cases include: injury and illness data analysis, medical surveillance, and OSH program evaluations.
- DOJ reported that its bureaus continue to emphasize timely reporting and follow-up on injuries and illnesses. It indicated that it continues to see strains and sprains as the major category of injuries, and will work with bureaus to develop special emphasis education on proper lifting techniques, and will determine mechanical means for lifting where possible.
- The Federal Maritime Commission (FMC) reported it does not have any significant trends, indicating that prevention strategies are not applicable.
- The U.S. Holocaust Memorial Museum (USHMM) reported it provides training on a variety of issues identified as causing the majority of employee illnesses and injuries, including back injury/lifting safety training.
- The International Boundary and Water Commission (IBWC) reported that it uses a variety of strategies to control

employee illnesses and injuries, including: OSHA e-tools; work practices; reassessment of activities; training materials; personal protective equipment (PPE), and training on various topics, such as slip, trip, and fall awareness, and traffic safety training.

- The National Archives and Records Administration (NARA) reported that it continues to provide periodic back safety training to its employees; and facilities' local safety committees regularly post reminders and posters in the records storage areas. It also indicated that its National Safety and Health Committee has continued to improve both the accuracy of the accident report process and safety awareness.
- The National Gallery of Art reported that it continues developing a specific wellness/fitness program focusing on its security officers and facilities staff personnel, with implementation budgeted for year 2012.
- The VA reported that it tracks and analyzes all data on injuries and illnesses using the Workers' Compensation-Occupational Safety and Health Management Information System, which allows Department-wide access to all Administrations.

Annual Information Requests

Each year OSHA asks agencies to provide information on a variety of OSH-related topics and programs. While some of the information, such as OSH accomplishments for the reporting period and goals for the coming year, is requested annually, OSHA requests other information based on findings from previous annual reports or developing OSH trends. Below is a summary of

annually requested information, followed by a summary of specific information requested for FY 2011.

Overseas Employees

The legislative provisions of the Occupational Safety and Health Act of 1970, 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 162,000 federal employees work outside the boundaries of the United States (U.S.).[3] The U.S. Departments of Defense (approximately 75,000 employees) and State (53,423 employees) reported the largest number of overseas employees. 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 agencies' 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.

Integrating OSH and Emergency Response

Various executive orders and legislative acts require Executive Branch agencies to develop and implement plans for responding to or maintaining agency operations during emergencies or disasters. Some agencies may respond to the site of an event, and must account for the health and safety of their federal employees during a response. Other agencies, with no duty to respond,

must still plan for continuing their operations should an event affect their business sites. Nearly every department and agency reported that it had a plan for dealing with emergency response and continuity of operations (COOP). 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. For example:

- The Department of Energy (DOE) reported that its COOP plan addresses mission critical functions by incorporating procedures to secure sensitive DOE material movements involving transportation of nuclear materials, upgrading the security of all facilities to the extent required in a given emergency, and ensuring the safety and health of employees during a COOP event. In addition, it reported that it incorporates training, drills, and exercises to ensure employees respond appropriately to emergency situations.
- The EPA indicated its COOP plans include procedures for tracking employees' locations and welfare, and provides for minimum staffing to support essential functions.
- According to USDA, all its locations have developed directives to provide guidance for employees to include: occupant emergency plans (OEPs), business continuity plans, and COOP plans. USDA further indicated that: OEPs contain provisions for building evacuations, or shelter-in-place (SIP) during emergencies; webpages provide a reference for management officials, supervisors, and employees; and OEPs are being updated to reflect the latest

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[3] Some agencies provided information regarding their overseas OSH programs, but declined to specify the number of employees stationed overseas due to security concerns.

Federal Emergency Management Agency (FEMA) requirements at several of the agencies and for all its facilities throughout the National Capital Region (NCR).

Motor Vehicle and Seat Belt Safety Programs

Most agencies noted specifically that they were in compliance with EOs 13043 and 13513. EO 13043 requires the use of seatbelts in motor vehicles, and EO 13513 bans texting while driving. In addition, agencies reported that they continued to provide programs to limit the likelihood and severity of MVAs.

Many departments and agencies required defensive driving courses, the majority using courses through the General Services Administration (GSA), or the National Safety Council (NSC). Several agencies also reported having programs to encourage seatbelt use, such as decals in vehicles, or reminders on employee websites or in break rooms. Examples included:

- The Air Force reported that its Supervisory Safety Training course has a Traffic Safety Module designed to instruct first-time supervisors concerning their roles and responsibilities, along with means and methods to execute those responsibilities.
- The Department of Transportation indicated that its Secretarial level *Time for Safety* campaign included the topics of seatbelt use, distracted driving, and prohibition of electronic devices while driving.
- The Tennessee Valley Authority (TVA) reported that the TVA Police offer a defensive driving training course for employees and their families.

- According to the USDA, defensive driving courses are required throughout the Department, and are available online through its *AgLearn* system.

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.

Employee Support

Agencies reported providing a range of OSH-related employee support activities. Some reported 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 encouraging employees 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 field federal safety and health councils (FFSHCs). Many agencies reported that they also supported employees' safety and health by encouraging healthy lifestyles. Some examples include: providing fitness centers; subsidizing gym memberships; sponsoring health fairs; and offering a variety of health-related services, such as health-screenings and physical examinations.

Accomplishments

Agencies reported on a range of accomplishments, from revising OSH programs, procedures, and manuals, to developing training programs and inspecting

their facilities. Several agencies reported encouraging employees to become certified in first aid, cardiopulmonary resuscitation (CPR), and the use of automatic external defibrillators (AEDs). In addition, 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.

FY 2012 Goals

Agencies reported on a wide range of OSH goals for FY 2012. 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 Program (VPP), participate in FFSHCs, abate specific physical and chemical workplace hazards, and expand OSH training.

FY 2011 Information Requests

For FY 2011, OSHA asked agencies to report on a number of new topics. The topics focused on whether and how agencies were accomplishing goals, such as: working with field federal safety and health councils and other forms of social networking, addressing ergonomic issues, recognizing psychosocial risk factors, tackling telework, and monitoring occupational exposure limits (OELs).

Field Federal Safety and Health Councils & Other Social Networking

Most agencies reported some involvement in FFSHCs or variations thereof. Nearly all reported encouraging their OSH personnel to hold office, sponsor meetings, give presentations, and provide other support to local councils. Many reported encouraging their OSH professionals to participate in their respective professional organizations, such as the American Biological Safety Association, the American Conference of Governmental Industrial Hygienists (ACGIH), 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. The majority of the smaller agencies reported minimal involvement in FFSHCs and use of social networking. Examples of agency-reported activities included:

- The Air Force reported that 53 USAF installations and 12 tenant safety offices participate in regional FFSHCs. It reported that the Air Force Safety Center and various installations' safety offices use social networking communities and relationships in promoting, improving, and building higher standards of workplace safety and health.
- The AFRH reported that its employees regularly attend FFSHC meetings for OSH training and networking, and have also attended outside social networking programs.

- The Federal Reserve System Board of Governors (FRB) reported placing high importance on actively participating in interagency working groups and attending training and interpersonal networking within the District of Columbia (DC) metropolitan area. It indicated that it does not currently participate in social networking or interactive media.
- Although the Commodity Futures Trading Commission (CFTC) reported that it does not participate in FFSHCs, it indicated that it regularly attends Federal Advisory Council on Occupational Safety and Health (FACOSH) meetings. It stated that its policy prohibits the use of social networking on its information technology (IT) infrastructure.
- The Court Services and Offender Supervision Agency (CSOSA) reported its employees do not participate in any FFSHCs or other social networking forums. It stated it is cost-prohibitive to use social networking communities to promote, improve, and build higher standards of workplace safety and health. Its Pretrial Services Agency (PSA) reported such involvement is not applicable to its situation.
- The Defense Nuclear Facilities Safety Board reported that its technical staff serve in many professional organizations as advisor generals, presidents, and committee members.
- The Department of Commerce (DOC) reported its bureaus participate in the semi-annual Department Occupational Safety and Health Council and the monthly Bureau Safety Managers' Working Group meetings.
- The Department of Education (ED) reported a three-decade involvement with local FFSHCs. It indicated that an ED employee has chaired the Metropolitan Washington Federal Safety and Health Council (MWFSHC) for the past five years. It also reported that ED has provided physical facilities for hosting meetings; administrative services for program presentation; and personnel to assist in the planning and facilitation of Council programs.
- DOE indicated that its sites are beginning to use social networking and collaborative tools to promote real-time sharing of OSH information.
- DHS reported that it encourages employee participation in FFSHCs by providing employees time and administrative resources to support the work of their local councils. In addition, it reported that its personnel have served and continue to serve in leadership roles in FFSHCs, and are active participants in FACOSH work groups. DHS reported that its IT security policy does not permit the use of social networking to communicate with employees, and is only authorized for limited use in communicating with the public.
- The Department of Housing and Urban Development (HUD) reported that it encourages staff involvement in safety and health support activities, such as membership on the Federal Skin Cancer Prevention Board, the Federal Safety and Health Managers' Roundtable, the MWFSHC, NSC, and other OSH committees.
- DOI indicated that, because social networking is relatively new, its policy and use of these sites is limited throughout its OSH community. However, it indicated several of its subagencies, such as the National Park

Service and the United States Geological Survey (USGS), are developing social networking venues to promote their safety and health efforts.

- DOJ cited security reasons for its bureaus not using social networking to promote OSH programs. However, it reported that several bureaus have internal webpages and e-mail systems, and publish newsletters that provide pertinent OSH information.
- The Inter-American Foundation reported indicated that it is redesigning its webpage to include social networking capabilities.
- The Treasury reported that it continues to support involvement in FFSHCs to supplement the work of the Treasury Safety and Health Council.
- The National Aeronautics and Space Administration (NASA) indicated that its safety community uses the *NASA Safety Center Knowledge Now, a* social networking platform, to identify, capture, and transfer explicit and tacit knowledge inside of a virtual web-based workspace.
- NARA indicated that it has launched social media initiatives involving Web 2.0 technologies, and has signed agreements to create NARA sites on Twitter, YouTube, Facebook, and Flickr.
- The Navy reported that nearly half of its major command OSH personnel are represented or participate in FFSHCs nationwide to some extent.
- The National Labor Relations Board (NLRB) and the Holocaust Memorial Museum indicated that they are members of the NSC; the NLRB uses social networking platforms, such as Facebook and Twitter, to address employee OSH concerns; and the

USHMM has a safety committee that meets quarterly to discuss safety concerns in its various departments.
- The National Science Foundation (NSF) reported that it uses a variety of tools to communicate with the staff, contractors, and volunteers, including interchanges on its internal website, the "idea share" site, the *Weekly Wire -* a formal agency information sharing document, as well as its Facebook and Twitter pages.
- Because of its "micro-size," the Office of Navajo & Hopi Indian Relocation indicated the addition of social media would contribute little, and could be extremely detrimental, to its operations.
- The USDA reported that it encourages its OSH professionals to regularly participate in local councils. It indicated that it uses *USDA Connect* to promote OSH programs by announcing activities, posting contact information and setting-up OSH communities.

Ergonomic Safety Program

The majority of agencies reported that they at least provide ergonomically correct chairs and other office equipment; a few reported that they have specific centers designed for ergonomic support, such as the DOL Ergonomic Assistance Room, the Naval Facilities Engineering Command, the Federal Deposit Insurance Corporation Office Ergonomics Program Intranet site, and the USDA Target Center. While the larger departments and agencies reported having formal ergonomics programs, the smaller agencies reported handling ergonomic assessments and requests on a case-by-case basis. Most departments and agencies reported educating employees about the most common musculoskeletal

disorders (MSDs), their signs and symptoms, and the importance of early reporting through various media, including safety and health meetings, tailgate safety sessions, safety information bulletins, flyers, and training courses. The majority of departments and agencies reported using the expertise of outside agencies, such as Federal Occupational Health (FOH) and the National Institute for Occupational Safety and Health (NIOSH), to ensure the effectiveness of their programs. For example:

- The AFRH reported training all of its employees using *Back Safety*, a competency-based OSH training program.
- The FRB reported making a substantial investment in its ergonomic program by developing in-house training guides and pamphlets, and by conducting more than 130 annual and biannual hazard assessment inspections of its employees' work stations.
- The Chemical Safety and Hazard Investigation Board (CSB) reported that its Designated Agency Safety and Health Official (DASHO) is responsible for its ergonomics program, including employee training and work station assessments.
- According to the DOC, it established an ergonomics web page, and reported that its Reasonable Accommodation Coordinators work with its bureaus, organizations, and safety staffs to provide reasonable accommodations, as well as ergonomic information and counseling.
- The ED reported that it provides its employees with the *Creating a*

Healthy Workstation Environment: Workstation Ergonomics Made Easy booklet, which outlines guidelines for setting up, evaluating, or modifying an employee's workstation.

- Although DOE reported that it did not have a Department-wide ergonomics policy, it noted that it provides information to employees about MSDs, and each of its operating locations is responsible for handling ergonomic issues.
- The Department of Health and Human Services (DHHS) reported that its operating divisions (OPDIVs) actively participate in several FFSHCs, and it will explore opportunities to partner with other councils. It also stated that it is creating Intranet tools to reduce employees' search time for safety information, and many of its OPDIVs make significant use of local Intranets.
- DHS reported that it closely monitored the workplace for ergonomics issues and routinely includes ergonomic assessments as part of its job hazard analyses (JHAs), program evaluations, and inspections.
- According to HUD, its Ergonomic Safety Program promotes ergonomics and healthy work style improvements. Through the program, it encourages its employees to contribute to a safe and healthy workplace, and to participate in ergonomic education and training opportunities.
- DOI reported that its inspection and abatement program incorporates the assessment of work-related factors that may pose a risk of MSDs; and

that its bureaus and equivalent offices evaluate identified ergonomic risk factors, develop recommendations to mitigate employee risk, and educate employees on the risk. It reported that its FY 2011 Ergonomics Awareness Fair increased employee knowledge on MSDs and workplace/office ergonomics.

- The Federal Communications Commission (FCC) reported that it created an ergonomics guide for employees to evaluate their work areas and become familiar with ergonomic set-up.
- The International Water and Boundary Commission indicated that it is including ergonomic issues of material handling and office safety in the revision of its general safety manual.
- The National Capital Planning Commission (NCPC) reported having an inter-agency agreement with FOH to provide ergonomics consultation services.
- The National Endowment for the Humanities (NEH), the National Gallery of Art, and the NSF reported that employees use the DoD-Computer/Electronic Accommodations Program to mitigate ergonomic hazards.
- In their reports, the Postal Regulatory Commission and The Presidio Trust typify a micro-agency's informal approach to ergonomics; Human Resources staff are responsive to employees requiring an intervention; there is a team approach regarding the purchase of equipment; IT staff ensure equipment availability; and OSH staff conduct walk-throughs

and proactively query staff to ensure their workstations are acceptable.
- The Smithsonian Institution reported that it does not use social networking resources to promote OSH, but does use an Institution-wide safety website that includes a safety blog.

Psychosocial Risk Factors

Although the majority of reporting agencies indicated that they are aware of psychological risk factors as a detriment to effective agency operations, a few indicated that these factors did not adversely impact their work places. Many departments and agencies reported that they provide their employees free services in employee assistance program (EAPs), and encourage their employees to seek these services when necessary.   Some reported using the services of FOH. For example:

- The Committee for Purchase from People Who Are Blind or Severely Disabled reported periodically reviewing its EAP services.
- The CFTC reported providing its employees with free access to confidential counseling services through its EAP. It also indicated that it has a longstanding alternative dispute resolution program that provides mediation services to all employees upon request.
- CSOSA reported that its Office of Equal Employment Opportunity, Diversity and Special Programs responds to workplace stress, bullying, and harassment situations using a variety of tools, such as confidential counseling and working time/schedule accommodations, to address psychosocial risk factors.
- DHS reported that top-level management supports and devotes

extensive resources to workplace psychosocial factors. While the Department reported that these efforts are led by work-life, employee assistance, and medical organizations, its OSH programs are involved by providing technical support and referrals for employees.

- DOI reported that its OSH program managers worked with employee assistance and equal employment opportunity programs to address multiple psychosocial risk factors, including, but not limited to, bullying, conflict resolution, cultural sensitivity, harassment, time management, and workplace stress and violence.
- DOL indicated that most of its subagencies reported working closely with programs, such as its Central Office for Assistive Services and Technology, to provide equipment to accommodate employees with disabilities.
- Although the Equal Employment Opportunity Commission (EEOC) does not have a program that specifically addresses psychosocial risk factors, it reported that its EAP is available for all employees.
- The Farm Credit Administration (FCA) reported funding a Wellness Program for all its employees. The program includes: influenza vaccines, partially funded annual physical examinations, and contracted services dedicated to assist employees in dealing with on-the-job stress and off-the-job personal challenges.
- The Federal Energy Regulatory Commission (FERC) reported that it implemented the Roam Secure Alert Network, an emergency

communication system, which allows it to communicate effectively with users through various social media tools and devices.

- The Federal Trade Commission (FTC) indicated that, because psychosocial risk factors did not contribute to the two minor injuries that occurred during FY 2011, it did not address this issue.
- The NCPC, the National Endowment for the Arts (NEA), and the Occupational Safety and Health Review Commission indicated that their employees use FOH services such as *Let's Talk*, to address psychosocial risk factors.
- The NEH and the USHMM indicated that they refer employees to COPE, Inc., an employee assistance organization, for budget and debt counseling; child and elder care; family life/health, and wellness issues; and legal consultation and referral. The USHMM addresses conflict resolution through its Equal Employment Opportunity (EEO) program, *Conquering Conflict Together*.
- According to the NSF, its *Career-Life Balance* program seeks to promote career-life balance opportunities, and to raise them to a more coordinated set of agency-wide activities, including: health, safety, security, EAP, diversity, fitness, wellness, and many other support areas and disciplines.
- The Pension Benefit Guaranty Corporation (PBGC) indicated that, because it has a non-industrial, sedentary office environment with an extremely low injury/illness rate, it did not address psychosocial risk

factors and had not received any employee requests to do so.

- According to the Tennessee Valley Authority, its *Live Well* program is a comprehensive wellness program that encourages the reduction of health-risk behaviors, fosters healthy lifestyles, and contributes to the management of healthcare costs.
- The USDA reported that it seeks to reduce stress and psychosocial risk factors by promoting such programs as its EAP, conflict prevention, alternative dispute resolution, workplace violence prevention, wellness, and civil rights.

Telework

The majority of departments and agencies reported awareness of and compliance with the *Telework Enhancement Act of 2010,* with many indicating the availability of telework as a recruitment and retention tool that improved work performance. They reported that their programs included an OSH section, safety checklists, and emergency and personal preparedness procedures. Some examples are:

- The Air Force reported that it requires teleworkers to receive OSH guidance, risk assessment checklists, and information on COOP requirements.
- The CFTC, the Consumer Product Safety Commission (CPSC), CSOSA, the Federal Maritime Commission, International Trade Commission, the USHMM, the Nuclear Regulatory Commission (NRC), the Office of Government Ethics, PBGC, and other smaller agencies reported having telework agreements that include safety certification checklists outlining the characteristics of safe working environments. These agencies

indicated that they discuss the program and checklist during training, and require their employees to complete and sign the certification for each telework location before beginning telework at that site.

- DHS reported that it implemented a Departmental-wide policy that established the minimum requirements of a telework program in FY 2007, and that its components may implement more restrictive programs.
- DOI reported a robust telework program that authorizes all eligible employees to telework. Recognizing that alternate work locations may present risks to employee safety and health, it indicated that it has incorporated safety procedures into its established policy and *Telework Handbook*.
- NARA indicated that it is finalizing a comprehensive Telework Directive.

Occupational Exposure Limits

Most departments and agencies reported using OELs from a variety of sources: OSHA's Permissible Exposure Limits (PELs), ACGIH's Threshold Limit Values (TLVs), and NIOSH's Recommended Exposure Limits (RELs). Several departments and agencies reported that they encouraged the use of the lowest OEL that is technically and economically feasible, and that when OELs have not been established, recommended following professional judgment and using the As Low As Reasonably Achievable (ALARA) approach based on technical and economic feasibility. For example:

- The FRB reported using the PELs for routine operations, and TLVs or RELs when no PEL was available.

- DHS reported that it is revising its *Safety and Health Manual* to reflect the use of OELs that are more restrictive than the PELs. It indicated that its components are free to apply other, more restrictive OELs as necessary.
- DOI reported that it takes into consideration available OELs, but primarily relies on PELs, TLVs, and RELs. It reported that it adheres to the OSHA PEL for noise exposure, and the current NRC standards for radon exposure.
- To more fully protect the NASA workforce, the agency indicated that it uses OELs from acknowledged authorities or those developed specifically by NASA Centers. It indicated that in-house OELs for hazardous chemicals that do not have PELs are established, adopted, and enforced only at the Center level.
- According to the PSA, its Toxicology Lab Safety Officer oversees its chemical hygiene plan. It stated that the lab adheres to the chemical handling and protection guidelines in Material Safety Data Sheets (MSDSs).
- For indoor air quality (IAQ) issues, GSA reported that it considers guidelines from advisory

organizations, such as the World Health Organization (WHO), when establishing agency limits.
- NARA indicated that in addition to following all regulatory and consensus standards, it uses all available hazardous chemical, physical, and biological agent information in its decision-making for a specific exposure standard. In addition, it has developed in-house exposure criteria for its artifacts contacted by the public where little or no exposure standard existed.

Other departments and agencies (including the AFRH, CSB, Commission on Civil Rights, CFTC, CPSC, CSOSA, ED, EEOC, Export-Import Bank of the United States, FCA, Federal Election Commission, FERC, FMC, National Credit Union Administration, NEA, NEH, NSF, the National Transportation Safety Board, NRC, PBGC, the Railroad Retirement Board, and the Securities and Exchange Commission) reported that they do not handle or use any hazardous chemicals, and that their purely office environments preclude the need for an OEL policy and controlling occupational exposures.

Agencies Failing to Submit Annual Reports

OSHA did not receive reports from 13 independent agencies, even after contacting them repeatedly to ensure they had received the initial request for information. Of the 13 agencies, two agencies have failed to submit reports for the past **four** fiscal years (FYs 2008 - 2011); one agency has failed to submit a report for the past **three** fiscal years (FYs 2009 - 2011); five agencies have failed to submit reports for the past **two** fiscal years (FYs 2010 and 2011); and five agencies failed to submit reports for FY 2011. For a complete listing of these agencies, please see Appendix C.

Agency OSH Responsibilities

Agency Responsibilities According to Section 19 of the OSH Act, Executive Order 12196, and 29 CFR Part 1960

Federal Executive Branch agencies have a variety of responsibilities with respect to their OSH programs as delineated by the Act, EO 12196, and Title 29 CFR Part 1960. This section summarizes those responsibilities into five subsections: *Program*, *Standards*, *Workplace*, *Records*, and *Inspections and Investigations*. Each subsection lists the relevant 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 documents[4] require agencies to establish and maintain OSH programs that comply with the program requirements of 29 CFR Part 1960 and OSHA's occupational safety and health regulations as described in the relevant parts of Title 29 Code of Federal Regulations.

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 Part 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.

Submit an annual report to OSHA and include a summary of OSH program self-evaluation findings
All three documents[5] 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

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[4] The Act, Section 19(a); EO 12196, paragraph 1-201(b); 29 CFR 1960.1(a)
[5] The Act, Section 19(a)(5); EO 12196, paragraph 1-201(l); 29 CFR 1960.71(a)

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.

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 can facilitate maintaining, analyzing, retrieving, and tracking OSH-related information.

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, PPE, hazard abatement, OSH-related sampling and analyses, training, technical information, and medical surveillance – but it does not limit the resources to this 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 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 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 CSHC per Subpart F of 29 CFR Part 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, and employee representatives
EO 12196, paragraph 1-201(k), requires OSH-related training for several levels of agency employees. 29 CFR Part 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 employee level, but may provide more extensive or comprehensive training for an employee at any level.

Standards

Comply with applicable OSHA and Part 1960 alternate standards
All three documents[6] 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.

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

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

Workplace

Provide safe and healthful workplaces and working conditions
All three documents[7] 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 Part 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 Part 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 Part 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.

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[7] The Act, Section 19(a)(1); EO 12196, paragraph 1-201(a); 29 CFR 1960.8(a)

Inspections and Investigations

Require inspections, allow access to OSHA's inspectors, and establish a procedure for issuing Notices
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).
- Allow 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).
- 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
29 CFR 1960.27(a) and EO 12196, paragraph 1-201(i), require agencies to assure that employee representatives accompany OSH inspectors during workplace inspections.

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 copies to OSHA (summary only) 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.

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

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

Executive Order 12196--Occupational safety and health programs for Federal employees, 45 FR 12769, Feb. 26, 1980.

Title 29 Code of Federal Regulations, Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters.

SPECIAL REPORTS AND ANALYSES

OSHA Activities

Enforcement

Inspections

Background

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, 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 electrical safety, machine guarding, or proper confined space procedures, among others. Health inspections can focus on worker exposures to specific chemicals or proper protection from an infectious disease, among others.

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.

The following provides a summary of the types of violations OSHA has established.

- *Serious*: The hazard could cause injury or illness that would most likely result in death or serious physical harm.
  - o *Willful*: The employer knew that a hazardous condition existed but made no reasonable effort to eliminate it.
  - o *Repeat*: The employer has been cited 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.

- *De Minimis*: 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, which carry no monetary penalties.

General Inspections
In FY 2011, OSHA initiated 675 inspections of federal worksites; of these, 28.8% of federal agencies were in compliance with OSHA standards. There was an average of 3.6 violations cited per initial inspection, with 65.7% of total violations issued being cited as Serious.

Programmed/Targeted Inspections
In FY 2011, OSHA's national office continued two programs that targeted specific types of federal worksites for inspection. The first program, the Federal Agency Targeting Inspection Program (FEDTARG), uses the previous fiscal year's OWCP data to identify federal establishments with the highest number of lost-time cases. During FY 2011, OSHA performed 126 inspections under FEDTARG, and discovered an average of 5.1 violations per inspection, an *increase* from FY 2010's average of 4.6 violations per inspection. Overall, OSHA discovered 648 violations that included 444 Serious, 41 Repeat, 7 Failure-to-Abate, and 156 Other-Than-Serious violations.

The second program, the Federal Aviation Administration (FAA) Airport Traffic Control Tower Monitoring Program *(*AIRTRAF), concluded in 2011. AIRTRAF targeted federally-owned and federally-operated FAA airport traffic control towers (ATCTs) to assess their compliance with the FAA's alternate standard for egress and fire safety. After three years under this targeted inspection program, OSHA reported the inspection findings and recommendations to the FAA. Under AIRTRAF, OSHA inspected 75 towers, of which 69 were not in compliance with either the FAA Alternate

Standard, or 29 CFR §1960 - Subpart E*,* and National Fire Protection Association-101. OSHA provided recommendations to the FAA for short-term, intermediate-term, and long-term actions to improve the egress and fire safety protections in its ATCTs.

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

In addition, two of OSHA's regions had their own targeted programs for federal agencies. Using workers' compensation data for their regions, staff identified facilities with a high number of injuries and illnesses. While similar to the FEDTARG program, these programs allowed the regions to identify more establishments to inspect.

Significant Cases
OSHA defines *significant cases* as those inspections having penalties over $100,000, and by law OSHA cannot assess penalties against federal agencies; however, 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 2011, OSHA completed a total of nine federal significant cases. These cases involved the Departments of the Army (two cases), Air Force (one case), Transportation (DOT) (two cases), Health and Human Services (one case), Interior (one case), and Veterans Administration (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.*

Agency	Inspection Type	Program	Violations
Army	Follow-up	Not applicable	Serious: 3 Failure-to-Abate: 2 Repeat: 1 Other-Than-Serious: 1
Army	Planned Programmed	FEDTARG	Serious: 17 Repeat: 2 Other-Than-Serious: 18
USAF	Referral and Planned Programmed	FEDTARG	Serious: 32 Other-Than-Serious: 8
DOT - FAA	Planned Programmed	AIRTRAF	Serious: 1 Repeat: 6
DOT - FAA	Planned Programmed	AIRTRAF	Serious: 1 Repeat: 5 Other-Than-Serious: 7
DHHS	Referral	Not applicable	Repeat: 1 Willful: 7
DOI - U.S. Park Service	Complaint	Not applicable	Serious: 8 Willful: 1 Other-Than-Serious: 1
VA	Planned Programmed	FEDTARG	Serious: 11 Repeat: 7
VA	Planned Programmed	FEDTARG	Serious: 9 Repeat: 1 Other-Than-Serious: 5

As with all inspections, OSHA worked with these agencies to ensure that they abated the hazards and made the necessary improvements to their OSH programs.

Oversight

POWER Initiative

The Protecting Our Workers and Ensuring Reemployment Initiative succeeded the six-year Safety, Health, and Return-to-Employment (SHARE) Initiative which ended in FY 2009. POWER expanded on SHARE by revising SHARE's four goals to set more challenging performance targets and to establish FY 2009 as the baseline for the Initiative's goals. In addition, it introduced three new 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.

The President directed all Executive Branch departments and agencies (excluding the USPS) to participate in the POWER Initiative, and gave the Department of Labor responsibility for tracking agencies' progress in meeting the annual goals. Following President Obama's introduction of the Initiative on July 19, 2010, Secretary of Labor Hilda Solis, who was designated to lead the Initiative, issued a memorandum to the heads of Executive Branch departments and agencies that provided further guidance on the POWER Initiative.

In her September 21, 2010 memo, Secretary Solis explained how each goal would be measured during the four-year period the Initiative covers (FYs 2011-2014). The Department set the following goals:

- **Goal 1** - *To reduce total injury and illness case rates (TCRs) by 4% per year below the FY 2009 baseline if an agency's rate is at or above the national target, or by 1% per year if*

an agency's rate is below the national target.

- **Goal 2** - *To reduce lost-time injury and illness case rates (LTCRs) by 4% per year below the FY 2009 baseline if an agency's rate is at or above the national target, or by 1% per year if an agency's rate is below the national target.*

These two goals require agencies to continually reduce their total and lost-time case rates. Under SHARE, some agencies achieved their future performance targets early in the Initiative, but made no further improvements. Under POWER, an agency must reduce its rates at least 1% below its prior year's actual rate in order to achieve its goal. One exception is if an agency has a TCR or LTCR of 1.0 or less per year. If an agency maintains a TCR or LTCR of 1.0 or less per year, no further reductions are required.

- **Goal 3** - *To analyze lost-time injury and illness data.* While all agencies are encouraged to analyze their data, only those agencies with an LTCR above the Government's rate must, as part of the annual report to OSHA, submit a summary of the measures taken to address the most frequent and severe cases. The baseline LTCR for the Government as a whole (less USPS) was 1.48 and the target for FY 2011 was 1.42. Please refer to Table 1, found on page 16 of this Report, for those agencies that were above the Government LTCR.

- **Goal 4** - *To increase the timely filing of workers' compensation notices of injury or illness forms (forms CA-1*

and 2) by 3% per year above the FY 2009 baseline, or meet the minimum filing percentage for the year, whichever is greater. Minimum performance thresholds start at 65% for FY 2011 and rise by 5% per year. However, no agency's annual goal will need to exceed 95%.

- **Goal 5** - *To increase the timely filing of wage-loss claims (form CA-7) to meet or exceed minimum annual thresholds. In FY 2011, all agencies must achieve at least a 60% timely filing rate; in FY 2012, FY 2013, and FY 2014, the minimum thresholds will rise to 64%, 68%, and 70%, respectively.*

- **Goal 6** - *To reduce lost production day rates [LPDRs; days lost due to workplace injury or illness per 100 full time equivalent (FTE)] by 1% per year below the FY 2009 baseline, or maintain a rate of 15 days or less.*

- **Goal 7** - *To increase return-to-work (RTW) outcomes for those federal employees who sustain serious workplace injuries or illnesses.* While all federal agencies are encouraged to improve their RTW percentages under the Initiative, 14 agencies with the largest, statistically significant, case volumes (an annual average of 50 or more new serious injury cases measured for the FY 2009 baseline) are expected to improve their RTW outcomes within a two-year period by 1% in FY 2011 and by an additional 2% in each of the following three years over the FY 2009 baseline. This new goal supports EO 13548, *Increasing Federal Employment of Individuals with Disabilities* (signed July 26, 2010) requiring agencies to increase their employment of persons with disabilities, particularly the reemployment of federal employees injured on the job whenever possible.

Federal Advisory Council on Occupational Safety and Health

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

FACOSH met twice during FY 2011. During its October 2010 meeting, FACOSH asked its two standing subcommittees to address specific issues:

- The Emerging Issues Subcommittee was tasked with evaluating the current PELs and the PELs' ability to effectively protect federal workers. The Subcommittee's goal was to determine the means necessary to assure the Government's leadership in using the most protective measures to protect its employees from health hazards.
- 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.

During its June 2011 meeting, FACOSH approved the Training Subcommittee's Report and seven recommendations. These recommendations were forwarded to the Secretary who approved them.

Evaluations

EO 12196 Section 1-401(h) requires the Secretary to "*evaluate the occupational safety and health programs of agencies and promptly submit reports to the agency heads.*" OSHA is developing new evaluation protocols to better review the status of agencies' programs. This new evaluation process will take a two-step approach, first assessing the agency's national OSH program, and then evaluating individual agency worksites to assess the implementation of these programs. Through evaluations, OSHA plans to help agencies develop more efficient and comprehensive approaches to their OSH programs. OSHA also foresees providing an evaluation tool to agencies for their self-evaluations.

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. OSHA is finalizing a draft 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 will clarify and update some existing provisions of 29 CFR §1960. Collecting these records will allow OSHA to better target needed training for federal agencies, as well as identify those worksites that have the highest injury and illness rates.

OSHA is working with the Bureau of Labor Statistics (BLS) 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 the BLS 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 Requests

An agency technical assistance request (ATAR) is a consultative service available only to federal agencies. It is analogous to OSHA's Consultation Program for private sector employers. Federal agencies may contact an OSHA area office and request an ATAR, which may include hazard abatement advice, training, a partial or comprehensive inspection, and program assistance. While the ATAR 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 2011, OSHA conducted four ATARs: two for DoD, one for USDA's U.S. Forest Service (USFS), and one for DOC's National Oceanic and Atmospheric Administration (NOAA).

Alternate and Supplementary Standards

Under 29 CFR §1960.17, if agencies cannot comply with an applicable OSHA standard, they may submit a request for an alternate standard.[7] Currently, there are five OSHA-approved alternate standards; a sixth[8] is pending.

- FAA - *Alternate Standard for Fire Safety in Air Traffic Control Towers.*
- GSA - *Standard on Special-Purpose Ladders.*
- 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 is one OSHA-approved supplementary standard: NASA – *Safety Standard for Explosives, Propellants, Pyrotechnics.*

During FY 2011, the USFS requested that OSHA consider its supplementary standard, *Forest Service Supplementary Standard for Containers and Portable Tanks Transport.* (On March 29, 2012, OSHA informed the USFS that it had no objections to the *Forest Service Supplementary Standard for Containers and Portable Tanks Transport.*)

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 2011, 42 FFSHCs actively

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[7] 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.
[8] During FY 2011, OSHA assisted NOAA with developing an alternate standard on diving. OSHA anticipates completion of the review process during FY 2012.

carried out efforts to improve the effectiveness of OSH functions within the Government.

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*, respectively. OSHA has not yet determined the award winners for CY 2011.

OSHA Training

Annually, OSHA provides a week of training, known as FEDWEEK, specifically for federal agency OSH personnel, at the OSHA Training Institute in Arlington Heights, Illinois. In FY 2011, OSHA provided eight half-day seminars offered twice during the week on topics chosen after surveying federal OSH personnel. The 116 federal OSH employee participants, representing 35 federal agencies, had the opportunity to attend up to six different sessions on various topics, including Office Ergonomics, Electrical Safety, Recordkeeping, Pandemic Influenza Planning, Office Environment Safety and Health, Safety and Health Management Systems, Distracted Driving, and Fire Protection.

Agency Activities

OSH Committees

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 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 the 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 of the committee;
- The location of the committee;

- The 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 Department 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 mentioned, the aforementioned agencies must provide the Secretary with an annual status report on their respective CSHCs. A summary of the provided reports include:

- The Department of Labor described having CSHCs at three levels: *Department of Labor Safety & Health Committee* (Departmental Level), *National Office Safety & Health Committee* (Establishment Level), and *Field Safety & Health Committee* (Regional Level). According to DOL's annual report, its *National Office Safety & Health Committee* typically meets quarterly. However, due to scheduling challenges, the Committee only met once during FY 2011 (on February 4, 2011). It further indicated that approved committee minutes are posted on *LaborNet.* According to DOL, the remaining committees met regularly during the fiscal year and discussed numerous OSH-related topics, such as training, OSH awareness, and ergonomics.
- Although TVA did not provide specific minutes, it noted that its CSHC met quarterly during FY 2011. It noted that the Committee has routine discussions regarding OSH activities; and that Committee members are consistently briefed on various

initiatives during the quarterly meetings, and each member is given an opportunity to bring up any issue.

The Central Intelligence Agency (CIA), GSA, the U.S. International Trade Commission (USITC) did not provide an annual report for FY 2011. The CIA cited security issues as the reason for its failure to report. While both GSA and USITC cited recent changes in personnel and program oversight as the reasons for their failures to report, the agencies indicated that they will initiate revitalization efforts in FY 2012.

- GSA indicated that it is in the process of including national and regional committee requirements into their National Federation of Federal Employees labor-management agreement to help ensure meetings are conducted as required.
- USITC reported that it has already scheduled a program self-evaluation for FY 2012.

OSHA will work with these three agencies to remedy identified deficiencies.

Other OSH Committees

Many departments and agencies reported on a variety of non-certified OSH-related committees that function at the departmental, agency, and field operation levels. 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 having members with only OSH-related duties and responsibilities. According to the various reports, most of the non-certified OSH committees were considered vital components of the respective department or agency's OSH

program. Given the reported levels of participation of several 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.

Several agencies included reports of committee activities. Among the reports:

- The AFRH indicated that employees attend field federal safety and health council activities for OSH training and

networking, and that the Home also had attendance at outside social networking programs to promote a higher standard for its workplace.

- According to the Army, its Safety Coordinating Panel facilitates coordination and communication between Army staff and commands regarding OSH and risk management integration, and oversees Army OSH and risk management initiatives and performance.
- Commerce reported that it actively encourages participation in FFSHCs; that some bureau field offices attend local meetings; and that the National Institute of Standards and Technology (NIST), NOAA, and other bureau representatives periodically attend and participate in FFSHCs.
- The Navy reported that nearly half of Navy and Marine Corps major command OSH personnel are represented or participate in FFSHCs.
- NASA reported that several of its offices are active participants in the FACOSH subcommittees, 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.

- The NLRB indicated that its safety liaison attends periodic FACOSH meetings, and that designated field office safety representatives participate in local safety councils.
- The PBGC reported that its OSH officials attend FFSHC monthly meetings when the subject matter is applicable.
- The VA reported that its Assistant Secretary for Human Resources and Administration is the Department's DASHO, serves as representative of federal agency management to FACOSH, and participates in the Council's meetings and activities. It also indicated that VHA safety and health professionals currently chair three active FFSHCs.
- The IBWC reported that its employees participated in two quarterly FFSHC meetings.

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. 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. 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" (incidents that could have resulted in an accident or injury but did not). Other strategies for reducing workplace injuries and illnesses included 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:

- Agriculture reported using tracking systems to report and record employee illnesses and injuries, near-misses, motor vehicle accidents, and aviation mishaps; in many cases logs are kept manually and maintained at work locations.
- DOE reported that it uses a Department-wide Computerized Accident/Incident Reporting System that can produce reports on trends.
- DHS reported that injury and illness tracking is done at the component-level, using multiple tracking systems, including standard computer-based software as well as other federal-agency-developed tracking systems.
- State reported that all workplace injuries and illnesses are reported via a common form. It indicated that domestic injuries/illnesses are reported through its Domestic Environmental and Safety Division (DESD), and overseas injuries/illnesses are reported through its Safety, Health, and Environmental Management office. Each of the two offices maintains its own logs and databases, and at year-end, all logs are reconciled and distributed to the senior manager at each facility for signature and posting.
- The Army reported that its U.S. Army Combat Readiness/Safety Center (USACR/SC) analyzed Army civilian claims data from the Injury Compensation and Unemployment Division, Defense Civilian Personnel Advisory Service, and identified manual handling and equipment, slips/trips/falls, and transportation as the most predominant injury claims for FY 2011. The Army indicated that FY 2011 is the second consecutive fiscal year decrease in chargeback costs

associated with civilian injuries and illnesses.

- DHHS indicated that due to the lack of a Department-wide, computer-based safety management system, it relies on data published on the DOL website, and cannot expect to affect safety trends using such lagging indicators. DHHS further indicated that although a few of its larger operating divisions have independent accident tracking systems in place, those systems do not communicate with each other, DHHS headquarters, or DOL. DHHS stated that it has been working aggressively for the past six years to bring a Department-wide tracking system online, such as DOL's Safety Health and Information Management System (SHIMS), to assist it with this data collection.
- HUD reported that it does not have a computerized system to track injuries and illnesses, but indicated that it plans to implement such a system in the future.
- DOI noted that the variety of working environments (urban offices to remote parks and wildlife refuges), and job duties (law enforcement, wildland firefighting, office administration, and facilities maintenance) made identifying and controlling accident and incident trends a continuing effort. However, it reported examples of Department-wide control strategies to include: injury and illness data analysis, medical surveillance, OSH program evaluations, and revision of employee safety and health training courses.
- DOL indicated that it uses SHIMS to track injury and illness data. According to DOL, in FY 2011, OWCP introduced a new system,

ECOMP, that will be available free-of-charge to all federal agencies for filing workers' compensation claims. The Department further indicated that in FY 2012, it is planning to test ECOMP for filing wage loss claims only. SHIMS will continue to be used for tracking injury and illness data.

- The Navy reported that it uses four information systems to populate, maintain, and analyze OSHA logs and other pertinent mishap information. It indicated that the end result is a more accurate depiction of the state of injury and illness across the DoD and individually for each of the services. It also indicated that it continues efforts to develop and deploy an overarching Risk Management Information System for both the Navy and Marine Corps.
- The Treasury indicated that its safety and health information system is maintained by the Departmental Offices, Office of Environment, Health, and Safety, and is used Agency-wide for injury and illness reporting, tracking, and recording purposes. It reported that the system is more than 10 years old and does not offer many of the tracking, reporting, data analysis, and root cause analysis functions that are now available in the more current applications. It stated that it is in the process of procuring a new safety and health information management system.
- The VA indicated that it uses the Workers' Compensation Occupational Safety and Health Management Information System, and that efforts are being made to convert the system to web-based for easier access and use. It stated that specific trends are identified and analyzed to measure

improvements and opportunities for improvement.

- The EPA indicated that its individual locations maintain their own logs; that supervisors provide local Safety, Health, and Environmental Management Program (SHEMP) managers with detailed information about specific incidents and accidents; and that local SHEMP managers document employee injuries and illnesses. It further indicated that on a quarterly basis, it collects information from SHEMP managers about the injuries/illnesses and lost-time cases that occurred across the Agency. The data are compiled into quarterly summary reports and presented to the OSH manager. Also, the OSH manager receives an annual comprehensive analysis that provides information on trends. The Agency indicated that it has started exploring options for improving its data collection system, and is examining whether commercially available software could be used to collect real-time injury and illness data online from SHEMP managers.
- GSA reported that each of its 11 regional offices is responsible for implementing an OSH program, providing a safe and healthful working environment for employees, offering training to ensure that employees are fully aware of job-related safety and health hazards, addressing employees' safety and health concerns, and correcting potentially hazardous situations before accidents occur. At the agency-wide level, GSA's Public Buildings Service supports OSH initiatives through its Security and Safety Risk Management Division, which is responsible for developing

OSH promotional programs and setting goals.

- NASA reported that it uses the Incident Reporting Information System, a web-based system used to maintain all mishap investigation reports and follow-up.
- The NRC reported that it currently uses a manual injury and illness reporting system for collecting and recording injury and illness data along with DOL's OWCP information. It indicated that the majority of injuries result from falls.
- OPM reported that it uses two systems to maintain and track injury data: the *WEB Opus* and an internally developed Excel spreadsheet. It indicated that the only noticeable trend was sprains and strains of all types related to slips and falls.
- TVA analyzed accident and injury rates to identify issues and trends. According to TVA, it developed program improvements and initiatives to address identified problem areas and tracked any necessary corrective actions to completion using an electronic work management system.

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

- The Armed Forces Retirement Home reported that its Performance Improvement Committee is monitoring all injury and illness trends; and that its Safety Committee continuously educates all employees about their safety responsibilities.

- The Equal Employment Opportunity Commission reported that its Office of Human Resources held quarterly meetings with its contractor to identify and control trends by developing and evaluating RTW strategies; explore ways to integrate the ergonomics and reasonable accommodation programs to assist injured workers with performing the essential functions of their positions; and improve OSH training for employees as a means of increasing employees' awareness and reducing injury rates.
- According to NARA, it currently tracks injuries and illnesses manually. It indicated that it was planning to refine or modify existing forms such that all needed data fields (including near misses and corrective actions) could be added to a single form for future computerization and data mining.
- The NEA reported that because it is a small agency with a limited number of cases, it does not have a tracking system other than maintaining the OSHA forms. It indicated that it also maintains OWCP case files on each case.
- The National Credit Union Administration (NCUA) indicated that it uses an Excel spreadsheet to maintain OSHA logs, and that it is in the process of signing a memorandum of understanding with DOL to convert the workers' compensation claims processing and tracking to an electronic system. It noted that slips on uneven or slippery surfaces were the primary cause of injuries to employees and that it continually inspected all walking surfaces.
- The National Gallery of Art reported that it uses an incident reporting system to document the initial occurrence of injuries and illnesses. It also reported that it uses an independent workers' compensation claim management firm to manage its workers' compensation claims.
- The NLRB reported that its safety liaison and the designated safety representative from each field office maintain records of any suspected work-related injury or illness. It further reported minor trips and falls were the most significant category in its lost-time and illness data.
- The National Transportation Safety Board (NTSB) indicated that its OSH staff investigated each occupational injury and illness to determine how to prevent recurrence.
- The U.S. Office of Government Ethics reported that, because of its size, the nature of its work, and the close-to-non-existent number of cases each year, it does not perform a formal self-evaluation, indicating its awareness of each incident and ability to thoroughly evaluate each case at the time it occurs.
- The Office of Navajo and Hopi Indian Relocation (ONHIR) reported that it experienced two employee injuries; one the result of a slip and fall on ice, and the other an ergonomic injury as a result of repetitive lifting. It reported that it has an aggressive snow and ice removal program and continues to evaluate areas that present potential injuries to employees and make improvements wherever possible.
- The PBGC indicated that it has very few accidents or incidents. It reported that it regularly conducts safety inspections to resolve any safety issues before becoming problematic; and that its robust safety and security

communication campaign includes safety tips and reinforces requirements on a quarterly basis.

- The RRB continued to control trends and lost-time accidents by reviewing all reported accidents quarterly through its safety and health committee. It indicated that no particular areas with high case rates were identified this fiscal year.
- The Smithsonian Institution (SI) indicated that it uses the Medgate database system, and the Automated Incident Reporting System to track and trend OSH illnesses and injuries, and continues to improve its injury data

collection, processing, and analysis functions. It explained that, given the low numbers of injuries, determining the statistical significance of any supposed trends was problematic.

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 tracked OSH-related reports and information to help ensure safer and more healthful workplaces.

Integrating OSH and Emergency Response

This year, OSHA asked agencies to provide information on how they integrate OSH considerations into their plans for coping with emergencies or disasters. Various Executive Orders and legislative acts require Executive Branch agencies to develop and implement plans for responding to such events or maintaining agency operations during emergencies or disasters. Depending on the specific event, some agencies may respond to the site of an event, and must account for the health and safety of their federal employees during such a response. Other agencies, with no duty to respond, must still plan for continuing their operations should an event affect their business sites. Nearly every department and agency in the Government reported that it had a plan for dealing with emergency response and continuity of operations. Most agencies also reported that these plans either contained provisions for ensuring the safety and health of their federal employees, or were developed with the input of OSH personnel.

Among the agencies that provided information related to integrating OSH considerations into emergency response planning:

- DOE reported that its COOP plan addresses mission-critical functions by incorporating procedures to secure sensitive DOE material movements involving transportation of nuclear materials, upgrading the security of all facilities to the extent required in a given emergency, and ensuring the safety and health of employees during a COOP event. Its COOP plan includes procedures for tracking employees' locations and welfare, and provides for minimum staffing to support essential functions. DOE incorporates training, drills, and exercises to ensure employees respond appropriately to possible emergency situations.

- State indicated that its Office of Emergency Management and DESD collaborate on its domestic emergency preparedness program. It indicated that its primary focus overseas is to assist posts in returning to a functional and productive status as soon as possible after events. In addition, the COOP plan seeks to assure that the Bureau of Overseas Buildings Operations (OBO) can remain functional so that critical support to posts is not interrupted. The OBO plan is linked to the Domestic Emergency Action Plan. State indicated that its Office of Safety, Health, and Environmental Management – the overseas OSH office – is also a key member of several ongoing planning efforts to ensure the Department maintains a current, viable procedure for dealing with possible future emergency events.

- The Overseas Private Investment Corporation (OPIC) reported that its COOP and OEP plans include annexes on pandemic influenza planning, training, safety and security, and family disaster planning.

- The Commodity Futures Trading Commission reported that its Human Capital Planning for Pandemic Influenza outlines flexibilities that

would maximize social distancing and minimize the transmission of influenza in the work environment.

- The NEA reported that employee health and safety are integral facets of its emergency and disaster response plans, and that the initial focus of all emergency/disaster response efforts is to ensure employee safety.
- According to the Peace Corps, it integrated employee safety and health into a variety of emergency response plans.
- According to the USDA, all of its locations have directives, available electronically, that provide guidance for employees, including OEPs, business continuity, and COOP plans. USDA stated that OEPs contain provisions for building evacuation or SIP during emergencies, and are being updated to reflect the latest FEMA requirement

AGENCY ABSTRACTS
MAJOR DEPARTMENTS
AND
INDEPENDENT AGENCIES

Note: OSHA/OFAP developed the abstracts for the major departments and independent agencies based on information provided in their annual reports.

Department of Agriculture

Statistics

The Department of Agriculture's employment rolls *decreased* by 16,494 (14.7%) to 95,493 employees in FY 2011. Its total injury and illness cases *decreased* by 8.5% to 4,509; and its TCR *increased* from 4.40 to 4.72 (7.3%). The USDA's lost-time cases *decreased* by 0.4% to 1,577; and its LTCR *increased* from 1.41 to 1.65 (17%). According to USDA, there were three civilian fatalities during FY 2011.

USDA's workers' compensation costs *decreased* by 0.3% to $72,620,591 during the CBY.

Overseas Employees

According to USDA, the number of its employees working outside of the continental United States (OCONUS) varies widely as the usual circumstances requiring overseas posting are generally associated with responses to such events as natural disasters or disease outbreaks. It reported that, during FY 2011, 334 employees were on assignment overseas and were often co-located with employees from other federal agencies. Agriculture noted that most of its overseas employees were covered by Department of State OSH programs, adding that employees are routinely provided with health assessments and exams prior to deployment. In addition, the Department reported that employees have access to Internet-based safety training through the *USDA AgLearn* system and agency websites.

OSH Initiatives

Motor Vehicle

According to USDA, its federal employees were involved in 172 motor vehicle incidents that resulted in personal injury. This is a *decrease* from 183 motor vehicles incidents reported in FY 2010.

It reported that its regulation on Text Messaging While Driving implemented the requirements of EO 13513, which bans the the use of texting devices while driving. It reported seatbelt use within USDA has been a long-standing requirement for employees on government business. It added that the driver of the vehicle has the primary responsibility to ensure all vehicle occupants wear seatbelts, but all employees share this requirement as a personal responsibility. According to USDA, defensive driving courses are required throughout USDA, and are available online through the *USDA AgLearn* system.

Integrating OSH & Emergency Response

According to the Department, all USDA locations have directives, available electronically, which provide guidance for employees, including OEPs, business continuity, and COOP plans. USDA stated that OEPs contain provisions for building evacuation or SIP during emergencies, and are being updated to reflect the latest FEMA requirements.

Agency Specific OSH Resources

According to USDA, changes in resources dedicated to OSH activities have varied widely throughout its agencies. USDA indicated that, at the Department-level, funding is being sought for various OSH-related activities, from the implementation of a USDA-wide data management system, to the replacement of personnel lost through attrition.

Employee Support

USDA reported that safety and health training is a continuous and ongoing activity, elaborating that new-employee orientation routinely includes safety and health information, especially for those employees who will be working in hazardous work environments. It reported that employees have access to OSH training through the *USDA AgLearn* system, adding that customized training is available at each individual subagency's Internet site; JHAs are used widely within the Department; and field crews routinely hold tailgate safety sessions to discuss site-specific hazards before beginning work. According to USDA, it encourages its safety professionals to attend professional conferences and pursue professional certification. USDA also reported that it includes standard clauses in its contracts requiring appropriate contractor training for the tasks to be performed.

Other OSH Support Activities

Field Federal Safety and Health Councils & Other Social Networking

The Department reported that personnel at all levels regularly participate in the *MWFSHC*. It added that OSH professionals are encouraged to participate in local FFSHCs throughout the country; recommended activities include holding office and hosting meetings. USDA reported that, rather than using Facebook or Twitter for OSH promotion, it uses USDA Connect, a relatively new Departmental networking tool, to announce activities, post contact information, and set-up OSH communities.

Ergonomic Safety Program

In addition to providing for the reasonable accommodation program, the Department reported that USDA TARGET Center provides support to all employees in the maintenance of workstation safety and comfort; all consultations, educational and product-related services are free to employees. It indicated that the Center also provides training and ergonomic program support to other federal agencies. It added that an agency-certified ergonomist conducts webinars on technical ergonomic issues specific to laboratory, industrial/process, and field environments.

Psychosocial Risk Factors

The Department indicated that it seeks to reduce stress and psychosocial risk factors through many programs, including the Employee Assistance Program, Conflict Prevention, Alternate Dispute Resolution, Workplace Violence Prevention, Wellness, and Civil Rights programs. It added that program personnel consider psychosocial factors when evaluating possible human factor issues during incident reviews and investigations.

Telework

USDA indicated that it has a telework program, and that several subagencies have

supplemented Departmental policy with agency-specific guidance.

Occupational Exposure Limits

Agriculture reported that it uses a variety of standards when evaluating exposure limits: OSHA PELs, NIOSH RELs, and ACGIH TLVs. It reported that it encourages the use of the lowest OEL that is technically and economically feasible, and that, when OELs have not been established, it recommends following an ALARA approach based on technical and economic feasibility.

Accomplishments

USDA reported that during FY 2011, it exceeded POWER Goal 1, reducing total illness and injury case rates by 32%; and POWER Goal 2, reducing lost-time illness and injury rates by 29%.

In addition, USDA reported its other significant accomplishments as:

- Updating its safety and health policies and procedures.
- Gaining approval to fill vacant OSH positions.
- Assessing heat stress conditions in meat and poultry slaughter establishments.
- Accomplishing scheduled safety program evaluations.

- Partnering with NIOSH to assess hazardous atmospheres when inspecting processing equipment.
- Re-initiating its safety and health meetings.

Goals

For FY 2012, in addition to continuing to meet POWER goals, USDA indicated that it will:

- Set up a USDA safety community through social marketing media.
- Obtain funding to implement a Department-wide Safety and Health Information Portal, and workers' compensation data management system.
- Fill OSH position vacancies.
- Increase safety and industrial hygiene inspections at high priority establishments.
- Conduct scheduled safety and health evaluations.
- Increase OSH outreach.
- Evaluate dosimetry-based assessment of noise exposure in slaughter environments.
- Assess and develop methods for improving employee safety and health training.

Department of the Air Force

Statistics

The Air Force's employment rolls *increased* by 5,658 (3.3%) to 176,192 employees in FY 2011. Its total injury and illness cases *decreased* by 4.8% to 4,011; and its TCR *decreased* from 2.47 to 2.28 (7.7%). The USAF's lost-time cases *decreased* by 5.9% to 2,303; and its LTCR *decreased* from 1.43 to 1.31 (8.4%). According to the USAF, there was one civilian fatality during FY 2011.

The USAF's workers' compensation costs *increased* by 4.9 % to $135,595,977 during the CBY.

Overseas Employees

According to the Air Force, at the end of FY 2011 it had 24,872 civilians assigned OCONUS, and 134 civilians deployed to overseas locations in a temporary duty status. The Department explained that its civilian personnel databases do not separately track whether civilians reside on State posts, and that civilian employees are assigned to foreign agency locations, such as North Atlantic Treaty Organization or DoD installations. According to the Department, each DoD installation typically has a Safety Office, an Occupational Health section within the Surgeon General's Office, and a Civilian Personnel Office with an Employee Benefits and Compensation section. These offices are responsible for advising commanders on employee OSH issues.

OSH Initiatives

Motor Vehicle

According to the Air Force, outside of mishap investigations, it does not specifically track seatbelt use. It reported that its civilian employees experienced 29 four-wheel motor vehicle mishaps, which is a 32% *increase* from FY 2010, with 21 resulting in reportable injury (75% *increase* over FY 2010). It added that, in 24 of the 29 instances, employees were wearing personal restraint devices.

The Air Force reported that it promotes compliance with EO 13043 through seasonal safety campaigns, periodic seatbelt checks, public service announcements, messages on installation marquees, and signage at installation gates; and that its policy, illustrated in Air Force Instruction (AFI) 91-207, *The US Air Force Traffic Safety Program,* incorporates EO seatbelt requirements.

Furthermore, it reported that it provides a variety of traffic safety training courses designed to establish and reinforce a positive driving attitude. It explained that the *Air Force Supervisor Safety Training* course has a traffic safety module designed to instruct first-time supervisors regarding their roles and responsibilities, along with means and methods to execute those responsibilities. The Air Force added that the course emphasizes individual responsibility and correct response to routine and emergency driving situations.

The Air Force reported that employees who rode motorcycles on its installations receive

Motorcycle Safety Training as mandated by AFIs. It indicated that in FY 2012, only USAF employees who ride motorcycles as part of their duties will be required to complete the training. It added that the training course, taught by Motorcycle Safety Foundation certified instructors, will still be available free to all Air Force employees on a space-available basis.

According to the Air Force, its Commands use electronic media to emphasize the dangers of text messaging and distracted driving.

Integrating OSH & Emergency Response

The Air Force reported that it has established a single, integrated program to mitigate the effects of major accidents; natural disasters; conventional attacks; and terrorist use of chemical, biological, radiological, and nuclear materials on its personnel, resources, and operations. According to the Air Force, its program mandates that OSH personnel develop and implement measures to protect the safety and health of Air Force personnel and the general public, and includes them in installation's Comprehensive Emergency Management Plan.

Agency Specific OSH Resources

According to the Air Force, it did not experience any significant changes to OSH resources during FY 2011.

Employee Support

The Air Force reported that it provides safety-related training for all levels of existing employees and for new hires when hired, then on an as needed basis. It added that the Department completes OSH

performance evaluations for managers in accordance with DoD policy.

Other OSH Support Activities

Field Federal Safety and Health Councils & Other Social Networking

It reported that USAF Headquarters remains engaged through representation by the Office of the Secretary of Defense on FFSHCs and that, at the field-level, 65 Air Force entities (53 installations, 12 tenant safety offices) participate in regional FFSHCs. According to its report, its Safety Center and various installations' safety offices use social networking communities and relationships, such as Facebook and Twitter, in promoting, improving and building higher standards of workplace safety and health.

Ergonomic Safety Program

The Air Force reported that ergonomic factors are addressed in the overall occupational and environmental health program through routine, comprehensive health risk assessments of its workplaces. It added that ergonomic investigations are conducted when MSDs are diagnosed and determined to be potentially work-related.

Psychosocial Risk Factors

Though not part of its OSH program, the Air Force reported that it provides assistance to employees through various readily accessible medical and personnel programs, indicating that all worksites have established procedures for dealing with stress, bullying, harassment, and workplace violence.

Telework

The USAF reported that it has implemented telework in accordance with DoD policy,

which requires teleworkers to receive OSH guidance, a risk assessment checklist for their work environment, and COOP training.

Occupational Exposure Limits

The Air Force stipulated that Bioenvironmental Engineering Services (BEE) determines the OEL using USAF standards and other appropriate, recognized standards in concert with technical reports or guidance documents provided by the USAF School of Aerospace Medicine. It indicated that the determination of an unacceptable level of exposure to a potential occupational and environmental health threat and, subsequently, the need for controls requires local BEE staff to work with the affected supervisor and unit commander to analyze the risk, implement appropriate mitigation strategies, and monitor mitigation effectiveness.

Accomplishments

According to the Air Force, it improved its RTW performance by 5.8%, greatly *exceeding* the 1% POWER goal. In addition, it reported that:

- The Air Force Safety Center accomplished 3 major command and 22 Direct Reporting Unit and Field Operating Agency program evaluations.

- The Air Force Safety Mishap Prevention Program has *reduced* automobile mishap deaths by over 75% in ten years from 52 in FY 2002 to 15 deaths in FY 2011.
- It completed the development of the TSI Motorcycle Safety Program Coordinator course.
- The Ground Safety Program continues to lead the DoD with the lowest ground safety fatal mishap rate, which is also lower than that of private industry.
- All worksites have established procedures for dealing with stress, bullying, harassment, and workplace violence.

Goals

The Department noted that during FY 2012 it will:

- Reduce on-the-job fatalities to zero.
- Develop strategies for targeting prevention efforts though the implementation of an Environment, Safety, and Occupational Health Management System.
- Integrate reporting, investigation, and analysis of hazards, and their mitigation through improvements in IT processes.
- Increase safety media outreach.

Department of the Army

Statistics

The Department of the Army's employment rolls *increased* by 7,516 (2.6%) to 295,849 employees in FY 2011. Its total injury and illness cases *decreased* by 3.9% to 7,642; and its TCR *decreased* from 2.76 to 2.58 (6.5%). The Army's lost-time cases *decreased* by 4.6% to 3,966; and its LTCR *decreased* from 1.44 to 1.34 (6.9%). According to the Army, there were three civilian fatalities during FY 2011.

The Army's workers' compensation costs *decreased* by 0.2 % to $176,941,036 during the CBY.

Overseas Employees

The Army reported that, during FY 2011, 23,532 employees worked OCONUS. In addition, the Army reported that it employed 27,633 local national (LN) employees. It explained that 441 of the deployed civilians were under the jurisdiction of the State Department.

The Army reported that, in OCONUS locations, U.S. civilian employees and LN employees are afforded the same OSH programs and protections as Army employees located within the continental U.S. Additionally, it reported that *Status of Forces Agreements* require U.S. Armed Forces in workplaces overseas to comply with the safety standards of the host nation. The Army stipulated that if U.S. standards conflict with those of the host nation, the stricter standards applied. It added that Army and OSHA requirements apply if the host nation law is less stringent or nonexistent. It further stipulated that the Army addresses the safety and health of employees through various command safety plans, site visits, and organizational inspections using checklists derived from OSHA, the Army, and other consensus standards.

OSH Initiatives

Motor Vehicle

According to the Army, during FY 2011 there were 21 accidents involving 22 civilian personnel, with three of these accidents resulting in injuries to three civilians. It stated 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.

The Army stated that, although it does not have a specific system in place to track seatbelt use, its policy addressing seatbelt use is contained in Army Regulation (AR) 385-10, *The Army Safety Program*, as follows:

- Occupant protective devices (OPDs) will be worn by all persons in or on an Army-owned motor vehicle on or off the installation.
- All personnel, to include family members, guests, and visitors, will wear OPDs at any time on an Army installation.
- OPDs will be worn by all soldiers driving or riding in a privately owned vehicle, whether on or off the installation.
- Individuals will not ride in seats from which manufacturer-installed OPDs,

including airbags, have been removed or rendered inoperative.

- Child safety-seats must be used on all Army installations. Installation traffic safety programs will be consistent with State or local child safety seat laws and with regulations. If there is no applicable local requirement, the installation traffic safety program must specify age, weight, seating placement, or other criteria for child safety seat use.
- The vehicle operator is responsible for informing passengers of the OPD requirement and the senior occupant is responsible for ensuring enforcement. If the senior occupant cannot be ascertained, the driver is responsible for ensuring enforcement.

Furthermore, the Army stated that media campaigns, at both the Departmental and organizational levels, address safe motor vehicle operations, including distracted driving. It reported that its policy contained in AR 190-5, *Motor Vehicle Traffic Supervision,* addresses distracted driving:

> *Vehicle operators on a DoD installation and operators of Government-owned vehicles will not use cell phones unless the vehicle is safely parked or unless they are using a hands–free device. The wearing of any other portable headphones, earphones, or other listening devices (except for hands–free cellular phones) while operating a motor vehicle is prohibited. Use of those devices impairs driving and masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, and human speech. The DoD component safety guidance should note the potential for driver distractions, such as eating and drinking,*

operating radios, CD players, global positioning equipment, and so on. Whenever possible, this should only be done when the vehicle is safely parked.

Integrating OSH & Emergency Response

According to the Army, its policy addressing emergency management and response is contained in AR 525-27, *Army Emergency Management Program* (EMP), which addresses management and execution of the program at the garrison/installation levels, and is the Army's comprehensive integrated EMP for the planning, execution, and management of response efforts. It reported that supplemental policy addressing emergency preparedness and response is contained in AR 385-10, *The Army Safety Program*, and the Army Pamphlet (DA PAM) 385-10, *The Army Safety Program.*

Agency Specific OSH Resources

The Army reported that 44% of its commands experienced changes in OSH resources. The Army added that, of those, 57% gained, while 43% lost resources. It reported that budgetary changes directly affected OSH staffing within the commands. In addition, it reported that its Headquarters received a $2-million *increase*, which enabled it to complete assessments of the quality of the work environment at 21 bases.

Employee Support

The Army reported that its safety program policy specifies OSH training and education requirements. The Army reported that in FY 2011, the USACR/SC provided training to 828 armed services members through a variety of venues, using both in-person and electronic media formats.

The Army stated that it provided its OSH professionals training using a variety of training formats, and that contractors may receive the same or similar training provided for Army civilians as specified in their contracts.

Other OSH Support Activities

Field Federal Safety and Health Councils & Other Social Networking

At Army Headquarters, the Army Safety Coordinating Panel facilitates coordination and communication between Army staff and commands regarding OSH and Composite Risk Management (CRM) integration, and oversees Army OSH and CRM initiatives and performance. The Army reported that at Headquarters, the USACR/SC participates in social networking, and has had accounts with Facebook and Twitter for three years. Its Facebook account is updated on a daily basis, and Twitter on an "as needed" basis. It reported electronic traffic accordingly: Facebook traffic: weekly - 1,100, monthly - 3,500, and yearly - 40,000; Twitter traffic: weekly - 1,000, monthly - 2,000, and yearly - 24,000.

Ergonomic Safety Program

The Army reported that its ergonomics policy, *The Army Safety Program,* establishes the requirement for implementing an ergonomics program. It added that its Public Health Command provides additional guidance in DA PAM 40-21, *Ergonomics Program.*

Psychosocial Risk Factors

The Army reported that most commands have specific policies and programs in place to address issues, such as suicide prevention, violence in the workplace, stress, substance abuse, conflicts, and other psychosocial risk factors, using a variety of methods, including training, and counseling services through the use of chaplains, medical authorities, social workers, and other support personnel.

Telework

According to the Army, its Memorandum 690-8, *Headquarters, Department of the Army Telework Program*, establishes its policy addressing employee participation in telework. The Army explained that this policy also establishes a process that increases options for COOP during emergency or pandemic situations, as well as enhancing the Army's ability to employ and accommodate people with disabilities, including employees who have temporary or continuing health problems.

Occupational Exposure Limits

According to its Public Health Command, the Army uses the following OELs to analyze hazardous chemicals: OSHA PELs; 1989 PELs (Rescinded); NIOSH RELs; ACGIH TLVs; workplace environmental exposure levels (WEELs) published by the American Industrial Hygiene Association; and manufacturer OELs where there is no PEL, TLV, REL, or WEEL. The Army reported that in-house OELs are developed for unique Army/DoD exposure situations, and when there is an absence of existing health criteria for the substance. It indicated that OELs are being developed by the Army Institute of Public Health for some components of Army explosives, where there is no TLV or PEL.

Accomplishments

The Army reported that during FY 2011:

- The USACR/SC hosted two Army Senior Safety Professional Development Symposiums. Both symposiums were centered on the theme *America's Army: The Strength of the Nation, Training and Developing Safety Leaders.*
- Its *Career Program-12*, which consists of careerists in the fields of OSH, industrial hygiene, health physics, and safety engineering, expanded to integrate the 081 Fire Protection career field.
- It formally initiated the Civilian Injury Prevention Directorate, USACR/SC to conduct analyses of Army civilian accidental loss.
- Headquarters won the 2011 *Federal Theodore Roosevelt Workers' Compensation Award* for best workers' compensation program in the federal sector. The Army explained that the "*Teddy*" Award is a prestigious national award given annually by *Risk and Insurance* magazine in recognition of excellence in the administration of workers' compensation and disability management.
- It released *Report-It* to the field, explaining that *Report-It* is an online Turbo-Tax® style accident reporting system developed by USACR/SC, and field tested within various commands across the Army during FY 2011. It indicated that the system will be a critical component for collecting injury, illness, and loss reports to help the Army identify trends and propose courses of action to effect loss prevention, and effectively manage its OSH program.

Goals

The Army reported its FY 2012 goals as consisting of the following:

- Conduct external and internal audits of command OSH programs.
- Identify inherent risks through JHA and CRM.
- Use the Army Readiness Assessment Program, an online tool that gauges the safety climate and culture of an organization, to assess battalion-level (military) organizations, and garrisons/installations (civilian).
- Implement rapid revisions of OSH policies and regulations to ensure currency and compliance.
- Provide OSH professionals quality training and opportunities for career development.

In addition, the Army reported that, during FY 2012, it plans to:

- Include two new requirements in its Army Traffic Safety Training Program: progressive motorcycle training, and motorcycle refresher training.
- Have its aviation leaders reduce accidents involving human error, which accounts for 80+ percent of all aircraft accidents.
- Reduce sports-related soldier personal injuries.
- Reinforce basic weapons safety principles on-duty to influence a transfer of positive habits to privately owned weapons.
- Evaluate accident reporting procedures to ensure processes include cross-checks with other authoritative sources to capture and report recordable accidents, and complete and submit all

outstanding reports for FYs 2009 and 2010, thereby reducing the number of overdue reports from FY 2011 by 75%.

- Conduct a *Comprehensive Review of Organizational Civilian Accident History to Identify Trends and Associated Costs,* using FECA

working groups to determine effective prevention and RTW strategies; and redouble efforts to improve case management in order to return injured workers to employment. In addition, it reported that Army programs will maximize the use of the DoD Pipeline and Voluntary Protection Programs.

Department of Commerce

Statistics

The Department of Commerce's employment rolls *decreased* by 5,118 (9.8%) to 46,945 employees in FY 2011. Its total injury and illness cases *decreased* by 84.9% to 646; and its TCR *decreased* from 8.19 to 1.38 (83.2%). DOC's lost-time cases *decreased* by 82.6% to 296; and its LTCR *decreased* from 3.27 to 0.63 (80.7%). According to Commerce, there were no civilian fatalities during FY 2011.

Commerce's workers' compensation costs *increased* by 35.7% to $26,839,040 during the CBY.

Overseas Employees

The Department reported that its International Trade Administration had approximately 1,000 OCONUS employees located in embassies under State's jurisdiction; and NOAA had 18 OCONUS employees, none of whom were located in embassies under similar jurisdiction.

OSH Initiatives

Motor Vehicle

According to DOC, in FY 2011 it experienced 31 MVAs, adding that this was a dynamic *decrease* from the 1,154 MVAs that were reported in FY 2010, 1,056 of which were the result of 2010 Decennial Census activities. DOC reported that it does not have an electronic system to track MVAs and associated costs.

Integrating OSH & Emergency Response

According to DOC, its Bureaus have OEPs and hold evacuation, lockdown, and SIP drills. It reported that its *Pandemic Plan* is a stand-alone document, while its COOP plan was developed and implemented by the Office of Security. It further indicated that the Office of Occupational Safety and Health participates in the Office of the Secretary COOP planning.

Agency Specific OSH Resources

The DOC reported that it hired one safety specialist during FY 2011.

Employee Support

The DOC reported that it conducted safety and health training for Bureau of Industry and Security collateral duty safety and health coordinators on office ergonomics; knowledge, skills, and abilities for collateral duty positions; OSHA recordkeeping requirements; and office inspections; indicating that its bureaus conduct training specific to their operational missions.

Other OSH Support Activities

Field Federal Safety and Health Councils & Other Social Networking

It reported that it actively encourages participation in FFSHCs, indicating that some its bureau field offices attend local meetings. It added that NIST, NOAA, and other bureau representatives periodically attend FFSHC meetings and participate as

members. In addition, it reported that it encourages its safety staff to attend professional meetings with professional organizations, such as the ASSE, and the American Industrial Hygiene Association. Its bureaus participate in the semi-annual Department Occupational Safety and Health Council and the monthly Bureau Safety Managers' Working Group meetings. The Department indicated that it is reassessing its internet website policies to determine customer needs and the impact of restrictions on various web-related business functions.

Ergonomic Safety Program

DOC reported that ergonomics is a collaborative effort that includes its bureaus, operating units, individual managers, supervisors, and employees. It indicated that most major bureaus have dedicated safety specialists who provide one-on-one ergonomic assessments for employees. It added that its bureau health unit staff provide medical evaluation as needed, as well as ergonomic information and counseling. DOC also reported that it has Reasonable Accommodation Coordinators who help to provide reasonable accommodations for employees, and that it has established an ergonomics webpage.

Psychosocial Risk Factors

According to DOC, the Department and its bureaus have EAPs available to all employees and their families.

Telework

DOC reported that it updated its *Telework Policy,* and indicated each bureau has

supplemented the policy with requirements specific to its mission and operations.

Occupational Exposure Limits

DOC stipulated that at this time it does not use any in-house-developed OELs. Rather, it has laboratory and industrial activities that use hazardous materials, and that NIST uses OSHA PELs, and ACGIH TLVs to determine OELs for hazardous chemicals.

Accomplishments

The DOC reported that it completed the revision of its Administrative Order 209-3, *Injury, Illness, Accident, and Fatality Investigation and Reporting,* and related forms. It also reported that it:

- Held a Council meeting, with excellent bureau attendance and participation, as part of its efforts to re-establish the Department's Safety and Health Council.
- Revised its safety management evaluation program to include a risk assessment for its smaller bureaus.

Goals

DOC reported that, during FY 2012, it plans to:

- Assist bureaus to reduce slip, trip, and fall accidents.
- Request funding for an electronic injury reporting system.
- Research the use of social networks in promoting safety and health throughout DOC.

Department of Defense

Statistics

The Department of Defense's employment rolls *increased* by 25,812 (3.4%) to 780,775 in FY 2011. Its total injury and illness cases *decreased* by 2.1% to 19,055 and its TCR *decreased* from 2.58 to 2.44 (5.4%). The DoD's lost-time cases *decreased* by 3% to 10,352 and its LTCR *decreased* from 1.41 to 1.33 (5.7%). According to the DoD, there were seven civilian fatalities during FY 2011.

DoD's workers' compensation costs *increased* by 2.8% to $65,330,536 during the CBY.

Overseas Employees

According to DoD, it employs more than 75,000 U.S. civilians overseas, the majority working on DoD installations and covered by the installations' OSH programs. A small number of these employees are working on non-DoD installations and are covered by non-DoD OSH programs, such as the State Department's. It stated that DoD's policy is to provide overseas employees at least the same level of OSH support as that provided to U.S.-based employees, to include compliance with standards, protection from hazards, site visits, education, and training.

OSH Initiatives

Motor Vehicle

DoD reported 740 MVAs involving civilian workers, a *decrease* of 4.6% from FY 2010, and a large *decrease* in the number of accident victims not wearing seatbelts. DoD continued policy reviews, driver education,

and enforcement efforts to fully comply with EO 13513, *Federal Leadership on Reducing Text Messaging While Driving.*

Integrating OSH & Emergency Response

DoD reported that it effectively integrates the safety and health of employees into installation and regional emergency and disaster response plans and exercises, to include pandemic influenza planning.

OSH Resources

According to DoD, in FY 2011, there were no significant changes in dedicated resources and no requirements for policy changes. It further indicated that its components continue to prioritize anticipated requirements within budgetary constraints to maintain effective OSH programs.

Employee Support

The DoD reported that its components provided extensive, tailored, and multi-media OSH training to commanders and senior management officials, supervisors at all levels, full-time OSH personnel, non-supervisory personnel, civilian employee representatives, and collateral duty OSH personnel.

Other OSH Support Activities

Field Federal Safety and Health Councils & Other Social Networking

DoD indicated that its components participated as formal members or attendees in federal and other professional safety and

health organizations, conferences, and working groups to promote professional development, communication, and information sharing. DoD reported that it has established policy for responsible and effective use of Internet-based capabilities, including social networking services. It further indicated that its components increased the use of social networking services, such as Facebook and Twitter, to promote effective OSH programs through increased and more rapid information sharing and communication.

Ergonomic Safety Program

According to DoD, its ergonomics program requirements include the identification and correction of ergonomic hazards as an intrinsic part of workplace assessments. The DoD Ergonomics Working Group serves as a primary forum for collaboration across its components, and shares lessons learned with the public through a monthly newsletter, and its website.

Psychosocial Risk Factors

DoD stated that it established EAPs with professional employee assistance providers to address psychosocial risk factors. Services provided include management training, confidential counseling and referrals, conflict resolution procedures, educational products, and evaluations to determine suitability of work-site accommodations. OSH personnel provide consultation to the EAP managers, supervisors, and employees at varying levels to facilitate program effectiveness.

Telework

DoD indicated that its telework program continues to expand with more employees working from alternate locations. DoD reported that its policy requires participating employees to complete a formal safety checklist as part of the employee-employer *Department of Defense Telework Agreement* to emphasize safe working environments regardless of location.

Occupational Exposure Limits

DoD reported that it requires compliance with the OSHA PELs as part of the policy requiring compliance with OSHA standards. According to DoD, its components adopt alternate or supplemental standards as necessary, including TLVs, PELs, and WEELs.

Accomplishments

DoD reported its FY 2011 accomplishment as steady improvements in reducing civilian injury rates, *exceeding* the POWER Initiative targets: the TCR *reduction* of 5.4%, and LTCR *reduction* of 5.7% *exceeded* the POWER Initiative targets set for DoD, and concluded a third consecutive year of significant *reductions*; and, although the LPDR *increased* by 4.6%, the rate has *decreased* 25% since FY 2006.

Goals

According to the DoD, it is the Department's FY 2012 policy to eliminate mishaps and related deaths, injuries, illnesses, and losses resulting from operations worldwide. As such, DoD OSH goals for FY 2012 include exceeding the POWER Initiative targets as measured by a continued reduction of total and lost-time injuries and illnesses and related lost production days. DoD stated that it will be revising policy to require implementation of safety and health management systems to improve the efficiency and effectiveness of OSH programs.

Department of Education

Statistics

The Department of Education's employment rolls *increased* by 134 (3.1%) to 4,477 in FY 2011. Its total injury and illness cases *decreased* by 32.4% to 23; and its TCR *decreased* from 0.78 to 0.51 (34.6%). ED's lost-time cases *decreased* by 25% to 18; and its LTCR *decreased* from 0.55 to 0.4 (27.3%). According to ED, there were no civilian fatalities during FY 2011.

ED's workers' compensation costs *increased* by 14.8% to $1,703,923 during the CBY.

Overseas Employees

The Department reported that it did not have any federal employees working OCONUS during FY 2011.

OSH Initiatives

Motor Vehicle

According to ED, it had a fleet of 102 motor vehicles nationwide during FY 2011, but indicated it had one MVA while on official business, which did not involve reported injuries, and there were no charges or citations placed upon the vehicle operator as a result.

ED explained that, although it does not have a mechanism in place to track the percentage of employee seatbelt use, it implemented several actions to improve motor vehicle safety and seatbelt use, including:

- Encouraging all drivers to wear seatbelts, and obey traffic rules and regulations while on official business.

- Continuing to work closely with GSA to replace vehicles in a timely manner based on mileage and auto repair history.
- Partnering with GSA, other federal agencies, and the NSC, in an effort to institute, qualify, and implement the *Federal Chauffeur's Driver Safety Program* within the DC Metropolitan Area.

Integrating OSH & Emergency Response

ED reported that it continues to refine its OEP/Organization and SIP programs, which are designed to ensure that employees better understand their responsibilities during emergency situations and circumstances that would preclude them from exiting its facilities. It also reported that it maintains its emergency "Go-Kits" program for staff and in-house contractors for use during SIP exercises.

According to ED, its other efforts to integrate OSH and emergency response include:

- COOP Plans, which provide guidance to staff regarding their responsibilities during emergencies, and direction to management regarding their response initiatives consistent with federal regulatory guidelines.
- Continued refining and expanding of the Department-wide AED program.
- Pursuit of the establishment and certification of its Safety and Health Committee Program, and the re-establishment of the Departmental Safety and Health Committees. ED

stated that it has begun the confirmation of members, review of existing policies, and the development of new operating standards.

Agency Specific OSH Resources

ED reported that it uses its intranet to disseminate safety alerts, which positively impacts the agency as a whole regarding impending safety occurrences, from weather changes to severe traffic incidences. It added that, through its various partnerships, information relating to local crimes, impending weather or local issues that may negatively impact its staff are transmitted in a *Safety Alert* or *Security Alert* through desktop computer broadcasts.

Employee Support

ED reported that it provided training through a variety of methods, indicating that site-specific emergency training is provided through individual building management; health and wellness subject matter is provided through its FOH - Health and Wellness Agreement programs; and specific safety subject matter training requests are addressed through its Occupational Safety and Health Office.

Other OSH Support Activities

Field Federal Safety and Health Councils & Other Social Networking

ED indicated that it has a long-standing involvement, encompassing three decades, with FFSHCs. According to the ED, an ED employee has been the chairperson of the MWFSHC for the past five years. In addition, ED stated that it has provided physical facilities for hosting meetings, and

has provided administrative services for program presentation, and personnel to assist in the planning and facilitation of Council programs.

Ergonomic Safety Program

ED reported that it continues to address ergonomic issues through ergonomic evaluation of employees' workstations, and by increasing employee knowledge about ergonomics, through its reference publications, such as *Creating a Healthy Workstation Environment: Workstation Ergonomics Made Easy.*

Psychosocial Risk Factors

Regarding its efforts to reduce the effects psychosocial risk factors have on its employees, ED reported that it has completed a fitness center restoration project of the on-site fitness center in the headquarters building. In addition, the Department indicated that it has completed many of its FY 2011 wellness program implementation goals, including: the 2011 ED Health Fair, 2011 Health Education Seminars, and collaborating with FOH to promote health seminars and workshops throughout its headquarters and many regional locations.

Telework

ED indicated that it supports the telework initiative through both "fixed," and "as needed" employee agreements.

Occupational Exposure Limits

It reported that it had no occupational exposure issues in 2011.

Accomplishments

Among the accomplishments ED reported for FY 2011, it stated that it:

- Enhanced its safety and health committee capabilities and responsibilities through training and awareness programs designed to raise the current skills and knowledge levels to a more operationally proficient safety, health, and emergency preparedness level. The Department reported it continued to provide support and assistance to many taskforces, steering committees, and focus groups, including, but not restricted to, the MWFSHC, C Street Working Group, Joint Federal Committee Emergency Management Subcommittee, and the Interagency Working Group on Emergency Preparedness.
- Continued to expand its CPR, AED, and basic fire-aid programs through equipment replacement, supplies replenishment, and staff certification training.
- Purchased additional emergency go-kits for staff, as well as established a regular procurement process for the continued availability of these kits for all current and future staff.
- Assisted (through product sharing and research practices partnerships with other federal agencies who share combined facility space with ED) in acquisition of provisions; and participated in joint training efforts to assure all facility occupants have an equally safe, secure, and prepared workplace environment.

Goals

ED reported that it is committed to providing its employees with a high level of health and environmental safety services including safety inspections, health screening, and fitness programs. According to ED, during FY 2012, it plans to:

- Institute, qualify, and implement the *Federal Chauffeur's Driver Safety Program,* which it co-sponsors with GSA, other federal agencies within the DC Metropolitan Area, and the Ford Motor Company Corporation.
- Enhance its safety and health committee capabilities and responsibilities.
- Continue and expand the CPR, AED, and basic fire-aid programs.
- Enhance the OEPs, and occupant emergency organizations process.

Department of Energy

Statistics

The Department of Energy's employment rolls *decreased* by 505 (3%) to 16,145 employees in FY 2011. Its total injury and illness cases *increased* by 5.3% to 260; and its TCR *increased* from 1.48 to 1.61 (8.8%). DOE's lost-time cases *decreased* by 14.6% to 76; and its LTCR *decreased* from 0.53 to 0.47 (11.3%). According to DOE, there were no civilian fatalities during FY 2011.

DOE's workers' compensation costs *increased* by 0.5% to $9,394,370 during the CBY.

Overseas Employees

DOE reported that, during FY 2011, 23 of its 16,145 federal employees were assigned to OCONUS locations, indicating that these individuals worked under the umbrella of the host organization's OSH plan. No injuries were reported by these employees.

OSH Initiatives

Motor Vehicle

The Department reported seven employee motor vehicle-related injuries in FY 2011, with five drivers and two passengers injured. It indicated that its Department-wide record collection systems do not provide information to distinguish between federal employee and contractor employee MVAs, adding that there is no requirement for collecting data on seatbelt usage or distracted driving. DOE noted that its Federal Employee Occupational Safety and Health (FEOSH) program's computer-based training addresses the challenges associated with the use of cell phones and other hand-held devices, text messaging, and other forms of distracted driving. It indicated that the training cites distracted driving research and campaigns by other federal entities, and includes the EO, which bans texting while driving, and an interactive module that simulates texting while driving to challenge conventional thinking that a driver can successfully conduct multiple tasks simultaneously.

Integrating OSH & Emergency Response

DOE indicated that its COOP plan addresses mission critical functions by incorporating procedures to secure sensitive material movements involving transportation of nuclear materials, upgrading the security of all facilities to the extent required in a given emergency, and ensuring the safety and health of employees during a COOP event. It added that its COOP plan includes procedures for tracking employees' locations and welfare, and provides for minimum staffing to support essential functions. Furthermore, DOE reported that it incorporates training, drills, and exercises to ensure employees choose the appropriate response to possible emergency situations.

DOE reported that it has identified some challenges associated with integrating these programs, to include: the potential for disease transmission with employees traveling internationally and the large number of foreign visitors to DOE facilities, developing a strategy for addressing the loss of critical OSH personnel due to staff attrition, addressing the need to support employees' family members during COOP activities, and enhancing training for safety and health considerations.

Agency Specific OSH Resources

According to DOE, there were no major changes to its OSH resources during FY 2011. However, it reported that shortfalls are beginning to be seen as budgets decline and retirement rates increase. It reported that there is no Department-wide strategy geared specifically to determining the necessary OSH staffing and skill mix needed to support FEOSH. DOE stated that it recognizes the need to maintain qualified staff in these positions, and indicated that the revisions to DOE policy, *Federal Technical Capability,* are key steps in meeting this challenge.

Employee Support

DOE reported that it uses multiple platforms to ensure that all employees are made aware of its health and safety programs as efficiently as possible, indicating that it provides mandatory annual refresher OSH training to all current employees and resident support contractors. DOE added that new hire orientation training includes safety and health program information. It stated that its computer-based annual training topics included the workers' compensation claims process for managers and supervisors, understanding human error and its effects on workplace accidents and injuries, distracted driving, and an overview of the POWER Initiative. In addition to the training offered through DHHS, DOE training centers and field sites provide site-specific training. It stated that its operating contractors provide OSH training to all workers on DOE sites.

Other OSH Support Activities

Field Federal Safety and Health Council & Other Social Networking

According to DOE, it continues to support FFSHCs and share OSH resources by hosting meetings, holding FFSHC officer positions, providing training, and arranging for guest speakers. DOE stated that it encourages staff participation in professional meetings and conferences, from internal workshops, such as its annual Integrated Safety Management Conference, to external professional forums, such as ASSE and the State Governors' Annual Safety Conferences. DOE indicated that its sites are beginning to use social networking and collaborative tools to promote real-time sharing of health and safety information.

Ergonomic Safety Program

Although DOE reported that it does not have a DOE-wide ergonomics policy, it stated that ergonomics issues are handled by each site and prioritized according to the severity of the actual or potential injury. It indicated that some sites have reported challenges in promptly making ergonomic corrections following assessments. It added that, at the Departmental level, the Office of Health, Safety and Security provides ergonomic information services to help address employee MSDs.

Psychosocial Risk Factors

According to DOE, all of its employees have access to mental health assessments and intervention programs for psychosocial risk factors through its Office of Human Capital Management EAP.

Telework

DOE stated that it encourages its department heads to aggressively support telework, adding that it has established Department-wide participation goals for federal employees covering all types of flexiplace/telework arrangements.

Occupational Exposure Limits

DOE indicated that it complies with the most protective requirements of OSHA and ACGIH.

Accomplishments

DOE reported that it developed, tested, and launched a motor vehicle safety awareness module, which is currently available to employees through its Online Learning Center. It reported the completion of a multi-phased approach instituting building design improvements, citing that it coordinated efforts with GSA to achieve LEED[9] certification; completed fire safety upgrades – a five year, $14 million project; eliminate water leaks (e.g., installed new roof on a building); and established safety criteria for new "hotel/shared" office spaces.

Goals

DOE reported that, during FY 2012, it plans to:

- Continue to strive to reduce injury and illness rates in its high hazard operations.
- Examine and identify the OSH skill mix needed to support the federal workforce.
- Focus on establishing a standardized ergonomic program.
- Enhance reporting systems for motor vehicle safety data collection, and efforts to determine OSH support needs in the face of declining resources.

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[9] Leadership in Energy and Environmental Design (LEED) is an internationally-recognized green building certification.

Department of Health and Human Services

Statistics

The Department of Health and Human Services' employment rolls *increased* by 3,322 (4%) to 85,451 employees in FY 2011. Its total injury and illness cases *decreased* by 0.64% to 1,081; and its TCR *decreased* from 1.32 to 1.27 (3.8%). DHHS's lost-time cases *decreased* by 8.4 % to 505; and its LTCR *decreased* from 0.67 to 0.59 (11.9%). According to DHHS, there were no civilian fatalities during FY 2011.

DHHS's workers' compensation costs *increased* by 4.4% to $26,155,235 during the CBY.

Overseas Employees

DHHS reported that approximately 330 civilian employees were permanently stationed overseas, the majority of whom are Centers for Disease Control and Prevention (CDC) employees (305 employees), with the remaining employees being assigned to the Food and Drug Administration (FDA) (16 employees), the National Institues of Health (NIH) (five employees), and the Substance Abuse and Mental Health Services Administration (one employee). In the case of CDC, DHHS reported that its Coordinating Office for Global Health works closely with State to provide safety training, with topics ranging from hazardous waste management to laboratory safety. It added that other OPDIVs require periodic contact with OCONUS employees, and are informed regarding their injury and illness experience.

OSH Initiatives

Motor Vehicle

According to the DHHS, its employees were involved in 61 MVAs during FY 2011, a 13% *increase* from FY 2010 (54 MVAs in FY 2010), while the number of MVAs resulting in personal injury *decreased* by 53% (13 in FY 2011). According to DHHS, it provides guidance on MVA prevention and seatbelt use in its *Safety and Health Manual*, and its *Logistics Manual*.

Integrating OSH & Emergency Response

DHHS reported that it ensures that OSH considerations are integrated in emergency and/or disaster response and COOP planning. It added that its safety and health offices work with security offices, program offices, other federal agencies, and other building tenants; and participate in the planning, development, implementation, and evaluation of building emergency management and COOP plans.

Agency Specific OSH Resources

According to the DHHS, its safety resources are managed and funded at the OPDIV level; resource strength is dictated by the OPDIV's mission-associated risk level or recognized hazards. DHHS stated that the Departmental program is managed by the Chief of Occupational Safety and Health, and that the Office of the Secretary Safety Program Manager provides oversight for OS Staff Division (STAFFDIV) and smaller OPDIV elements in the National Capitol Region and the ten Regional Offices.

Employee Support

It reported that its OPDIVs presently include an orientation to the safety program as part of their new employee briefings, and every employee in a high risk occupation must meet at least DHHS-mandated safety training requirements. It added that "basic" employee safety training is not standardized or accessible Department-wide. According to the DHHS, it will address this issue in 2012 with a revised policy requiring training for all of its employees; and offering online and live classes, accessible to all of its OPDIVs.

Other OSH Support Activities

Field Federal Safety and Health Councils & Other Social Networking

DHHS reported that it actively participates in several FFSHCs, and will explore other opportunities to partner with other FFSHCs in the future. DHHS also reported that its Intranet site is available to all employees, and that many OPDIVs make significant use of local Intranets rather than social media. It added that it is focused on creating Intranet tools that reduce DHHS employee search time for specific safety information and simultaneously provide greater and more relevant content.

Ergonomics Safety Program

None reported.

Psychosocial Risk Factors

DHHS reported that psychosocial risk factors are addressed though OPDIVs' EAPs, security offices, human resources departments, and wellness programs. It explained that specific requests for services vary by OPDIV, and all its employees are required to complete Alternative Dispute Resolution training.

Telework

It reported that it has invested significant time in telework and flexible workplace arrangements as it strives to meet increasingly stringent utilization rates for federal workspace. It reported that standards for safety assessments of alternative worksites or the investigation of injuries, illness, or property damage at alternate worksites has yet to be articulated in official DHHS policy.

Occupational Exposure Limits

It reported that it uses established OELs governing the hazards encountered, and does not develop in-house OELs.

Accomplishments

DHHS reported that, during FY 2011, it conducted a review of its safety program, which lead to targeted safety training and the development of a Managers and Supervisors Safety Awareness course. It added that it emphasized safety training across the Department through quarterly OPDIV safety council meetings, with training topics ranging from accident investigation, to working with power tools, to training on CPR/AED. It reported some of its other accomplishments as:

- It implemented the Safety and Health Information Management System, a tracking system, to manage the decentralized OPDIV injury and illness management systems, adding that it worked with the DOL's OWCP to pilot SHIMS at the FDA.
- Its OPDIVs conducted new employee briefings that contained an introduction to the local safety

program, hazard recognition and reporting, and the OEP.

- It developed and enhanced emergency action plans and training focused on natural disasters (as driven by the 2011 Virginia earthquake and Hurricane Irene).
- The Indian Health Service completed a draft of the *Safe Patient Handling and Moving* policy, adding that, in FY 2012, it will work to enact the draft as official agency policy.
- The NIH increased its training rate for maintenance staff, accomplishing 80% and 90% success rates for 27 of NIH's 31 maintenance groups.

Goals

According to DHHS, during FY 2012, it will grow a culture of safety through:

- Training classes and the placement of one collateral duty safety officer in each STAFFDIV and OPDIV located in the National Capitol Region.
- An update to its safety policy as identified in the *DHHS Safety Program Manual*.
- Research into and selection of a standard reporting system to either replace all of its dissimilar systems or allow communication between them.

Department of Homeland Security

Statistics

The Department of Homeland Security's employment rolls *increased* by 8,856 (4.7%) to 195,653 employees in FY 2011. Its total injury and illness cases *decreased* by 3% to 11,089; and its TCR *decreased* from 6.12 to 5.67 (7.4%). DHS's lost-time cases *increased* by 0.1% to 4,729; and its LTCR *decreased* from 2.53 to 2.42 (4.4%). According to DHS, there were four civilian fatalities during FY 2011.

DHS's workers' compensation costs *increased* by 3.7% to $166,513,774 during the CBY.

Overseas Employees

The Department stipulated that, due to security restrictions, it could only provide general information regarding foreign deployed personnel. DHS reported that during FY 2011, there were more than 1,300 employees, but less than 1% of the DHS workforce, in foreign countries. It added that when employees are outside the U.S., they are required to comply with their component's OSH program. According to DHS, local OSH support for deployed personnel is provided under the Department of State International Cooperative Administrative Support Services (ICASS); unresolved ICASS issues are referred to the DHS component OSH Manager or the Department's Safety and Health Office.

According to DHS, the approximately 490 CBP employees who are assigned to passenger pre-clearance facilities, primarily in Canada and the Caribbean, are covered solely by CBP's OSH program.

OSH Initiatives

Motor Vehicle

DHS reported that its employees drove more than 698 million miles in FY 2011, a 14.8% *increase* over FY 2010, and were involved in 2,079 MVAs, with 435 producing personal injury. DHS reported this as a 0.2% *increase* in total MVAs, and a 7.7% increase in personal injury accidents over FY 2010. However, DHS added that when considered as proportional to miles driven, there was a 12.6% *decrease* in total accidents, and a 6.2% *decrease* in personal injury accidents per mile. According to DHS, CBP experienced the greatest number of total and personal injury accidents: 714 and 382, respectively; Federal Emergency Management Agency employees had 697 MVAs, but only 37 produced personal injury. Despite the increase in raw numbers, DHS indicated that if the CBP accidents were compared to miles driven, this would account for a 28.5% *decrease* in total accidents, and a 7.2% *decrease* in personal injury accidents per mile. According to the Department, this interpretation was a major contributor to its reported 12.6% *decrease* in total accidents, and 6.2% *decrease* in personal injury accidents per mile.

With regard to seatbelts, DHS reported that seatbelt use is mandatory and texting is banned, adding that this requirement is captured in policies and manuals, and has been promoted by component senior management. However, DHS reported that there is no standardized method to track seatbelt use or distracted driving incidents. It reported that it implemented all requirements of EO 13513 during FY 2010,

and continued to ensure procedures were followed in FY 2011. Furthermore, all DHS components offer driver training, and the NSC Defensive Driving Course is available to all employees.

Integrating OSH & Emergency Response

According to DHS, preparedness and emergency response are essential Departmental missions, and COOP training and personal emergency preparedness are mandatory training for all DHS employees, regardless of their roles in emergency response. It reported that OSH is an integral part of these activities, and works with emergency planners taking the lead on equipping employees with appropriate PPE and providing information on the anticipated hazards for responders. It indicated that OSH personnel are also participants on emergency response COOP teams throughout the Department, and participate in the development and implementation of OEPs. For major disasters, DHS specifically identified the FEMA Disaster Safety Officer cadre as providing OSH support to responders from DHS, other agencies, and non-governmental organizations.

DHS reported that its Office of Health Affairs holds primary responsibility for pandemic influenza planning and response. It indicated that, at the component level, pandemic influenza planning is more commonly found in emergency planning or operational human resources areas, such as benefits, leave, or accountability. OSH programs throughout the Department support OSHA or the component organization by providing technical assistance, and serving as an information conduit for OSHA guidance and policies. DHS reported a FEMA Disaster Safety

Officer was present at 82 of the 96 major disasters declared in FY 2011.

Agency Specific OSH Resources

According to DHS, its resource changes were limited to personnel additions; the TSA hired two health physicists, and the U.S. Secret Service hired an industrial hygienist, who will provide in-house expertise that was previously supplied by contractors or other agencies.

Employee Support

DHS reported that it supplied over 170 different types of safety classes in FY 2011. It indicated that training included existing and newly hired employees, managers, OSH personnel, and OSH committee members on such issues as radiation awareness, checkpoint safety, shipyard safety, and disaster safety. It stated that it supports training for OSH professional certification and certification maintenance.

Other OSH Support Activities

Field Federal Safety and Health Councils & Other Social Networking

DHS indicated that it encourages participation in FFSHCs, adding that its components provide employees time and administrative resources to support FFSHC work.

It stipulated that DHS-IT security policy does not permit the use of social networking to communicate with employees, and that social networking is only authorized for limited use in communicating with the public.

Ergonomic Safety Program

DHS reported that it closely monitors ergonomic issues, particularly lifting practices. It indicated that ergonomic assessments are a routine activity and part of program evaluations and inspections, and are included in a JHA. DHS added that it also uses expertise from outside the Department, such as NIOSH.

Psychosocial Risk Factors

According to the Department, it devotes extensive resources to workplace psychosocial factors, and these efforts are led by work life, employee assistance, and medical organizations. OSH programs are involved by providing technical support and referring employees to the appropriate organization for assistance. Existing programs are well-developed, particularly for employee resilience and wellness, and are supported and promoted by the DHS Secretary and senior management.

Telework

DHS stated that it implemented a policy establishing the minimum requirements of a telework program in FY 2007. It further indicated that its components may implement more restrictive programs; however, they must comply with the Departmental policy and instructions.

Occupational Exposure Limits

DHS reported that its components are free to apply other OELs that are more restrictive than the OSHA PELs, adding that the *DHS Safety and Health Manual* is being revised to reflect the use of these OELs, such as the ACGIH 2011 TLVs, biological exposure indices, and the *NIOSH Pocket Guide to Chemical Hazards*.

Accomplishments

DHS reported that, during FY 2011, it:

- Decreased occupational injuries and illnesses, as evidenced by a reduction in its TCR, LTCR, and lost work days.
- Continued accomplishments related to program administration and standardization, including the analyses of tasks, inspections, hazard-specific training, and implementation of mitigation strategies.
- Provided extensive training targeting DHS-specific issues, such as law enforcement training, baggage handling, and baggage inspection.
- Sponsored the development of an *Occupational Safety and Health Body of Knowledge Manual* that contains a detailed description of its OSH operations.

Goals

According to the DHS, its overarching goal for FY 2012 is to continue to reduce injuries and illness. It stated that it will accomplish this though sustainable management, optimizing OSH performance and effectiveness, ensuring accountability, investing in OSH personnel, ensuring the effective use of resources, and providing advocacy and oversight.

Department of Housing and Urban Development

Statistics

The Department of Housing and Urban Development's employment rolls *increased* by 26 (0.3%) to 9,768 employees in FY 2011. Its total injury and illness cases *increased* by 3.5% to 90; and its TCR *increased* from 0.89 to 0.92 (3.4%). HUD's lost-time cases *increased* by 9.1% to 48; and its LTCR *increased* from 0.45 to 0.49 (8.9%). According to HUD, there were no civilian fatalities during FY 2011.

HUD's workers' compensation costs *increased* by 8.2% to $8,373,104 during the CBY.

Overseas Employees

According to HUD, it did not have any federal civilian employees working OCONUS during FY 2011.

OSH Initiatives

Motor Vehicle

HUD reported that during FY 2011 its employees were not involved in any MVAs. Although it explained that it does not have a mechanism to track employee seatbelt use, it noted that it has a strong policy, as stated in the *HUD Administrative Services Handbook*, requiring seatbelt use whenever employees drive on official business. It added that it requires its field employees to sign the *Driver Responsibility* document, which mandates seatbelt use.

HUD stated that it supports EO 13043 through several mechanisms: emphasizing Drive Safely to Work Week, and DOT's

seatbelt initiative through announcements on the HUD Webpage. It reported that it has instructed employees to refrain from texting while driving, and encourages employees to use public transportation, flextime, and alternative worksites whenever practical and feasible.

Integrating OSH & Emergency Response

According to HUD, it performs routine physical security and safety assessments on its COOP facilities. During actual events, the Department reported that it briefs staff and includes OSH information in the briefings. Also, HUD explained that it requires COOP members to sign-in and attend a detailed facility and area briefing prior to commencing their COOP activities. It indicated that non-essential personnel receive instructions and notification regarding when it is safe to return to their place of duty.

Agency Specific OSH Resources

HUD reported no changes in its OSH resources in FY 2011.

Employee Support

HUD reported that it encourages employees to take advantage of opportunities to develop healthful personal habits and reduce health risk factors through multiple venues, including: informative seminars, health fairs, workshops, committee meetings, security awareness training, and safety inspections designed to improve the overall effectiveness of its programs. HUD stated

that its employees are encouraged to participate in all safety organizations available, and to take part in the many training opportunities afforded to them through safety bulletins, safety and health committee meetings, and the Safety and Health Webpage.

Other OSH Support Activities

Field Federal Safety and Health Councils & Other Social Networking

HUD reported that its field personnel were not involved in FFSHCs during FY 2011. Even so, it stressed that it does allow time off for participation and strongly encourages future involvement.

Ergonomic Safety Program

HUD reported that its *Reasonable Accommodations Program*, a proactive safety program, promotes ergonomics and healthy work style improvements to decrease the frequency and severity of computer-related repetitive motion injuries.

Psychosocial Risk Factors

According to HUD, it provides all of its employees and their immediate family members with private and confidential services through its *EAP*, adding that employees have EAP access through self-, management-, or union-referral.

Telework

HUD stated that it encourages telework to the maximum extent possible.

Occupational Exposure Limits

HUD reported that it uses NIOSH's RELs.

Accomplishments

HUD reported that during FY 2010 it:

- Managed the *Hazard Communication Program.*
- Operated an effective environmental control program.
- Provided reasonable accommodations to handicapped employees.
- Conducted semi-annual safety and health inspections.
- Provided training on safety and health topics.
- Continued its proactive campaign to practice fire drills and SIP activities.

Goals

According to HUD, during FY 2012, it plans to:

- Continue its *Hazard Communication Program*, and its program of educating employees on safety and health matters using cost-effective methods.
- Operate an effective environmental control program, monitoring IAQ, water quality, and noise.
- Identify and provide reasonable accommodations to handicapped employees.
- Conduct semi-annual safety and health inspections, and bi-monthly safety and health committee meetings.
- Continue dissemination of OSH information on the departmental webpage, monthly committee meetings, and semi-annual safety and health inspections.
- Recognize safety excellence through local awards.
- Continue a proactive campaign to practice fire drills and SIP.

Department of the Interior

Statistics

The Department of the Interior's employment rolls *decreased* by 1,640 (2%) to 80,156 employees in FY 2011. Its total injury and illness cases *decreased* by 4.4% to 4,218; and its TCR *decreased* from 5.39 to 5.26 (2.4%). The DOI's lost-time cases *decreased* by 5.1% to 1,482; and its LTCR *decreased* from 1.91 to 1.85 (3.1%). According to the DOI, there were six civilian fatalities during FY 2011.

DOI's workers' compensation costs *increased* by 1.3% to $59,824,674 during the CBY.

Overseas Employees

In FY 2011, DOI reported that it had 774 employees who worked OCONUS at DOI sites. Subagencies manage and assure safety and health programs are implemented and congruent with their safety and health policy. DOI noted that its OCONUS locations appoint collateral duty safety officers (CDSOs) to manage their respective safety and health programs, and these subagencies frequently communicate with CDSOs to ensure safety and health programs are actively managed.

OSH Initiatives

Motor Vehicle

DOI reported that it complies with EO 13513 and 13043. It stated that its employees are educated through a variety of sources to include defensive driver training courses and safe driving awareness campaigns about the dangers of cellular phone use and text messaging while driving.

The Department emphasized that its policy for motor vehicle operations mandates its subagencies to establish requirements for the safe operation of motor vehicles.

Integrating OSH & Emergency Response

It reported that its OSH office works closely with all subagency and office Emergency Management (EM) divisions to assist in development of COOP directives, OEPs, and other disaster plans. Specific examples of the Office's involvement include reviewing emergency management policies, and attending emergency management meetings. DOI also reported that its Occupational Safety and Health Council performs EM directive reviews and makes OSH recommendations to the DASHO Council for senior-level action.

Agency Specific OSH Resources

The Department did not identify any changes in its OSH resources.

Employee Support

DOI stated that it is in the process of developing three brief online OSH courses that will be both mandatory for all employees, and meet the requirements of 29 CFR 1960, Subpart H, adding that its subagencies and offices identify mandatory and non-mandatory employee OSH training, determine the training frequency and duration based on their respective needs, and provide volunteers with safety training and PPE.

Other OSH Support Activities

Field Federal Safety and Health Councils & Other Social Networking

According to the DOI, its OSH staff frequently attended FACOSH and the Maritime Advisory Committee for Occupational Safety and Health meetings. It stated that although it has not focused on participation in FFSHC activities outside the local commuting area, it encourages employees in DOI regional offices to actively participate in FFSHC activities, and encourages employees at remote sites to partner with other federal, state, or local entities to share OSH training and educational resources.

Acknowledging that social networking is a relatively new phenomenon, DOI stated that its policy and use of these sites is limited throughout its OSH community. Even so, it spotlighted the USGS as having developed policy, and use of social networking to promote higher standards of science, inclusive of safety and health.

Ergonomic Safety Program

DOI reported that its inspection and abatement program incorporates the assessment of work-related factors that may pose a risk of MSDs, and its subagencies evaluate identified ergonomic risk factors and develop recommendations to mitigate employee risk. It added that its employees are educated about the most common MSDs, their signs and symptoms, and the importance of early reporting.

Psychosocial Risk Factors

DOI reported that it does not have specific OSH programs to deal with psychosocial risk factors. However, it reported that its OSH program managers work closely with its Office of Human Resources (OHR) and administrators of employee programs targeted to address psychosocial risks. It stated that its OHR maintains policies and procedures to address instances, such as workplace stress, bullying, harassment, and workplace violence.

Telework

DOI reported that it encourages a robust telework program, under which all eligible employees may be authorized to telework as outlined in Departmental policy. DOI added that it recognizes that alternate work locations may present risks to employee safety and health, and it has incorporated safety procedures into its established policy. It stated that it has created a *Telework Handbook* that is used as a guide to implement its telework program. The *Telework Handbook* sets procedures and guidance for bureaus and offices to develop their own programs. The policy and procedure set forth in the Departmental manual and the *Telework Handbook* are based upon public laws and regulations issued by GSA, and the Offices of Management and Budget, and Personnel Management.

Occupational Exposure Limits

DOI stated that it evaluates the current state of the science for the exposure agent and then selects an appropriate OEL for the protection of its employees. When controlling exposures, it reported that it takes into account the available OELs, but primarily relies on PELs, TLVs, and RELs. It identified noise as the most prevalent Departmental exposure for which it uses the OSHA PEL. It stated that it considers other OELs for other exposure agents, and generally controls exposure to the TLV.

With agents such as radon, it reported it uses the current Nuclear Regulatory Commission standards.

Accomplishments

According to the DOI, many of its FY 2011 accomplishments address concerns raised by the 2008 DOI Inspector General's audit report, *Health and Safety Concerns at Department of the Interior's Facilities*. For example:

- It evaluated five of its subagencies as part of its OSH evaluation program.
- Four DOI subagencies conducted multiple bureau evaluations, including the Bureau of Land Management, Fish and Wildlife Service, Office of Surface Mining, and the USGS.
- All of its subagencies reported improving the safety and health training provided to employees.
- The Bureau of Ocean Energy Management, Regulation and Enforcement established functional safety committees in 70% of its locations.
- The Office of the Secretary – National Business Center (OS/NBC) continued a four-year *reduction* trend for OS/NBC recordable TCR and LTCR for FY 2011, *exceeding* DOI's annual 3% reduction goal.
- USGS *reduced* total injury and illness case rates by 1% below the FY 2009 baseline.

Goals

DOI reported that it has established proactive FY 2012 goals to further enhance its OSH programs, including:

- Enhancing the role of leadership in promoting a culture of safety.
- Reducing its TCR and LTCR by 4% annually, commensurate with the POWER Initiative.
- Improving the OSH program's effectiveness through increased management awareness and employee involvement.

Department of Justice

Statistics

The Department of Justice's employment rolls *increased* by 3,624 (3.1%) to 118,923 employees in FY 2011. Its total injury and illness cases *decreased* by 1.9% to 4,788; and its TCR *decreased* from 4.23 to 4.03 (4.7%). The DOJ's lost-time cases *increased* by 1.2% to 2,664; and its LTCR *decreased* from 2.28 to 2.24 (1.8%). According to the DOJ, there were five civilian fatalities during FY 2011.

DOJ's workers' compensation costs *increased* by 5% to $109,850,467 during the CBY.

Overseas Employees

DOJ reported that it had approximately 1,284 employees deployed overseas full-time, and approximately 300 employees deployed on temporary duty. The majority fell under State Department and embassy safety programs. DOJ stated that its employees routinely receive health assessments and exams prior to deployment.

OSH Initiatives

Motor Vehicle

DOJ reported that its employees were involved in 2,558 MVAs in FY 2011, a 26% *increase* from FY 2010's 2,035 incidents. DOJ attributes the increase to more reliable reporting from the field.

It stated that it issued a policy and procedures bulletin requiring compliance with EO 13513. DOJ also reported that it performs annual seatbelt use observational surveys at various locations within the Department, and at locations with significant parking facilities. A review of the surveys revealed a high degree of compliance with seatbelt use.

Integrating OSH & Emergency Response

According to DOJ, the various security staffs have primary responsibility for emergency response. It added that its safety and health personnel provide input to COOP, pandemic influenza, and SIP plans; and participate in emergency drills.

Agency Specific OSH Resources

In general, according to DOJ, most of its subagencies have reduced manpower, budget, or both. As an example, it stated that the USMS has decreased staffing levels by 20%, and that the Bureau of Alcohol, Tobacco and Firearms (ATF) and the Drug Enforcement Administration (DEA) have reduced funding levels for safety support services. As other examples, DOJ noted that the Bureau of Prisons restructured its program and established an Occupational and Employee Health Branch at a national level; and the FBI increased its funding resources by 20%, and used those funding resources to supplement staff deficiencies through contracting.

Employee Support

DOJ reported that it provides a wide variety of OSH training to management, employees, and CDSOs; and that its OSH personnel attend professional development conferences and training classes.

Other OSH Support Activities

Field Federal Safety and Health Councils & Other Social Networking

According to DOJ, most of its DC-area subagencies' OSH personnel regularly participate in the MWFSHC. It also reported that the BOP alone has over 40 OSH personnel involved in various FFSHCs nationally. The Department noted that its subagencies strongly encourage their OSH personnel and CDSOs to attend their local FFSHC meetings and serve as officers and hosts to the councils. It stated that most bureaus, due to security reasons, do not promote social networking at this time. However, DOJ did report that its Intranet sites are available to its employees to promote safety programs.

Ergonomic Safety Program

DOJ reported that most of its subagencies address ergonomic issues on a case-by-case basis either by using internal resources, or by supplementing the resources using FOH staff to evaluate and provide recommendations. It added that the DEA provides ergonomic information and assistance to its employees via its Intranet.

Psychosocial Risk Factors

DOJ reported that, although most subagencies' safety programs do not focus on psychosocial risk factors, each subagency uses other organizations to address these issues, such as health/medical units, Offices of EEO, and EAPs.

Telework

DOJ reported that each subagency has a telework policy/program managed outside of the safety programs.

Occupational Exposure Limits

According to the DOJ, all of its subagencies use OSHA PELs as the legal limits, and use ACGIH TLVs as appropriate, with the exception of BOP, which only uses PELs and RELs; DEA additionally uses RELs.

Accomplishments

According to DOJ, its 2011 accomplishments can be best divided into four categories: Program Development/Improvements, Studies/Evaluations, Inspections, and Training. DOJ reported that its *OSH Order* has been revised and released as a policy, and that:

- USMS conducted comprehensive indoor firing range evaluations.
- DEA conducted a two-year study on the collection of marijuana evidence and potential health hazards from mold.
- The FBI conducted JHAs on five high hazard occupations.
- ATF conducted over 20 Field Division/Field Office and Headquarters workplace safety and health inspections, and initiated a workers' compensation case review.
- DOJ trained nearly 14,000 of its employees on a variety of safety and health topics.

Goals

DOJ reported that, during FY 2012, it plans to:

- Obtain funding to increase safety and health training availability.
- Increase personnel resources.
- Continue upgrade of online safety and health training and Internet resources.

- Continue and enhance inspection and evaluation programs.
- Continue to lower MVA rates.

- Continue indoor firing range safety and health evaluations.
- Upgrade and enhance CPR/AED programs.

Department of Labor

Statistics

The Department of Labor's employment rolls *increased* by 877 (5.3%) to 17,360 employees in FY 2011. Its total injury and illness cases *decreased* by 13.1% to 278; and its TCR *decreased* from 1.94 to 1.6 (17.5%). The DOL's lost-time cases *decreased* by 20.1% to 119; and its LTCR *decreased* from 0.9 to 0.69 (23.3%). According to the DOL, there were no civilian fatalities during FY 2011.

DOL's workers' compensation costs *increased* by 1.7% to $21,018,576 during the CBY.

Overseas Employees

According to DOL, its Wage and Hour Division (WHD) had seven employees working overseas: five in Guam, and two in Saipan. DOL reported that these employees were covered under its Office of the Assistant Secretary for Administration and Management (OASAM) regional OSH program.

OSH Initiatives

Motor Vehicle

DOL reported that it experienced a small *decrease* in the number of MVAs reported, from 462 in FY 2010 to 434 in FY 2011, adding that government vehicle operators were at fault in 82.2% of the fleet vehicle accidents and 12.5% of the non-fleet accidents. The number of MVAs resulting in personal injury increased from 28 in FY 2010 to 32 in FY 2011. Property damage costs associated with the fleet vehicle accidents *increased* to an estimated $1,000,000 from an estimated $900,000 in FY 2010.

It reported that it promoted compliance with EOs 13043 and 13513 through outreach and education efforts such as safety talks; videos; online and classroom training; posting traffic injury statistics; physical and email distribution of informational materials and the EO; and posting the EO inside vehicles, vehicle logbooks, or on custody papers. According to DOL, provisions of the EOs have also been incorporated into DOL operating procedures, such as the DOL Manual Series and/or into agency directives, such as the Mine Safety and Health Administration's (MSHA's) *Administrative Policies and Procedures Manual*.

Integrating OSH & Emergency Response

DOL reported that it has integrated employee OSH strategies into all emergency plans, and explained that it incorporated FEMA and DOL Emergency Management Center guidelines into its COOP plan. With regard to specific activities, DOL explained that it:

- Conducts evacuation and SIP drills on a periodic basis and makes training available to all employees.
- Provides additional training to floor wardens and zone monitors.
- Continually updates OEPs.
- Includes safety and health and emergency preparedness briefings for all new employee and manager orientations.
- Introduced Crowd Manager training at its National Office.

- Revised several DOL subagencies' OEPs, to include earthquake preparedness and emergency response procedures following the August 2011 Mineral Springs, VA earthquake.
- Installed 140 new evacuation chairs in its Headquarters building, and began training employees on their use.

DOL's subagencies identified the following challenges in completing and implementing emergency and/or disaster and pandemic plans: unknown variables, such as natural, man-made, and other unforeseeable incidents and disasters; budgetary restrictions; mobilizing commitment in the absence of a looming emergency; communications; and training, exercises, and drills.

Agency Specific OSH Resources

According to DOL, overall staffing for internal OSH programs consists of a combination of full time safety and health professionals, and part time CDSOs who spend from 10% to 50% of their time in support of the internal OSH programs. DOL added that the staff supporting the internal OSH programs *increased* from a full time equivalent of 30 OSH staff in FY 2010 to 49 staff in FY 2011; most of the staffing additions were a result of realigning existing staff to the new OSH duties. According to the Department:

- DOL experienced *decreases* in travel budgets for some OASAM regional OSH managers so more agency self-inspections of workplaces were conducted with monitoring by OASAM.
- The MSHA Office of Employee Safety and Health was merged with the Medical Review Unit.

- MSHA, the Office of Federal Contract Compliance Programs (OFCCP), the Office of Labor-Management Standards, and WHD increased the number of CDSOs.
- The OASAM National Office hired an industrial hygienist.
- OSHA assigned approximately 24 regional employees to manage the implementation of the OSHA Safety & Health Management System (SHMS).

Employee Support

DOL indicated that in FY 2011, an estimated 24,380 DOL training completions were reported on a variety of topical areas, including online combined COOP awareness/pandemic and seasonal influenza training, defensive driving, instructor-led hazardous waste operations and emergency response, electrical hazards/safe work practices, and emergency preparedness training. According to DOL, most subagencies provided some form of safety training for new employees using a variety of teaching strategies with more information available via video or online.

Certified Committee

DOL reported that it has the Department of Labor Safety and Health Committee (Departmental Level), National Office Committee (Establishment Level), and Field Safety and Health Committee (Regional Level).

Other OSH Support Activities

Field Federal Safety and Health Councils & Other Social Networking

DOL indicated that several subagencies reported participating in FFSHCs: MSHA,

OSHA, OASAM, and WHD. It added that its agencies staffed with safety and health professionals, such as MSHA, OSHA, and OASAM, show greater levels of participation. The agencies reported that employees attended meetings, served as council members, and sometimes served as Chair for their local FFSHCs. DOL reported that its employees have provided technical expertise, support, and presentations. DOL also stated that it encourages staff participation in professional associations and involvement in safety and health seminars, forums, and other activities to promote learning and sharing of information. However, it indicated that it does not use social networking to support its internal OSH programs.

Ergonomic Safety Program

DOL reported that it recognizes ergonomic hazards through annual workplace inspections, employee reports, and tracking of injuries and illnesses. Ergonomic hazards are addressed through assessments, training, and guidance. It reported that its Office of Worker Safety and Health sponsors an Ergonomic Assistance Room, where adjustable seating and other types of workstation equipment are on display, and provides ergonomic assessments and guidance to DOL National Office employees; OASAM regional safety and health managers provide ergonomic assessments and guidance to DOL employees in their regions.

Psychosocial Risk Factors

It explained that it offers an array of services to minimize psychosocial risk factors that affect workers in their daily lives and assists them with balancing the demands of their work, personal, family lives. It detailed programs such as an EAP, Health and Wellness, Financial Support, Life Care,

Workplace Flexibilities, and Workplace Violence Prevention. It reported that it provides information on the EAP services through outreach and training; and provided training on various issues, such as stress management, time management, effective communication, diversity, and RTW. Most of its subagencies reported working closely with programs, such as DOL's Central Office for Assistive Services and Technology, to provide equipment to accommodate employees with disabilities.

Telework

DOL reported that it administers its telework program in accordance with Public Law 106-346, Public Law 111-292, and applicable statutes and regulations. DOL detailed its program as contained in its Departmental Personnel Regulation Chapter 611 *Telework*, indicating that most subagencies have incorporated safety guidelines into their policies, such as the home-office self-inspection guidelines and checklist provided on LaborNet.

Occupational Exposure Limits

DOL indicated that OELs are primarily applicable to MSHA and OSHA. Furthermore, it is possible that some inspections conducted by WHD, the Office of Inspector General, and OFCCP would also place these employees in a situation at an inspection site where OELs would apply.

Accomplishments

DOL reported that its FY 2011 accomplishments included:

- Initiating the POWER Initiative.
- Conducting annual Department-wide safety and health inspections.
- Holding annual Safety Day events at its National and Regional Offices.

- Developing *Safety and Health Grams,* and distributing them electronically nationwide to increase awareness of various safety and health issues and hazards.
- Providing monthly injury and illness statistics to its regions and agencies.
- Holding quarterly Field Federal Safety and Health Committee meetings.
- Introducing Crowd Manager training at its National Office.
- Drafting four safety training modules for supervisor and manager safety training.
- Improving documentation of safety training by agencies.

Goals

During FY 2012, DOL plans to:

- *Reduce* the TCR to 1.59 or less.
- *Reduce* the LTCR to 1.00 or less.
- Maintain a timely filing rate of CA-1's and CA-2's at 95% or higher.
- *Reduce* the LPDR rate to 26.2 or less.
- *Increase* the timely filing rate of CA-7's to 88% or higher.
- *Increase* the RTW rate after serious injury or illness to 85.1% or higher.

Department of the Navy
(including U.S. Marine Corps)

Statistics

Overall, the Department of the Navy's (Navy's) employment rolls *increased* by 5,026 (2.6%) to 200,471 employees in FY 2011. Its total injury and illness cases *increased* by 1% to 5,149 and its TCR *decreased* from 2.61 to 2.57 (1.5%). The Navy's lost-time cases *decreased* by a single case to 2,667 and its LTCR *decreased* from 1.37 to 1.33 (2.9%). According to the Navy, there were three civilian fatalities during FY 2011.

During the CBY, the Navy's workers' compensation costs *increased* by 1% to $236,471,479.

Separate from the Navy, the U.S. Marine Corps' (USMC's) employment rolls *decreased* by 266 (1.3%) to 19,774 employees in FY 2011. Its total injury and illness cases *increased* by 3.3% to 779 and its TCR *increased* from 3.76 to 3.94 (4.8%). The USMC' lost-time cases *decreased* by 5% to 495 and its LTCR *decreased* from 2.6 to 2.5 (3.9%). According to the Corps, there were no civilian fatalities during FY 2011.

The USMC's workers' compensation costs *decreased* by 4.7% to $22,271,602 during the CBY.

Overseas Employees

According to the Navy, 5,707 civilians worked overseas in FY 2011, most of whom worked on Navy and USMC installations. The Navy added that all overseas employees are afforded the same level of oversight and protection, and must comply with the same Department OSH policies and programs as their stateside counterparts. The Navy reported that it provides requisite oversight for overseas OSH compliance.

OSH Initiatives

Motor Vehicle

The Navy reported experiencing 124 civilian on-duty MVAs during FY 2011, adding that, for employees involved in MVAs, there was a 122% *increase* in the number of employees wearing seatbelts, while the percentage of employees who did not wear seatbelts *declined* 81% from FY 2010. The Navy added that in FY 2011 there was a 28% *decrease* in motor-vehicle-related injuries, which may partially reflect improved driving behaviors such as wearing seatbelts. According to the Navy, it experienced one motor vehicle-related fatality involving a civilian security guard.

The Navy reported that its traffic safety policies clearly define requirements for seatbelt use and prohibition of hand-held cell phone use while driving on official duty and on Navy and USMC installations. The Navy and USMC conduct targeted driver safety campaigns and programs to increase seatbelt use and reduce distracted driving, which are reinforced through checkpoints and other law enforcement activities. The Navy explained that observational seatbelt surveys indicate Navy usage at 94% and USMC at 98%. According to the Navy, there were no civilian on-duty motor vehicle mishap reports indicating distracted driving as a cause of any mishap in either FY 2010 or FY 2011.

Integrating OSH & Emergency Response

The Navy acknowledged that safety is an essential emergency response priority, and that when COOP plans are developed, reviewed, exercised, or executed for an actual response, its safety staff provide critical input and guidance to emergency response program managers and incident commanders. It added that the Navy's Commander, Navy Installations Command Fire and Emergency Services (F&ES) Program is also implementing a model first responder OSH and wellness program to reduce F&ES personnel injuries and illnesses. The Navy identified the web-based Navy Family Accountability and Assessment System as an aid to determine the status of employees and family members during emergency events.

Agency Specific OSH Resources

The Navy stated that its OSH manpower *increased* collectively by 1.45% in FY 2011. Currently, the Department cannot determine whether this increase improved its OSH performance.

Employee Support

According to the Navy, it provides extensive OSH training opportunities for all personnel. It indicated that training for non-supervisory personnel includes process-specific safety and health training appropriate to the work performed by the employee and specialized to the individual's worksite. It also noted that regions or activities provide training to all new personnel as close to the time of assuming their responsibilities as possible.

Other OSH Support Activities

Field Federal Safety and Health Councils & Other Social Networking

Both the Navy and the USMC strongly encourage membership and participation in FFSHCs and meetings, which vary from location to location and in level of involvement, with nearly half of major command OSH personnel represented or participating in FFSHCs nationwide to some extent.

In addition to the Navy using Twitter, it indicated that both the Navy and the USMC safety programs use Facebook to communicate safety and health messaging in real time.

Ergonomic Safety Program

The Navy reported that it focuses on ergonomics as a significant emphasis area, adding that both services' policies address responsibilities, workplace inspections, evaluations, engineering controls, training, physical risk factors, ergonomics considerations for shift workers, and computer workstation checklists. It added that policy is supported by numerous ergonomics-related programs and initiatives.

Psychosocial Risk Factors

The Navy reported that psychosocial risk factors, including workplace stress, violence and harassment, are dealt with under the purview of Human Relations, EEO, and/or Security, depending on the local organization. All personnel are briefed regarding the availability of EAP resources, and these resources are available to all personnel.

Telework

Both the Navy and the USMC reported supporting civilian teleworking.

Occupational Exposure Limits

The Navy stated that it has a policy that provides for the establishment of Navy-developed standards in the absence of an OSHA PEL, but indicated that it has not developed any Department-approved OELs.

Accomplishments

In FY 2011, the Navy reported that both services focused on 15 emphasis areas, with a total of 80 individual initiatives, of which 63% are either fully complete, near complete, or in fully functioning status with efforts ongoing. The Navy reported these accomplishments as falling within several categories, including ergonomics; fall protection; noise control/hearing conservation; PPE; safety in acquisition; emergency and information management systems; mishap prevention and hazard abatement; emerging technology and energy initiatives; leadership and management; occupational health and industrial hygiene; and OSH staffing. Accomplishments include:

- Implemented abatement projects and ergonomics site assessments with abatement options.
- Published a guidance document.
- Performed ergonomics assessments of industrial work, providing alternatives to abate risk factors.

- Partnered with the DoD Ergonomics Work Group to develop processes and abatement alternatives, and published news items, such as the work group's *ErgoNews*.
- Provided seven training sessions of Navy Ergonomics Program course.
- Presented at conferences, such as the Navy Occupational Safety and Health Professional Development Conference, Rotary-Wing Aircraft Seating Forum.
- Provided specialty training to SeaBees on ergonomics in construction.
- Received DoD EWG Best Practice Award for *Navy: Anchored Ladder/Watertight Fixture Repair*.
- Integrated fall protection requirements into all Navy acquisition project designs, including the completed revision of *Final Navy Fall Protection Guide for Ashore Facilities*.
- Integrated mathematical noise control models into all existing and future ship design.

Goals

The Navy expressed that its FY 2012 enterprise-wide goals included the development and implementation of an overarching Department of the Navy Risk Management Information System; promulgation of overarching Secretary of the Navy Safety Program policy that reflects a program more focused on process, data, and safety management systems; and continuation of FY 2011 initiatives, with an additional 13 initiatives added under the established emphasis areas.

Department of State

Statistics

The Department of State's employment rolls *increased* by 2,788 (7.6%) to 39,550 employees in FY 2011. Its total injury and illness cases *increased* by 7% to 399 and its TCR remained *UNCHANGED* at 1.01. State's lost-time cases *increased* by 5.3% to 180 and its LTCR *decreased* from 0.47 to 0.46 (2.1%). According to State, there were three civilian fatalities during FY 2011.

State's workers' compensation costs *increased* by 12% to $7,816,746 during the CBY.

Overseas Employees

During FY 2011, State reported that it had a total of 53,423 overseas employees, including Foreign Service, civil service, and locally employed staff. Most, if not all, OCONUS employees were physically located at a facility, such as an embassy or consulate. In addition to covering all such facilities, State's safety and health program also focuses on all work activities conducted remotely and all residences provided for employees.

OSH Initiatives

Motor Vehicle

According to State, its employees were involved in 354 MVAs worldwide, a *decrease* of 0.84% from FY 2010. It added that of these, 52 resulted in personal injuries, and that all the MVAs resulting in injuries occurred overseas. State reported that it requires all of its employees to wear seatbelts. State's domestic Fleet Management Office reinforces seatbelt use by use of stickers in the vehicles and/or verbally when vehicles are signed out, and communicates the use of seatbelts to remotely located vehicle custodians as part of regular motor vehicle safety tips. Internationally, State reported that its Diplomatic Security Fleet Standard Operation Procedures and Motor Vehicle Safety Management Program (MVSMP) specifically require the use of seatbelts by all drivers, and for overseas posts mandates the use of seatbelts in all official vehicles by all occupants and all personal vehicles being used for official business; at overseas posts with event data recorders, drivers and passengers are subject to progressive discipline if observed not wearing seatbelts.

Regarding distracted driving, State reported that its policy has been distributed electronically to all employees through the use of *Department Notices*. It added that new employee orientation training includes information about the policy and provides answers to frequently asked questions; procedures are in place defining disciplinary measures to be taken against individuals who violate internal policies; and appropriate compliance measures are incorporated into all new contracts, grants, and cooperative agreements. It reported that its overseas MVSMP incorporates EO 13513, but has long exceeded this basic texting ban by banning (1) all hand-held cell phone use, and (2) nearly all hands-free-use – an exception allows for true hands free devices to be used in an emergency.

Integrating OSH & Emergency Response

State reported that its Office of Emergency Management and Domestic Environmental and Safety Division collaborated on its domestic emergency preparedness program. State noted that DESD is involved in the review and approval of the Department's emergency action plan, as well as the proposed templates used to create bureau and facility EAPs. Additionally, it reported that DESD's lead industrial hygienist is the designated safety officer on its domestic incident management team.

State reported that the primary focus of its efforts overseas is to assist posts in returning to a functional and productive status as soon as possible after natural disasters or terrorist events. State noted that the COOP plan element seeks to assure that its OBO can remain functional so that critical support to posts is not interrupted, and delineated the plan's three objectives: to help ensure safety of personnel; reduce impact of an emergency on resources, facilities, and mission; and facilitate continuation of critical functions. According to State, its OBO plan is linked to the Domestic Emergency Action Plan.

Agency Specific OSH Resources

It reported that its significant OSH changes were an *increase* in its overseas DriveCam™ event data recorder program for controlling MVAs overseas, as well as additional funding for OSH personnel to attend regional safety and health training.

Employee Support

According to State, it offered over 35 different OSH training courses directed toward its domestic and overseas personnel, existing and new hires, management and staff personnel, and contractors. State reported that its training efforts extend to professional development for internal safety and health staff, many of whom are certified industrial hygienists and/or certified safety professionals.

Other OSH Support Activities

Field Federal Safety and Health Councils & Other Social Networking

State reported that its OSH staffs participate in the MWFSHC meetings, and its personnel participated in two FACOSH subcommittees. It reported that it does not use social networking sites to promote workplace safety and health.

Ergonomic Safety Program

According to State, its ergonomics program is designed to assist supervisors and employees in recognizing and addressing ergonomic hazards by providing web-based ergonomic assessment tools and training, performing workplace evaluations, incorporating ergonomic consideration in facility designs and renovations, and identifying and providing solutions to ergonomic exposures and hazards.

Psychosocial Risk Factors

State reported that its Human Resource and Medical Mental Health Services organizations handle psychosocial risk factors, adding that its OSH offices support these efforts upon request via workplace evaluations and incident investigations.

Telework

State reported that it provides guidance regarding telework options through its Office of Employee Relations, Bureau of Human Resources.

Occupational Exposure Limits

State reported that it uses OSHA PELs for occupational exposure to chemicals, unless there is an ACGIH TLV that is lower than the PEL, in which case, the TLV becomes its exposure standard. It added that if neither a PEL nor a TLV exists, then it uses the NIOSH REL.

Accomplishments

State's FY 2011 key accomplishments include:

- Improving the implementation of cell phone use policy by 94%, compared to 87% in FY 2010.
- Completing an exposure/hazard assessment of a domestic classified waste destruction area.
- Recertifying its Kentucky Consular Center as an OSHA VPP Star Facility.
- Upgrading the fall protection system (FPS) at Headquarters, to include design of special carts to transport portable FPSs that can be deployed to any rooftop building location.
- Developing a new electric safety program, and initiating new electrical safety training.

- Conducting safety, health, and environmental assessments at 71 overseas posts.
- Completing the final production version of its electronic Mishap Reporting System for overseas posts.
- Accomplishing design reviews and abating 25 design deficiencies for new overseas construction and renovation projects.

Goals

State reported that, in FY 2012, it will:

- Develop a comprehensive Health and Safety Training Program for domestic facilities personnel.
- Finalize its domestic electrical safety program.
- Finalize a domestic environmental safety and health services contract.
- Continue expanding Smith System driver training and DriveCam™ to additional overseas posts; and install and implement the DriveCam™ event data recorder system at two additional overseas posts with the highest number of motor vehicle fatalities.
- Train at least 2,500 overseas personnel in occupational and residential safety and health.
- Roll out its electronic mishap reporting system to 50 additional overseas posts.

Department of Transportation

Statistics

The Department of Transportation's employment rolls *increased* by 169 (0.3%) to 57,988 employees in FY 2011. Its total injury and illness cases *decreased* by 1.1% to 900; and its TCR *decreased* from 1.57 to 1.55 (1.3%). DOT's lost-time cases *decreased* by 10.2% to 491; and its LTCR *decreased* from 0.95 to 0.85 (10.5%). According to DOT, there were no civilian fatalities during FY 2011.

DOT's workers' compensation costs *decreased* by 0.2% to $97,457,192 during the CBY.

Overseas Employees

DOT reported that it had 73 employees OCONUS, of which 88% were from the FAA. It stated that all employees work with embassies or consulates, explaining that employees receive OSH briefings prior to deployment.

OSH Initiatives

Motor Vehicle

According to DOT, it experienced 41 employee work-related injuries due to MVAs in FY 2011, compared to 34 in FY 2010. According to DOT, it mandates the use of seatbelts, and its annual seatbelt survey at its headquarters demonstrated a usage rate of 90%. Regarding distracted driving, DOT reported that, in support of EOs 13043 and 13513, it has issued internal orders prohibiting texting and using electronic equipment while driving any vehicle. It also stated that it had hosted several forums and demonstrations to show the consequences of distracted driving.

Integrating OSH & Emergency Response

According to DOT, OSH is an essential function of its COOP plan. It added that its subagencies have safety as essential functions, and the safety and health of DOT employees is integral to sustaining the nation's transportation systems during a crisis.

Agency Specific OSH Resources

Overall, in FY 2011 DOT reported a *reduction* in resources, causing some activities to be delayed and priorities shifted. It reported that its overall OSH budget experienced a net *decrease* of over $7 million, primarily reflected in a $10 million reduction in FAA air traffic control tower upgrades. However, it dedicated additional resources to complete a Department-wide OSH program evaluation.

Employee Support

According to DOT, its *Time for Safety* campaign, a new training program designed to better educate and prepare its workforce, reached 2,450 headquarters employees through over 70 safety briefings. DOT added that the campaign involved all of its subagencies and regional field offices, and that 3,832 headquarters employees completed a newly developed computer-based safety orientation training module. In addition, it stated that the FAA and the Federal Railroad Administration (FRA) established additional computer-based

training portals that go beyond the one shared across DOT.

Other OSH Support Activities

Field Federal Safety and Health Councils & Other Social Networking

DOT reported that its OSH managers participate in local and regional emergency preparedness work groups, OSH committees and attend annual professional development conferences. According to DOT, it and its subagencies use in-house and other electronic social media platforms, such as Facebook and YouTube, to promote employee safety and health, and transportation safety efforts; to publicize the dangers of distracted driving; and to announce new safety policy statements across the Department.

Ergonomic Safety Program

DOT reported that it has a decentralized approach to office ergonomics issues and that its subagencies conduct assessments and assist employees with ergonomic issues. DOT added that its OSH professionals conducted over 100 ergonomic workstation assessments at FAA Headquarters in FY 2011.

Psychosocial Risk Factors

According to the DOT, its employees have access to an EAP, and some subagencies use mandatory training regarding wellness, workplace violence, and stress.

Telework

DOT reported that all of its subagencies allow telework and flexible work schedules.

Occupational Exposure Limits

Since most DOT employees work in controlled office environments, DOT reported that it has not developed custom OELs for workplace chemical hazards. Rather, DOT stated that it uses OSHA PELs as minimum regulatory standards. Some DOT employees work outdoors in more hazardous environments. Therefore, more stringent standards could be used that offer a better level of protection for those employees.

Accomplishments

According to DOT, FY 2011 was an outstanding year for its safety and health efforts, indicating that it devoted more effort to safety, with a greater emphasis on training employees for emergency preparedness and workplace safety. Among its major accomplishments, it reported several Department-wide and subagency activities:

- The *Time for Safety* campaign, which encompassed training of senior officials, safety briefings for employees and contractors, practice evacuation drills, and recruitment of emergency wardens.
- The first ever DOT-wide safety and health program evaluation, which created a customized evaluation tool, and provided each subagency with a summary report of findings.
- FRA continued its evaluation of the safety and health risks of its field inspectors.
- FAA trained 28,402 air traffic control employees, held the first air traffic safety day, and completed inspections of 100% of all manned workplaces and 97% of unmanned facilities. Hazard abatement compliance was 88%.

- FAA's aviation safety operations developed a strategic safety plan that included establishment of field safety committees, and safety training for all personnel.
- FAA trained over 7,000 volunteer responders in 106 facilities in its public access AED programs.
- The St. Lawrence Seaway Development Corporation (SLSDC) completed a state-of-the-art training program in OSHA's crane standard, scaffolding certification, and horizontal lifeline systems.

Goals

DOT reported that its FY 2012 goals will focus on strengthening its OSH program, with specific goals including:

- Developing annual OSH goals, other than those issued through the POWER Initiative.
- Developing an implementation plan for achieving annual safety and health goals.

Among reported subagency goals:
- FAA's air traffic organization will focus on increasing communication, taking ownership of safety, improving budget processes, and expanding collaboration between management and labor.
- SLSDC will hire an additional safety officer.
- The Federal Highway Administration will further reduce injury and illness cases while increasing employee awareness of safety issues.
- The FRA will establish a computer-based training records database.

Department of the Treasury

Statistics

The Department of Treasury's (Treasury's) employment rolls *increased* by 1,858 (1.6%) to 118,233 employees in FY 2011. Its total injury and illness cases *decreased* by 8.9% to 1,222; and its TCR *decreased* from 1.15 to 1.03 (10.4%). The Treasury's lost-time cases *decreased* by 4.1% to 758; and its LTCR *decreased* from 0.68 to 0.64 (5.9%). According to the Treasury, there were no civilian fatalities during FY 2011.

The Treasury's workers' compensation costs *increased* by 2.8% to $54,377,230 during the CBY.

Overseas Employees

Treasury reported that it had 69 employees stationed overseas in FY 2011, all stationed at embassies and military installations where they were covered under either State (60 employees) or DoD (9 employees) safety and health programs.

OSH Initiatives

Motor Vehicle

According to the Treasury, the number of MVAs *increased* by 19% from FY 2010 to FY 2011. Furthermore, it noted a 49% *decrease* from FY 2009 to FY 2010, reporting an overall 40% *decrease* in MVAs from FY 2009 to FY 2011.

According to the Treasury, it is in compliance with EOs 13513 and 13043 in that it prohibits the use of all electronic devices while driving, requires all employees to wear seatbelts when operating or riding in any vehicle used for government business, and requires employee driving safety training.

Integrating OSH & Emergency Response

According to the Treasury, it incorporates OSH considerations into the many facets of emergency response planning. For example:

- It completed a number of emergency preparedness projects at the Department and bureau levels.
- Its Treasury Safety and Health Council coordinated and implemented a Department-wide data call for detailed information on Treasury's health units.
- Treasury Headquarters - Office of Environment, Health and Safety developed, and the Office of Emergency Programs provided, a report detailing the Department's health unit locations, contact information, and staff resources. The data and locational information was entered into the Treasury's Emergency Preparedness E-TEAM data base and global information system, thereby streamlining communications and maximizing medical support resources nationwide.

Agency Specific OSH Resources

Treasury reported that its OSH budget was consistent with that of FY 2010.

Employee Support

Treasury stated that it provides OSH training for safety staff, CDSOs, and general duty staff, and participates in a variety of comprehensive environment, health, and

safety training programs. It added that employees who work with, or in the vicinity of, hazards, are provided specialized trade-specific OSH training, the frequency of which varies in accordance with regulatory requirements and standard industry best practices.

Other OSH Support Activities

Field Federal Safety and Health Councils & Other Social Networking

According to the Treasury, it continued to support involvement in FFSHCs to supplement the work of the Treasury Safety and Health Council, and that several Departmental offices and bureaus were involved in the MWFSHC.

Ergonomic Safety Program

According to the Treasury, it recognizes the value that ergonomic programs and evaluations can provide in the mitigation of MSDs. Treasury indicated that its Departmental offices and bureaus maintain ergonomic programs that provide ergonomic assessments and resources to employees; staff experiencing ergonomic related discomfort or medical issues can request ergonomic evaluations and are provided reasonable accommodations, as appropriate.

Psychosocial Risk Factors

The Treasury reported that its OHR and EEO Office are the primary resources and support in terms of work adjustments related to cases involving psychosocial risk factors.

Telework

The Treasury reported that it has implemented a telework policy that allows employees to work remotely from settings other than their primary duty stations.

Occupational Exposure Limits

Treasury reported that it uses OSHA PELs, NIOSH RELs, and ACGIH TLVs in determining OELs for the use of hazardous chemicals in the workplace.

Accomplishments

According to the Treasury, it was the only Executive Branch Department to achieve the POWER Initiative's six metric based goals.

Goals

Treasury reported that, during FY 2012, it plans to:

- Surpass the established POWER Initiative goals by instituting stretch goals in these tracked metric areas.
- Implement Treasury safety and health sub-committees and task forces to address traumatic injuries, as well as slips, trips, and falls.
- Update the current SHIMS system in anticipation that the new tool will provide for higher-level data analysis and reporting capabilities, allowing for more thorough data trending.
- Work at identifying and establishing standards for Treasury-specific safety programs and practices in the areas of ergonomics, compliance assurance, and OSH training.
- Focus on identifying and consolidating standard program requirements for application throughout the Treasury.
- Ensure its OSH programs and practices become more consistent throughout the Treasury.
- Track the number of MVAs and, if the recent upward trend continues, further evaluate driving safety.

Department of Veterans Affairs

Statistics

The Department of Veterans Affairs' employment rolls *increased* by 10,243 (3.4%) to 314,802 employees in FY 2011. Its total injury and illness cases *decreased* by 3.1% to 11,038; and its TCR *decreased* from 3.74 to 3.51 (6.2%). The VA lost-time cases *decreased* by 0.7% to 5,143; and its LTCR *decreased* from 1.7 to 1.63 (4.1%). According to the VA, there were three civilian fatalities during FY 2011.

The VA's workers' compensation costs *increased* by 2.2% to $186,254,136 during the CBY.

Overseas Employees

The VA reported that it had 46 civilian employees stationed OCONUS, and that they all received OSH education and training prior to deployment.

OSH Initiatives

Motor Vehicle

The VA reported that it experienced an estimated 10% *increase* in the overall size of the VA-owned and GSA-leased fleet. It stated that, during FY 2011, its employees were involved in 342 MVAs, a *decrease* of 27.2% from the 470 reported in FY 2010. According to the VA, using seatbelts is mandatory while on official business; the requirement to use seatbelts is also being expanded to cover the operation of powered industrial vehicles, such as industrial lift trucks and low-speed electric vehicles. Anyone operating heavy construction equipment equipped with seatbelts must use them.

Integrating OSH & Emergency Response

According to the VA, its COOP readiness is ensured by a continuum of national-level exercises and subagency-level training, exercises, and activations. The Veterans Administration Integrated Operations Center serves as the 24/7 point of contact for all operations, security, and emergency preparedness concerns. The VA Emergency Preparedness Team, comprised of representatives from the Under Secretaries, Assistant Secretaries, and other key officials, meets weekly to discuss current events and their effect on the VA.

The Veterans Health Administration reported that it provided training to medical center personnel, including FEMA-certified first receivers' decontamination train-the-trainer course and OSHA-mandated first responder awareness and operations-level training. In addition, VHA indicated that it allocated $677,000 to medical centers for the purchase of decontamination systems, PPE, and response team supplies in support of first receiver decontamination program activities.

The National Cemetery Administration (NCA) reported that its Emergency Preparedness Plan (EPP) includes the following OSH elements: hazardous substance response, disease/epidemic response, fire prevention plan, emergency action plan, workplace violence incidents, and interment operations during natural disasters.

The Veterans Benefits Administration (VBA) reported that all of its EPPs and

exercises are completed and thoroughly coordinated with a myriad of other agencies, including: DHS, GSA, Federal Protective Service, Internal Revenue Service, USMS, federal courts, state and national Veterans Service Organizations, and commercial contractors. VBA added that all employees, service representatives, and staff are provided a "pocket size" evacuation plan and emergency assistance phone listing to make each more knowledgeable and better prepared in the event of an actual emergency.

Agency Specific OSH Resources

The VA reported that the Administrations under the VA umbrella manage their own resources.

Employee Support

The VA reported that its Talent Management System provides web-based OSH training to existing VA employees and new hires. Its Administrations and staff offices provide detailed, specific training to employees and contractors and assess the impacts and effectiveness of the training. VHA's Employee Education System supports site-based training via satellite broadcast, specialized web-based initiatives, independent study programs, workshops, and lectures to emphasize employee skill and understanding in hazard recognition, standard procedures, best practices, and emerging issues. The NCA uses various training methods, based on the audience, to provide OSH training to its employees.

Other OSH Support Activities

Field Federal Safety and Health Councils & Other Social Networking

According to the VA, its DASHO is a management representative to FACOSH, and it distributes pertinent FACOSH meeting information Department-wide. It also reported that VHA safety and health professionals currently chair three active FFSHCs.

Ergonomic Safety Program

The VA reported that it follows OSHA's voluntary guidelines to reduce and prevent workplace MSDs.

Psychosocial Risk Factors

The VA reported that it provides a workplace violence prevention program, including workplace violence risk assessments; and employee education and training on ways to protect employees, veterans, and visitors from violence-based injuries.

Telework

The VA reported that it implemented a telework program.

Occupational Exposure Limits

According to the VA, all of its Administrations use OSHA PELs, and ACGIH TLVs.

Accomplishments

The VA contracted with the NSC to conduct a first-ever *All Employee Safety Perception Survey*. The VA stated that the survey focused on employees' perceptions of safety practices and concerns about the workplace;

the survey established reliable leading indicators and baseline benchmarks. In addition, the VA reported that action plans have been implemented to address the lower-scoring components, and progress is being tracked through VA Safety Steering Committee. It also reported conducting annual workplace evaluations at all VHA facilities and identifying and abating deficiencies (along with evaluations of safety and health compliance programs). It reported that the NCA revised and published an OSH Directive.

Goals

As a Department, the VA reported that, during FY 2012, it plans to improve and enhance existing safety program management by launching a Safety Awareness Campaign. It indicated that the VA Safety Steering Committee will monitor its Administrations' proposed FY 2012 goals:

- The VHA will charter a VHA Central Office Safety and Health Leadership Committee to enhance program development, data collection, and technical assistance.
- The NCA will complete a series of OSH handbooks and develop an OSH Awareness Program.

Environmental Protection Agency

Statistics

The Environmental Protection Agency's employment rolls *decreased* by 95 (0.5%) to 18,740 employees in FY 2011. Its total injury and illness cases *increased* by 1% to 116; and its TCR *increased* from 0.61 to 0.62 (1.6%). The EPA's lost-time cases *decreased* by 19% to 51; and its LTCR *decreased* from 0.33 to 0.27 (18.2%). According to the EPA, there were no civilian fatalities during FY 201.

EPA's workers' compensation costs *increased* by 2% to $4,298,094 during the CBY.

Overseas Employees

According to EPA, in FY 2011, 116 employees traveled abroad to attend conferences or offer technical assistance to foreign programs, with four employees residing on State posts. EPA reported that it provided immunizations, advised employees to review travel warnings, provided contact information for the local embassies, and distributed information from the WHO and the CDC.

OSH Initiatives

Motor Vehicle

EPA indicated a 31% *decrease* in the number of MVAs occurring between FY 2010 and FY 2011, dropping from 54 to 37 incidents. EPA reported all that of the employees involved were wearing seatbelts, and none of the MVAs were attributed to distracted driving, which EPA indicated is a testament to its commitment to support EOs 13043 and 13513. EPA stated that it highlights both requirements in its *Motor Vehicle Operator Responsibilities Form* and *Motor Vehicle Safety Program Guideline*, the latter of which will be finalized in FY 2012, adding that EPA locations routinely remind employees about the requirements of both EOs. In addition, it indicated that 440 employees were provided online NSC driver safety training in FY 2011.

Integrating OSH & Emergency Response

According to EPA, its local Safety, Health and Environmental Management Program managers ensure that OSH programs are established to protect its emergency responders; each EPA region has a health and safety program contact who serves as a liaison between emergency responders and SHEMP managers. EPA added that its OSH workgroup wrote *EPA's Emergency Responder Health and Safety Manual*; obtained respirators certified for use in chemical, biological, radiological, and nuclear environments; continued working on developing a standardized respirator fit testing protocol and a fatigue management program; and released *Guidelines for Personal Protective Equipment Ensemble Selection*. According to EPA, its Medical Countermeasure Workgroup outlined option plans for establishing pre-event antibiotic prescriptions and caches for mission-essential personnel.

According to EPA, it understands the importance of preparing employees for emergencies that could occur at an EPA facility and noted that its SHEMP managers are typically involved with disaster preparedness activities. It also reported that

its locations maintain OEPs and COOP plans, and that it addressed pandemic influenza preparedness in the 2009 *Interim Final Pandemic Guidance,* which includes a section on workplace safety and health considerations. EPA indicated that SHEMP managers are key players in the emergency and disaster readiness planning process, and that it identifies safety and health as an essential function that must be addressed upon COOP activation.

Agency Specific OSH Resources

In FY 2011, EPA indicated that while 58% of its locations reported no change in OSH resources, 24% reported an increase, and 18% reported a decrease in OSH resources. EPA specifically reported that one location received funds to upgrade its toxic, combustible, and ventilation alarm system, and eight locations gained additional OSH staffing support, either through new hires or staffing redistributions. It contrasted this with two locations that lost staff members who had been providing OSH support, one location that was forced to reduce contract support at its health unit and fitness center, and other locations that reported a lack of travel funds. EPA added that it began coordinating and streamlining audit schedules between multiple divisions to more effectively leverage resources.

Employee Support

EPA stated that many of its working locations provide OSH training to contractors and volunteers on OSH topics such as OEPs, chemical hygiene, and hazardous waste management. It emphasized that, in January 2011, it released its revised OSH training policy and implementation requirements. According to EPA, these new policies clarified that:

- All employees, regardless of position, must receive safety and health training within the first three months of employment,
- Supervisors and SHEMP managers must collaborate to ensure that employees receive other job-specific OSH training, and
- The on-the-job hazards dictate the specific set of OSH courses that an employee must take.

Other OSH Support Activities

Field Federal Safety and Health Councils & Other Social Networking

According to EPA, in FY 2011, representatives from 14 of the 21 EPA locations participated in council activities; it also indicated that about 84% of EPA locations encouraged their OSH personnel to participate in other professional safety and health development opportunities. Currently, it reported that it does not use social media to promote workplace safety and health.

Ergonomics Safety Program

EPA reported that many of its locations perform ergonomic assessments to identify existing ergonomic hazards in the workplace. Additionally, to prevent problems, EPA reported that it has replaced older office equipment, and that it trains employees on the proper use of equipment and furniture. According to EPA, 1,293 employees were offered ergonomics training.

Psychosocial Risk Factors

EPA reported that, during FY 2011 it changed the way work is organized; redesigned work areas; offered confidential

counseling to employees; established conflict resolution procedures; modified working time/schedule arrangements; and provided psychosocial risk-specific training to employees. It reported that it documented incidents involving potential workplace violence, bullying, and harassment, and took action to address and defuse situations, by providing counseling, relocating employees, assisting with conflict resolution, or taking disciplinary action.

Telework

According to EPA, its flexiplace policy requires teleworking employees to comply with appropriate health and safety regulations, and complete an *Employee Self-Certification Safety Checklist*. It added that its policy includes a section on workers' compensation.

Occupational Exposure Limits

EPA identified that it uses a variety of OELs, including OSHA PELs, NIOSH RELs, and ACGIH TLVs. It added that it uses one-half of the most conservative applicable regulation or standard to determine an acceptable OEL and that if an agent does not have an OEL, it relies on SHEMP managers' professional judgment to determine whether the potential for harmful exposure exists.

Accomplishments

Among the many OSH-related accomplishments it reported for FY 2011, EPA reported that it:

- Reduced MVAs, and its LTCR and LPDR.
- Strengthened its OSH training program.
- Took action to protect its emergency responders; prepare for emergencies

and disasters; and strengthen policies that address workplace violence, including bullying, and harassment.
- Supported agency-wide SHMS implementation by developing a 12-step implementation plan, providing SHMS implementation guidance, and completing the *SHMS Agency-wide Hazard Risk Assessment Results Evaluation Report*.
- Implemented an agency-wide fitness challenge, and formed a workgroup to identify minimum health and wellness components and best practices that all EPA locations should offer.
- Completed facility-based self-assessments for all locations.
- Updated its *Diving Safety Manual*, released implementation guidance for its occupational medical surveillance program, and finalized its *Dilute Solution Hygiene Plan* to address new detection capabilities for dilute solutions of chemical warfare agents.

Goals

EPA identified the following as its major goals for FY 2012 and beyond:

- Meet targets assigned under the POWER Initiative.
- Implement an agency-wide SHMS.
- Standardize health and wellness programs.
- Continue conducting SHEM evaluations and address audit findings.
- Revise EPA Order 1440.1, defining the scope and authority of its SHEMP.
- Revise and reissue its psychosocial risk policy to include bullying, and separate but specific anti-harassment procedures.
- Ensure all employees enrolled in its occupational medical surveillance program warrant inclusion.

- Reduce the impact of workers' compensation claims on the agency.
- Strengthen job requirements and qualifications for OSH personnel.

- Establish an agency-wide database to track employees' OSH training requirements and medical readiness data.
- Address emerging hazards.

General Services Administration

Statistics

The General Services Administration's employment rolls *decreased* by 7 (0.1%) to 12,820 employees in FY 2011. Its total injury and illness cases *decreased* by 20.7% to 111; and its TCR *decreased* from 1.09 to 0.87 (20.2 %). GSA's lost-time cases *decreased* by 22.5% to 62; and its LTCR *decreased* from 0.62 to 0.48 (22.6%). According to GSA, there were no civilian fatalities during FY 2011.

GSA's workers' compensation costs *increased* by 0.2% to $13,703,101 during the CBY.

Overseas Employees

According to GSA, it had 18 employees working OCONUS during FY 2011, and indicated these deployed employees were given appropriate medical examinations and vaccinations. It reported that it ensures the OSH of its overseas employees through its online university, and safety offices of host agencies, such as the DoD.

OSH Initiatives

Motor Vehicle

According to GSA, it experienced 97 MVAs in FY 2011, a 5.8% *decrease* from 103 in FY 2010. In FY 2011, three MVAs resulted in personal injury, a decrease from five in FY 2010.

GSA reported that it continued to offer a four-hour online defensive driving course based on training created by the NSC. GSA stated that it requires and promotes seatbelt use and prohibits texting while driving.

Integrating OSH & Emergency Response

GSA reported that, organizationally, it has aligned OSH and emergency management functions in the same divisions, both at headquarters and in the regions, thereby facilitating cross-communication and ensuring OSH considerations are included in emergency planning and operations.

GSA provided examples, including:

- At the building level, GSA maintains Fire Prevention Plans and OEPs, and conducts appropriate communication/training and drills for all building occupants.
- According to GSA, its regional safety and health offices are an integral part of its COOP plans, indicating that its safety, health, and fire protection specialists report to COOP sites to provide technical expertise to Senior Executive Response Teams.
- According to GSA, it is the primary/coordinating agency supporting FEMA in the Logistics Management and Resource Emergency Support Function #7. It indicated that its employees who deploy during disasters are provided site-specific safety and health training by FEMA.

Agency Specific OSH Resources

GSA reported a regional loss of OSH personnel in FY 2011: six regions were authorized approximately one OSH FTE; two have more than one FTE; two have less than one FTE; and one region has no OSH

staff. It also indicated that industrial hygiene positions in the regions have declined as well, leaving several regions without in-house OSH resources. It added that its headquarters' OSH function identified the need for a national industrial hygiene position as a staffing priority. To compensate for these gaps, it reported that its regional offices have used the services of FOH.

Employee Support

GSA reported that its OSH training responsibility is decentralized and resides with each region, further indicating that its NCR services GSA Headquarters employees. It stated that, in addition to the four GSA Online University courses offered to employees, it offers other online OSH-related courses, such as IAQ; pandemic influenza; mold management; OEPs; Federal Employees' Compensation Act (FECA) (supervisory module); and environmental, safety, and health considerations for projects. New hires are provided initial OSH training through the new employee orientation program, but GSA clarified that it does not train contractors.

Other OSH Support Activities

Field Federal Safety and Health Councils & Other Social Networking

According to GSA, its eleven regional offices participate to a varying degree in council activities.

Ergonomic Safety Program

GSA reported developing a formal ergonomic program as an FY 2012 goal.

Psychosocial Risk Factors

According to the GSA, its OSH program does not significantly address these issues.

Telework

GSA reported that it has a well-established telework program that integrates OSH considerations, and is being expanded to include all work away from the traditional establishment, i.e. "mobile work."

Occupational Exposure Limits

GSA stated that it generally uses the ACGIH TLVs instead of OSHA PELs when the TLVs are more stringent. For IAQ applications, GSA reported that it considers advisory organizations, such as the WHO, when establishing agency limits.

Accomplishments

GSA reported that during FY 2011 it developed a self-evaluation protocol, and relocated the OSH program within the Security and Safety Risk Management Division.

Goals

According to GSA, during future years it intends to:

- Partner with the GSA Workers' Compensation Office.
- Assist with RTW evaluations.
- Develop online training programs for top management, supervisors, and employees, to include specific national online training modules to address the 29 CFR 1960 requirements.
- Adopt the DOL's "*eComp*" system.
- Develop an ergonomic program.
- Promote participation in FFSHCs.

National Aeronautics and Space Administration

Statistics

The National Aeronautics and Space Administration's employment rolls *increased* by 4 (0.02%) to 18,696 employees in FY 2011. Its total injury and illness cases *increased* by 24.68% to 96; and its TCR *increased* from 0.41to 0.51 (24.4%). NASA's lost-time cases *decreased* by 5.4% to 35; and its LTCR *decreased* from 0.2 to 0.19 (5%). According to NASA, there were no civilian fatalities during FY 2011.

NASA's workers' compensation costs *increased* by 4.3% to $5,800,744 during the CBY.

Overseas Employees

NASA reported that eleven employees worked on assignment OCONUS, with three under State, and the others at a NASA overseas post. It stated that its Moscow NASA Clinic is available for four employees; and an interagency agreement between NASA and State gives its other employees at overseas posts the right of access to State medical facilities. It reported that all deploying employees attend overseas safety and awareness training before deployment, and that distance learning is available from any location. It reported that it does not provide direct safety oversight at overseas locations, but does provide medical evacuations; overseas hosts are expected to provide safety and health measures at local standards.

OSH Initiatives

Motor Vehicle

According to NASA, its employees (including contractors and guests) were involved in 282 MVAs, during FY 2011, of which two resulted in injuries. It reported that it mandates seatbelts and that none of its security records indicate that the employees involved in the MVAs were not in compliance with the seatbelt requirement. NASA also noted that it bans texting while driving and uses a variety of methods to deter distracted driving, such as electronic signs to display warnings; video clips; driving safety seminars; focused enforcement programs; and safety day presentations.

Integrating OSH & Emergency Response

NASA stated that the safety and health of employees has been integrated into the emergency management and response plans through the Emergency Notification System, Family Support Planning, Telework Program, Business Impact Analysis, and Business Continuity Plans, indicating that its success is due to close, continuous collaboration with the emergency response community, and continuous improvement through assessments of exercises, tests, and real-world responses.

Agency Specific OSH Resources

According to NASA, budget constraints have affected its OSH resources, including

loss of up to 30% of its safety and health staff at one Center. Agency-wide, it reported a 20% reduction in its travel budget, which may affect professional safety and health certifications.

Employee Support

According to NASA, it uses a variety of training methods such as video broadcasts, classrooms, and seminars, along with specific training activities for OSH professionals. It offers approximately 1,000 options in the environmental, medical and health, safety, and mission assurance subject areas. It reported that it encourages professional development and continuing education for its OSH professionals, and active participation in FFSHCs.

Other OSH Support Activities

Field Federal Safety and Health Councils & Other Social Networking

According to NASA, its employees contribute to the development of its safety and health policies through active participation in multiple national and local OSH committees, including FACOSH sub-committees, inter-agency safety and health programs, and the Central Florida Safety and Health Council. It stated that its safety community uses the *NSC Knowledge Now*, a social networking platform, to identify, capture, and transfer explicit and tacit knowledge inside of a virtual web-based workspace.

Ergonomic Safety Program

NASA indicated that it has an established policy to prevent MSDs in the workplace, and that the policy requires its Centers to implement written ergonomics programs to ensure safe job tasks, equipment design, and

worker duties, consistent with current professional guidance from organizations such as OSHA and NIOSH. It and the Ames Research Center provide training and information to the staff to assist employees in the self-identification and resolution of ergonomic issues.

Psychosocial Risk Factors

NASA indicated that its *Policy on Prevention of and Response to Workplace Violence* addresses psychosocial risk factors, adding that its employees are provided EAP services, which are available 24/7 to all civil service employees and their immediate family members, and to contractors at certain Centers. It addresses issues such as alcohol and substance abuse, addictive behaviors, stress management, anger management, work conflict, performance and attendance issues, marital and family concerns, relationships, financial issues, eldercare, and bereavement. It stated that its EAP clinicians provide counseling, assistance, guidance, education, and awareness in the areas of workplace violence, threat assessments, stress management, and emergency management support, and provide a briefing on the status of the workforce twice a year to Center directors or their designees.

Telework

NASA indicated that it has an established telework program.

Occupational Exposure Limits

According to NASA, its Centers follow all OSHA standards, including PELs, and other OELs, as well as NASA-developed OELs.

Accomplishments

NASA reported that it achieved all of its FY 2011 goals, and continued to meet or exceed

all of the POWER Initiative goals. It stated that it benchmarked its safety metrics with other organizations; conducted three Institutional/Facility/Operations audits; completed a paper on the use of *Reliability Analysis for Complex, Repairable Systems-U.S. Army Materiel Systems Analysis Activity* for analysis and predictive modeling on slips, trips, and falls data; and made improvements to the Incident Reporting Information System. Its other reported accomplishments included:

- The Ames Research Center completed Joint Commission recertification.
- The Stennis Space Center achieved OSHA-VPP status, along with the eight current NASA VPP Star-certified locations. It further indicated that many of the Centers have completed recertification, and that all Centers continue to pursue this objective.
- Nine of the ten NASA Centers completed the NASA Safety Culture Survey.
- All NASA Centers presented best practices for fire safety and recommended policy changes and challenges at the Annual NASA Fire Protection Coordinator Meeting held in conjunction with the National Fire Protection Association Conference.

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- NASA safety directors and OSH managers held their annual meeting.
- The Safety Center initiated new programs, developed knowledge management technologies, performed rigorous assessments, and advanced the quality of mishap investigation activities.

Goals

NASA reported that its FY 2012 goals focus on providing rigorous safety and health programs necessary to support its diverse missions. It reported that these include:

- Moving the new Electronic Health Record System to six more Centers.
- Meeting or exceeding the goals of the POWER Initiative.
- Conducting an effective NASA-wide meeting with the participation of the NASA safety directors and OSH managers.
- Hosting events such as the NASA Occupational Health Meeting, Audits and Assessments Workshop (online), Incident Reporting Information System face-to-face meetings, the annual Fire Protection meeting, and the NASA Mishap Investigation Technical Interchange meeting and training.
- Converting its Safety Center classroom training into online training.

Social Security Administration

Statistics

The Social Security Administration's (SSA's) employment rolls *decreased* by 69 (0.1%) to 69,531 employees in FY 2011. Its total injury and illness cases *decreased* by 1.7% to 856; and its TCR *decreased* from 1.25 to 1.23 (1.6 %). SSA's lost-time cases *increased* by 4.1% to 536; and its LTCR *increased* from 0.74 to 0.77 (4.1%). According to SSA, there were no civilian fatalities during FY 2011.

SSA's workers' compensation costs *increased* by 4.6% to $26,999,370 during the CBY.

Overseas Employees

SSA reported that it had seven employees working OCONUS as Regional Federal Benefit Officers. It indicated that none of these employees experienced any occupational injuries or illnesses in FY 2011.

OSH Initiatives

Motor Vehicle

SSA reported that its employees were involved in 15 MVAs nationwide, but sustained no injuries in these accidents. It noted that it includes seatbelt use and the ban on texting in its annual program reminders to its offices nationwide. It made available a new online course addressing the hazards of driving while distracted to its employees, health and safety representatives, union/management health and safety committee members, and employees who drive.

Integrating OSH & Emergency Response

SSA reported that it has extensive emergency and disaster response plans for all buildings and operations, thereby ensuring the safety of employees, contractors, and members of the visiting public during a broad range of emergencies. In addition, SSA reported that it has a COOP plan for executive, senior, and subordinate staffs.

Agency-Specific OSH Resources

SSA reported that it provides staffing and funding to implement health and safety programs. It indicated that no significant additional resources were necessary during FY 2011.

Employee Support

SSA reported that it provides training to all categories of employees in the recognition of environmental health and safety hazards, and implementation of corrective actions, with training available online. According to SSA, training topics included: prevention of slips, trips, and falls; hazard communication; asbestos awareness; IAQ; fire extinguisher safety; bloodborne pathogens awareness; stress management; preventing back injury; office safety; and distracted driving.

Other OSH Support Activities

Field Federal Safety and Health Councils & Other Social Networking

According to SSA, it ensures that all its field facilities are aware of local councils, and encourages health and safety representatives to participate in such councils. It reported that it uses its website to provide extensive information on a wide range of OSH programs.

Ergonomic Safety Program

SSA reported that it augments its state-of-the-art ergonomic furnishings with an online, interactive training course on ergonomics for all computer workstation users, and a variety of electronic ergonomic information and publications.

Psychosocial Risk Factors

According to SSA, it provides employees and OSH representatives with *Stressbusters* and *Managing Stress*, online stress reduction and information programs. Employees can also obtain counseling for personal problems from their servicing personnel office.

Telework

SSA reported that it has developed a draft telework plan and will conduct risk assessments for telework as implementation progresses.

Occupational Exposure Limits

According to the SSA, it uses OELs to analyze exposure to potentially hazardous chemicals, and complies with OSHA PELs.

Accomplishments

SSA reported that its noteworthy accomplishments included:

- Development and dissemination of an online course on distracted driving for health and safety representatives, union/management health and safety committee members, and employees who drive.
- Completion of OSH self-assessments of 26 randomly selected field offices in selected SSA regions.
- Award of a contract to complete the development of an environmental management system.

Goals

According to SSA, its noteworthy goals for FY 2012 include:

- OSH self-assessment of approximately 25 facilities in Regions I, II, VII, and IX.
- Implementation of monthly conference calls to regional facilities personnel to discuss OSH issues and enhance incident reporting procedures for all OSH incidents, regardless of recordability, such as near misses and first aid injuries.
- Increased interaction between workers' compensation, medical, regional, and OSH staffs, and the use of the enhanced incident data to promote prompt abatement of unsafe conditions.

Tennessee Valley Authority

Statistics

The Tennessee Valley Authority's employment rolls *increased* by 412 (3.4%) to 12,554 employees FY 2011. Its total injury and illness cases *decreased* by 14.9% to 206; and its TCR *decreased* from 1.99 to 1.64 (17.6%). The TVA's lost-time cases *decreased* by 13.6% to 19; and its LTCR *decreased* from 0.18 to 0.15 (16.7%). According to the TVA, there were no civilian fatalities during FY 2011.

TVA's workers' compensation costs *decreased* by 2.8% to $50,472,112 during the CBY.

Overseas Employees

TVA reported that, during FY 2011, it did not have any civilian employees working overseas.

OSH Initiatives

Motor Vehicle

According to TVA, its employees were involved in 117 MVAs during FY 2011, indicating that this is a *decrease* from the previous year's 245 accidents. It reported that its policy requires employees to use seatbelts and prohibits texting while driving. It also noted the TVA Police offer a defensive driving training course for employees and their families.

Integrating OSH & Emergency Response

According to TVA, its Non-Radiological Emergency Management is dedicated to ensuring that it has industry-best enabling and sustaining systems for emergency response. It also indicated that its Agency Emergency Response Plan provides for an agency-wide response to emergencies or threats, ranging from significant severe weather to security or terrorist threats.

Agency Specific OSH Resources

TVA reported no changes in OSH resources for FY 2011.

Employee Support

TVA reported 107,224 agency employees participated in 122 safety learning activities, for a total of 160,918.6 participant hours in FY 2011.

OSH Support Activities

Field Federal Safety and Health Councils & Other Social Networking

TVA reported that it does not participate in FFSHC activities, nor does it use Facebook, Twitter, LinkedIn, or other social networking aids.

Ergonomic Safety Program

TVA indicated that its ergonomic procedure provides guidelines to identify potential high-risk jobs, conduct job evaluations, and establish control measures; and has several tools to recognize and address ergonomic hazards, including Injury Prevention Training, Ergonomics Training, and the *Accommodating Persons with Disabilities Procedure*.

Psychosocial Risk Factors

TVA indicated that it offers confidential assistance, including counseling, legal,

financial, identity theft, and work-life services to employees and their families to help address a wide range of personal problems. It also indicated that *Live Well,* its comprehensive wellness program, encourages the reduction of health-risk behaviors, fosters healthy lifestyles, and contributes to the management of healthcare costs. It added that its *Occupational Health Policy* provides guidelines to monitor employees' exposure to occupational hazards, and requires medical evaluations of employees based on job responsibilities, work related injuries, or changes in psychological/behavioral conditions.

Telework

TVA indicated that it has an established telework policy, which provides participation terms and conditions, eligibility criteria, participation guidelines, approval process, and roles and responsibilities.

Occupational Exposure Limits

TVA reported that it uses OSHA PELs and ACGIH TLVs; other OELs are used by contractors employed by TVA. It indicated that, when OSHA PELs are not available, it will look at the *ACGIH TLV Handbook* for applicable OELs; in those rare cases where a TLV is not available, it will use any applicable OEL. TVA further explained that all OELs are subject to approval through

TVA Safety Programs, Industrial Hygiene Department.

Accomplishments

TVA reported its 2011 accomplishments as:

- Reducing its *Safety Manual* procedures by 40%.
- Establishing new OSH programs and plans: Post-Fire Industrial Hygiene Response, Behavioral Based Safety Process, Loss Prevention, and Asbestos Management.
- Improving safety performance and reducing all injury and lost-time rates.
- Updating its leading indicators to add emphasis on safety performance.
- Implementing the Fossil Networking Group.
- Revising the structure of its Safety Peer Team to include additional safety professionals.

Goals

TVA reported that its significant FY 2012 goals include:

- Improving its lower tier injury reporting.
- Implementing an Industrial Hygiene Risk Assessment Program.
- Continuing the implementation of its Behavioral Safety Program.

STATISTICAL ABSTRACTS
SMALLER
INDEPENDENT AGENCIES

Agency for International Development

The U.S. Agency for International Development's (USAID's) employment rolls *decreased* by 1,460 (36.7%) to 2,515 in FY 2011. Its total injury and illness cases *increased* by 145.5% to 27 and its TCR *increased* from 0.28 to 1.07 (282.1%). Its lost-time cases *increased* by 175% to 11 and its LTCR *increased* from 0.1 to 0.44 (340%). According to the USAID, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *increased* by 3.4% to $3,502,638 during the CBY.

American Battle Monuments Commission

The American Battle Monuments Commission's (ABMC's) employment rolls *increased* to 455 in FY 2011. Its total injury and illness and lost-time cases *decreased* by 100% to 0 and the related TCR and LTCR *decreased* from 5.0 to 0.0 (100%). According to the ABMC, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *decreased* by 19.1% to $55,750 during the CBY.

Armed Forces Retirement Home Board

The Armed Forces Retirement Home Board's employment rolls *increased* by 17 (6.8%) to 267 in FY 2011. Its total injury and illness cases *decreased* by 9.1% to 20 and its TCR *decreased* from 8.8 to 7.49 (14.9%). Its lost-time cases *decreased* by 26.7% to 11 and its LTCR *decreased* from 6.0 to 4.12 (31.3%). According to the Board, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *increased* by 2.5% to $809,023 during the CBY.

Commission on Civil Rights

The Commission on Civil Rights's (CCR's) employment rolls *decreased* by 9 (17.65%) to 42 in FY 2011. Its total injury and illness cases, lost-time cases, and the related TCR and LTCR remained *UNCHANGED* at 0. According to the CCR, there were no civilian fatalities during FY 2011.

Its workers' compensation costs remained *UNCHANGED* at $0 for the CBY.

Commodity Futures Trading Commission

The Commodity Futures Trading Commission's employment rolls *increased* by 12 (1.8%) to 679 in FY 2011. Its total injury and illness cases *decreased* by 50% to 1 and its TCR *decreased* from 0.3 to 0.15 (50%). Its lost-time cases *decreased* by 100% to 0 and its LTCR *decreased* from 0.15 to 0.0 (100%). According to the CFTC, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *increased* by 4,721.7% to $70,976 during the CBY.

Consumer Product Safety Commission

The Consumer Product Safety Commission's employment rolls *increased* by 32 (6.2%) to 551 in FY 2011. Its total injury and illness cases *increased* by 500% to 6 and its TCR *increased* from 0.19 to 1.09 (473.7%). Its lost-time cases *increased* by 100% to 2 and its LTCR *increased* from 0.19 to 0.36 (89.5%). According to the CPSC, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *decreased* by 1.7% to $157,397 during the CBY.

Corporation for National and Community Service

The Corporation for National and Community Service's (CNCS') employment rolls *decreased* by 18 (2.94%) to 594 in FY 2011. Its total injury and illness cases remained *UNCHANGED* at 3 and its TCR *increased* from 0.49 to 0.51 (4.1%). Its lost-time cases *decreased* by 100% to 0 and its LTCR *decreased* from 0.33 to 0.0 (100%). According to the CNCS, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *increased* by 2% to $1,130,219 during the CBY.

Equal Employment Opportunity Commission

The Equal Employment Opportunity Commission's employment rolls *increased* by 137 (5.7%) to 2,561 in FY 2011. Its total injury and illness cases *decreased* by 6.7% to 28 and its TCR *decreased* from 1.24 to 1.09 (12.1%). Its lost-time cases *increased* by 15.4% to 15 and its LTCR *increased* from 0.54 to 0.59 (9.3%). According to the EEOC, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *decreased* by 2.9% to $1,412,427 during the CBY.

Export/Import Bank of the United States

The Export/Import Bank of the United States (EIB's) employment rolls *decreased* by 3 (0.8%) to 396 in FY 2011. Its total injury and illness cases *increased* from 0 to 1 and its TCR *increased* from 0 to 0.25. EIB's lost-time cases and LTCR remained *UNCHANGED* at 0. According to the Bank, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *increased* from $0 to $1,984 during the CBY.

Farm Credit Administration

The Farm Credit Administration's employment rolls *increased* by 17 (6.2%) to 290 in FY 2011. Its total injury and illness cases *decreased* by 50% to 1 and its TCR *decreased* from 0.73 to 0.34 (53.4%). Its lost-time cases *decreased* by 100% to 0 and its LTCR *decreased* from 0.37 to 0.0 (100%). According to the FCA, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *increased* by 2.4% to $118,076 during the CBY.

Federal Communications Commission

The Federal Communications Commission's employment rolls *decreased* by 25 (1.4%) to 1,818 in FY 2011. Its total injury and illness cases *decreased* by 9.1% to 10 and its TCR *decreased* from 0.6 to 0.55 (8.3%). Its lost-time cases *decreased* by 20% to 8 and its LTCR *decreased* from 0.54 to 0.44 (18.5%). According to the FCC, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *decreased* by 50.4% to $138,694 during the CBY.

Federal Deposit Insurance Corporation

The Federal Deposit Insurance Corporation's (FDIC's) employment rolls *increased* by 850 (11.3%) to 8,396 in FY 2011. Its total injury and illness cases *increased* by 11.8% to 38 and its TCR remained *UNCHANGED* at 0.45. Its lost-time cases *increased* by 18.5% to 32 and its LTCR *increased* from 0.36 to 0.38 (5.6%) . According to the FDIC, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *increased* by 16.6% to $2,040,018 during the CBY.

Federal Election Commission

The Federal Election Commission's (FEC's) employment rolls *decreased* by 10 (2.8%) to 351 in FY 2011. Its total injury and illness cases *increased* from 0 to 6 and its TCR *increased* from 0 to

1.71. Its lost-time cases *increased* from 0 to 2 and its LTCR *increased* from 0 to 0.57.
According to the FEC, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *increased* from $0 to $133 during the CBY.

Federal Energy Regulatory Commission

The Federal Energy Regulatory Commission's employment rolls *increased* by 18 (1.2%) to
1,489 in FY 2011. Its total injury and illness cases *decreased* by 37.5% to 10 and its TCR
decreased from 0.011 to 0.007. Its lost-time cases and the associated LTCR remained
UNCHANGED at 0. According to the FERC, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *increased* by 33.3% to $286,409 during the CBY.

Federal Housing Finance Board

The Federal Housing Finance Board's (FHFB's) employment rolls *increased* by 39 (8.7%) to
489 in FY 2011. Its total injury and illness cases *increased* by 100% to 4 and its TCR *increased*
from 0.44 to 0.82 (86.4%). Its lost-time cases *increased* by 200% to 3 and its LTCR *increased*
from 0.22 to 0.61 (177.3%). According to the FHFB, there were no civilian fatalities during FY
2011.

Its workers' compensation costs *increased* from $0 to $1,206 during the CBY.

Federal Labor Relations Authority

The Federal Labor Relations Authority's (FLRA's) employment rolls *decreased* by 3 (2.1%) to
139 in FY 2011. Its total injury and illness cases, lost-time cases, and the related TCR and
LTCR remained *UNCHANGED* at 0. According to the FLRA, there were no civilian fatalities
during FY 2011.

Its workers' compensation costs *decreased* by 1.3% to $100,680 during the CBY.

Federal Maritime Commission

The Federal Maritime Commission's employment rolls *decreased* by 4 (3%) to 128 in FY 2011.
Its total injury and illness cases *decreased* by 100% to 0 and its TCR *decreased* from 1.52 to 0.0
(100%). Its lost-time cases *decreased* by 100% to 0 and its LTCR *decreased* from 1.52 to 0.0
(100%). According to the FMC, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *decreased* by 92.3% to $124 during the CBY.

Federal Mediation and Conciliation Service

The Federal Mediation and Conciliation Service's (FMCS') employment rolls *decreased* by 2 (1%) to 242 in FY 2011. Its total injury and illness cases *increased* by 200% to 3 and its TCR *increased* from 0.41 to 1.24 (202.4%). Its lost-time cases *increased* from 0 to 1 and its LTCR *increased* from 0 to 0.41. According to the FMCS, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *decreased* by 16.1% to $336,316 during the CBY.

Federal Reserve System

The Federal Reserve System Board of Governors' employment rolls remained *UNCHANGED* at 1,873 in FY 2011. Its total injury and illness cases *decreased* by 14.3% to 18 and its TCR *decreased* from 1.12 to 0.96 (14.3%). Its lost-time cases *decreased* by 28.6% to 15 and its LTCR *decreased* from 1.12 to 0.8 (28.6%). According to the FRB, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *increased* by 17.7% to $554,589 during the CBY.

Federal Trade Commission

The Federal Trade Commission's employment rolls *decreased* by 91 (7.5%) to 1,131 in FY 2011. Its total injury and illness cases *decreased* by 33.3% to 2 and its TCR *decreased* from 0.25 to 0.18 (28%). Its lost-time cases remained *UNCHANGED* at 2 and its LTCR *increased* from 0.16 to 0.18 (12.5%). According to the FTC, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *increased* by 3.5% to $161,199 during the CBY.

U.S. Holocaust Memorial Museum

The U.S. Holocaust Memorial Museum's employment rolls *increased* by 2 (1.1%) to 187 in FY 2011. Its total injury and illness and lost-time cases *decreased* by 66.7% to 1 and its TCR and LTCR *decreased* from 1.62 to 0.53 (67.3%). According to the USHMM, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *increased* by 521.8% to $658 during the CBY.

International Boundary and Water Commission

The International Boundary and Water Commission's employment rolls *increased* by 22 (8.3%) to 286 in FY 2011. Its total injury and illness cases *decreased* by 8.7% to 21 and its TCR *decreased* from 8.71to 7.34 (15.7%). Its lost-time cases *increased* by 21.4% to 17 and its LTCR *increased* from 5.3 to 5.94 (12.1%). According to the IBWC, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *increased* by 0.2% to $392,877 during the CBY.

International Broadcasting Bureau

The International Broadcasting Bureau's (IBB's) employment rolls *increased* by 202 (11.5%) to 1,954 in FY 2011. Its total injury and illness cases *increased* by 23.1% to 16 and its TCR *increased* from 0.74 to 0.82 (10.8%). Its lost-time cases *increased* by 83.3% to 11 and its LTCR *increased* from 0.34 to 0.56 (64.7%). According to the IBB, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *decreased* by 13.8% to $588,661 during the CBY.

International Trade Commission

The International Trade Commission's (ITC's) employment rolls *decreased* by 34 (7.8%) to 404 in FY 2011. Its total injury and illness cases, lost-time cases, and the related TCR and LTCR remained *UNCHANGED* at 0. According to the ITC, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *decreased* by 83.4% to $3,567 during the CBY.

Merit Systems Protection Board

The Merit Systems Protection Board's (MSPB's) employment rolls *increased* by 8 (3.8%) to 220 in FY 2011. Its total injury and illness cases *increased* from 0 to 2 and its TCR *increased* from 0.0 to 0.91. Its lost-time cases *increased* from 0 to 1 and its LTCR *increased* from 0.0 to 0.45. According to the MSPB, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *decreased* by 35.9% to $40,660 during the CBY.

National Archives and Records Administration

The National Archives and Records Administration's employment rolls *decreased* by 34 (0.9%) to 3,565 in FY 2011. Its total injury and illness cases *increased* by 2% to 104 and its TCR *increased* from 2.83 to 2.92 (3.2%). Its lost-time cases *decreased* by 9% to 61 and its LTCR *decreased* from 1.86 to 1.71 (8.1%). According to NARA, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *increased* by 13% to $1,045,554 during the CBY.

National Credit Union Administration

The National Credit Union Administration's employment rolls *increased* by 83 (8%) to 1,124 in FY 2011. Its total injury and illness cases *decreased* by 14.3% to 6 and its TCR *decreased* from 0.67 to 0.53 (20.9%). Its lost-time cases *decreased* by 20% to 4 and its LTCR *decreased* from 0.48 to 0.36 (25%). According to the NCUA, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *decreased* by 6.6% to $191,635 during the CBY.

National Endowment for the Arts

The National Endowment for the Arts' employment rolls *increased* by 1 (0.6%) to 168 in FY 2011. Its total injury and illness cases *decreased* by 40% to 3 and its TCR *decreased* from 2.99 to 1.79 (40.1%). Its lost-time cases *decreased* by 33.3% to 2 and its LTCR *decreased* from 1.8 to 1.19 (33.9%). According to the NEA, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *increased* by 4931% to $2,767 during the CBY.

National Endowment for the Humanities

The National Endowment for the Humanities's employment rolls *increased* by 10 (6.3%) to 168 in FY 2011. Its total injury and illness and lost-time cases *decreased* by 100% to 0 and its TCR and LTCR *decreased* from 0.63 to 0.0 (100%). According to the NEH, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *increased* by 13.9% to $21,215 during the CBY.

National Labor Relations Board

The National Labor Relations Board's employment rolls *increased* by 22 (1.3%) to 1,723 in FY 2011. Its total injury and illness cases *decreased* by 22.2% to 7 and its TCR *decreased* from 0.53 to 0.41 (22.6%). Its lost-time cases remained *UNCHANGED* at 5 and its LTCR remained *UNCHANGED* at 0.29. According to the NLRB, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *increased* by 4.2% to $251,428 during the CBY.

National Mediation Board

The National Mediation Board's (NMB's) employment rolls *increased* by 4 (8.9%) to 49 in FY 2011. Its total injury and illness cases, lost-time cases, and the related TCR and LTCR remained *UNCHANGED* at 0. According to the NMB, there were no civilian fatalities during FY 2011.

Its workers' compensation costs remained *UNCHANGED* at $0 for the CBY.

National Science Foundation

The National Science Foundation's employment rolls *decreased* by 51 (3.3%) to 1,476 employees in FY 2011. Its total injury and illness cases *increased* by 75% to 7 and its TCR *increased* from 0.26 to 0.47 (80.8%). Its lost-time cases *increased* by 133.3% to 7 and its LTCR *increased* from 0.2 to 0.47 (135%). According to the NSF, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *increased* by 3% to $152,160 during the CBY.

National Transportation Safety Board

The National Transportation Safety Board's employment rolls *increased* by 4 (1%) to 396 in FY 2011. Its total injury and illness cases *increased* by 33.3% to 4 and its TCR *increased* from 0.77 to 1.01 (31.2%). Its lost-time cases and LTCR remained *UNCHANGED* at 0. According to the NTSB, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *increased* by 1.7% to $599,786 during the CBY.

Nuclear Regulatory Commission

The Nuclear Regulatory Commission's employment rolls *decreased* by 56 (1.3%) to 4,178 in FY 2011. Its total injury and illness cases *increased* by 30% to 26 and its TCR *increased* from 0.47

to 0.62 (31.9%). Its lost-time cases *increased* by 50% to 15 and its LTCR *increased* from 0.24 to 0.36 (50%). According to the NRC, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *increased* by 8.2% to $776,364 during the CBY.

OCCUPATIONAL SAFETY AND HEALTH REVIEW COMMISSION

The Occupational Safety and Health Review Commission's (OSHRC's) employment rolls *decreased* by 3 (4.8%) to 59 in FY 2011. Its total injury and illness cases, lost-time cases, and the related TCR and LTCR remained *UNCHANGED* at 0. According to the OSHRC, there were no civilian fatalities during FY 2011.

Its workers' compensation costs remained *UNCHANGED* at $0 for the CBY.

OFFICE OF NAVAJO AND HOPI INDIAN RELOCATION

The Office of Navajo and Hopi Indian Relocation's employment rolls *decreased* by 1 (2.2%) to 44 in FY 2011. Its total injury and illness and lost-time cases remained *UNCHANGED* at 1 and its TCR and LTCR *increased* from 2.22 to 2.27 (2.3%). According to the Office, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *increased* by 17931% to $18,031 during the CBY.

OFFICE OF PERSONNEL MANAGEMENT

The Office of Personnel Management's (OPM's) employment rolls *decreased* by 26 (0.4%) to 6,005 in FY 2011. Its total injury and illness cases *decreased* by 6.3% to 60 and its TCR *decreased* from 1.06 to 1.00 (5.7%). Its lost-time cases *decreased* by 33.3% to 28 and its LTCR *decreased* from 0.7 to 0.47 (32.9%). According to OPM, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *increased* by 7.2% to $2,276,661 during the CBY.

OVERSEAS PRIVATE INVESTMENT CORPORATION

The Overseas Private Investment Corporation's employment rolls *decreased* by 34 (14.3%) to 204 in FY 2011. Its total injury and illness and lost-time cases *increased* from 0 to 1 and its TCR and LTCR *increased* from 0 to 0.49. According to the OPIC, there were no civilian fatalities during FY 2011.

Its workers' compensation costs remained *UNCHANGED* at $0 for the CBY.

PEACE CORPS

The Peace Corps' (Corps') employment rolls *increased* by 164 (17.6%) to 1,096 in FY 2011. Its total injury and illness cases *decreased* by 50% to 2 and its TCR *decreased* from 0.43 to 0.18 (58.1%). Its lost-time cases *decreased* by 50% to 1 and its LTCR *decreased* from 0.21 to 0.09 (57.1%). According to the Corps, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *decreased* by 3.8% to $13,052,017 during the CBY.

PENSION BENEFIT GUARANTY CORPORATION

The Pension Benefit Guaranty Corporation's employment rolls *increased* by 40 (4.3%) to 979 in FY 2011. Its total injury and illness cases *decreased* by 100% to 0 and its TCR *decreased* from 0.11 to 0 (100%). Its lost-time cases and LTCR remained *UNCHANGED* at 0. According to the PBGC, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *decreased* by 38% to $50,124 during the CBY.

POSTAL REGULATORY COMMISSION

The Postal Regulatory Commission's (PRC's) employment rolls remained *UNCHANGED* at 52 in FY 2011. Its total injury and illness cases, lost-time cases, and the related TCR and LTCR remained *UNCHANGED* at 0. According to the PRC, there were no civilian fatalities during FY 2011.

Its workers' compensation costs remained *UNCHANGED* at $0 for the CBY.

PRESIDIO TRUST

The Presidio Trust's (Presidio's) employment rolls *decreased* by 4 (1.1%) to 346 in FY 2011. Its total injury and illness cases *decreased* by 39% to 25 and its TCR *decreased* from 11.71 to 7.23 (38.3%). Its lost-time cases *decreased* by 54.5% to 10 and its LTCR *decreased* from 6.29 to 2.89 (54.1%). According to the Presidio, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *decreased* by 1.5% to $478,017 during the CBY.

RAILROAD RETIREMENT BOARD

The Railroad Retirement Board's employment rolls *increased* by 13 (1.3%) to 987 in FY 2011. Its total injury and illness cases *decreased* by 33.3% to 4 and its TCR *decreased* from 0.62 to 0.41 (33.9%). Its lost-time cases remained *UNCHANGED* at 4 and its LTCR remained *UNCHANGED* at 0.41. According to the RRB, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *increased* by 67% to $364,987 during the CBY.

Securities and Exchange Commission

The Securities and Exchange Commission's (SEC's) employment rolls *decreased* by 7 (0.2%) to 3,972 in FY 2011. Its total injury and illness cases remained *UNCHANGED* at 9 and its TCR remained *UNCHANGED* at 0.23. Its lost-time cases *decreased* by 16.7% to 5 and its LTCR *decreased* from 0.15 to 0.13 (13.3%). According to the SEC, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *decreased* by 22.2% to $671,616 during the CBY.

Selective Service System

The Selective Service System's (SSS's) employment rolls *decreased* by 13 (7.4%) to 163 in FY 2011. Its total injury and illness cases *increased* by 133.3% to 7 and its TCR *increased* from 1.7 to 4.29 (152.4%). Its lost-time cases *increased* by 300% to 4 and its LTCR *increased* from 0.57 to 2.45 (329.8%). According to the SSS, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *decreased* by 4.4% to $220,619 during the CBY.

Small Business Administration

The Small Business Administration's (SBA's) employment rolls *decreased* by 184 (4.4%) to 4,037 in FY 2011. Its total injury and illness cases *decreased* by 18.4% to 40 and its TCR *decreased* from 1.16to 0.99 (14.7%). Its lost-time cases *decreased* by 26.1% to 17 and its LTCR *decreased* from 0.54 to 0.42 (22.2%). According to the SBA, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *decreased* by 2.2% to $2,384,165 during the CBY.

The Smithsonian Institution

The Smithsonian Institution's employment rolls *decreased* by 922 (18.4%) to 4,088 in FY 2011. Its total injury and illness cases *increased* by 5.6% to 150 and its TCR *increased* from 2.83 to 3.67 (29.7%). Its lost-time cases *increased* by 10.5% to 95 and its LTCR *increased* from 1.72 to 2.32 (34.9%). According to the SI, there were no civilian fatalities during FY 2011.

Its workers' compensation costs *decreased* by 3.4% to $4,668,442 during the CBY.

"Micro Agencies"

Statistics

The following Agencies, Boards, Commissions, Committees, Councils, Foundations, and Offices all have 100 or fewer full-time federal civilian employees:

- Committee for Purchase from People Who Are Blind or Severely Disabled (31 employees).
- Federal Mine Safety and Health Review Commission (48 employees).
- Harry S. Truman Scholarship Foundation (4 employees).
- Institute of Museum and Library Services (65 employees).
- Inter-American Foundation (45 employees).
- James Madison Foundation (4 employees).
- Marine Mammal Commission (14 employees).
- Morris K. Udall Foundation (42 employees).
- National Capital Planning Commission (44 employees).
- National Council on Disability (11 employees).
- National Mediation Board (49 employees).
- Nuclear Waste Technical Review Board (13 employees).
- Occupational Safety and Health Review Commission (59 employees).
- Office of Government Ethics (73 employees).
- Office of Navajo and Hopi Indian Relocation (40 employees).
- Postal Regulatory Commission (69 employees).

- Retirement Thrift Investment Board (98 employees).
- Social Security Advisory Board (7 employees).
- U.S. African Development Foundation (30 employees).
- U.S. Chemical Safety and Hazard Investigation Board (43 employees).
- U.S. Commission on Civil Rights (35 employees).
- U.S. Commission of Fine Arts (11 employees).
- U.S. Nuclear Waste Technical Review Board (13 employees).
- U.S. Trade and Development Agency (45 employees).
- Vietnam Education Foundation (5 employees).

None of these organizations reported any work related injuries or illnesses, and recorded no workers' compensation expenditures.

OSH Initiatives

Motor Vehicle/Seatbelt Safety

The majority of these agencies indicated that their primary work is performed in an office environment. They noted that their employees are aware of the EOs on seatbelt use, motor vehicle safety, distracted driving, and the use of portable electronic devices. They reported that policies have been developed and that this information is provided to employees through multiple venues, including web-based training, posters, car decals, and vehicle placards. None reported any employee involvement in MVAs. A sampling of specific efforts includes:

- The Committee for Purchase From People Who Are Blind or Severely Disabled indicated that, although it does not have government vehicles, its workforce is aware of the local laws requiring the use of seatbelts as well as the prohibition against using electronic devices for texting while driving, particularly while on official business.
- The Federal Mine Safety and Health Review Commission indicated it requires its employees to use seatbelts at all times, and to refrain from texting on government-issued BlackBerrys.
- The Harry S. Truman Scholarship Foundation indicated that its DASHO monitors for distracted driving any time a vehicle is driven on behalf of the Foundation. It indicated it had 100% seatbelt usage and no distracted driving incidents during FY 2011.

Integrating OSH and Emergency Response

Agencies reported efforts to integrate OSH with emergency response. A sampling of their specific efforts includes:

- The Committee for Purchase from People Who Are Blind or Severely Disabled reported that its program is tested regularly and proved quite useful following the earthquake of August 2011.
- The Federal Mine Safety and Health Review Commission indicated it has taken multiple preventive measures to help employees avoid contracting influenza, including distributing information regarding schedules and availability of flu vaccine, providing sanitizer dispensers in elevator areas, and providing personal hand sanitizers to all employees and contractors.

- The Institute of Museum and Library Services developed an emergency and disaster plan, as well as a COOP plan, which it provides to all employees.
- The Inter-American Foundation has subscribed to and posts the safety newsletters *Compliance Alert, Supervisors Safety Bulletin* and *Injury Prevention and Cost Control Alert* on its bulletin boards and on displays in the employees' lunch rooms.
- The Marine Mammal Commission purchased an AED, and has contracted with the American Red Cross (ARC) to train staff on CPR/AED.
- The Postal Regulatory Commission held an operational capability exercise to test its ability to use IT systems and business processes from a remote location in preparation for a pandemic or other emergency.

Employee Support

Most of the micro-agencies reported some form of OSH-related employee support activities. They reportedly provided a variety of training opportunities, from ergonomic issues to various types of emergency response and preparedness. A sampling of specific employee support activities includes:

- According to the Inter-American Foundation, 18 out of a total staff of 45 employees attended the annual training with the ARC and received certification in Adult CPR/First Aid.
- The National Capital Planning Commission indicated it has an inter-agency agreement with FOH to provide ergonomics consultation services.
- The U.S. Commission on Civil Rights indicated its ergonomics initiative was successful.

Accomplishments

The majority of the micro agencies report ongoing proactive ergonomics and accommodation programs. Many of them have generous, flexible scheduling with telecommuting opportunities. A sampling of agency-specific accomplishments included:

- The Harry S. Truman Scholarship Foundation, recognizing the connection between high quality health and workplace accident and illness prevention, has embarked on a staff-led program to increase the health and fitness of each employee.
- The National Capital Planning Commission has an inter-agency agreement with DoD which allows it to participate in the *Computer/Electronic Accommodations Program* that provides assistive technology, devices, and services to employees with disabilities or who have requested reasonable accommodations.
- The U.S. Commission of Fine Arts provided briefings and materials to its entire staff on what to do in the event of an emergency or natural disaster, including the handling of suspicious materials.
- The Vietnam Education Foundation indicated that it has recently designed a new staff handbook which incorporates OSH aspects.

Goals

All of the agencies confirm a commitment to maintaining a safe and healthy work environment and continuing their pattern of avoiding workplace injuries and illnesses. Among specific agency goals:

- The Chemical Safety and Hazard Investigation Board plans to complete its training program modules.
- The Federal Mine Safety and Health Review Commission plans to implement a COOP plan in FY 2012 and provide training on safety awareness to all employees.
- According to the Inter-American Foundation, its Emergency Response Coordinator will attend OSHA's FEDWEEK 2012 training, and other safety and health meetings and seminars that are given in the DC metropolitan area.
- The Nuclear Waste Technical Review Board plans to conduct at least two COOP exercises to ensure its employees are familiar with the procedures and essential functions.
- The Office of Government Ethics will provide reference materials to all staff on key factors relating to maintaining a healthy and safe workplace.

Appendices

Appendix A: OSH-related Resources

Occupational Safety and Health Administration
 OSHA Construction Industry Information and Assistance
 OSHA Website - www.osha.gov
 Laws, Regulations and Interpretations
 Laws & 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/

National Institute for Occupational Safety and Health
 NIOSH Health Hazard Evaluations
 NIOSH Pocket Guide to Chemical Hazards
 NIOSH Chemicals Page
 NIOSH Safety and Prevention Topics

American Society of Safety Engineers
 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 Information[1]
    MSDS Online Library
    MSDS Solutions
    MSDSs Online
    MSDS Exchange
    Free MSDSs

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[1] A search on the Web for "*Free MSDS*" returned nearly 300,000 links and we have listed a few as a service to federal agencies. 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.

Appendix B: Executive Summaries

Federal Reserve System Board of Governors

In FY 2011 the Board's injury/illness rate remained very low, at 0.65 per 100 employees, compared to 0.89 in FY 2010. The total chargeback for FY 2011 was $554,589.49 compared to $471,023.13 in FY 2010. The Board provided training sessions for a wide array of employees including law enforcement officers, facility services employees, and representatives of the Safety and Emergency Preparedness Office, including floor wardens. Training sessions included OSHA-mandated courses, such as hazard communication, hearing conservation, respiratory protection, and bloodborne pathogens, as well as emergency preparedness courses on topics, such as hazardous materials awareness, explosives awareness, biological and chemical agents, and weapons of mass destruction. The Board's Facility Services and Law Enforcement staff received a wide variety of training designed according to the risks associated with their jobs. In addition, the Board has increased its preparedness and response capabilities through the use of trained floor wardens, who are located throughout the facilities and provide assistance during evacuations. The Board communicates emergency preparedness information to the entire employee population through articles, e-mails, policies, and programs.

Statistics
The leading causes of injuries at the Board were sprains, trips, and slips. The Board continues to take safety measures, including posting signs in areas that may have a potential for injury if the employee is not careful (e.g., speed bumps in the garage and major construction areas in and around the building). The Board also provided office safety, ergonomics, and hazard awareness training. The Board experienced no fatalities or catastrophic accidents.

Overseas Employees
The Board does not have overseas employees.

OSH Initiatives and Requirements
Motor Vehicle
The Board did not experience any MVAs in FY 2011. Board drivers insist that all passengers buckle their seatbelts before departure. Board drivers are prohibited from texting or using cell phones while driving.

Integrating OSH and Emergency Response
The Board makes every attempt to protect its employees, contractors, vendors, and - to the extent possible - family members. The Board's *Emergency Preparedness Website* is available to all employees with information such as evacuation assembly area maps, safe haven locations, employee responsibilities, and a detailed OEP. In addition, the Board distributes information from DHHS, the ARC, and the DC government on pandemic planning, and it provided pocket-sized desk reference guides (with specific information on the Board's emergency plans) for employee use before, during, and after an emergency. Employees are provided with emergency supply packs, which contain useful equipment such as a first aid kit, a blanket, a poncho, water, hand sanitizer, and a disposable dust mask. The Board continues to provide free seasonal influenza shots, and to communicate emerging threat information to employees.

Agency Specific OSH Resources
The Board does not have any additional resources allocated to its OSH program for FY 2011.

Employee Support
All Board staff and contractors working for the Board have access to the Board's intranet and the Emergency Preparedness Website where articles and training documents are posted. Specifically, Facilities and Law Enforcement staff receive training pertaining to their work areas and associated risks. The Board holds *Lunch & Learn* programs to educate staff on health risks associated with medical issues, and we also sponsor joint health/fitness education programs with the Board's fitness specialist. The Safety and Emergency Preparedness Bureau briefs employees who are interested in becoming floor wardens or wish to learn more about the Board's emergency plans. These informational sessions provide an opportunity to present new information as well as field questions from employees.

Other OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  The OSH and emergency preparedness manager or the safety specialist attends council meetings. The safety manager and safety specialist attend industrial hygiene or safety conferences. The emergency preparedness specialist attends hazardous materials response and awareness conferences.

  The Board places a high importance on actively participating in interagency working groups and attending training and interpersonal networking within the D.C. metropolitan area. The Board does not currently participate in social networking or interactive media.

- **Ergonomic Safety Program**
  The Board has made a substantial investment in our ergonomic program by developing in-house training guides and pamphlets, and by conducting more than 130 work station assessments. In addition, workplace ergonomic concerns are addressed during annual and biannual hazard assessment inspections.

- **Psychosocial Risk Factors**
  The Board does not currently have any safety programs addressing psychosocial risk factors among the employee population. However, the OHR hosts a variety of employee assistance efforts.

- **Telework**
  The Board has a comprehensive telework policy, under which employees may ask to telework. Each employee approved for a regular telework schedule must sign a telecommuting agreement form, which addresses technology arrangements, equipment and supplies, workplace safety, and injury compensation concerns related to working from home.

- **Occupational Exposure Limits**
  The Board uses the OSHA PELs for routine operations. Under special circumstances, the Board may utilize the ACGIH TLVs or the NIOSH RELs, specifically if no clear guidance is provided by OSHA.

Accomplishments and Goals

The Board maintains an aggressive workplace evaluation program covering all Board facility operations. The Board briefs the facilities management staff, shop supervisors, and employees on workplace findings. Quarterly meetings are held with Facility Services management and supervisors to ensure all parties are aware of pending safety and emergency preparedness issues. In addition to the workplace evaluations, aggressive efforts have been made to improve training and ensure all employees receive safety training specifically tailored to their needs. Over the past year, more than 750 online training courses have been completed.

Central Intelligence Agency

Statistics

The number of injury and illness cases, case rates, and chargeback costs are classified. This agency has no significant trends or major causes or sources of fatalities and lost-time disabilities which occurred FY 2011.

Agency occupational lost-time rates have remained relatively steady over the last few years, in spite of recent world events, and agency operations and activities. However, in FY 2011 this agency did have a decrease of 6% for the LTCR. Major causes or sources of fatalities and lost-time disabilities in our agency are known.

Overseas Employees

Not reported.

OSH Initiatives

The goal of our OSH program is to identify and mitigate OSH hazards. Consequently, we strive to provide a safe and healthful workplace for our employees and locations both domestic and abroad.

This Agency plans on continuing our proactive OSH programs. Based upon our programs, self-evaluations and measured results, this agency currently meets the President's FY performance criteria previously set for *FED 2000* TCRs for target reductions in accordance with the President's Safety, Health, and Return-to-Employment (SHARE) initiative.

We continue to evaluate and assess our OSH program in order to ensure effective implementation for domestic and field activities.

Motor Vehicle

Not reported.

Integrating OSH and Emergency Response

Not reported.

Agency Specific OSH Resources

Not reported.

Employee Support

Not reported.

Other OSH Support Activities

Conduct agency-wide comprehensive inspection activities, evaluate the effectiveness of OSH requirements in the work environment, assess compliance, develop changes and modifications to a broad range of highly technical and classified work processes and equipment operations.

- **Field Federal Safety and Health Councils & Other Social Networking**
  Not reported.

- **Ergonomic Safety Program**
  Not reported.

- **Psychosocial Risk Factors**
  Not reported.

- **Telework**
  Not reported.

- **Occupoational Exposure Limits**
  Not reported.

Accomplishments and Goals

Continue to strive to reduce injury and illness rates in high hazard operations. Sustain maximum OSH program support in this period of competing and diminishing resources.

Committee for Purchase from People Who Are Blind or Severely Disabled

Statistics
None reported.

Overseas Employees
None reported.

OSH Initiatives
Motor Vehicle
The Agency does not have government vehicles. The workforce is aware of the local laws requiring the use of seatbelts as well as the prohibition against using electronic devices for texting while driving, particularly while on official business.

Integrating OSH and Emergency Response
The Agency makes aggressive use of telework capability in times of inclement weather or cases where an employee may have been exposed to infectious diseases. As a small agency, our office has continued to make use of our telework program to enable efficient functioning during all emergencies to include potential pandemic outbreaks and disasters. Our program is exercised regularly and proved quite useful following the earthquake of August 2011.

Agency Specific OSH Resources
No changes reported.

Employee Support
The agency shares OSH information at monthly *All Hands* meetings when appropriate. A mandatory element in the performance plan for all managers and supervisors is providing a safe work environment for all employees with an ongoing focus on safety and health issues.

Other OSH Support Activities
- **Field Federal Safety and Health Councils & Other Social Networking**
  None.

- **Ergonomic Safety Program**
  Employees work directly with the agency property manager and CIO to address ergonomic issues that may impact them in an office setting.

- **Psychosocial Risk Factors**
  The agency periodically reviews services available to the workforce through EAP.

- **Telework**
  Yes.

- **Occupational Exposure Limits**
  No.

Accomplishments

Goals for FY 2011 were to continue to promote OSH among our employees. The agency did not experience any lost-time to injury during this FY.

Goals

Our annual goals are to maintain a workplace free of hazards and to continue to experience minimal lost-time. We will continue to promote OSH among the employees in our regularly scheduled *All Hands* meetings as appropriate. As we experienced no lost-time in FY 2011, that success rate will be the standard we wish to adhere to in FY 2012.

Commodity Futures Trading Commission

Statistics

The CFTC experienced no lost-time injury and/or illness cases in FY2011. The CFTC experienced no fatal or catastrophic accident cases in FY 2011.

Overseas Employees

There were no overseas employees in FY2011.

OSH Initiatives

Motor Vehicle

The CFTC leases two vehicles for official business only during normal business hours (8 AM – 5 PM). The only authorized operators for these vehicles are contract drivers who are trained and certified to operate these vehicles. The CFTC's 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. The CFTC encourages and enforces 100% compliance of seatbelt usage. There were no MVAs involving these two automobiles in 2011. In FY 2011, an agency-wide communication was sent to all CFTC employees reminding them of the dangers of distracted driving. The communication provided the following guidance:

- Be familiar with the requirements of the EO for *Federal Leadership on Reducing Text Messaging While Driving.*
- Prepare for compliance by planning to not be reachable while driving.
- Turn cell phones off or to silent/vibrate mode before starting the car.
- Pull over to a safe place if a call must be made or received while on the road.
- Consider modifying your voice mail greeting to indicate that you are unavailable to answer calls or return messages while driving.
- Inform clients, associates and business partners of the EO as an explanation of why calls may not be returned immediately.
- Remind co-workers and colleagues of the EO requirements if they do not appear to be compliant.

Integrating OSH and Emergency Response

CFTC's OEP provides procedural guidance on managing fire evacuations, power outages, bomb threats, hazardous materials spills and releases, weather related events, SIP, and first response to medical emergencies, etc.

The CFTC has integrated OSH into its OEP: our OEP also includes the establishment of "*Safety Teams*" whose responsibility is to coordinate all emergency responses and facility evacuations safely, distribute copies of the OEP to all employees, distribute SIP supplies, and maintain communications throughout all emergency events.

While the CFTC is in the continuous process of maintaining and updating its OEP and COOP plans, it also is in the process of developing:

- *Mission Essential Personnel Family Planning and Deployment Guide* - geared to staff who would be part of the emergency relocation group.
- *Family Readiness Guide.*
- Workplace Violence policy.

The CFTC's goal is to fully integrate and incorporate the safety and health of its employees into these new plans, guides and policies.

In FY 2011, the CFTC hired a full-time COOP manager who will work closely with CFTC's Safety Officer in incorporating the safety and health of employees into the COOP plan. This new resource will improve the overall planning of our OSHA and COOP programs.

Agency Specific OSH Resources
Other than the arrival of the COOP manager in FY 2011, there have been no other changes in the resources dedicated to OSH program within the CFTC.

Employee Support
The focus on training this year was on violence in the workplace, and harassment. Harassment training was conducted once this year to all of our supervisors and managers. *Violence in the Workplace* training was conducted once at our Chicago Regional Office, and in an agency-wide communication.

Other OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  The CFTC does not currently participate in the FFSHCs. However, the CFTC regularly attends FACOSH meetings held every year. In FY 2011, the CFTC attended the meetings held on October 21, 2010 and June 7, 2011 at the DOL's Frances Perkins Building.

  CFTC policy prohibits the use of social networking on its IT infrastructure. Access to personal email sites through the Commission's network is prohibited.

- **Ergonomic Safety Program**
  CFTC is in the process of renovating and expanding its facilities throughout the country in response to changes in the laws governing our operations. The design of these projects is typically at least LEED-certified and up to the LEED gold standard in some cases. While not specifically targeted at ergonomics, lighting, temperature and humidity control, fresh air, and many other factors that impact the health of our employees are considered.

  As part of this renovation process, new furniture has been selected that specifically addresses ergonomic issues. The most important single piece of furniture in an office environment is the task chair. CFTC is using excellent ergonomic chairs from a few manufacturers in conjunction with high-quality keyboard trays, mouse tablets and foot rockers/supports to enhance employee comfort and reduce the risk of repetitive motion and posture-related injuries. As these new items come into service, employees are

provided with the appropriate manuals and references as well as hands-on instruction in their proper use.

Meeting room chairs are another important tool in the ergonomic milieu, especially given the large number of internal and public meetings that are a routine part of our daily operation. CFTC replaces obsolete or worn-out meeting room chairs and equips new meeting spaces with modern ergonomic designs. Of course, we must strike a balance between budget and the number of units we need to deploy, but overall results have been excellent, with very few complaints.

Furniture that is no longer serviceable is taken off-line as soon as possible and replaced with more modern types with ergonomic features appropriate for their use. CFTC's logistics and support staff is continually staying abreast of developments in this field and actively researching and testing new products as they come into the marketplace.

- **Psychosocial Risk Factors**
  CFTC employees are provided free access to confidential counseling services through our EAP. The CFTC also has a longstanding alternative dispute resolution program to provide mediation services to all employees upon request.

- **Telework**
  The CFTC telework program requires that teleworking employees provide a safe working environment for telework as part of the telework agreement and includes a checklist outlining the necessary characteristics. The safety certification checklist is discussed in training and employees are required to complete and sign the checklist for each telework location before beginning telework at that site.

- **Occupational Exposure Limits**
  As stated above, all CFTC employees perform administrative functions only, and are located in leased office space. CFTC employees have no exposure to hazardous chemicals.

Accomplishments

The CFTC regularly attends FACOSH meetings held every year. In FY 2011, the CFTC attended the meetings held on October 21, 2010 and June 7, 2011 at the DOL Headquarters Building, in Washington, DC.

The CFTC's Safety Representative attended the Department of Labor's 3-day "*Federal Safety and Health Training*" event held in Chicago in August of 2011. Topics offered included:

- Office Ergonomics
- Office Environment Safety and Health
- Record Keeping
- Fire Protection
- Safety and Health Program Management Systems
- Electrical

- Distracted Driving
- Pandemic Influenza Planning

The CFTC is in the process of taking those lessons learned in this training and applying them to its OSHA program in FY 2012.

In FY 2011, the CFTC also continued to monitor its facility and operations in order to quickly alleviate possibly hazardous situations. The CFTC continued to meet goals, strive for excellence and maintain a safe workplace. With approximately 669 federal employees, the CFTC experienced no injuries or accidents in FY 2011.

Goals

In FY 2012, the CFTC plans to continue the process of maintaining and updating its OEP and COOP plans. The CFTC will also develop: *Mission Essential Personnel Family Planning and Deployment Guide* - geared to staff who would be part of the emergency relocation group, *Family Readiness Guide*, *Work Place Violence* policy.

CFTC's FY 2012 goals include the full integration and incorporation of the safety and health of its employees into these new plans, guides and policies.

Consumer Product Safety Commission

Statistics

The Commission's employment rolls decreased by 26 employees during FY 2011 compared to FY 2010. There was one injury cases reported. The overall total workers' compensation cost for FY 2011 is $157,398 compared to $160,095 in FY 2010 a decrease of $2,697. The performance trends reflect a decrease in the medical cost @ $3,796, a slight decrease in the non-fatal injury cost $1,130 and a slight increase in the fatal injury cost @ $2,227. In CBY 2011, the Commission's workers' compensation costs decreased by $2,697 compared to FY 2010. The FY 2011 total Continuation of Pay (COP) cost decreased by $2,697. The total chargeback and total COP costs decreased from $160,095.93 in FY 2010 to $57,397.41 in FY 2011.

Overseas Employees

The agency currently has two employee's working overseas in China at the U.S. Embassy in Beijing. They are housed in a State Department building and follow the OSHA program implemented by the State Department.

OSH Initiatives

Motor Vehicle

All employees who operate government vehicles are required to attend annual vehicle safety training. Employees are reminded each time they sign out a government vehicle to buckle-up-for-safety, no cell phone use and no texting. The agency had eight MVAs in FY 2011, none with injuries.

Integrating OSH and Emergency Response

We do not have a pandemic flu program in place at this time.

Agency Specific OSH Resources

No changes reported.

Employee Support

Agency provides training for staff on as needed bases and provides appropriate safety gear for staff. The CPSC OSH program is effective. During FY 2011 the number of workplace incidents remained low.

Other OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  No.

- **Ergonomic Safety Program**
  Agency provides ergonomic chairs to all employees. Ergonomic keyboard trays are supplied upon request. Ergonomic assessments are provided upon request.

- **Psychosocial Risk Factors**
  No.

- **Telework**
  Yes.

Accomplishments

Accomplishments for FY 2011 include annual influenza shots, and upgrading ergonomic chairs, computer keyboards and keyboard trays.

Goals

CPSC's FY 2012 OSH initiatives are safety training for our warehouse and laboratory sciences staff. Our goal is to:

- Provide safety training for its entire laboratory sciences staff that performs product testing.
- Provide safety training for its entire warehouse staff in operating forklifts and machinery and proper lifting techniques to prevent back injuries.

Court Services and Offender Supervision Agency

Statistics
In FY 2011, the number of total injury and illness cases for CSOSA was seven, and PSA reported three. The LTCR for CSOSA was 0.23%, and PSA reported their LTCR as 0.79%. The total worker's compensation chargeback costs for CSOSA totaled $33,662.52 of which $12,567.02 was for CSOSA employees and $21,095 was for PSA employees. For CSOSA, the cause of the injuries were reported as slips, trips or falls; and, all but one of the injuries occurred while the employees were out of the office doing field work. PSA also reported their injuries as slips, trips or falls that occurred outside of the office; however one employee reportedly injured his back in the office while lifting a box of supplies. CSOSA's building management team performs regular facility inspections to identify potential hazards and they interview the injured person and any witnesses in an effort to identify possible causes and identify measures needed to prevents future injuries.

CSOSA did not experience any occurrences of fatal or catastrophic incidents; as a result, no investigations were conducted.

Overseas Employees
CSOSA did not have any employees overseas in FY 2011.

OSH Initiatives
Motor Vehicle
CSOSA employees reported a total of 13 MVAs in FY 2011. PSA employees did not experience any MVAs. CSOSA implemented and enforced the following policies to promote the mandatory use of seatbelts by all drivers. These policies have been in place since FY 2004 and are updated and revised periodically in accordance with applicable laws and mandates:

- Policy Statement 5401, *Use of Agency Vehicles*
- Policy Statement 5402, *Use of Privately Owned Vehicles*
- Policy Statement 5403, *Contractor Use of Privately-Owned Vehicles*

All CSOSA motor vehicles have visual signage and audible warnings to ensure employees use their seatbelts. CSOSA is updating Policy #5401, and 5402 to include the following statement concerning distracted driving:

> "*The use of cell phones for calls or text messaging while driving Agency vehicles is prohibited. Employees must pull over and stop driving to initiate and complete a call or text.*"

This statement was added to Policy 5403 during its last update in May 2011.

Integrating OSH and Emergency Response
CSOSA incorporates the safety and health of its employees into its emergency response and COOP plans and training. During the month of September, CSOSA observes National Preparedness Month by educating all employees through a number related activities, i.e. daily

Preparedness Tips and the Emergency Preparedness Fair. Preparedness Tips are relayed to staff via e-mail and posters that emphasizes the individual's personal role in preparedness and emergency response. The National Preparedness month activities and the Preparedness Fair are annual events that are hosted by our COOP and the Office of Security staff. This annual event is open to both CSOSA and PSA employees. Challenges include ensuring all key details are provided and time management in planning, coordinating and implementing the agency's COOP plan.

Agency Specific OSH Resources
CSOSA did not provide additional OSH resources and there were no significant changes in OSH resources allocated in the FY 2011 internal operating plans.

Employee Support
CSOSA provides the following safety and health training for all employees and newly hired employees:

- Hostage avoidance training (annual training for all employees)
- Blood borne pathogen training (annual training – mandatory for positions identified as at risk)
- Defensive driving (new hires only)
- Physical security overview (orientation for new hires only)
- Stress management (open to all employees – 1 day training)
- Drug free work place (orientation for new hires only)

Other OSH Support Activities
- **Field Federal Safety and Health Councils & Other Social Networking**
  CSOSA employees did not participate in any FFSHCs or other social networking. CSOSA is a small agency with all of its facilities located within DC, it would not be cost effective to use social networking communities to promote, improve and build higher standards of workplace safety and health.

- **Ergonomic Safety Program**
  Special requests for reasonable accommodation are filed by employees through the CSOSA's Office of EEO. Special request for furniture and non-computer equipment are handled by the Office of Facilities Management who conducts an ergonomic review and assessment; and makes recommendations to meet a specific requirement. All requests for computer related items or equipment are handled by the Office of IT. The EEO office is responsible for obtaining the necessary equipment through available government ergonomic supply programs.

- **Psychosocial Risk Factors**
  Psychosocial risk factors are addressed by the CSOSA, Office of EEO, Diversity and Special Programs. In FY 2011, EEO responded to the following: workplace stress, bullying, and harassment. The following tools were used to address psychosocial risk factors: confidential counseling; a change to working time/schedule arrangements.

- **Telework**
  CSOSA's telework program serves as a recruitment and retention tool, it allows participants to strike a balance between work-life and home-life demands, ease commuting problems, and improve productivity and employee morale. The Telework Agreement, Policy Statement 610.6 addresses policy, guidance and it contains a checklist for risk assessment.

- **Occupational Exposure Limits**
  CSOSA does not handle or use any hazardous chemicals. PSA's safety officer in their Toxicology Lab oversees the chemical hygiene plan. This plan involves periodic orientation, uniform application, and adherence to good laboratory practices and guidelines documented in the material safety data sheet (MSDS). Appropriate protective equipment, gear, and clothing are used during normal and routine work in the lab to limit chemical exposure. Chemical handling and protection against potential incidental exposure is in accordance with MSDS guidelines. Chemicals are used on a micro-scale in the laboratory and are handled in certified chemical hoods. Secure chemical storage units are used in accordance with guidelines on MSDS sheets accompanying each chemical for long term storage and the lab has proper ventilation to limit chemical fumes.

CSOSA Accomplishments

- CSOSA Fleet Management policies were updated; and all new employees received defensive driver training.
- Implemented the use of a New Fleet Management Software to automate the vehicle check-out process. This system requires employees to acknowledge various safety policies.
- Updated all policies concerning the use of agency and privately-owned vehicles to include language and information concerning distracted driving.
- Continue with daily and quarterly facility inspections in an effort to reduce the number of reported injury and illnesses.

PSA Accomplishment

Provided assistance to an employee who was injured in an incident outside of the work place; since the incident occurred outside of the workplace the employee was not ineligible for FECA. However, PSA was able to assist this employee by providing reasonable accommodations that included a reassignment and the employee was successful returned to work.

CSOSA Goals

- Implement COOP Training Programs
- Continue to strengthen the Fleet Management Program.

PSA Goals

- Coordinate with the OWCP to make accommodations available to injured federal employees who sustain serious workplace injuries or illnesses.
- Quarterly monitoring of RTW success under the POWER Initiative.

Defense Nuclear Facilities Safety Board

Statistics

	FY 2010	FY 2011	Change
Number of Federal Civilian Employees, Including full-time, part-time, seasonal, intermittent workers	106	111	5
Number of Federal Civilian Employees that Perform Emergency Response and Disaster Recovery Operations, including full time, part-time, seasonal, intermittent workers	0	0	N/A
Number of Supervised Contractors that Perform Emergency Response and Disaster Recovery Operations, including full time, part-time, seasonal, intermittent workers	0	0	N/A
Number of Volunteers that Perform Emergency Response and Disaster Recovery Operations, including full time, part-time, seasonal, intermittent workers	0	0	N/A
Total Cases Injury/Illness (number of injury/illness cases-no lost-time, first aid, lost-time and fatalities)	0	0	0
a. Total Injury/Illness Cases Related to Emergency Response and Disaster Recovery Operations (number of injury/illness cases-no lost-time, first aid, lost-time and fatalities)	0	0	N/A
TCR (rate of all injury/illness cases per 100 employees)	0	0.2	-0.2
Lost-time Cases (number of cases that involved days away from work)	0	0.2	-0.2
a. Lost-time Cases Related to Emergency Response and Disaster Recovery Operations (number of cases that involved days away from work)	0	0	N/A
LTCR (rate of only the injury/illness cases with days away from work per 100 employees)	0	0	N/A
Lost Work Days (number of days away from work)	0	42	-42
a. Lost Work Days Related to Emergency Response and Disaster Recovery Operations(number of days away from work)	0	0	N/A
LWDR (per 100 employees)	0	0.4	-0.4

The Board does not conduct emergency response and/or disaster recovery operations. There has never been an incident of a catastrophic accident or fatality at the Board. There were no contract workers supervised by federal employees, and no volunteers were employed by the Board in FY 2011.

Office of Workers' Compensation Programs Costs

	CBY 2010	CBY 2011
Total Chargeback	**0**	**0**
Total COP	**0**	**$5,892.55**
Total Chargeback + COP	**0**	**$5,892.55**
Chargeback for Cases that occurred in the CBY	**0**	**$5,892.55**

Significant Trends and Major Causes or Sources of Lost-time Disabilities

FY 2011 Major Trends			Description
Nature (i.e., sprains, contusions, etc.)	**% of Total**	**% of Cost**	
Back injury	100	100	Sprained back
Cause of Injury (i.e., slips, handling tools, etc.	**% of Total**	**% of Cost**	
Lifting heavy box	100	100	Lifting heavy box

OSH Initiatives

Safety, Health, and Return-to-Employment Initiative

The Board's total injury and illness case rates were 0.2% in FY 2011. The Board's LTCR was 0.2% in FY 2011. Two minor injuries occurred in FY 2011, and were immediately reported. The Board's current rate of lost production days due to injury and illness rate is 0.4%.

Motor Vehicle

Seven vehicles are leased off-site by the Board, and used by our technical site representatives at the DOE's nuclear weapons facilities. There has never been an accident reported. The Board's employees occasionally use rental automobiles when visiting the laboratories and no incidents were reported in FY 2011.

Agency Specific OSH Resources

There were no significant additional resources allocated to OSH programs during FY 2011. The Defense Nuclear Facilities Safety Board is an independent executive branch agency with 111 employees on board as of September 30, 2011. Our offices are leased through GSA, and managed by REIT Management. Both our Security Specialist and Facilities Management Officer work with the building's manager to perform fire drills, and oversee security, heating, and ventilation activities.

Employee Support

	Types of Training Provided in FY 2011	Number Trained
Top management officials	**Radiation Worker II Refresher Training**	1
Supervisors		0
Safety and health specialists	**Health Physics Society Midyear Topical Meeting** **Health Physics Annual Meeting**	2 1
Safety and health inspectors		0
Collateral duty safety and health personnel and committee members	**Energy Facilities Contractors Group (EFCOG) Safety Basis Workshop** **Safety Instrumented Systems: Design, Analysis, and Justification** **PSA 2011 Topical Meeting of Probabilistic Analysis of Nuclear Safety** **Nuclear Plant Safety** **Nuclear Fuel Cycle Safety** **Pantex Facility Safety Systems for the NES Community** **Radiation Worker II Refresher Training** **2011 DOE Integrated Safety Management Conference** **Safety Basis Workshop** **Nuclear Explosive Safety Technical Explosives** **DOE Contractor Fire Safety Workshop** **National Fire Protection Conference** **Advanced Fire Dynamics Simulation and Smokeview**	2 2 1 1 1 1 33 1 1 1 1 2 1
Employees and employee representatives	**Information Management and HSPD-12 Security Conference**	2

Other OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  The Board was not involved with FFSHC groups in FY 2011. The majority of the Board's technical staff have advanced degrees in a myriad of engineering disciplines, such as civil, structural, chemical, nuclear, environmental, marine, mining, fire protection, safety engineering, aeronautics, and national security. Memberships in professional and health organizations include the American Society of Civil Engineers, American Nuclear Society, Health Physics Society, American Institute of Chemical Engineers, Institute of Electrical and Electronics Engineers, American Physical Society, American Society of Mechanical Engineers, Earthquake Engineering and Research Institute, American Association of Structural Mechanics, Seismological Society of America, and American Concrete Institute. The technical staff serves in these organizations as advisor generals, presidents, and as committee members involving standards.

- **Ergonomic Safety Program**
  Not reported.

- **Psychosocial Risk Factors**
  Not reported.

- **Telework**
  Not reported.

- **Occupational Exposure Limits**
  Not reported.

Accomplishments

This is the fifth year that the Board has issued a report to OSHA, and we are proud to report that there has never been an incident of a catastrophic accident or fatality at the Board. During FY 2011, there were two minor injuries at the Board. Since the Board's startup in 1989, only seven injuries have occurred. The injuries were reported immediately to the DOL. Recordkeeping is performed by the Board's OHR. The Board does not conduct emergency response and disaster recovery operations, and have no incidents of workplace violence. The Board's total and lost-time injury and illness case rates for FY 2011 were 2%.

Goals

The Board's total and lost-time injury and illness case rates for FY 2011 are below the government-wide targets as established under the SHARE Initiative.

Equal Employment Opportunity Commission

The U.S. Equal Employment Opportunity Commission (EEOC) is committed to providing a healthy and safe work environment. This FY 2011, *EEOC Annual Occupational Safety and Health Report for Federal Employees to the Secretary of Labor* provides an overview of EEOC accident, injury, and illness data, as well as initiatives the Agency is undertaking to continuously improve worker safety and health.

The Agency has been extremely active during FY 2011 beginning with a series of new and improved initiatives aimed squarely at training, education and awareness related to injury prevention and effective RTW strategies. To foster a safer workplace for our employees, the Agency continued to conduct agency-wide annual *Safety and Security Awareness Training* for designated safety/security representatives in Headquarters and the field. The Agency's FY 2011 cumulative timeliness rate was 61.3%, below the targeted rate of 65.0%.

The Agency's *Workers' Compensation Nurse Case Management Program* has proven successful in expediting injured employees' safe RTW. Under this program, an injured employee is contacted within 48 hours after their reported injury. The nurse case manager guides the employee through the maze of possible medical treatments and workers' compensation process. The goals of the program are to reduce costs, ensure proper medical treatment, to expedite the employees' safe RTW, and to reduce the number of open cases and injured workers. Agency employees have returned to work on an average three days sooner than would be expected based on national estimated duration of disability guidelines.

Despite focused efforts to improve workplace safety, Agency employees continue to sustain injuries by slipping on floors or tripping over objects, resulting in falls and striking injuries. These injuries tend to affect multiple body parts; the most common being knees, shoulders and backs.

The Agency continues to conduct training intended to engage the Agency's designated safety/security representatives in a coordinated effort through (1) on-site visits by OSHA to specific district offices chosen on the basis of the number and nature of reported injuries; (2) development of a formal feedback loop to the district offices on injury and illnesses; (3) education to increase safety prevention awareness; (4) adherence to documented timelines and processes for managing injuries; (5) designation of safety/security representatives who are responsible for advocating and enforcing safe work place practices in the Headquarters, district, field, area, and local offices; and (6) implementation of the Agency Safety/Security Inspection Checklist, intended to help identify potentially hazardous conditions and practices.

Statistics

There was a slight decrease in the total number of new injury and illness cases, from 30 new cases filed in FY 2010 to 28 new cases filed in FY 2011. Despite focused efforts to improve workplace safety, Agency employees continued to sustain injures by slipping on floors or tripping over objects resulting in falls and striking injuries. The most prevalent cause of injury and the most expensive claims for Agency employees is by far, falls from slips and trips. There were several stress related occupational illnesses, and one MVA reported this year.

The total number of cases reported in FY 2011 represents a projected increase in the TCR per 100 employees from 1.04% in FY 2010 to 1.09% in FY 2011.

The Agency is taking a proactive approach to mitigating potential injury or illness situations before an employee is affected. The information on the causes of injuries/illnesses allows the safety and health program to provide targeted training and inspect office areas to ensure hazards are removed and individual ergonomic needs are reviewed and met whenever possible.

The Agency's target for LTCR is to be below 1.0 lost-time claims. The Agency's current LTCR is at 0.59. The Agency has reduced the LTCR by engaging in such initiatives as expediting medical assistance to the injured employee.

Other initiatives include:

- First Notice of Injury via a Toll Free Injury Reporting Hotline, available to the Agency Monday through Friday, 8:00 AM to 12:00 AM Eastern Time, to facilitate early reporting of all on-the-job injuries and illnesses;
- Early Intervention to facilitate access to appropriate care and the review of claim documentation, including identification of early indicators for possible controversial or challenge of the claim;
- Ongoing telephonic case management services provided by a registered nurse experienced with federal workers' compensation and familiar with the Agency's work environment and culture;
- Reporting and analysis, including monthly and annual reporting, quarterly chargeback review and ad hoc safety/injury analysis reports; and
- Focused RTW efforts after obtaining medical documentation supporting work abilities and coordination with Agency offices to offer work within the clinically documented abilities.

The Agency created the POWER Workgroup in FY 2011, to review current Agency safety and workers' compensation information provided to employees to create media safety reminders and interventions to impress upon Agency employees the importance of working safely. A major cause of Agency injuries remains slips, trips and fall, which account for half of the injuries/illnesses during FY 2011. The Agency reviewed safety-specific options to decrease injuries and illnesses, including OSHA safety training for district offices and performing inspections of offices for potential hazards that needed to be addressed.

The Agency continues to contract with *Managed Care Advisors* to provide the Nurse Case Management Program. The program provides the services of a registered nurse to telephonically assist Agency employees who report an on-the-job injury or illness with obtaining the necessary medical information and care to ensure a safe and effective RTW.

EEOC experienced no fatalities among federal employees and no catastrophic events during FY 2011.

Overseas Employees
EEOC does not have any overseas employees.

OSH Initiatives
Motor Vehicle
EEOC federal employees were involved in one MVA in FY 2011. This accident did not result in lost-time injuries. EO 13043 requires seatbelt use by federal employees on the job, including drivers and passengers. EEOC relies upon self-reported usage by employees when completing MVA reports. EO 13513 requires the banning of texting while driving a government vehicle. The Agency has incorporated motor vehicle safety (distracted driving) into its revision of the Safety Order. Seatbelt use is emphasized in the annual Safety and Security Awareness Training Program.

Integrating OSH and Emergency Response
The Agency incorporates the safety and health of its employees into its OEP, Safety and COOP Orders for emergency and/or disaster response. The Agency foresees no challenges incorporating safety and health into its OEP, Safety and COOP Programs.

Agency Specific OSH Resources
Earlier this year, the Agency issued a letter to all employees informing them of the Agency's participation in the POWER Initiative and the development of the POWER Workgroup. The Workgroup provided support to offices in the form of safety prevention reminders, safety training, workplace safety and health efforts by setting more aggressive performance targets. The Workgroup coordinated with designated safety representatives in the district, field, area and local offices on activities such as: onsite visits to inspect offices, workstations and common areas; determine reasons for injuries in certain offices and to develop effective strategies to prevent injuries.

Employee Support
EEOC conducts annual Safety and Security Awareness Training with designated Headquarters, field office safety/security representatives and District Resources Managers. The Agency currently does not conduct OSH Training for new hires; however, the Agency will be adding OSH training for new hires as a new initiative for FY 2012.

Other OSH Support Activities
- **Field Federal Safety and Health Councils & Other Social Networking**
  The Agency designated one management and one non-management employee to serve as representatives of the U.S. Department of Labor, Office of the Assistant Secretary for Administration and Management on the *Dallas/Forth Worth, Field Federal Safety and Health Council*. The Agency does not use any type of social networking for OSH support.

- **Ergonomic Safety Program**
  The Agency has an ergonomic program available to all employees who may require special equipment to address or prevent various ailments. Under the ergonomic program, for instance, an employee with carpal tunnel syndrome may request a specialized chair or

wrist pad. Requests under the ergonomic program are handled by the Disability Program Manager.

- **Psychosocial Risk Factors**
  The Agency does not have a program that specifically addresses psychosocial risk factors. The EAP is available for all Agency employees. Guidance and information is available and disseminated to all employees in the field and Headquarters offices.

- **Telework**
  The Agency has a policy that teleworkers must designate a work-at-home space that is adequate, safe and equipped for performance of the employee's duties. The home-based workspace must be approved by the supervisor. EEOC has implemented a telework safety checklist. The telework safety checklist was designed to assess the overall safety of the alternate worksite. Employees that telework are required to sign the telework safety checklist, certifying that the home-based workspace is free of safety and health hazards and unsafe conditions. Supervisors are responsible for ensuring that teleworkers complete the self-certification safety checklist, and that the list does not indicate a potentially unsafe work environment.

- **Occupational Exposure Limits**
  The Agency does not have any hazardous chemicals; therefore there are no OELs.

Accomplishments
- Continued reduction in the LTCR from 0.54 in FY 2010 to 0.59 in FY 2011.
- Conducted annual safety and security awareness training with designated safety/security representatives and District resources managers in the district, field, area and local offices.
- Conducted workers' compensation program workshops and training for supervisors and managers.
- OSHA conducted onsite training in two district offices with the highest number of on-the-job injuries and illnesses.
- Implemented the POWER Initiative to pursue more aggressive RTW efforts for Agency employees.
- Implemented an Agency-wide safety and health program.
- Developed POWER stretch goals to achieve greater performance.
- Conducted Headquarters fire drill and SIP exercises.
- Conducted annual training with designated Headquarters floor captains and area monitors on the OEP, SIP, evacuations and other safety measures.
- Implemented the *Guide for Helping Injured Employees RTW for Supervisors and Managers*.
- Implemented the *Eye on Safety* and the *Right On Time* awards that recognize district, field, area and local offices that have a record of filing timely notices of injury and illness and that have reported a specific accident-free period.
- Implemented Agency-wide safety/security checklist to help identify potentially hazardous conditions and practices and improve Agency office work environments.

- Posted OSH poster throughout Headquarters and field offices.
- Updated and implemented the Agency's *Safety Order*.
- Agency's security specialist attended OSHA CDSO Course for Other Federal Agencies training at the National Resource Center.
- Participation in monthly Headquarters *Facility Security Committee* which includes planning for OEP, SIP, evacuations and other safety measures.
- Participation in monthly Headquarters Public Safety Committee meetings.

Goals

- Continue to conduct annual safety and security awareness training with 100% of designated safety/security representatives and District resources managers in the district, field, area and local offices.
- Continue to conduct quarterly medical management reviews.
- Continue to conduct quarterly workers' compensation training with district resources managers/district resources managers assistants, managers and supervisors.
- Continue to conduct annual training with 100% of designated headquarters floor captains and area monitors on OEP, SIP, evacuations and other safety measures.
- Continue participation in monthly *Interagency Coordinating Council on Emergency Preparedness and Individuals with Disabilities Workplace Subcommittee* (Headquarters only).
- Continue to conduct annual Headquarters fire drill and SIP exercises.
- Continue participation in monthly Headquarters *Facility Security Committee* which includes planning for OEP, SIP, evacuations and other safety measures.
- Continue participation in the Dallas/Fort Worth FFSHC.
- Continue participation in monthly Headquarters *Public Safety Committee* meetings.
- Develop and implement annual safety and security e-learning training for Agency employees.
- 20% more district, field, local, and area office participation and involvement in FFSHCs.
- Conduct onsite visits to district office with the highest number of on-the-job injuries and illnesses.
- Increase participation and involvement in the Agency's annual safety and security awareness training to include 60% of Agency employees.
- Revise Agency OEP Order.
- Revise Agency security order.
- *Motor Vehicle Safety Awareness*- Develop training module to be incorporated into the orientation and annual safety/security training to improve driver safety awareness in the field and support the President's EO on texting.
- Develop and implement headquarters operations manual for use in all emergencies.
- Ensure 100% of district, field, area and local offices have a current OEP (annual emergency drills/ SIP).
- Ensure 100% of district, field, area and local offices have a current COOP plan.
- Ensure 100% participation from district, field, area and local offices in *Facility Security Committee* meetings where applicable.
- Ensure 100% participation for district, field, area and local offices conduct annual fire evacuation and SIP drills.

- Implement Agency COOP Order.
- Develop and implement OSH training initiative for 100% of new hires.
- Develop metrics for evaluating Agency OSH program.
- Review and evaluate Agency self-evaluation program.

Export-Import Bank of the United States

Statistics

Zero (0) – Injuries; Zero (0) – Lost-time injury cases. In FY 2011, there were no injuries recorded at the Export-Import Bank of the United States (EIB) and there are not any employees on workers' compensation at the present time. We are within compliance of OSHA standards and regulations set forth by EO 12196, and the basic program elements located in Part 1960, Subpart I. Zero - Fatalities at EIB in FY 2011 and zero in previous years. No noticeable trends in injury occurrence nor major cause or source of lost-time injuries. Zero - Fatalities at EIB's Regional Offices in FY 2011 and zero in previous years. EIB personnel are located in five commercial office settings around the country – our headquarters here in Washington, DC, and five field offices located in New York, NY; Chicago, IL; Newport Beach, CA; Houston, TX; and Miami, FL.

Overseas Employees

Zero. EIB has no civilian employees working overseas in FY 2011.

OSH Initiatives

Motor Vehicle

Zero - Automobile accidents in FY 2011. EIB does not have a policy in place to track the percentage of seatbelt usage by employees or banning texting while driving. Procedures are being established to ensure agency compliance with EOs 13043 (requiring seatbelts), and 13513 (banning texting while driving).

Integrating OSH and Emergency Response

The Lafayette Building is equipped with a voice communication system, an integral part of the building alarm system and evacuation and SIP of the agency. Special instructions to building occupants are transmitted via this system. EIB has incorporated plans for emergency and/or disaster response, COOP, which also includes the guidance from FEMA regulations concerning the Pandemic Flu Planning. No change in resources dedicated to OSH.

Agency Specific OSH Resources

Not reported.

Employee Support

Not reported.

Other OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  EIB is committed to the necessary resources to staff and time to ensure all personnel in the agency are protected from injury and illness hazards by displaying information on its website. In addition, management visibly leads in the continuous improvement of the agency's safety and health policies and ensures that all employees know, understand and support the policy.

- **Ergonomic Safety Program**
  EIB has a multipronged approach to analyzing ergonomic hazards. The Bank provides reasonable accommodations to employees who request them upon assessment. The Bank provides employees with PPE, and the Bank's position description includes factors that outline any potential risks for each position and the nature of the job.

- **Psychosocial Risk Factors**
  During the past year, EIB has provided training regarding psychosocial risk factors. EIB's building is currently under renovation. EIB provided various training regarding hazardous material removal including asbestos, lead and PCBs.

- **Telework**
  EIB's Telework policy for alternative workplace arrangements is consistent with provisions of the law and Federal rules and regulations in the *Telework Enhancement Act of 2010*.

  EIB authorizes the use of telework programs by eligible employees in positions determined to be suitable for telework, and allows them to work at approved locations other than the official duty station without affecting other conditions of employment.

- **Occupational Exposure Limits**
  EIB does not have hazardous chemicals on board, EIB is committed to the necessary resources to expose of any hazardous chemicals. To ensure all personnel in the agency are protected from injury and illness by any hazardous chemicals it is reported to *Building Management Division* it is removed from the building.

- **Certified Safety and Health Committees**
  The EIB takes a proactive approach regarding its employees' safety and health. The results of EIB building inspections and day-to-day observations are passed along to the GSA Building Liaison. They then seek a remedy to any perceived or actual risk.

  In regional field offices, a leasing coordinator contacts the landlord in regards to follow-up and corrective actions needed if safety and health observations are made.

Accomplishments
EIB, in FY 2011, has maintained the awareness and continues to evaluate all employees working on computers to prevent work-related carpal tunnel syndrome. Additionally, footstools, risers for computer screens, keyboard trays, and other accommodations needed are provided to employees. We will continue to monitor this practice in FY 2012 and will evaluate any concerns and update as needed.

- Travel Program – requires following the government's safety standards (for example, the presence of smoke alarms) as reflected in the *Hotel and Motel Fire Safety Act*.

- Vehicle Policy – requires operators and passengers to use safety belts at all times (EO 13043) and banning texting while driving (EO 13513).
- AED Program – trained various employees in the proper use of the AED and CPR. Requalification will be scheduled this upcoming FY 2012.
- Matters to be reported to the Inspector General – provides a method to report significant threats to the public health or safety in the programs and operations of the EIB.

Farm Credit Administration

Statistics

During FY 2011, the Farm Credit Administration (FCA) had one employee who sustained minor accidental injuries while traveling on the job. We continue to carry two employees on workers' compensation at a cost of $122,563.28 for FY 2011. During FY 2011, FCA had no fatalities or catastrophic accidents.

Overseas Employees

FCA has no overseas employees.

OSH Initiatives

Motor Vehicle

During FY 2011, there were eight minor MVAs involving FCA employees. Agency policy requires all employees, drivers and passengers, using a motor vehicle for official business, whether it is a government- or privately-owned vehicle, to wear seatbelts at all times. FCA policy also bans texting while driving and also requires hands free devices for cell phone use on official travel and requires hands free devices for Agency cell phone use in private vehicles. FCA periodically publishes articles in its daily newsletter to increase motor vehicle safety and decrease all causes of distracted driving.

Integrating OSH and Emergency Response

FCA's COOP planning methodology revolves around two main priorities: 1) Protecting the safety of staff, including providing guidance for family disaster planning; and 2) Protecting FCA assets and ensuring the continuation of services.

The Agency incorporates the safety and health of its employees into its plans for emergency and/or disaster response, and COOP. FCA also has provisions for Agency hall monitors in evacuations, SIP policies, SIP/drive away bags, and annual flu shots at no cost to employees.

Agency Specific OSH Resources

FCA continues to invest in the safety and health of its employees through its policies and programs. In FY 2011, there have been no substantial changes in resources dedicated to occupational safety and health in FCA.

Employee Support

The FCA takes a proactive approach regarding its employees' safety and health. The results of FCSBA inspections and day-to-day observations are passed along to the FCA's Building Liaison. He then seeks a remedy to any perceived or actual risk. Landlords are contacted for follow-up and corrective actions if safety and health observations are made in the field offices.

The FCA also funds a wellness program for all its employees. Over the last several years, the Agency has funded yearly physical examinations; paid for flu shots for employees, contracted with a service dedicated to assist employees in dealing with on-the-job stress, as well as off-the-

job personal challenges; and provided many pamphlets and seminars to employees on a variety of health issues.

The overall impact of FCA's training efforts on improving work-related safety and health is that our injury rate is almost nonexistent.

Other OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  Because of our size and nature of work, we are not involved in the FFSHCs or other support activities. Our training efforts focus on educating our employees on improving work-related safety and health in an office setting.

  Our primary method of reaching out to employees is through Agency newsletters, handouts, and electronic message boards.

- **Ergonomic Safety Program**
  The FCA takes a proactive approach regarding its employees' ergonomic safety. The FCA maintains awareness and continues to evaluate all employees working on computers to prevent work-related carpal tunnel syndrome. We offer ergonomic assessments for employees through an outside consultant. Also, footstools, riser for computer screens, keyboard trays, and anything else needed to help their comfort zone are provided to employees.

- **Psychosocial Risk Factors**
  The FCA funds a wellness program for all its employees. Over the last several years, the Agency has partially funded yearly physical examinations; paid for flu shots for employees, contracted with a service dedicated to assist employees in dealing with on-the-job stress, as well as off-the-job personal challenges; and provided many pamphlets and seminars to employees on a variety of health issues.

- **Telework**
  FCA's flexiplace (telecommuting) policies and procedures set safety and health standards in the home or satellite office where an employee may choose to work and calls for inspections of such facilities to ensure standards are met and maintained.

- **Occupational Exposure Limits**
  Reported as not applicable.

Accomplishments

This year, FCA contributed up to $1,300 to each employee's Flexible Spending Account to be used for health or dependent care expenses. FCA also continued to contribute up to $400 to a Life Cycle Account to reimburse employees for up to $400 for certain expenses, including medical insurance.

The FCA maintains awareness and continues to evaluate all employees working on computers to prevent work-related carpal tunnel syndrome. We offer ergonomic assessments for employees

through an outside consultant. Also, footstools, riser for computer screens, keyboard trays, and anything else needed to help their comfort zone are provided to employees.

Goals

Our goal for FY 2012 is to strive for a 100% injury-free workplace.

Federal Communications Commission

Statistics

	FY 2009	FY 2010	FY 2011
Total Cases Injury/Illness (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities)	4	11	8
TCR (rate of all injury/illness cases per 100 employees)	0.22	0.6	0.55
LTCR (rate of only the injury/illness cases with days away from work per 100 employees)	0.22	0.54	0.44
Total Chargeback + COP	$158,332	$290,071	$163,694

The injuries/illnesses most frequently recorded at the Federal Communications Commission (FCC) were falls to the same level and striking against a stationary object. The predominant causal factors were employee inattention to the task. The following is a brief break down of our injury/illness cases:

Case 1: Employee was sitting in her office when a small plastic fan fell off her shelf, striking her in the head. (Nine days lost)

Case 2: Employee was moving audiovisual equipment and felt a sharp pain in his back. (No days lost)

Case 3: Employee filed a claim for carpal tunnel syndrome. (No days lost)

Case 4: Employee was walking down the steps, missed a step and twisted her ankle. (17 days lost)

Case 5: Employee's chair broke, causing her to fall to the floor. (30 day lost)

Case 6: Employee was in the break room and bumped his foot on the corner of the soda machine. (25 days lost)

Case 7: Employee went to sit in her chair, the chair moved and the employee fell to the floor. (Seven days lost)

Case 8: Employee was entering a door, when her wheeled brief case got stuck in the door, causing her to fall. (Two days lost)

Overseas Employees
Not reported.

OSH Initiatives
Motor Vehicle
The FCC experienced no MVAs in FY 2011. Although the FCC does not have a mechanism in place to track the percentage of seatbelt usage by employees; previous accident reports indicate that employees have been wearing their seatbelt at the time of the accidents. In addition, the FCC has a directive covering the operation of motor vehicles in accordance with EO 13043. This directive requires the use of seatbelts while operating a government vehicle and requires employees who drive as part of their duties to annually complete a driver's safety course.

Integrating OSH and Emergency Response
The FCC safety and health manager is responsible for all OEPs and has a role in the development of the agency Pandemic and COOP plans. Collectively, the "Plans" include thorough procedures employees need to follow to: 1) safely evacuate their building; 2) participate in a SIP during their normal duty hour; and 3) handle a pandemic or COOP situation. In addition, the FCC has developed safety and health checklists that employees can use to better prepare themselves for a variety of emergency situations both at work and home.

Agency Specific OSH Resources
No changes reported.

Employee Support
The FCC is in the process of developing a mandatory online OEP training program for our Headquarters staff. The training program is expected to be available January 2012. In addition, the FCC currently offers two OSH awareness courses, which includes SIP and the FCC's OSH Program online course, both of which are part of the Supervisory Certification Program.

Other OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  None in FY 2011. We are looking at the FFSHCs locations to determine whether or not our field offices are close enough to participate.

- **Ergonomic Safety Program**
  The FCC has created an ergonomics guide for employees to evaluate their work areas and become familiar with ergonomic setup. In addition, the FCC safety and health manager is available upon request to perform ergonomic assessments and assist employees with correcting any deficiencies.

- **Psychosocial Risk Factors**
  The FCC does not currently address psychosocial risk factors as part of the OSH program, nor have we been asked by employees to address these factors to date. However, if we receive a request from employees to address psychosocial risk factors, they would be dealt with initially through the Human Resource Management, EAP. The FCC will look into the topic and see if there are tools and/or additional programs we can make available to employees.

- **Telework**
  The FCC has a telework program and encourages the use of telework for those projects/duties that are well-suited for completion at an alternative work site. The FCC Telework Program is offered as well as a means of supporting the Commission's goal of enhanced employee flexibility and improved work/life balance, provided that employee performance and the efficiency of the FCC and its mission are not adversely impacted. As part of the program, employees receive a safety and health checklist which they must use to determine whether or not their home is safe and free of any recognized hazards or ergonomic concerns and sign to confirm they completed the assessment.

- **Occupational Exposure Limits**
  PELs.

Accomplishments

The following were the FCC goals and accomplishments for FY 2011, based on the 2009 baseline performance:

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- **Goal 1: Total injury and illness case rates.** The FCC met our goal to keep our total injury and illness case rates at or below 1% in FY 2011.
- **Goal 2: Lost-time injury and illness case rate.** The FCC met our goal to keep lost-time injury and illness case rate at or below 1% in FY 2011.
- **Goal 3: Analysis of Lost-time Injury and Illness Data:** N/A.
- **Goal 4: Timely filing of injury and illness claims.** The FCC missed our goal to increase the timely filing of notices of injury and illness claims.
- **Goal 5: Timely filing of wage-loss claims.** The FCC did not have any wage-loss claims in FY 2011.
- **Goal 6: Reduce the rate of lost production days due to injury and illness.** The FCC met our goal to keep the rate of lost production days due to injury and illness at 15 or less in FY 2011.

Goals

The following are the FCC goals for FY 2012:

- **Goal 1: Total injury and illness case rates.** Keep total injury and illness case rates at or below 1% in FY 2012.
- **Goal 2: Lost-time injury and illness case rate.** Keep lost-time injury and illness case rate at or below 1% in FY 2012.
- **Goal 3: Analysis of Lost-time Injury and Illness Data:** N/A.
- **Goal 4: Timely filing of injury and illness claims.** Increase the timely filing of notices of injury and illness claims to at least 65% in FY 2012.
- **Goal 5: Timely filing of wage-loss claims.** Maintain the timely filing of wage-loss claims at 100% in FY 2012.
- **Goal 6: Reduce the rate of lost production days due to injury and illness.** Maintain the rate of lost production days due to injury and illness at 15 or less in FY 2012.

Federal Deposit Insurance Corporation

In 2011, the Federal Deposit Insurance Corporation (FDIC) continued to exceed the requirements of the applicable OSHA regulations enabling it to achieve superior performance in safety and health. FDIC's superior performance is due in large part to staff professionalism and diligence, and senior management support of FDIC's safety and health programs nationwide. Details of FDIC's safety and health programs and achievements are in this *2011 Annual Occupational Safety and Health Report to the Secretary of Labor*.

In addition to a robust OSH program, FDIC has implemented a comprehensive health and wellness program that is administered onsite at FDIC's headquarters buildings and regional locations nationwide by US Public Health Service (PHS) medical practitioners. The following is a sample of the various wellness services provided to FDIC employees: first aid and emergency triage; flu immunizations and allergy shots; health risk appraisals; lactation support services to enhance an early return-to-work following maternity leave; periodic screening for illness to improve wellness and reduce lost work time due to preventive medical care; and self-serve blood-pressure machines.

In order to protect the health and well-being of employees, contractors and visitors, an onsite team of certified industrial hygienists also from the PHS conduct indoor air and water quality surveys at headquarters, regional, satellite, area and field offices on a periodic and as needed basis in response to employee concerns. The periodic indoor air and water quality surveys are conducted annually at FDIC's headquarters buildings, every three years for regional offices and every five years at field offices located throughout the county.

During FY 2011, FDIC conducted comprehensive indoor air and water quality testing within three regional offices (New York, Kansas City, and Chicago) and 19 field offices. In addition, comprehensive sampling for diesel exhaust, i.e. NOx, SOx, particulates, etc. was conducted at FDIC's Chicago Regional Office in response to employee concerns regarding diesel exhaust being emitted by railroad locomotives operating underground and infiltrating FDIC leased space.

In addition, FDIC performs annual comprehensive safety audits at its owned- and leased-facilities, which covers more than 3 million square feet of space nationwide.

As part of a comprehensive proactive ergonomics program, FDIC conducted more than 500 ergonomic assessments and concurrent individualized ergonomic training sessions to employees at headquarters, regional, area, and field offices nationwide.

FDIC continued implementation of a comprehensive "all-hazards" based Pandemic Influenza Preparedness Plan (PIPP) to compliment the FDIC Emergency Preparedness Plan (EPP). This plan is being developed by FDIC's Pandemic Flu Preparedness Task Force (a multi-divisional panel of managers) at the direction of senior management to specifically address pandemic flu. The final PIPP will support training awareness programs and involve every division within FDIC.

FDIC successfully completed U.S. Green Building Council Leadership in Energy and Environmental Design (LEED) certification for its Virginia Square facilities earning Silver Certification for the Virginia Square campus located in Arlington, VA. LEED is an internationally recognized "green building" certification system, providing third-party verification that a building(s) or community was designed and built using strategies intended to improve performance in energy and water conservations and improved indoor environmental quality. As part of the LEED certification process, FDIC utilized EPA's IAQ-Building Education and Assessment Model (I-BEAM) program in combination with current FDIC IAQ and facilities management programs.

The extremely low "lost-time case rate" (measure of injury and illness prevention) of 0.41 lost-time cases per 100 employees, is significantly lower than the Federal Reserve System, 1.12, and the federal government as a whole, 1.68.

FDIC meets all applicable OSHA regulations, and where practicable, meets more stringent occupational safety and health consensus standards established by ACGIH, NFPA, NEC, etc.

The FDIC Emergency Response, and COOP plans are designed to protect its employees during an emergency or disaster. The plans address emergency building evacuations, shelter-in-place, family disaster planning, procedures for evacuating employees that are mobility impaired, and actions to take during specific emergency situations.

In 2011, there were zero employee fatalities and zero permanent total disabilities sustained at FDIC.

Statistics
Not reported.

Overseas Employees
Not reported.

OSH Initiatives
Motor Vehicle
The agency does not have government vehicles. The workforce is aware of the local laws requiring the use of seatbelts as well as the prohibition against using electronic devices for texting while driving, particularly while on official business.

Integrating OSH and Emergency Response
The agency makes aggressive use of telework capability in times of inclement weather or cases where an employee may have been exposed to infectious diseases. As a small agency, our office has continued to make use of our telework program to enable efficient functioning during all emergencies to include potential pandemic outbreaks and disasters. Our program is exercised regularly and proved quite useful following the earthquake of August 2011.

Agency Specific OSH Resources
No changes reported.

Employee Support
The agency shares safety and health information at monthly *All Hands* meetings when appropriate. A mandatory element in the performance plan for all managers and supervisors is providing a safe work environment for all employees with an ongoing focus on safety and health issues.

The agency did not uncover any unsafe or unhealthy conditions in the workplace during FY 2011.

Other OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  None.

- **Ergonomic Safety Program**
  Employees work directly with the agency property manager and CIO to address ergonomic issues that may impact them in an office setting.

- **Psychosocial Risk Factors**
  The agency periodically reviews services available to the workforce through EAP.

- **Telework**
  Yes.

- **Occupational Exposure Limits**
  None.

Accomplishments

Goals for FY 2011 were to continue to promote OSH among our employees. The agency did not experience any lost-time to injury during this FY.

Goals

Our annual goals are to maintain a workplace free of hazards and to continue to experience minimal lost-time. We will continue to promote OSH among the employees in our regularly scheduled *All Hands* meetings as appropriate. As we experienced no lost-time in FY 2011, that success rate will be the standard we wish to adhere to in FY 2012.

Federal Election Commission

The Federal Election Commission (FEC) is an independent regulatory agency with exclusive jurisdiction for the administration, interpretation, and civil enforcement of the *Federal Election Campaign Act of 1971*, as amended (FECA). The FECA requires disclosure of campaign contributions and expenditures by candidates for federal office and committees supporting those candidates, and imposes limitations on the amount and sources of such contributions. The FEC also administers the federal programs that provide public funding to qualified candidates for President and Vice President. By ensuring that the campaign finance process is fully disclosed and that the rules are effectively and fairly enforced, the agency seeks to foster the electorate's faith in the ultimate integrity of the nation's political process. The FEC fulfills its mission through education and outreach, conciliation, rulemaking, Advisory Opinions, and litigation.

The FEC is governed by six Commissioners appointed by the President with the advice and consent of the Senate. All of the FEC's employees are centrally located in a government-leased office building in Washington, DC. The work at the Commission regularly involves important and complex issues implicating the First Amendment. Most of the occupations at the FEC are primarily sedentary, with some standing and walking in conjunction with attendance at conferences and meetings away from the work site. Lifting of light objects, e.g., laptop computers, is required, but no special physical requirements are needed.

Due to the small size of the agency, the FEC's OSH is decentralized with the following offices having discrete responsibilities for certain components of the program. The OHR is responsible for the health care unit, EAP, work-life issues, and telework. The IT Division is responsible for social networking, technological equipment, and ensuring that the FEC's systems meet all technological safety requirements, such as 504 and 508 compliance, and the agency's COOP plan. The Office of Equal Employment Opportunity (EEO) is responsible for handling reasonable accommodation requests, harassment policies, and working with the Department of Defense's Computer and Electronic Accommodation Program. The FEC's Administrative Services Division consults and coordinates with the various components and has overall responsibility for managing and evaluating the program. In addition, they are responsible for facility security and safety, fleet management, furniture, and OEPs. The overall program's responsibility resides with the Administrative Services Division; the Division Head is the OSH Manager, who reports directly to the DASHO – the Deputy Staff Director for Management and Administration.

Statistics
In FY 2011, five employees filed workers' compensation claims. The injuries for which claims were filed included: a back injury from lifting a piece of office furniture; neck and shoulder injuries from lifting a box; a back injury resulting from tripping; a nose injury from a loose piece of computer equipment; and a head injury resulting from office furniture that fell. None of the claims were traumatic injuries or fatalities. Of the five claims filed, none involved lost-time.

OSH Initiatives
Motor Vehicle
In FY 2011, the FEC did not experience any MVAs or injuries. FEC fleet drivers require all passengers wear seatbelts prior to departure. One of the FEC's planned internal controls in FY 2012 includes a mandatory defensive driving course for all regular fleet vehicle operators.

Integrating OSH and Emergency Response
The FEC has incorporated OSH into its OEP and COOP plans. The OEP and COOP plans provide guidance on planning for and responding to various emergencies. In addition, each plan describes the procedures to be used and the roles and responsibilities of the executive command team, occupant emergency team, and employees. The COOP plan was updated in 2010 and the OEP was updated in 2011.

Agency Specific OSH Resources
Due to the small size of the FEC, various components of the FEC's organization have resources allocated to their budget for OSH related issues. For example, the OHR is responsible for managing the health unit and the EAP via an interagency agreement with DHHS-FOH. The Administrative Services Division budgets for CPR, first aid, AED training, ergonomic furniture, and emergency supplies. The Office of Equal Employment Opportunity is the point of contact for the FEC's interagency with the Department of Defense's Computer Accommodations Program. Resources for communications equipment and other technologies are managed by the IT Division.

Employee Support
The FEC regularly conducts fire drills in compliance with government-wide rules and regulations. The FEC also provides annual training to employees on first aid, CPR, and use of the AED. During new employee orientation, new employees are briefed on emergency procedures and on resources available to them, such as the EAP, health unit facilities and benefits, the reasonable accommodation policy, and the zero-tolerance harassment policy. The FEC is currently reviewing the OSH needs of the agency. Once the review is complete, the FEC will develop a training plan for its employees, including new supervisors, on OSH related issues.

After the unexpected earthquake that occurred in August 2011 in the Washington metropolitan area, the FEC revised its OEP to incorporate lessons learned. The OEP is conveniently accessible to employees on the agency's intranet site.

Other OSH Support Activities
- **Field Federal Safety and Health Councils & Other Social Networking**
  None.

- **Ergonomic Safety Program**
  Ergonomic concerns and hazards that are reported are addressed by the FEC's Administrative Services Division. This includes, but not limited to, workspace modifications, keyboard tray installations/removals, and distribution of ergonomic furniture to employees when requested. In addition, via an interagency agency agreement with the DoD Computer/Electronics Accommodations Program (CAP), special computer

and electronic equipment are provided to qualified individuals with disabilities who request a reasonable accommodation for visual, cognitive, communicative, hearing, and dexterity challenges.

- **Psychosocial Risks**
  In FY 2011, the FEC implemented an in-house conflict resolution program for all employees as a mechanism for encouraging more effective communication and resolving issues outside of more adversarial processes. Prior to the establishment of *Conflict Coaching*, employees could only use the traditional labor management grievance procedures or the equal employment opportunity discrimination complaint process. If their issues did not fall within the scope of labor-management agreement the EEO protections, there was no avenue of resolution. The conflict coaching program is an expansion of duties for the FEC's Alternative Dispute Resolution (ADR) Office, which primarily handles enforcement of campaign finance issues using ADR processes.

  In addition, the FEC worked with its EAP and health unit to provide seminars on workplace stress, civility in the workplace, bullying, harassment, and other worklife issues. Each year, the FEC issues its zero-tolerance policy.

- **Telework**
  In FY 2011, the FECs implemented a telework policy for non-bargaining unit employees. The telework policy for bargaining unit employees was memorialized in a memorandum of understanding (MOU) dated June 3, 2008 between the FEC and the National Treasury Employees Union Local Chapter 204. The parties are currently renegotiating their labor management agreement which will address telework and supersede the parties MOU. In order to participate in telework, each eligible participant is required to take mandatory training on telework and sign a safety risk assessment of their alternative duty sites.

- **Occupational Exposure Limits**
  Not reported.

Accomplishments
In FY 2011, the FEC:

- Established telework policies for all employees;
- Expanded ergonomic furniture options;
- Updated its OEP;
- Replenished agency emergency supplies;
- Implemented conflict coaching (an alternative dispute resolution program for employees);
- Provided training and seminars on health and wellness;
- Incorporated OSHA into new employee orientations; and
- Provided tours of the DoD's Computer and Electronics Accommodation Program and equipment to FEC managers.

Goals

In FY 2012, the FEC plans to:

- Incorporate OSH into FEC's security program;
- Expand communication of OSH requirements and responsibilities to employees and managers by using intranet;
- Educate employees on OSH issues;
- Continue to deliver on 2011 initiatives;
- Provide training on the FEC's OEP;
- Complete negotiations of the bargaining unit's telework policy and incorporate it into the new labor-management agreement; and
- Evaluate initiatives for effectiveness and revise, as necessary.

Federal Energy Regulatory Commission

In response to the U.S. DOL memorandum, dated August 15, 2011, requesting for agencies FY 2011 Annual Report on Occupational Safety and Health, the following information is submitted for the Federal Energy Regulatory Commission (FERC).

In FY 2011, it is clear that FERC made progress in reaching its goal to reduce incidents and associated medical costs. There were several significant initiatives and programs to utilizing social media, telework enhancement, and occupant emergency planning. As in previous years, during FY 2011, the Commission's OEP and the COOP plan were updated, and included several improvements to improve employee safety. These improvements also presented challenges that FERC addressed in our preparedness activities specifically in support of the *Telework Enhancement Act of 2010*, to ensure employees are offered opportunities to work from home, especially if they are assigned to a continuity role for the Commission.

One example of this is by successfully training all employees on telework and the associated hazards and mitigating factors of working from a remote location or from a home office.

In September, the Security and Safety staff conducted a one-day awareness session in connection with DHS and the *Federal National Preparedness Committee*. The staff also attended the initial roll-out of the POWER Initiative presentation conducted by the DOL-OWCP.

Statistics

YEAR	MEDICAL COSTS	COMPENSATION COST	TOTAL PAID
2001	$ 25,574.76	$ 160,140.38	$ 185,715.14
2002	$ 29,230.40	$ 162,400.92	$ 191,631.32
2003	$ 18,972.22	$ 169,519.93	$ 188,492.15
2004	$ 132,001.95	$ 97,152.57	$ 229,154.52
2005	$ 92,943.55	$ 122,202.75	$ 215,146.30
2006	$ 55,131.61	$ 108,922.18	$ 164,053.79
2007	$ 32,033.83	$ 492,851.25	$ 524,885.08
2008	$ 30,913.15	$ 214,307.14	$ 245,220.29
2009	$ 43,476.58	$ 192,954.28	$ 236,430.86
2010	$ 28,794.48	$ 138,895.24	$ 167,689.72
2011	$ 42,720.17	$ 286,409.35	$ 329,129.52

The FERC did not experience any fatalities or catastrophic accidents in FY 2011.

Overseas Employees
The FERC does not currently have any overseas employees.

OSH Initiatives
Motor Vehicle
There were no work-related MVAs in FY 2011. As an agency, we continue to randomly track seatbelt usage in an effort to improve motor vehicle safety. This is primarily accomplished

through our Security and Safety Guard contract. In addition, the Commission continues to stress EO 13043, which requires seatbelt usage by all federal employees on the job, all motor vehicle occupants in national parks, and all motor vehicle occupants on defense installations. The EO also recommended, and we continue to stress that all FERC/contractor employees have a seatbelt usage policy and program in place at the workplace.

Integrating OSH and Emergency Response
The best way to protect against the potentially harmful effects of manmade incidents, natural disasters, and occupational hazards of public health emergencies is to ensure that all building occupants know how to respond in an emergency. This level of protection involves pre-planning, training, and rehearsal.

Pre-planning includes establishing the *Occupant Emergency Organization* (OEO) comprised of employees designated to undertake certain responsibilities to ensure that personnel are moved quickly to safety, that damage to property is minimized, and that proper authorities are notified in the event of a localized emergency.

FERC continues to enhance all employees' level of individual preparedness as well as their ability to identify and avoid potentially hazardous situations. The FERC OEP and its annexes, to include the Crisis Management Plan and Pandemic Influenza Plan are continuously evaluated in an effort to improve safety and train employees and the Commission.

Agency Specific OSH Resources
There has not been an increase in the staff or resources to support FERC occupational safety program. FERC is in the processes of fully implementing our telework policy and will continue to evaluate the impacts of telework on employees.

Employee Support
Training is conducted to ensure that all tenants understand the contents of the OEP and their individual responsibilities. Rehearsals, or drills, provide an opportunity to practice emergency procedures to ensure efficient response in the event of a real emergency.

Participation in OEP activities includes all tenants regardless of employment status (e.g., managers, supervisors, OEP team members, volunteers, contracting officers, and hosts of visitors). Each individual must assume the responsibility for his or her own planning and safety in an emergency, as well as for working effectively with emergency planning officials.

Other OSH Support Activities
- **Field Federal Safety and Health Councils & Other Social Networking**
  FERC has implemented the *Roam Secure Alert Network*, better known at FERC as *FERC Alert*. The FERC Alert is an emergency communication system allowing Commission to communicate effectively to users through various social media tools and devices. FERC Alert is capable of communicating to virtually all text capable devices such as cell phones, pagers, and PDAs; computers desktops via pop-up message; and phones via voice calls. This allows the Commission to send out emergency messages and best practices on how to maintain a safe working environment. This also engenders

employees to have a better level of situation awareness of their working environment and be safer in their daily activities.

- **Ergonomic Safety Program**
  While most task chairs made for today's modern office are considered ergonomic, FERC has endeavored to specify in the purchase of task chairs more ergonomic features rather than less. We are spending a little more for each task chair but we look for our entire inventory to have enough ergonomic features to meet most requests for reasonable accommodation.

- **Psychosocial Risk Factors**
  FERC continues provide management and employee training, seminars, and counseling on strategies to mitigate psychosocial risks and/or address effects of psychosocial factors. FERC utilizes the EAP, FOH seminars, and other FERC sponsored briefs to combat psychosocial factors such as work-related stress, office bullying/harassment, burnout, financial distress due Congressional scrutiny and actions on federal pay and retirement, and issues faced by an aging workforce.

- **Telework**
  FERC's telework policy is designed to ensure that an employee has successfully completed the required telework training program before entering into a written telework agreement, as required by the *Telework Enhancement Act of 2010*. Plus the policy ensures a proper and appropriate working environment at the alternate worksite, such as, makes appropriate dependent care arrangements, keeps personal disruptions to a minimum, maintains necessary equipment, addresses issues of personal safety, etc. An employee must validate their alternate working environment is safe and meets the minimum standards as identified below.

- **Occupational Exposure Limits**
  The FERC does not store or deal with hazardous chemicals at any of our facilities.

Accomplishments
In FY 2011 injuries decreased in every category for FERC. The FERC continues to make all efforts to comply with OSHA requirements as directed.

Goals
For FY 2012, the OSHA program goal is to create new up to date guidance that will be more robust and clear to employees and OSHA staff alike. This effort will be concentrated heavily on by implementing the POWER Initiative.

Federal Maritime Commission

The Federal Maritime Commission (FMC) is a small agency with limited financial and personnel resources occupying two floors of space in a GSA-leased building. We do not have a dedicated OSH staff. The FMC reported no fatalities for FYs 2010 and 2011. We reported no lost-time disabilities in FY 2011, and two minor injuries in FY 2010 that resulted in less than one week in lost-time for both cases. The Office of Management Services continued to ensure that our work environment is free of safety and health hazards by conducting periodic inspections, reviewing our OEP, as well as participating in evacuation drills and updating and issuing emergency preparedness guidance to all employees. The FMC conducted the annual review of our policy, Commission Order 59, *Occupational Safety and Health* (Revised 12/09), and issued our policy on telework, Commission Order 71, *Telework Program*, on June 15, 2011. The OHR continued to issue regular preventive health and awareness newsletters, provided information to new hires about what employees should do if injured at work, posted notices on bulletin boards, and posted all OWCP forms on our Intranet. During FY 2011, we concentrated on the prevention of safety and health hazards through training and workplace flexibilities, such as flexitime and telework.

Statistics
For FYs 2010 and 2011, the FMC continued to maintain our 0% fatality rate and although we had two minor injuries, the lost-time was under a week in both cases. Our chargeback costs for FY 2011 totaled $124.40. The FMC reported zero fatalities and catastrophic accidents for FY 2011.

Overseas Employees
The FMC has no overseas employees.

OSH Initiatives
Motor Vehicle
There were no accidents reported in FY 2011 by FMC employees while on official government business. We have one government vehicle at headquarters acquired in 2011 and our area representatives operate GSA-leased vehicles.

Integrating OSH and Emergency Response
The FMC continues to work with the *Building Security Committee* as lead agency along with GSA in incorporating OSH and emergency response. The FMC conducts periodic building evacuation drills with the assistance of our GSA building manager.

Agency Specific OSH Resources
There were no changes in resources dedicated to OSH at the FMC in FY 2011.

Employee Support
During FY 2011, the following training was offered on site to all FMC employees: *Occupant Emergency Planning*; *CPR*; *Active Shooter Training*; and *Stress Management*. As part of our new employee orientation, all new hires are provided a copy of the DOL Form CA-10, **What A Federal Employee Should Do When Injured At Work** which is also posted on the bulletin board

on each floor for existing employees. We also issued our annual reminder to employees about what they should do if injured at work. In addition to the training offered above, the FMC offered refresher training for the Emergency Response Team members and conducted building wide evacuation drills during FY 2011.

Other OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  The FMC has no involvement with any FFSHCs.

- **Ergonomic Safety Program**
  We do not have an official ergonomic safety program, but we do conduct periodic inspections throughout the agency and as a result of these inspections have eliminated any safety hazards (e.g., exposed wires and jacks). During FY 2011, we adjusted furniture set-up for two employees requesting reasonable accommodations.

- **Psychosocial Risk Factors**
  We have no procedures in place to address psychosocial risk factors; however, we do offer flexitime and telework as a stress preventive measure. We advised our managers to consider reducing the monotony of tasks, where appropriate; ensure employees' workloads are reasonable; encourage teamwork, good communication and reporting of problems.

- **Telework**
  The FMC issued its policy, Commission Order 71, *Telework Program,* on June 15, 2011. Employees who request to telework must complete the required telework training, *Telework 101 for Employees,* located at, http://www.telework.gov/tool_and_resources/training/employees/index.aspx and provide a copy of the certificate of completion to the supervisor. Also, employees must sign the FMC Telework Agreement. As part of the Telework Agreement, employees are required to complete and sign a safety checklist ensuring that their home is a reasonably safe place to work. Employees agree that FMC may make on-site visits to the alternate worksite for the purpose of determining that the site is safe and free from hazards.

- **Occupational Exposure Limits**
  The FMC does not store any hazardous chemicals.

Accomplishments

The FMC is a small agency with limited financial and personnel resources occupying two floors of space in a GSA-leased building. The FMC reported zero fatalities for FYs 2010 and 2011. We reported no lost-time disabilities in 2011 and two minor injuries in FY 2010 that resulted in less than one week in lost-time for both cases. We offered more training to our employees in FY 2011: *Occupant Emergency Planning*, *CPR*, *Stress Management*, and *Active Shooter*. We encouraged our employees to take advantage of the workplace flexibilities, such as, flexitime and telework. Our Office of Management Services, along with GSA, continued to conduct periodic inspections of our building; performed the annual review of our OSH policy, updated our OEP and emergency preparedness guidance, and planned and participated in the building evacuation

drills. The OHR implemented the Commission policy on telework and continued to issue regular preventive health and awareness newsletters and incorporated information on what employees should do if injured at work into the new employee orientation. During FY 2011, the FMC issued policies on the prevention of harassment, sexual harassment, and emergency preparedness. We continued to focus on the prevention of safety and health hazards to maintain our 0% fatality and low injury rate. As the needs of the FMC dictate and with the assistance from GSA, we have continued to coordinate and arrange for office space alterations and adjustments to be made at our Headquarters facility to provide better utilization of assigned space and better air flow.

Goal
Our goal for FY 2012 is to continue our policy review and offer more preventive safety training to maintain our low rates.

Federal Mine Safety and Health Review Commission

Statistics
During FY 2011, one of the Commission's employees was injured on her way to work while on travel. The employee suffered a cut on her forehead and was treated at a local hospital. Employee returned to work same day and there was no lost-time. There were no injuries reported the previous year. (NOTE: The agency provided an unidentified statistical calculation. Presumably, it was its injury rate and lost-time case rate: 2.08.)

Overseas Employees
Not reported.

OSH Initiatives
Motor Vehicle
All Commission employees are required to use seatbelts while on travel and on location, in rental cars, and in taxis. The Commission does not have fleet vehicles. There were no employees or contractors involved in MVAs on government time in FY 2011. All Commission employees are also required to refrain from texting on government-issued blackberries. A copy of EOs 13043 and 13513 has been distributed to all employees.

Integrating OSH and Emergency Response
The Commission posted information on bulletin board regarding preventive measures to avoid contracting the flu. The Commission emailed information to all employees and contractors regarding schedules and availability of flu vaccine available to employees in the building's health unit. Building management provides sanitizers dispensers in elevators areas for each floor. The Commission continues to distribute personal hand sanitizers to all employees and contractors in its headquarters and satellite offices to keep at their desk as a preventive measure.

After the August 23, 2011 earthquake, information was posted regarding evacuation procedures following an earthquake.

Agency Specific OSH Resources
No changes reported.

Employee Support
The Commission's emergency evacuation procedures are distributed to all employees once a year, or when revisions are necessary. Evacuation drills are performed throughout the year with GSA-leased building management so employees effectively prepare for an emergency requiring an evacuation. The evacuation procedures are also given to contractors and volunteers. These procedures include emergency and SIP evacuation. A lead monitor and an alternate monitor are assigned to each floor the Commission occupies in a GSA-leased building. English is used by the agency to assess OSH performance activities for managers.

Other OSH Support Activities
- **Field Federal Safety and Health Councils & Other Social Networking**

No. Social Networking as an aid for OSH programs – No

- **Ergonomic Safety Program**
Special computer equipment and furniture are provided to employees who have reported back problems and special needs.

- **Psychosocial Risk Factors**
No.

- **Telework**
Yes.

- **Occupational Exposure Limits**
Not reported.

Accomplishments
Telework policy was put in place. Earthquake evacuation information was provided to all employees. Occupational safety posters were posted on bulletin boards. During FY 2011, the DHS inspector in charge of providing security for the Commission's location visited the agency's offices and provided information regarding reporting emergencies in a federal building (phone threat, weapons, bomb, chemical and biological). Posters with pertinent information are now on display at headquarters and offsite offices.

Goals
The Commission plans to implement a COOP plan in FY 2012 and provide training on safety awareness to all employees.

Federal Retirement Thrift Investment Board

Statistics
Not reported.

Overseas Employees
Not reported.

OSH Initiatives
Motor Vehicle
No accidents. No government-owned vehicles assigned to the agency. We just follow the current EO not to use electronic devices while driving and comply with applicable state motor vehicle laws while driving a privately-owned vehicle.

Integrating OSH and Emergency Response
Comprehensive COOP plan needs to be developed; however, the Agency responds to emergencies by considering OPM's recommendations (inclement weather and pandemics) as posted on their webpage and then implements appropriate action—telework, leave, delayed start, etc. We use an automated notification process and an employee call-in number to inform the work force. No major challenges in implementing pandemic plans.

Agency Specific OSH Resources
No changes reported.

Employee Support
Agency employees completed the following web-based safety courses: *Emergency Evacuation: Getting Out Alive*, *Ergonomics: Break the RMI Habit*, *Biological and Chemical Threats-- Closing the Door, Fire Safety*, *Office Safety*, and *Office Safety - It's A Jungle Out There*.

Other OSH Support Activities
- **Field Federal Safety and Health Councils & Other Social Networking**
  No.

- **Ergonomic Safety Program**
  No specific ergonomic program; however, we are aware of ergonomic issues and our employees complete a web course on ergonomics annually. In addition, our new furniture purchase included ergonomic design features for all work stations and case goods.

- **Psychosocial Risk Factors**
  Not specifically for safety; however, we do offer employees access to EAP counseling.

- **Telework**
  Yes.

- **Occupational Exposure Limits**
  Not reported.

Accomplishments
No lost-time accidents this FY. Employees completed annual safety training.

Goals

- "0" lost-time accidents;
- Publish new emergency response directive;
- Participate in two SIP exercises at new building; and
- Improve employee response to building evacuation procedures via education and field training exercises.

Federal Trade Commission

Statistics

The Federal Trade Commission (FTC) had only two minor injuries during FY 2011, which were also lost-time injuries. The total recordable case rate, and the LTCR for FY2011 were 0.18. The FTC had no fatalities or catastrophic accidents during FY 2011.

Overseas Employees

The FTC had no overseas employees during FY 2011.

OSH Initiatives

Motor Vehicle

The FTC had no MVAs involving employees or contractors during FY 2011.

Integrating OSH and Emergency Response

Safety of staff, contractors, and visitors is the first priority in all planned response actions in the OEP and the overall COOP Plan for the FTC facilities and operations. Multiple exercises and drills are conducted each year to assure procedures can be conducted in a sound and safe manner. The FTC has implemented an emergency notification system to contact all staff in the event of an emergency.

Agency Specific OSH Resources

The FTC has a Health and Safety Officer dedicated to the *FTC Health and Safety Program*.

Employee Support

New employees, contractors, and students are given a safety and security briefing with initial orientation to the FTC.

Other OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  The FTC did not participate in a FFSHC during FY 2011. The FTC Health & Safety Officer attended the *MWFSHC* meeting in November 2011, and will continue participation with the Council meetings and activities in the future. The FTC did not use social networking in promoting health and safety during FY 2011.

- **Ergonomic Safety Program**
  The FTC has a process that provides an ergonomic assessment of an employee's work area upon request. Recommendations are reviewed and workstation set-up adjustments coupled with necessary equipment improvements are instituted based on the report findings. The FTC did not sustain any workplace injuries or illnesses during FY 2011 that were caused or contributed to by ergonomics issues.

- **Psychosocial Risk Factors**
  Psychosocial risk factors were not a contributing factor to the two minor injuries that occurred at the FTC in FY 2011.

- **Telework**
  The FTC has an established telework program policy that requires employees to review their alternate worksite using a safety checklist and to sign an acknowledgement that they will comply with the stated safety measures.

- **Occupational Exposure Limits**
  The FTC uses the OHSA PELs and ACGIH TLVs for all assessments of occupational exposure.

Accomplishments

The FTC was very successful in achieving the health and safety goals that were established for FY 2011. Our injury rate and lost-time case rate were 0.18, which was significantly lower than the comparable government-wide rates. Air quality testing was completed for both major DC facilities and the air quality was found to be acceptable. The OEPs for both the major DC facilities were reviewed and updated. The planned improvements to the *OSH Self-Evaluation Program* will be undertaken in FY 2012.

Goals

For FY 2012, the FTC has set goals consistent with the POWER Initiative goals of maintaining the injury rate and lost-time case rate below 1.0 and the government-wide averages. IAQ will be assessed at both major DC facilities, the annual OSH self-assessment will be conducted, and the OEPs for both major DC facilities will be reviewed and updated as needed. The FTC Health and Safety Policy will be updated along with a revision of the FTC Safe Driving Policy to better define distracted driving prohibitions.

Harry S. Truman Scholarship Foundation

The Truman Foundation had no injuries or illnesses to report during this period. We have continued to make the staff aware of various issues relating to health and safety. We conduct an annual review of our practices to ensure best practices.

Statistics

Not reported.

Overseas Employees

Not reported.

OSH Initiatives

Motor Vehicle

We do not have a fleet or formal motor vehicle program. Whenever a car is rented on behalf of the Foundation, either the DASHO or OSH is present and is able to monitor seatbelt use personally.

We have also discussed the need to minimize distracted driving with the entire staff. We have alerted the staff to the various penalties for distracted driving within DC. Additionally, the DASHO or OSH monitors for distracted driving any time a vehicle is driven on behalf of the Foundation. There were no MVAs in FY 2011 – but we can verify that we had 100% seatbelt use and no distracted driving during that same period.

Integrating OSH and Emergency Response

We are located very close to the White House and often must consider both emergency response and COOP. The safety of our employees is our paramount concern when developing these plans. We discussed the plans with every employee and incorporated their feedback and concerns. We also periodically conduct a review of these plans with each employee to ensure that all concerns are met.

Agency Specific OSH Resources

Given the small size of the Foundation, we do not have any dedicated resources to OSH goals.

Employee Support
Each new employee is given a briefing on the normal hazards in our workplace. We tour the facility and point out any potential hazards and discuss ways to ameliorate them. We also provide new employees with information on reducing the spread of illness, such as the flu, in the workplace. We believe such prevention is part of an adequate safety plan. For current employees, we discuss the hazards of our work environment before our extremely busy periods. Since periods of stress are likely to lead to accidents, we believe that it is important to review potential hazards during this time. We conduct a number of programs for our scholars. While these individuals are neither volunteers nor contractors, we still feel it is necessary to cover various workplace hazards during our orientation programs for our events.

We do not currently have plans for OSH conferences/seminars. Given the small size of our office, we lack the resources to participating in such training sessions.

Each year, we conduct a self-assessment to determine whether our goals are being met. In FY 2011, we reviewed program activities to see if there was a potential for injury. While we did not identify any potential for injury, we did review the material that we presented to ensure everything is up-to-date.

Other OSH Support Activities

We encourage our staff to be involved in a variety of activities that enhance the overall safety of the staff at the Foundation. We encourage overall health and wellness – providing opportunity for staff to engage in exercise during their lunch hours. We have also held general discussions on diet and wellness for the staff. We believe encouraging overall health and wellness in the staff reduces the potential for accidents. We have encouraged the staff to obtain first aid and CPR certification, but we have not yet found a class that fits within our schedule.

- **Field Federal Safety and Health Councils & Other Social Networking**
  No. We do not have certified safety and health committees.

- **Ergonomic Safety Program**
  Not reported.

- **Psychosocial Risk Factors**
  Not reported.

- **Telework**
  Not reported.

- **Occupational Exposure Limits**
  Not reported.

Accomplishments

We have had no injuries, no "near misses" and no accidents in the workplace. The staff has embarked on a program to increase the health and fitness of each employee – as we recognize that preventative care can often prevent workplace illnesses and accidents.

Goals

We plan to continue on our present course of workplace discussions of health and safety and a focus on preventative measures. We hope to take advantage of additional training for staff – but we recognize this is both a financial and strategic difficulty given the small size of our agency.

Institute of Museum and Library Services

The FY 2011 Institute of Museum and Library Services (IMLS) provides an overview of IMLS mishap injury and illness data, worker safety and health accomplishments over the past year and goals for the future. It also provides insight into IMLS safety and health issues and highlights our strengths and challenges. In this executive summary and detailed report, we used the format specified in the September 17, 2010 U.S. Department of Labor Memorandum to Designated Agency Safety and Health Officials.

Statistics
None reported during FY 2011. There were no motor vehicle mishaps involving civilians in an on-duty status in FY 2011. *Workers' Compensation* - None reported during FY 2011. *Fatalities and Catastrophic Accidents* - None reported during FY 2011. The IMLS recognizes challenges it faces to make continued safety improvements, including the continued changing technology, reduced staffing, outsourcing, contractor safety, an aging civilian workforce, a rotating workforce, competition for funding, and projected savings. This will be a continuing effort on IMLS leadership.

Overseas Employees
Not reported.

OSH Initiatives
Motor Vehicle
No.

Integrating OSH and Emergency Response
The IMLS has developed an emergency and disaster plan, as well as a COOP plan, and provide to all employees. We also incorporate this plan and information in our new employee orientaton kits and new employee orientation program. Currently, we are not faced with challenges in completing and implementing pandemic plans and emergency and/or disaster response plans.

Agency Specific OSH Resources
No changes reported.

Employee Support
IMLS do not provide official training but we do share any relevant OSHA information or newsletters with staff through an all-employee messaging. We also have OSHA bulletin boards for employee's review in the OHR area of the building and near all of the kitchenette/pantry areas of the building.

Other OSH Support Activities
- **Field Federal Safety and Health Councils & Other Social Networking**
  No.

- **Ergonomic Program**
  IMLS recognize and address ergonomic hazards through our *Reasonable Accommodation Policy*.

- **Psychosocial Risk Factors**
  No.

- **Telework**
  Yes.

- **Occupational Exposure Limits**
  Not reported.

Accomplishments
None.

Goals
None.

Inter-American Foundation

Statistics
There were no reported injuries or illness at the Inter-American Foundation (IAF) for FY 2011. The IAF will continue to follow the guidelines in 29 CFR Part 1904.31 (a) (3), which requires employers to record any injuries or illnesses of any contractors and employees if those employees/contractors are under their supervision on a daily basis.

As required by OSHA to ensure more comprehensive safety coverage for both paid and unpaid individuals who work for a federal agency, the IAF will continue to be in accordance with 29 CFR Part 1960.2 (g) which defines an employee as any person employed who is permitted or is required to work for an agency.

Overseas Employees
No, the IAF did not have any employees working overseas in FY 2011.

OSH Initiatives
Motor Vehicle
There is no motor vehicle program at the IAF, nor were there any related automobile accidents for FY 2011.

Integrating OSH and Emergency Response
The IAF provides guidance, instructions and identifies the special concerns for protecting the health and safety of their employees through the Emergency Response Coordinator (ERC), who receives annual training in safety and health and emergency response. In coordination with the building management, the ERC conducts fire drills annually. In addition, the ERC organizes safety and health training for staff, as well as disseminating OSHA and other work safety materials. The IAF maintains a mandatory food and water supply for all of its employees on the premises in case of a disaster/civil disorder as part of our COOP plan.

Agency Specific OSH Resources
The IAF provides funds that are allocated from its annual budget for training and guidance to the ERC and staff to meet the OSHA goals for FY 2012.

Employee Support
The ERC has subscribed and posts the following newsletters on Safety: *Compliance Alert*, *Supervisors Safety Bulletin* and *Injury Prevention and Cost Control Alert* in the IAF bulletin boards and in displays in the employees' lunch lounge. Employees may read, learn and share new tips from these newsletters that will help prevent accidents and injuries in the workplace. IAF does not handle any hazardous materials on its premises.

Other OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  The ERC did not attend the FFSHC this FY 2011; however she attended several training-national symposiums and regularly attended the *MWFSHC* meetings in FY 2011. In FY 2011, the IAF had no social networking in placed; however the IAF has realized the need for social networking to enhance the development of its organization it has allocated funds in its budget for FY 2012. A bid is in process for contractors to redesign its webpage that will include social networking.

- **Ergonomic Safety Program**
  No, the IAF has provided 50% of its employees with ergonomic supplies which include the ergonomic office chairs.

- **Psychosocial Risk Factors**
  Not applicable for the IAF.

- **Telework**
  The IAF telecommuting program will allow participating employees to adhere to a situational or periodic telecommuting schedule to perform work at an alternate duty station, on a case-by-case daily or hourly basis, when authorized in advance by the supervisor during the agreement period. The total number of telecommuting days shall not exceed six days per month. Employee participation must be voluntary. When employees wish to participate in the telecommuting program, they will direct the request to their immediate supervisor for consideration and approval.

- **Occupational Exposure Limits**
  Not reported.

Accomplishments

Throughout FY 2011, the IAF continues to report no injury and illness for this period. Employees are provided each year with information on office safety and health through annual training and information disseminated by the ERC. Each year the handouts and other information are updated and given to employees. Extra copies are kept in the health/safety designed area. Training will be provided to all staff members. Two emergency response exercises were successfully completed.

The IAF continues to provide annual training to the emergency response coordinator to enhance skills in safety and health at OSHA-FEDWEEK. The ERC brings back information and shares it with IAF staff members. In FY 2011, there were no reported injuries or illnesses in the workplace at the IAF. Two emergency response exercises were successfully completed. Eighteen IAF employees received certification in adult CPR and First Aid.

The Agency has continued to provide and has actively promoted staff attendance at the annual training on safety and health. The IAF encourages all staff members to participate in the annual

training exercises. Eighteen out of a total staff of 45 IAF employees attended the annual training with the *ARC* and received certification in adult CPR and First Aid.

The IAF has put into place the following safety programs for its agency and staff who travel to Latin America and the Caribbean on official business:

- Written guidance on policies and procedures are available on the internet on the health and safety risks while traveling aboard for all employees on official travel.
- *Traveler Safety Cards* provide contact information of U.S. Embassy-approved doctors, emergency medical facilities, and local support contacts, a 24-hour emergency number for the embassy and a 24-hour hotline number to reach a bilingual emergency operator.
- A *Traveler Safety Duty Officer System* with trained, bilingual employees with protocols for handling emergencies who can be reached by the hotline operator to respond to emergency situations of employees on official travel.

Goals

In FY 2012, the IAF will maintain its existing programs and initiatives which will continually allow the IAF to receive zero work-related injuries and illnesses as in past years. The ERC will attend the OSHA FEDWEEK training in FY 2012, and other safety and health meetings and seminars that are given in the Washington, DC metropolitan area.

International Boundary and Water Commission

Statistics

Total injury and illness cases/rates:	13/3.15
Total lost-time injury and illness cases/rates:	8/2.8
Total workers' compensation chargeback costs:	$392,877.25

The majority of the chargeback costs listed are from injury claims from previous years. This is consistent with the last several years. Approximately $10,188.01 (2.6%) of the chargeback cost listed above are from FY 2011 incidents. Approximately $382,689.24 (97.4%) of the chargeback cost was from claims from previous years.

In FY 2011, back injuries while performing work in the field accounted for the majority of injuries and a knee injury was the most costly. Work station redesign, training and use of PPE were used to counteract these trends.

The International Boundary and Water Commission (IBWC) reported no fatalities or catastrophic accidents during FY 2011.

Overseas Employees
IBWC did not have any overseas employees during FY 2011.

OSH Initiatives
Motor Vehicle
The Agency experienced two MVAs in FY 2011. The incidents did not involve texting or not using seatbelts. The Agency has specifically addressed compliance with EOs 13043 and 13513 in memoranda and periodic safety e-mails to all IBWC employees.

Integrating OSH and Emergency Response
The Agency has developed an OEP that is consistent with DHS and Federal Protective Services guidelines. The OEP addresses emergency planning, response and recovery. COOP plans and field office emergency manuals address safety during extended emergency events, such as flooding and hurricanes.

Employee turnover, staffing levels and budget restraints from the continuing resolution were problems faced in incorporating and implementing emergency response plans.

Agency Specific OSH Resources
The IBWC Safety Office, as well as the Special Operations Division which it falls under, are expecting a higher budget in FY 2012. In addition, the Agency is hiring several regional security officers at key field office locations to assist in the site security as well as being a point of contact for the implementation and application of the agency's safety programs.

Employee Support
IBWC provides OSH training to existing employees in various formats including classroom, online, and webinars. IBWC requires contractors to be qualified. Contractors must provide proof of pertinent training in their accident prevention plans. IBWC has identified new employee orientations as a priority. The Agency is currently implementing new employee orientations.

Other OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  IBWC employees participated in two quarterly FFSHC meetings in San Antonio, Texas during calendar year 2011. The agency does not use social networking sites in promoting workplace safety and health.

- **Ergonomic Safety Program**
  IBWC is developing an appendix to its safety manual for general safety rules. The appendix will address ergonomic issues in material handling and office safety. The Agency has used redesign of work area, training and PPE as methods to reduce ergonomic related hazards. The effectiveness of these controls is ongoing.

- **Psychosocial Risk Factors**
  The Agency's EAP program is available to all employees. The EEO office provided an accommodation for an employee with difficulty using the keyboard. A program was installed in the computer where the employee could talk to the computer. The EEO office uses mediation for conflict resolution. An employee from another federal agency came to mediate two complaints. Change to working time / schedule arrangements are available to employees through flex-time. Psychosocial risk specific training in diversity and cultural sensitivity was offered to all employees in FY 2011. The EEO office investigated two harassment reports during FY 2011.

- **Telework**
  The Agency directive on hours of duty and work schedules addresses telecommuting. Several provisions are addressed, such as types of telecommuting arrangements, authority to approve telecommuting arrangements, participation criteria, equipment, utility costs, and safety requirements.

- **Occupational Exposure Limits**
  IBWC observes PELs promulgated by OSHA in 29 CFR 1910 Subpart Z, NIOSH RELs and ACGIH TLVs are also taken in consideration. OSHA Regulation 29 CFR 1910.95 is observed for employee exposure to noise. References, such as the *National Safety Council's Fundamentals of Industrial Hygiene, 5th Edition*, are utilized for methodology on measuring employee exposure to other hazards, such as electromagnetic fields and non-ionizing radiation.

Accomplishments

The Agency has significantly reduced the frequency of lost-time cases from FY 2010 to FY 2011 (by 45.8%). In addition, the current workers' compensation chargeback costs related to FY 2011

incidents is 87.1% lower than the chargeback costs used for FY 2010 incidents on the previous year's report.

The Agency has approved and implemented an OSH directive which references a safety manual. Appendices have been added to the safety manual that contain the Agency's OSH procedures including the hazard communication, confined space, lockout/tagout and respiratory protection programs.

Goals
Goals for FY 2012 revolve around achieving all of the POWER Initiative goals, ensuring the agency OSH program is effective and contains all of the essential elements, implementing aspects of recently developed and revised OSH programs, and development and delivery of safety-related training curricula. The Agency will track POWER Initiative goals continually throughout the year and aggresively assist field offices in assessing and controlling risk.

James Madison Memorial Fellowship Foundation

The James Madison Memorial Fellowship Foundation has four federal civilian employees – two FTEs and two PTEs. There are no safety issues to report.

Statistics
Not reported.

Overseas Employees
Not reported.

OSH Initiatives
Motor Vehicle
James Madison Memorial Fellowship Foundation employees do not use vehicles for business other than traveling to and from the office for regular business hours. All employees are aware of safety belt and cell phone laws in the District of Columbia.

Integrating OSH and Emergency Response
The building in which our office resides has a comprehensive emergency and disaster response program in place. We are required to do regular safety and fire drills as part of our occupancy in the building. No challenges faced by the Agency.

Agency Specific OSH Resources
No changes reported.

Employee Support
As mentioned above, our building lease requirements cover regular fire and emergency evacuation drills.

Other OSH Support Activities
- **Field Federal Safety and Health Councils & Other Social Networking**
  No.

- **Ergonomic Safety Program**
  No.

- **Psychosocial Risk Factors**
  No.

- **Telework**
  No.

- **Occupational Exposure Limits**
  Not reported.

Accomplishments

Reported as not applicable.

Goals

The Foundation's goal would be to continue our 20+ year record of a healthy, productive work environment for all staff.

Marine Mammal Commission

The Marine Mammal Commission (MMC) is a micro agency comprised of 14 full-time permanent employees all housed in Bethesda, MD. The Commission is updating its safety policy to include the latest OSHA guidance. Senior Management fully supports the Commission's safety program. The Commission is dedicated to ensuring the health and safety of its employees.

Statistics
Not reported.

Overseas Employees
Not reported.

OSH Initiatives
Motor Vehicle
The Commission does not have any government vehicles. Most staff commute to and from work via Metro. Staff metro to meetings. The Commission encourages staff to follow seatbelt safety laws. In accordance with EO 13513 and 5 U.S.C. 7902(d), the Commission developed a policy on *Text Messaging While Driving*. This policy was distributed to staff. In FY 2011, no one was involved in an automobile accident.

Integrating OSH and Emergency Response
The Commission is located in GSA-leased space in a non-federal building. A larger federal agency is also located in the building. The Commission coordinated with the larger federal agency, the *Consumer Product Safety Commission* to develop an OEP. The MMC has been provided with copies of the CPSC OEP. CPSC has also provided MMC with safety vests, flashlights, and whistles. A Commission staff member is the stairway monitor in case of emergencies. Emergency drills are conducted periodically. The two Commissions will continue this partnership. Exits are clearly marked. The building is equipped with visual and audio emergency alarm systems. The alarms are tested in accordance with the Montgomery County fire codes. MMC staff are not exposed to hazardous chemicals. Employees are not exposed to and do not have to clean up hazardous waste. The office area is free of airborne contaminants. Employees are provided with ergonomic seating and keyboards. MMC purchased an AED, and the Commission contracted with the *ARC* to provide staff with CPR/AED training. The Commission recently updated its *Pandemic Plan*, and is in the process of updating its emergency plan.

Agency Specific OSH Resources
No changes reported.

Employee Support
In FY 2011 the Commission purchased an OSHA safety training program. Staff will view the training, and then complete and sign a form that states they have viewed and understood the presentation. Staff will be required to view the OSHA training film annually.

Other OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  None.

- **Ergonomic Safety Program**
  The Commission has provided ergonomic seating and keyboards for staff. Ergonomic concerns are addressed as soon as the Commission becomes aware of an issue.

- **Psychosocial Risk Factors**
  The Commission provides for employee assistance that includes free counseling sessions for staff. The Commission also receives the FOH newsletter that is distributed electronically to staff. Psychosocial risks have not been specifically addressed.

- **Telework**
  The Commission's policy requires employees who telework to complete a safety check list. This is signed and kept on file with the telework agreement. Items addressed are extension cords, electrical outlets, seating, lighting, etc.

- **Occupational Exposure Limits**
  Not reported.

Accomplishments

Not reported.

Goals

Not reported.

Morris K. Udall Foundation

Statistics
No injuries for FY 2011.

Overseas Employees
Not reported.

OSH Initiatives
Motor Vehicle
Reported as not applicable.

Integrating OSH and Emergency Response
Reported as not applicable.

Agency Specific OSH Resources
Reported as not applicable.

Employee Support
Our workplace is an office environment where employees are not at high risk. We rarely have contractors working in our facility. We have building evacuation procedures and periodic drills.

Other OSH Support Activities
- **Field Federal Safety and Health Councils & Other Social Networking**
  Reported as not applicable.

- **Ergonomic Safety Program**
  Because our Agency is an office work environment, and we have no significant history of injuries, we do not have a program to recognize and address ergonomic hazards. Employee requests or comments related to ergonomic issues are addressed on a case-by-case basis.

- **Psychosocial Risk Factors**
  Reported as not applicable.

- **Telework**
  Reported as not applicable.

- **Occupational Exposure Limits**
  Not reported.

Accomplishments
As noted above, workplace hazards are minimal at our Agency, and there have been no incidents in this FY. Accordingly, we have no new goals or initiatives planned.

Goals

As noted above, workplace hazards are minimal at our Agency, and there have been no incidents in this FY. Accordingly, we have no new goals or initiatives planned.

National Archives and Records Administration

Statistics
In FY 2011, the average size of the National Archives and Records Administration (NARA) workforce decreased from the FY 2010 employment level to 3565 employees. NARA reported 104 injury and illness cases in FY 2011 of which 61 were lost-time cases. This represents a slight increase in the total number of cases, but an 8.96% decrease in lost-time cases respectively over FY 2010 numbers.

The associated injury and illness case rate was 2.92 and the LTCR was 1.71. This represents a 3.18% increase and an 8.06% decrease respectively, over FY 2010 numbers. NARA's workers' compensation cost for CBY 2011 was $1,045,554. This is a decrease of 3.64% compared to CBY 2010.

Slips, trips, and falls and back sprains and muscle pulls from "*record pulls*" (lifting and handling file boxes) were the leading cause of injuries at our record centers nationwide.

NARA did not have any fatalities in FY 2011.

Overseas Employees
NARA did not have employees stationed overseas in FY 2011.

OSH Initiatives and Requirements
Motor Vehicle
NARA had five recorded MVAs involving government vehicles experienced by employees in FY 2011. Of these, only two accidents were found to be the result of unsafe employee actions and resulted in little or minor vehicle damage. None of the accidents resulted in employee injuries and all were wearing seatbelts.

Integrating OSH and Emergency Response
NARA has a comprehensive *Pandemic Influenza Plan*. We developed Interim Guidance 300-39, "*Telework Arrangements During Pandemic Flu and Other Emergency Situations,*" and it established NARA policy for using telework during pandemic flu or other emergency situations. NARA is developing a comprehensive emergency management program directive, NARA 234 to ensure NARA will continue to operate under all hazards and conditions to meet federal continuity requirements.

Agency Specific OSH Resources
NARA has at the agency-level, an Executive/DASHO, Deputy Executive (former DASHO) who continues to actively participate in a number of safety engineering related projects involving ladder and shelving design and construction. The senior safety and health official and the OSH manager together oversee and facilitate the *NARA Safety and Occupational Health Program Management System*. Collateral personal both management and labor at both national and local safety and health committees handle many of the day-to-day safety issues for resolution. NARA also has an Intranet, *nara@work*, and a safety email address where employees can bring up safety concerns and issues.

Employee Support
NARA's OSH training effort includes an in-house intranet delivered *Safety and Security (Personal Safety) Awareness Training* course required for all new employees and currently optional for existing employees. Also program accomplishments are leveraged through the efforts of the *National Safety and Health Committee* to provide resources and support to the local safety and health committees (LSHC). National Committee members, as well as LSHCs, which include contractor representation, are required through their respective charters to receive collateral duty safety training, such as at a minimum, the OSHA 6000 online course. NARA employees who work with high density mobile shelving units and man-lift material handling equipment are required to attend mandatory training. NARA also provides mandatory training and certification for fork lift operators.

Other OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  NARA encourages its employees to participate in FFSHC. The former NARA safety and health manager was a member of the *MWFSHC*. The current safety and occupational health programs manager is a nonvoting representative for NARA to FACOSH. NARA has launched some social media initiatives involving Web 2.0 technologies, and has signed agreements to create sites on Twitter, You Tube, Facebook, and Flickr.

- **Ergonomic Safety Program**
  Currently, NARA addresses ergonomic issues on a case-by-case basis as resources permit. In the majority of instances, employees have been provided with the proper equipment, i.e. adjustable monitors, key board trays, mice and ergonomic designed chairs but some employees have not been instructed in their use.

- **Psychosocial Risk Factors**
  NARA has a number of work-life programs and policies, to include an EAP program, Wellness Program, an Interim Guidance Directive 300-19, *Violence in the Workplace* and Directive 396, *Anti-Harassment Policy* which address the remaining concerns of bullying, harassment and workplace violence.

- **Telework**
  NARA has a telework program under Interim Guidance Directive 300-32, *Flexiplace*. NARA is finalizing a comprehensive Telework Directive in accordance with various federal requirements including OMB Memorandum M-11-27 "*Implementing the Telework Enhancement Act of 2010: Security Guidelines.*"

- **Occupational Exposure Limits**
  NARA's work environment is unique in that it can require the application of exposure criteria to its own employees, contractors, or volunteers, and members of the public who visit NARA facilities daily. At a minimum, where available and applicable, NARA will follow all regulatory and consensus standards. NARA also uses all available hazardous chemical, physical, biological agent information and their synergisms in its decision making for a specific exposure standard. In addition, NARA has developed in-house

exposure criteria for its artifacts contacted by the public where little or no exposure standard existed. In general NARA does not limit itself to just the PELs, TLVs, RELs, WEELs, etc.

Accomplishments

The *National Safety and Health Committee* had successfully promoted NARA's *3rd Annual Safety and Health Awareness Week* (June 6 - 9, 2011), with the theme, ***All Together Now for Safety***. Each of NARA's 46 facilities was encouraged to participate in this nation-wide event by organizing their local safety awareness observance. The best facility safety effort was rewarded and acknowledged by receiving NARA's "*Traveling Trophy*." This year the trophy went to Archives I in downtown Washington, DC.

We continue to conduct scheduled security and safety inspections of selected NARA facilities annually.

We are still conducting a NARA awareness campaign to inform all NARA facilities about the latest OSHA recordkeeping requirement changes.

Goals

- Update and correct NARA's 235 Directive, *Safety and Occupational Health Program,* and supplement handbook to reflect NARA's FY 2011 major organizational transformation whereby office symbols, roles and responsibilities, and reporting chain structures have been significantly altered.
- Update the *National Safety and Health Committee* (NSHC) charter to accurately reflect NARA's organizational transformation.
- Leverage use of the NSHC to continue to promote safety education among the local committees, and explain compliance requirements to the field support officers and facility managers' agency wide.

National Capital Planning Commission

The National Capital Planning Commission (NCPC) is the federal Government's planning agency for the NCR. The agency's workforce is comprised of 44 full-time employees and three contract workers. Protecting the health and safety of its employees is important to NCPC. This report assesses the trends and progress made by NCPC in improving workplace safety and health. It establishes that there were no work related injuries or illnesses in FY 2011, as well as no employee compensation expenditures. As manadated by the *Federal Continuity Directive* (FCD 1) and the *Federal Board National Continuity Project and Requirement*, NCPC finalized its COOP Plan in June 2011. In addition, emergency response plans were tested and the results of the testing were favorable.

Statistics
Not reported.

Overseas Employees
Not reported.

OSH Initiatives
Motor Vehicle
NCPC leases one mini-van through GSA. All NCPC employees who drive or are passengers in the agency van are instructed to use seatbelts and drivers are prohibited from using mobile devices while driving. Staff also received copies of "*Focus 360*" during the Drive Safety Work Week, sponsored by GSA. We are pleased to report that there were no MVAs in FY 2011.

Integrating OSH and Emergency Response
NCPC incorporates the safety and health of its employees in its plans for emergency and /or disaster response, and COOP, as outlined in the *NCPC Occupant Emergency Plan*, dated March 2009, and the *NCPC Continuity of Operations Plan*, dated June 15, 2011. The Agency successfully tested its emergency response plan outlined in the *NCPC Emergency Evacuation Team Guide*, dated June 3, 2010 by conducting fire drills annually. In addition, NCPC regularly attends and participates in *Small Agency Council COOP Committee* meetings. During the year, NCPC conducted a drill to evaluate the effectiveness of emergency evacuation procedures. The drill proved to be successful. On an ongoing basis, the DASHO and OSH manager monitored safety and health conditions in the workplace to avoid injuries. In addition, there were no workplace related injuries or illnessed in FY 2011.

As a part of the NCPC's OSH program that deals with pandemic influenza planning, employees receive the *Federal Occupation Health Document Bulletin*, as well as the *Monthly Health Topic*. NCPC has not encountered any challenges in completing and implementing pandemic, emergency and or disaster response plans to protect federal employees.

Agency Specific OSH Resources
No changes reported.

Employee Support
NCPC effectively leveraged inter-agency resources to conduct on-site training for the workplace. Such training has resulted in office ergonomics and mitigation of related injuries. Staff received monthly updates of "*Top Health; The Health Promotion and Wellness Newsletter.*" Staff attended sessions on stress management and nutrition throughout the year. In addition, notices which highlight NCPC's employee job safety and health program are displayed on the Employee Notice/FYI Board. NCPC's safety officer participated in FEDWEEK in Arlington Heights, IL, on August 2-4, 2011, the GSA National Symposium in Crystal City, VA, on September 1, 2011, and the U.S. Consumer Product Safety Commission: *Creating a World Class Safety Culture Class* in Bethesda, MD on August 30, 2011.

Other OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  No. However, the NCPC safety officer participates as a non-management representative on the *MWFSHC*.

- **Ergonomic Safety Program**
  NCPC has an Inter-Agency Agreement with DHHS-FOH to provide ergonomics consultation services to address ergonomics hazards. These services may include: individual, group, and worksite assessments, ergonomics training and education programs, reasonable accommodation assessments, RTW planning, ergonomics policy and program development, workplace planning and design, and furniture and equipment selection, among others.

- **Psychosocial Risk Factors**
  Yes, NCPC employees are provided information through the EAP, and *Let's Talk*, both sponsored by DHHS-FOH.

- **Telework**
  Yes, NCPC's *Telework Program Policy* allows employees to participate in telework to the maximum extent practical without diminished employee or organizational performance and incorporates safety and health.

- **Occupational Exposure Limits**
  Not reported.

Accomplishments

NCPC has secured an inter-agency agreement with DoD which allows the Agency to participate in the *Computer/Electronic Accommodations Program* that provides assistive technology, devices and services to employees with disabilities or who have requested reasonable accommodations. This program allows NCPC to ensure if an employee has a need it can be readily addressed in a timely matter.

NCPC has entered into an agreement with the FOH Center to provide a variety of preventive health services to its employees. These services are provided at no cost to the employees, with

minimal time away from their workstation. Services include, but are not limited to the following:

- Access to on-site first aid and urgent care services
- Traveler's health and immunization information
- Immunizations (flu, tetanus, and pneumococcal)
- Health awareness and screening programs, such as hypertension, vision screening, and glaucoma
- Seminars on various health issues are held throughout the year.

NCPC also offers its employees use of the *Market Square North Fitness Center*, inclusive of exercise, cardiovascular, and weight training at no cost. NCPC encourages employees to use this Center to promote health and wellness which improves morale, decreases absenteeism and increases staff productivity. The Center is also staffed with trained personnel to ensure employees are aware of the proper use of the equipment to prevent accidents and injuries.

Additionally, to ensure the Agency remains accident free, NCPC continues to monitor its work environment to identify potential issues which might cause incidents and abate any unsafe or unhealthful conditions as soon as possible.

Goals
Continue to offer training to staff and ensure the NCPC facility is free of hazards that contribute to workplace injuries and comply with applicable regulations of OSH. Conduct regular emergency evacuation drills to reinforce the procedures, institute improvements where necessary, and continue to educate staff on workplace safety and health issues. Respond to employee reports of hazards in the workplace and insure that each workplace is inspected annually for hazardous conditions. NCPC will take prompt action to assure that hazardous conditions are eliminated. NCPC will continue to participate in intra- and inter-agency work groups to stay abreast of the latest thinking in the areas of health and safety.

National Council on Disability

The National Council on Disability (NCD) is pleased to submit a "*negative*" report for CY 2011. NCD remains accident free and its workplace is accessible to all employees, including people with disabilities.

Statistics
Not reported.

Overseas Employees
Not reported.

OSH Initiatives
Motor Vehicle
Not reported.

Integrating OSH and Emergency Response
NCD follows the OPM guidelines for emergency closings. However, emergency closings, defined as "*the closure or interruption of operations at the official workplace due to utility failures, fire, inclement weather, or other conditions*," should not necessarily affect work at the telework site, if work can proceed at that location. Therefore OPM has suggested that agencies may designate teleworkers as "*emergency employees*," so that they can continue government work during an emergency disruption. Conversely, an employee may be excused from work at the telework site because of conditions there that do not affect the official workplace.

Employee responsibilities for emergency closings The employee must contact his/her supervisor or other decision-making manager immediately if work at the telework site cannot continue, so that the supervisor can decide if alternative work procedures might be in order. If work at the telework site is impaired or impossible, depending on the circumstances, the employee may be granted administrative leave (excused absence), asked to perform work that can be accomplished under prevailing conditions, or told to report to the official workplace.

Supervisor responsibilities for emergency closings Supervisors must assume responsibility for deciding on a case-by-case basis whether a teleworker should be designated as an emergency employee. The supervisor should discuss in advance any situations that would make a teleworker unable to perform work at the telework site if the main worksite is shut down, and may decide to waive the requirement that work continue at the telework site. For example, if the employee has school-aged children or other dependents that would be released in case of inclement weather, and the main worksite closes as well, the supervisor may choose not to require that work must proceed at the telework location and may grant administration leave or may not designate the teleworker as an emergency employee at all.

COOP Plans The Security Office has established a means of communication via portable radios during emergency conditions. Each floor monitor will be assigned a radio for communication with the designated command center personnel.

DOJ is currently developing a COOP plan in the event that the threat level goes to Red. Members of the Security Office will be working with the Section Security Officers, and Section Chiefs, to develop this plan. At a minimum, the following protective measures will apply:

- Consider closing all facilities.
- Assign emergency response personnel: includes team members of the OEP.
- Determine if increased security officers and/or security staff are needed.
- If necessary, allow only emergency personnel into facilities and check/search all vehicles.
- Control access and implement positive ID of all personnel.
- Implement voice mail system that will prompt Criminal Division employees to information regarding the current status of operations for the Division's Sections/Offices.

The Security Office has also arranged with 1331 F Street for the shutdown of the HVAC facilities in order to reduce the infiltration of hazardous materials into the system in the event of a chemical attack.

Agency Specific OSH Resources
No changes reported.

Employee Support
NCD staff work with other tenants in our building to ensure effective emergency management. NCD promotes safety and health issues in its administrative manual. It states that:

> *Employees will observe all safety regulations and practices in the performance of their assigned duties throughout the workplace environment and will report promptly to their supervisors any injury or accident which occurs in connection with the performance of their official duties.*

In addition, NCD's work environment is accessible to people with disabilities, which further reduces the risk of accidents.

This year's evaluation was conducted by a review and walk-through of NCD's current office space, workstations, and surrounding areas. NCD's office is accessible, which reduces the risk and likelihood of accidents

Other OSH Support Activities
- **Field Federal Safety and Health Councils & Other Social Networking**
  No.

- **Ergonomic Safety Program**
  Employees may submit requests for ergonomic chairs, keyboards, etc. but we do not have a formal program.

- **Psychosocial Risk Factors**
  No.

- **Telework**
  Yes.

- **Occupational Exposure Limits**
  Not reported.

Accomplishments

NCD's annual OSH goal is to continue to remain 100% accident-free, and to continue to educate staff on safety issues in and around the office. Success will be measured by the absence of accidents.

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National Credit Union Administration

Statistics
In FY 2011, the size of the National Credit Union Administration (NCUA) workforce increased by 83 employees. NCUA reported six injury/illness cases, four of which were lost-time cases. This represents a TCR decrease of 20.9%, and a lost-time case rate decrease of 25%. The actual injury and illness case rate was 0.53 and the LTCR was 0.36. *Fatalities and Catastrophic Accidents* – 0.

Overseas Employees
Reported – 0.

OSH Initiatives and Requirements
Motor Vehicle
NCUA reminds all employees about safe driving practices, including using seatbelts and following speed limits at group and/or regional meetings. NCUA issued a text messsaging while driving policy (NCUA Instruction 1200.21 dated January 21, 2010) to all NCUA staff which specifically prohibits federal employees from texting and driving a GOV or POV while on official government business. The instruction also encourages government contractors to adopt and enforce the ban of texting and driving. Employees are reminded to follow state laws in regards to talking on cell phones while driving and encourages the use of a hands-free device, such as a head set.

Integrating OSH and Emergency Response
NCUA has designated safety rooms that are to be used during emergency situations by employees who are incapable of exiting the building via the stairways in cases of emergency. We also have designated SIP locations. These shelters provide maximum protection against glass shattering in emergencies. Posters with locations of these places are posted in the building's common areas, such as the pantries and kitchens. We also have stairway and hallway monitors, which enable monitoring the evacuation process. Our gathering points are established away from the building to ensure maximum safety of all employees.

Agency Specific OSH Resources
No changes in resources.

Employee Support
NCUA uses a combination of plans, handouts, training, exercises and information sharing to incorporate staff safety and health into its COOP regardless of the nature of the contingency. NCUA has attached the COOP plan, which provides the specifics of many of the current and on-going steps NCUA is taking to continuously improve and enhance its ability to provide staff the necessary knowledge and procedures to protect them. Safety and health training issues and concerns are addressed with agency managers and supervisors during management meetings and conferences. Additional safety and health information is available on posters, which are located within the agency.

Other OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  NCUA is not using social networking to promote higher standards of workplace safety and health.

- **Ergonomic Safety Program**
  NCUA provides ergonomic training and awareness seminars as part of our equal opportunity monthly programs.

- **Psychosocial Risk Factors**
  EAP and equal employment opportunity programs address some of these factors, including major life events, concerns about safe working environment, health care, personal finances, and family relations. NCUA hosted one wellness seminar that specifically addressed the causes and symptoms of stress and management techniques.

- **Telework**
  NCUA has implemented the following telework policies, Collective Bargaining agreement Article 13, November 1, 2011 and NCUA Instruction 1200.8 (Rev. 3) dated July 13, 2011. Employees under both policies are required to complete a *Home-Office Inspection Guidelines* and a checklist prior to being approved for telework.

- **Occupational Exposure Limits**
  Reported as not applicable.

Accomplishments

Sixty percent of NCUA workforce works off-site, and use their privately-owned vehicles for transportation to and from work locations throughout the nation.

In FY 2011, NCUA reduced the filing time by transmitting the OWCP forms electronically to injured employees and their supervisors. Supervisors electronically returned the completed forms to the OWCP coordinator who immediately forwarded the claims to DOL for adjudication. NCUA provides OWCP claim processing training to new supervisors on a quarterly basis.

NCUA accomplishments for FY 2011:

- Reduced total case injury and illnesses claims by one.
- Reduced TCR of all injury and illness claims by 20.9%.
- Reduced the LTCR by 25%.

Goals

NCUA has established the following goals for FY 2012:

- Reduce total case for injuries and illness claims by one. NCUA will continue to promote a safe work environment, enforce EOs 13513 and 13043, and remind employees of the agency's safety program.
- NCUA will continue to provide quarterly OWCP claim processing training to all new supervisors to reduce claim processing time and to assist them in identifying work-related injuries.
- NCUA will continue to transmit OWCP forms electronically to supervisors and injured employees until the MOU with DOL can be set up for the *ECOMP* filing system. Where possible, offer light duty work to employees who are eligible to RTW with restrictions.

National Endowment for the Arts

Statistics
There were only two injury cases with a total of nine days of lost work and a LTCR of one per hundred. The total workers' compensation chargeback costs were $3290.44. Once again, all cases were the result missteps and no trends were noted. We continue to remind National Endowment for the Arts (NEA) staff to be aware of building hazards regularly and issue notices regarding potential hazards such as slippery marble floors or icy stairs as conditions warrant. The NEA has had no fatalities or catastrophic accidents for the past six years.

Overseas Employees
The NEA has no overseas employees.

OSH Initiatives
Motor Vehicle
The NEA maintains two vehicles, but has had no MVAs or injuries for the past six years.

Integrating OSH and Emergency Response
Employee health and safety are essential parts of NEA emergency and/or disaster response plans including COOP efforts. The initial focus of all emergency/disaster response efforts is to ensure employee safety. Once employee safety is assured, response plans then address restoration of Agency functional capabilities. Evacuation and SIP drills are scheduled as required to ensure employees are familiar with all procedures and able to respond as required. Additionally, the initial portion of our COOP effort is designed to ensure the status and safety of Agency employees through a supervisor-based contact chain.

Agency Specific OSH Resources
There have been no changes to the resources dedicated to support OSH during the past FY.

Employee Support
Because the NEA is a very small agency, we have few dedicated training sessions. As potential hazards arise, whether within the building or in the metropolitan area (i.e. weather or commuter advisories), all employees are alerted and informed on best means of protecting themselves. The only formal training performed this year was training for newly appointed and refresher training for members of our emergency response team. This team is tasked with responsibility for assisting Agency staff in the event of an emergency evacuation or SIP situation.

Other OSH Support Activities
- **Field Federal Safety and Health Councils & Other Social Networking**
  The NEA does not currently participate in the FFSHCs/other support activities or use social networking media to promote workplace health and safety.

- **Ergonomic Safety Program**
  As a small Agency, we are able to address ergonomic needs on an individual basis. Each employee is provided with an ergonomic chair. Keyboard trays, hand and wrist rests, and desk height adaptations are all provided per request.

- **Psychosocial Risk Factors**
  The NEA provides this type of assistance through the FOH EAP. Through this program, employees are provided with confidential counseling service and monthly tips on various psychosocial support issues.

- **Telework**
  The NEA telework directive provides basic guidance on workplace safety.

- **Occupational Exposure Limits**
  The NEA operates purely in an office environment, where there is no potential for exposure to hazardous chemicals. For that reason, we have no procedures in place for dealing with such exposure.

Accomplishments and Goals

During FY 2011, the NEA was able to reduce its injury/illness rate from 5 to 2. As with past years, the two cases were the result of the employees' missteps. During FY 2012, the NEA hopes to once again achieve this minimal injury/illness rate.

National Endowment for the Humanities

Statistics
There were no injury or illness incidents and no lost work time. *Fatalities and Catastrophic Accident* - None.

Overseas Employees
No one at National Endowment for the Humanities (NEH) has worked overseas.

OSH Initiatives and Requirements
Motor Vehicle
The NEH has no government vehicles or work-related motor vehicle use.

Integrating OSH and Emergency Response
The Old Post Office Building in Washington, DC where NEH is housed also includes as tenants the NEA, as well as GSA staff. We have an active OEP for the building which incorporates an Emergency Notification System (ENS) that includes all building tenants. This system permits us to send voice/e-mail/text messages to work phones, cell phones, home phones, and work and personal e-mail accounts. We use this system to announce SIP drills, as well as other situations which impact the building tenants. In fact, we utilized the system during the blizzards in February 2010 to announce the status of whether the building would be open or closed thus eliminating any uncertainty on the part of the building tenants. In addition to the ENS, we also have a network of handheld radios that are dispersed throughout the tenant agencies that are the primary means of communication by the OEP team in drills or potential emergency situations. We periodically conduct test drills utilizing the standard alarm system as well as the other means of notification described above.

Agency Specific OSH Resources
As a small agency of about 170 staff, NEH has no dedicated OSH resources. The DASHO has OSH responsibilities assigned as a collateral duty similar to other small agencies.

Employee Support
Being a small agency, NEH has no specific training other than for OEP teams responsible for assisting in evacuation and/or SIP situations. We emphasize to all staff the importance of immediately notifying the Administrative Services Office if an unsafe situation exists, as well as to report any actual incidents/accidents to their supervisor and the Human Resources Office. NEH works with its union partners to ensure as safe a working environment as possible.

Other OSH Support Activities
- **Field Federal Safety and Health Councils & Other Social Networking**
  None. *Field Council Support* - None. *Social Networking Utilization* - None.

- **Ergonomic Safety Program**
  Ergonomic issues are primarily addressed through the Agency's reasonable accommodation program that outlines steps that can be taken should an employee experience medical situations that can be addressed through ergonomic solutions. That usually involves utilization of DoD Computer/Electronic Accommodations Program.

  The primary ergonomic situation that occurs is for seating. We have recently purchases high-end ergonomic chairs for all staff and when necessary procure more specialized seating for individuals as needed. We do not require staff to go through the reasonable accommodation process in this situation however, as long as they are able to provide the specific information needed (usually medical) to make an appropriate purchase.

- **Psychosocial Risk Factors**
  During FY 2011, several employees used the services of our EAP service, *COPE, Inc*. We do not know the reason for their visits due to the confidentiality of the service. We provided confidential counseling, change to working time/schedule arrangements, and psychosocial risk specific training (such as time management, conflict resolution, and cultural sensitivity.

- **Telework**
  NEH has a directive, entitled *NEH Telecommuting Program,* that addresses all aspects of the program. It includes a sample telework agreement that includes work space safety along with a checklist that staff must complete as part of the telework application process. Only staff who have an approved agreement are permitted to telework, even on an ad hoc basis.

- **Occupational Exposure Limits**
  NEH does not store any hazardous chemicals within Agency space.

Accomplishments and Goals

No specific accomplishments for FY 2011, other than to continue to monitor the Agency's work environment to identify potential issues which might cause incidents/accidents and abate any unsafe or unhealthful conditions as soon as possible.

NEH has not established any specific goals for FY 2012 as things are going along quite well here at this time.

National Labor Relations Board

Statistics
When compared to the prior FY 2010, the National Labor Relations Board's (NLRB's) total injury/illness cases increased by 24. The rate per 100 employees increased from 0.17 to 1.56 cases per 100 employees. A majority of these incidents were minor injuries caused by trips and falls. The NLRB did not have any fatalities or catastrophic accidents in FY 2011. The Agency's safety liaison and the designated safety representative from each field office maintain records of any suspected work-related injury or illness. The Agency did not have any field offices with particularly high injury or illness rates. Minor trips and falls were the most significant category in the agency's lost-time and illness data.

Overseas Employees
The NLRB did not have any employees working overseas during FY 2011.

OSH Initiatives
Motor Vehicle
The Agency had seven MVAs in FY 2011. All but one was property-damage-only accidents. The one injury accident was the result of the employee's vehicle sliding off an icy mountain road. In all incidents, employees were wearing seatbelts, and were not reported to be distracted at the time of the accident. The NLRB complies with EOs 13043 (seatbelt usage) 13513 (banning texting while driving) by posting these documents on the Agency's Website for employees to review. The Agency's Website also has links providing information on cell phone safety, and defensive driving tips.

In accordance with state laws, NLRB requires the use of seatbelts for all employees operating or riding in a motor vehicle while on official Agency business. Employees are required to indicate their use of seatbelts at the time of the accident or incident. We have continued to promote the use of seatbelts since EO 13043 was established, which instituted a government-wide policy requiring seatbelt usage in government-owned or -operated vehicles.

Employees involved in MVAs/incidents state in their MVA reports if they have met the requirements set forth by the NLRB and GSA regarding seatbelt usage when riding or operating a motor vehicle while on official Agency business.

Our seatbelt program has been in effect since 1982, and is in compliance with EO 12566, signed on September 26, 1986, and revised EO 13043, which was signed April 16, 1997.
Our Agency does not have particular training requirements for our fleet and non-fleet vehicle operators.

Integrating OSH and Emergency Response
The Agency has a current COOP plan and policies on SIP, emergency communication and threat awareness, preparation and tracking:

- The Agency has a COOP plan in place and has a project manager dedicated to its operation.
- Regarding pandemic flu planning, the Agency uses the COOP manager and Human Resources Branch to adequately prepare, inform and direct employees about potential outbreaks.

Agency Specific OSH Resources
The Agency's budget includes a line item for health and safety related expenses, which covers items, such as *NSC* membership dues, AED equipment maintenance and training, first aid kits, and other health and safety training.

Employee Support
Applicable OSH information is provided on the Agency's Intranet, which is available to all employees and contractors. The Agency will review their past annual OSHA reports to objectively self-evaluate the effectiveness of their OSH program. Stakeholders in the OSH program will make recommendations on how to continuously improve workers' safety and health.

Other OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  The Agency's safety liaison attends periodic FACOSH meetings. Designated field office safety representatives also participate in local safety councils where available. The agency is a member of the *NSC*, and uses its resources to educate and inform its employees about safety-related issues. The Agency has Facebook and Twitter accounts where it can answer employees' questions regarding OSH issues.

- **Ergonomic Safety Program**
  The Agency's Facilities and Property Branch routinely purchases ergonomic desk chairs and keyboard trays for its employees. Employees who require further ergonomic equipment are directed to contact the agency's Human Resources Branch, where their request will be reviewed under the agency's EAP.

- **Psychosocial Risk Factors**
  The Facilities and Property Branch, which administers the agency's OSH program, will collaborate with the Human Resources Branch and Office of EEO in the upcoming year to address how the agency can collectively improve employees' safety and health.

- **Telework**
  The Agency has a telework policy that became effective June 1, 2011. To support the program, a checklist is provided on the Agency's safety Website to make sure the employee's off-site location is free from common safety hazards and that the workstation is ergonomically appropriate.

- **Occupational Exposure Limits**
  Not reported.

Accomplishments
Not reported.

Goals
The following goals will be implemented in FY 2012:

- Continue to expand and develop the safety awareness program in order to provide the most current information regarding safety and health initiatives both at work and at home using the Agency Intranet, on-line training and DVDs.
- Continue to monitor environmental and IAQ issues including heating and air-conditioning levels in government-owned and leased space and address deficiencies, if any, as necessary, as this represents the most frequent concern raised by NLRB employees.

National Transportation Safety Board

The National Transportation Safety Board (NTSB) is an independent federal agency charged by Congress to investigate civil aviation accidents in the United States, most public-use aircraft accidents, and significant accidents in other modes of transportation (highway, marine, rail, and pipeline), to conduct special investigations and safety studies, and to issue safety recommendations aimed at preventing future accidents. The Agency does not participate in emergency response and disaster recovery operations. The *NTSB Training Center* is a major initiative of the Board to improve the training and skills of its own employees, and its investigative partners. It is used as a vehicle to make its safety expertise and know how more widely available to the transportation community.

The NTSB OSH program is led by a DASHO, Lola A. Ward, SES, Director, Office of Administration. OSH staff consists of an OSH specialist (GS-0018-14) and a program analyst, safety specialist, (GS-0343-13). In addition, the agency's *OSH Committee* members all have diverse backgrounds in safety and health, giving the NTSB sixteen collateral duty safety people with at least one representative from each modal and support offices. This matrix management structure offers a cost-efficient way for a small agency, such as the NTSB, to comply with OSHA directives, and provide a pool of experienced people to work in OSH programs. The result is a flexible, responsive, and effective OSH program that is not only mission-supportive, but has management commitment and employee involvement.

During FY 2011, the NTSB investigated about 272 transportation accidents. Accident investigations create possibilities of exposures to our employees which we control by providing training and applying administrative and/or engineering controls. If controls cannot be put in place, employees are equipped with the proper PPE to perform the investigative work safely. In FY 2011, the number of injuries and illnesses remained the same as FY 2010 which was a decrease in the number of injuries from the previous year of FY 2009. There was no lost-time from work reported for FY 2011, which also remained the same as FY 2010. With our continued efforts in training and awareness of safety and vigilance, the NTSB did not suffer any fatal or catastrophic accidents. The NTSB does not have any civilian employees that work overseas. No MVAs were reported in FY 2011. Awareness of seatbelt usage is an Agency policy and provided to employees through training and periodic electronic safety alerts.

NTSB has a policy that bans the use of cellphones and texting while driving which extends to prohibiting the use of wireless devices – hands-free or other electronic devises while driving. Further, this policy includes strategies for minimizing distractions while driving.
The OSH committee activities for FY 2011 included creating a fatigue management policy, creating a *Fall Protection and Walking/Working Surfaces Guidance* policy, revising the individual emergency plans for all agency locations, and revising the *Risk Assessment Worksheet* to include categories and ranking systems for fatigue and fall hazards.

Statistics

The total number of injury and illness cases for FY 2011 was four, the LTCR for FY 2011 is 0.91, and the total workers' compensation chargeback costs are $594, 762.05. The OSH staff investigated each occupational injury and illness to determine ways to prevent recurrence. Injury/illness date was evaluated and no trends were found. *Fatalities and Catastrophic Accidents* - Reported as not applicable.

Overseas Employees

Reported as not applicable.

OSH Initiatives

Motor Vehicle

No NTSB federal civilian employee has been involved in a MVA in FY 2011. Seatbelt usage, motor vehicle safety, distracted driving, and use of portable electronic devices are addressed in several NTSB policies and this information is provided to employees through the use of web-based training. Posters, car decals, and vehicle placards are displayed as visual reminders to employees on distracted driving dos and don'ts.

Integrating OSH and Emergency Response

The NTSB plan for COOP is to ensure the safety and health of its employees by instituting the telework program where all employees, except essential personnel, work from home during an outbreak, disaster, etc. This approach will mitigate the hazard by limiting personal exposure contacts to those elements that are absolutely essential to completion of the agencies core mission. The NTSB Training Center has been designated as the alternate COOP site.

Agency Specific OSH Resources

There have been no changes in resources impacting the OSH program for FY 2011.

Employee Support

OSH training is provided to all employees, including new hires and contractors, through classroom instruction and web-based courses on an annual basis and recurrent training is provided when required and/or when deemed necessary.

Other OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  OSH training is provided to all employees, including new hires and contractors, through classroom instruction and web-based courses. A major accomplishment for the Agency was launching the *Fatigue Management Policy* that was developed by the *OSH Committee*. The fatigue management training has been developed by agency fatigue experts and is currently under review for launching agency-wide. The NTSB has not had any involvement in the FFSHCs or any other support activity, such as social networking.

- **Ergonomic Safety Program**
  NTSB recognized the need to address ergonomic hazards and therefore developed an ergonomic safety policy and program in 2004. Every employee, including new hires and

contractors, are provided ergonomic web-based training. The OSH staff performs ergonomic assessments, conducts employee workstation adjustments, and provides ergonomic equipment according to the needs addressed in each ergonomic assessment. As such, the Agency has had no ergonomic-related CA claims filed since implementing this program.

- **Psychosocial Risk Factors**
  NTSB recognizes there are factors that impact the psychological safety and health of employees. These factors include the way work is carried out and the context in which work occurs. Psychosocial risks have the ability to affect employee mental responses to work and to cause mental health problems. With that, NTSB promotes its *Health and Wellness Program* by offering several seminars throughout the year, hosts an annual health fair, advertises EAP services, and formed a committee to develop the *Preventing Violence in the NTSB Workplace Policy* that was launched in 2010.

- **Telework**
  NTSB developed a *Telework Program* policy that was issued in 2007. The policy implements the requirements of Section 359 of Public Law No. 106-346, under which eligible employees of the Agency may participate in teleworking without diminished employee performance. Guidance, when addressing safety concerns, for the home office is as follows:

  - Workspace is safe and all equipment is adequately installed and performing properly.
  - Telework may be denied based on safety problems in the alternative work location.
  - Electronic equipment should be properly grounded and free of recognized hazards that could cause physical harm to the employee and/or damage to equipment (e.g., frayed/loose/exposed wires).
  - Electrical circuits should be labeled, functional, and capable of handling any additional electrical equipment; a surge protector or similar device should be connected to computer equipment.
  - Adequate ventilation/air conditioning should also be available for electrical equipment.
  - Teleworker agrees to permit NTSB inspection of alternative work location to ensure proper maintenance of government-owned property and conformance with safety standards.
  - Teleworker understands he/she is covered under the *Federal Employee's Compensation Act* if injured in the course of performing official duties at the alternate work location. Teleworker agrees to notify supervisor immediately of any accident or injury that occurs at the alternative work location and to complete any required forms. The supervisor agrees to investigate such a report immediately.

- **Occupational Exposure Limits**
  Reported as not applicable.

Accomplishments
- Developing the *Fatigue Management Program Policy*
- Developing the Fall Protection Training

Goals
- Fall Protection Training
- Fall protection equipment procurement
- Launch new OSH web-based training
- Develop statement-of-work for FOH to launch on all modal accidents to provide industrial hygiene services and JHA

Occupational Safety and Health Review Commission

Statistics
Not reported.

Overseas Employees
Not reported.

OSH Initiatives
Motor Vehicle
There were no MVAs by employees in FY 2011. The Agency recognizes that seatbelts are extremely effective in preventing injuries and loss of life. Agency policy requires that seatbelts always be used by both driver and passengers while traveling on official company business. This policy applies to all employees and occupants of any vehicle driven by employees including rentals and personal vehicles when used on official company business. Employees are strongly encouraged to use their seatbelts off the job as well. Agency policy requires drivers to use hands free devices while talking on cell phones and to avoid sending/receiving text messages while driving.

Integrating OSH and Emergency Response
The Review Commission's COOP plan incorporates the safety and health of its employees as its primary concern. The COOP planning is an effort to assure that the capability exists to continue essential agency functions across a wide range of potential emergencies. The objectives of the COOP plan include: a) Ensuring the continuous performance of the Review Commission's essential functions/operations during an emergency; b) Protecting essential facilities, equipment, records, and other assets; c) Reducing or mitigating disruptions to operations; d) Reducing loss of life, minimizing damage and losses; and e) achieving a timely and orderly recovery from an emergency and resumption of full service to customers. The Review Commission's COOP plan covers the following three phases: **Phase I** – *Activation, Notification, and Relocation,* **Phase II** – *Alternate Worksite(s)/Recovery of Operations,*; and **Phase III** – *Reconstitution and Termination.*

Agency Specific OSH Resources
No changes reported.

Employee Support
Safety and health awareness information is distributed via email to all staff employees. CPR/AED and standard first aid training was provided on September 27, 2011. Posted materials can also be found on the bulletin board in the agency break room.

The Review Commission is a small, independent agency with 67 full-time equivalent positions. There have been no work related injuries or illnesses since 2008. Managers are expected to uphold all rules and regulations pertaining to EEO, standards of ethical conduct, merit principles, and other statutory and policy-driven management responsibilities. This language is included in

the performance standards for managers and supervisors. The Review Commission's record of sustaining an "*injury free*" workplace during the past several years demonstrates an effective OSH program. There are no corrective actions to be made. However, the Review Commission would like to expand its program and offer more workplace safety education activities/materials to its employees during FY 2011. In addition, it plans to establish a safety committee to routinely review/modify its safety practices and procedures for the workplace

OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  No.

- **Ergonomic Safety Program**
  Ergonomic assessments are done on employee workstations to ensure that the placement of the computer, mouse, and keyboard are in the most advantageous positions to prevent any pain or injury to the users. As a result, several employees were provided new chairs, and other miscellaneous equipment.

- **Psychosocial Risk Factors**
  The Agency receives contracted services from FOH. Such services are available and may be provided at the request of an employee.

- **Telework**
  The Review Commission provides work/life flexibilities to sustain a productive, positive and attractive work environment. Employees are offered opportunities to work alternate, compressed, and flexible tours of duty. Telework is also available for most occupations and is currently being utilized by a relatively large number of agency employees. Employees are permitted to telecommute as frequently as two days per pay period with supervisory approval.

  Safety and health awareness information is disseminated via e-mail to all employees. Posted materials can also be found on the bulletin board in the agency break room. The Review Commission will also consider the possibility of offering on-line training and/or informational materials to its employees in the near future. The policy explains that all federal employees are covered by FECA during official duty. This includes employees working at alternate worksites. It also explains that employees who work at home are responsible for ensuring that their worksites are safe and in compliance with safety guidelines. Employees are required to complete a self-certification safety checklist which is included in the policy.

- **Occupational Exposure Limits**
  Not reported.

Accomplishments

Employees renewed their CPR/AED certificate training on October 28, 2010, from the *ARC*.
Ergonomic assessments were done on employee workstations to ensure that the placement of the

computer, mouse, and keyboard are in the most advantageous positions to prevent any pain or injury to the users. As a result, several employees were provided new chairs, and other miscellaneous equipment.

Goals

Goals for FY 2012 include sustaining an "*injury free*" workplace. Standard first aid certification training will be conducted, and health awareness information and materials will be distributed to employees. The Review Commission is considering offering on-line training and/or information materials to its employees in the near future. It will examine new ways to ensure the safety of its employees. This may include establishing a safety committee to explore seminars or conferences that will further promote safety and health awareness for its employees, and to routinely review/modify its *safety practices and procedures for the workplace.*

Office of Navajo and Hopi Indian Relocation

The Office of Navajo and Hopi Indian Relocation (ONHIR) is a micro agency within the Executive Branch of the Government. ONHIR carries out the voluntary relocation program set forth in the *Navajo-Hopi Settlement Act of 1974*, as amended (P.L. 93-531 et al.; 25 U.S.C., Section 640d et seq. ("*the Act*") and the implementing regulations (25 CFR, Part 700).

Considering that this agency has a minimal staff and limited budget which is being reduced each year as we proceed to close out our program, our employees and management have made vigorous and disciplined efforts to maintain a safe and healthy environment for our clients, vendors, and employees. While we endeavor to have no accidents or injuries, during FY 2011, our agency experienced two separate work related injuries involving two employees, one of which has been with the agency for more than 20 years.

The ONHIR management has for many years supported the agency's policy of maintaining a safe, healthy, and ergonomically sound place of employment for our staff. This is reflected in the fact that we have regularly provided a wide variety of training programs at our "*all staff*" meetings as well as regular specialized trainings on an "*as needed*" basis for those employees who have unique or physically demanding job assignments.

As indicated in this report, we are proud of the fact that ONHIR has had no fatalities or serious job related injuries during FY 2011. As stated above, there were two claims for work-related injuries this past fiscal year. One claim occurred in January 2011, when an employee slipped on some ice in the Agency parking lot while going to their vehicle. Although our agency has an aggressive program to remove snow and ice from our sidewalks and parking areas we are sometimes caught off guard as we frequently experience sudden and severe changes in the winter weather due to the mountainous and high altitude that in which our offices are located.

The second injury claim in FY 2011 was a long term continuation of a work related injury which occurred on September 29, 2010 (FY 2010) and continued through October 1, 2011 (FY 2011). This injury occurred when the employee lifted several heavy files while at work which resulted in a back injury. The injury was later diagnosed by a physician as a herniated disc. The employee did file a workers' compensation claim which was later converted to a long term occupational disability claim as the agency was informed by the employee that the injury may result in surgery which was substantiated by the physician. As a result of this injury, the employee was unable to RTW (as the current work duties of the position were of a physical nature and required extensive lifting of files, stooping, bending, and walking), from the initial date of the injury on September 29, 2010 through July 10, 2011, the date when the employee retired from the agency.

Our agency has taken steps to improve our snow and ice removal around our facilities and inform our employees of these hazards. Likewise, we continue to evaluate areas that present potential injuries to our employees and make improvements wherever possible.

This report demonstrates that ONHIR has continued to make well-defined progress in addressing any situation or potential condition which could put our employees at unnecessary risk in accomplishing their job for the government. In addition, our Agency regularly provides our employees with information and activities which promote good health and well-being, as well as encouraging them to make suggestions for improvements in our working environment and procedures.

We are looking forward to another healthy and safe year in 2012.

Statistics

During FY 2011, ONHIR experienced two employee injuries. One was the result of an employee slipping on ice and falling and the other was in the form of an ergonomic injury as a result of repetitive lifting.

TCR: 4.87 (last year's rate was 4.87%); LTCR: 47.32 (last year's rate was 20.24).

In relation to the workplace injury of the employee who slipped on the ice and fell, the injury occurred during the winter season when outside conditions were snowy, freezing, and icy. During the workday, the employee slipped on ice than had formed on the parking lot while walking to his vehicle at the Sanders field office. He fell backwards and landed on his back and hit his head on the pavement. His injury necessitated that he seek medical care and as a result he was away from work for two days.

As stated above, the second injury occurred on September 29, 2010. The employee injured her back as a result of continued repetitive lifting, bending, and stooping which were requirements of this position. On September 29, 2010, the employee felt a sharp pain in the lower back when she lifted some heavy files out of a case file cabinet to take to her desk. The pain in her back would not dissipate and she then reported the injury to her supervisor. The employee was instructed to seek medical care and was later diagnosed with a herniated disc. On the date of the injury, the employee was instructed to file a claim and the employee was unable to RTW starting on September 29, 2010 (the initial date of the injury) thorough July 10, 2011 which is the date that the employee retired from the agency.

Overseas Employees

Not reported.

OSH Initiatives

Motor Vehicle

The ONHIR has an on-going interest to insure that all of our government vehicle operators understand the importance of such key issues as the proper and regular use of seatbelts and the ban on texting and cell phone use while driving. These subjects and other related driving safety subjects, such as safety while driving in winter conditions, are addressed at all staff meetings and department meetings as needed. The ONHIR main office is located in a high altitude, severe winter area of the state so in addition to the ice scrappers and emergency road kits available to employees, this year we have added shovels, heavy work gloves, and emergency safety and

reflector kits to each vehicle in the Flagstaff office GSA fleet. Emergency reflector kits were also provided for vehicles stationed at our field locations. During this year all agency drivers of GSA vehicles were checked and provided updated driver's licenses.

Integrating OSH and Emergency Response
Since our Agency is very small, we have elected to combine the above issues into one unified COOP plan which is under development at this time. Our Agency currently has a pandemic flu plan which is presently under revision. As a very small agency located in three separate towns, our total exposure to a flu virus or other serious communicable disease is significantly reduced since the staff members live in a wide area and each office is fully equipped to function independently and can stand alone necessary for short periods of time. Coordination and communication is typically handled by phone, email, and regular mail.

The research and preparation time of our agency's staff is the most significant obstacle in preparing such reports, plans, and programs such as the pandemic, COOP, emergency/disaster response plans. As we close out the agency operations, we lose more full time employee positions which will never be refilled since we are under a hiring freeze. Also, we now are experiencing budget cuts every year. As a result, the remaining employees must support additional operational loads in addition to their existing responsibilities. The addition of various reports and plans is nearly bringing this agency to the point of being able to accomplish its primary mission.

Agency Specific OSH Resources
No changes reported.

Employee Support
Even though we clearly recognize the importance of a significant safety program, this is a very small agency with limited resources to stage a comprehensive program similar to those found in large government agencies. We have two designated safety officers who coordinate our safety program on a collateral basis with their regular job duties. At a minimum, both receive annual update safety training and specialized training when it can be scheduled. During this past year our agency has purchased safety software to assist the safety officers in conducting quality safety inspections and providing short, on site trainings for our employees. As a small agency, we have annual mandatory "*all staff*" meeting which normally include a variety of training subjects as well as safety training. The safety training addresses subjects such as evacuation procedures, use of fire extinguishers, first aid, flu and flu shot clinics, winter driving safety, regular driving safety (no texting, no cell phone use while driving, use of seatbelts, etc.), and other related health and safety issues. When we have vendors or contractors working at our facilities, they are advised by the safety officer on our requirements to maintain safe working procedures and a safe work site. The safety officer will regularly monitor their progress and the condition of their work site.

Other OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  The ONHIR is a micro agency which is split into three separate offices located in different towns. Initially, operational communications were limited to the telephone, facsimile, mail, and employees acting as couriers between offices. As the internet evolved and email was established, it has become one of our principal communication work horses for over twenty years. Most of our clients reside in very rural areas in which telephone and email service is still severely limited or non-existent. As a result, personal computer ownership tends to be a luxury rather than a necessity. During the period that other social network systems (Facebook, Twitter, YouTube, and others) were being developed, our agency evaluated the need, effectiveness, security, privacy issues, cost, operational requirements, etc. and determined that our existing standard email system has worked very well for our agency along with the our existing communication systems mentioned above. The addition of other social media configurations would contribute little to our operations and could, in fact, be extremely detrimental due to the increased exposure to security threats such as phishing, social engineering, and web application attack as described in the GAO Congressional Report, titled *Social Media* (GAO-11-605). Moreover, our Information Systems Department (IS) has experienced significant reductions in staff as our agency prepares to close out our program. At this time, we only have two technically qualified IS staff members and limited physical resources to operate and monitor the security necessary to properly maintain the social media sites. Since extensive amounts of personal information are necessarily collected on our clients, we make every reasonable effort to prevent unauthorized dissemination of this data. The Agency does have an established webpage where visitors may obtain general information concerning various aspects of our operations.

  Our email system has been a valuable tool in disseminating critical safety and health information to our staff, clients, and contractors. Such safety information typically includes: winter driving warnings, use of seatbelts, the ban on texting and phone use while driving, annual flu shot program, trainings, and many other important safety-related issues.

- **Ergonomic Safety Program**
  Our Agency has always recognized and supported the need for protecting our employees from preventable ergonomic injuries. While this issue is of vital importance we have not formalized our program into a written policy. As mentioned above, the ONHIR staff is small (total of 40 employees at three locations) and consists primarily of long term employees. In past years, we have had ergonomic studies made for every staff member and promptly made adjustments to lighting, seating, and other related working conditions which were recommended for each employee. This also includes professional counseling if required. In more recent time, our office has responded to ergonomic concerns and complaints on a case-by-case basis seeking professional assistance as needed to resolve the particular issue. Most of our forty-one positions involve typical office environment work and slightly less than 10% are light to medium field work. These employees are provided all necessary PPE as required for their specific job assignments. In addition, the

field personnel receive extra trainings on a wide variety of safety subjects which relate directly to their work. The ONHIR executive management continues to demonstrate a strong commitment to provide all employees with a safe and ergonomically sound environment in which to work.

- **Psychosocial Risk Factors**
  At the agency's last all staff meeting, our EAP was addressed to create awareness that it is available to all employees to assist them with counseling during stressful times and events.

- **Telework**
  Yes, see the ONHIR policy

- **Occupational Exposure Limits**
  Not reported.

Accomplishments

Clearly, one of the most significant accomplishments for FY 2011 for the ONHIR is the fact that our Agency had no deaths or catastrophic incidents during the year, and was virtually accident free for the entire year with the exception of the two injuries mentioned above. While there is still plenty of room for improvement, our safety officers have worked hard to bring our agency into and maintain compliance with all OSHA requirements as they apply to our small agency.

Goals

Over and above all, ONHIR's first goal for the coming year is to maintain a zero record for major injuries, catastrophic incidents, and deaths. In addition, we strive to keep all of our staff physically and mentally healthy.

Other related specific goals include the reduction of lost work time due to injuries and illnesses; the continuation and expansion of wellness programs for our employees; and continue to enhance our health and safety trainings for the benefit of both our staff members and their families.

In addition to the above, our Agency will continue to develop our COOP planning and general disaster preparedness.

Office of Personnel Management

Statistics

During FY 2011, OPM experienced 69 injury/illness cases, which increased from 58 in FY 2010. Also, the total agency population increased by 122 employees. The TCR for FY 2011 is 1.08 which is up from 0.927 in FY 2010. The total lost-time cases in FY 2011 is 25 which is down from 37 in 2010 and therefore, the LTCR in FY 2011 is 0.39, down from 0.59 in FY 2010. The total workers' compensation chargeback costs for FY 2010 was $2,121,853 and for 2011 was $2,276,059. The major causes or sources of lost-time in FY 2011 were from slips and fall and there was no one trend in the cause to any of these injuries. There were no fatal or catastrophic cases during FY 2011.

Overseas Employees

There were no OPM employees with overseas work stations in FY 2011.

OSH Initiatives

Motor Vehicle

OPM had 216 MVAs during FY 2011, an increase of 16%. Efforts are being made to establish an online *Defensive Driving Training Course* which covers motor vehicle safety, causes of distracted driving, requirements of seatbelts and banning testing while driving. All responsible parties will have to complete and pass the training by the end of FY 2012. This is outlined within the *OPM Fleet Management Guide.*

Integrating OSH and Emergency Response

The OSH manager is a member of the *Emergency Actions Working Group*, an intra-agency group that coordinated information for the COOP and OEPs.

Agency Specific OSH Resources

No changes. The OSH manager continues to work closely with the COR, COTR, and contractor regarding safety and health issues.

Employee Support

OPM conducts an on boarding orientation for new hires at least monthly that includes a representative from the OSH staff that provides a detail 15- to 30-minute briefing on the agency policies and procedures. The staff also sends out emails and post safety information on our information boards.

Other OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  OPM has improved its training efforts in many ways to include a library of safety DVDs that any program office can check out and use for their individual safety training sessions. We also reach out to each program office, including field offices to assist them with any safety requirements, which has improved our program accomplishments. We

get involve with FACOSH to get information on ways to further improve our safety programs.

- **Ergonomic Safety Program**
  We work with the safety union representative very closely to address ergonomic and work together to correct any issues. We are involved on all relocation of employees and all renovation of space projects to ensure that we keep ergonomic as a punch list item.

- **Psychosocial Risk Factors**
  We address psychosocial risk all the time especially when we relocate employees or when we get new hires to ensure that they adjust to the new environment and the interactions with other employees in the new setting.

- **Telework**
  OPM will be implementing an updated telework policy, with updated checklists and new training opportunities in the near future. Currently, the telework policy includes a safety checklist for the home work space.

- **Occupational Exposure Limits**
  We follow the OELs set by OSHA and EPA.

Accomplishments and Goals

Our accomplishment for FY 2011 is the total lost-time cases in FY 2011 is 25 which is down from 37 in 2010, and therefore, the LTCR in FY 2011 is 0.39, down from 0.59 in FY 2010. Our goal for FY 2012 is to reduce injuries causes from slips and falls

Overseas Private Investment Corporation

The Overseas Private Investment Corporation (OPIC) is a small independent government agency that was established in 1971. It is located in a single location in Washington, DC. The statistics in this report focus on its 230 civilian employees. As in 2010, OPIC had no fatalities and no catastrophic accidents and has no fatality/catastrophic accident summary reports to submit. OPIC's NAICs code is 928120. This report uses the template that was provided by by the DOL.

Statistics
OPIC had one workers' compensation claim. On July 27, 2011, as an employee was leaving the building in which we lease space, she slipped and fell in the building lobby. She applied for and received workers' compensation. There were no chargeback costs associated with this claim. OPIC had no fatalities or catastrophic accidents in 2011.

Overseas Employees
OPIC had one employee on temporary duty in India. He received a State Department briefing before going overseas.

OSH Initiatives
Motor Vehicle
OPIC had one MVA involving civilians in on-duty status. When returning from Dulles Airport after dropping off our P/CEO, the agency sedan was rear-ended. No one was injured and minor damage was done to the sedan.

OPIC owns one sedan and leases one GSA van. Seatbelt use is required in these vehicles for official government business. Seatbelt usage is tracked by observation and immediate enforcement. OPIC will continue to emphasize safe driving requirements and mandatory use of seatbelts in government-owned vehicles. OPIC provides a hands-free device for its designated driver and prohibits texting while driving. Our employee agreement for OPIC issued mobile devices also includes language prohibiting employees from texting while using government owned equipment.

Integrating OSH and Emergency Response
OPIC has COOP and OEP plans, and provides COOP training to its employees. Our Intranet includes sections dedicated to COOP, OEP, and safety and security. OPIC participates in the *FEMA Eagle Horizon* exercises that focus on testing agency COOP plans.

Agency Specific OSH Resources
As a small agency, OPIC does not have dedicated OSH resources.

Employee Support
COOP training was conducted during this reporting period. Fire safety training is provided to floor wardens and emergency personnel and staff participate in periodic evacuation drills. OPIC also evacuated staff after the earthquake. OPIC conducts an annual health fair and provides a

subsidized physical fitness program for employees. OPIC encourages safety staff to participate in FFSHC activities at the local level and supports employees by funding training and networking opportunities. The annual health fair included the following screenings and booths: allergy, blood pressure, body composition, bone density, c-reactive protein, cholesterol, hearing, hemoglobin A1c, prostate specific antigen, seasonal influenza shots, thyroid, vision, sun damage awareness, registered dietician, personal wellness profile questionnaire, and healthy cooking demonstration.

Other OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  OPIC does not use social networking to promote workplace safety and health. Staff is encouraged to participate in FFSHC activities at the local level. OPIC supports employees by funding training and networking opportunities.

- **Ergonomic Safety Program**
  OPIC coordinates with *Captec* to provide ergonomic assessments as needed. Once the assessment is completed, OPIC receives an assessment report with ergonomic recommendations from *Captec*. The necessary ergonomic equipment is purchased and installed for the employee based on the recommendations.

- **Psychosocial Risk Factors**
  OPIC has an EAP in place. To date, there have been no cases related to psychosocial risks. We would refer employees to our EAP if assistance was required.

- **Telework**
  We have a telework policy in place which includes a checklist that staff is required to submit before telework is approved.

- **Occupational Exposure Limits**
  Building management contracted with *Applied Environmental* to conduct an IAQ survey. The survey consisted of direct read measurements of carbon monoxide, carbon dioxide, temperature, relative humidity, and respirable particulate in representative locations throughout the building. Microbial sampling was also performed to measure airborne and surface concentrations of bacteria and fungi. Water samples were collected and analyzed for Legionella bacteria content as well. Samples to measure airborne concentrations of hydrocarbons were collected in selected locations. Water from representative drinking fountains was collected and analyzed for lead concentration. Selected components of the building's heating, ventilation and air-conditioning system were inspected for cleanliness and proper operation. The criteria used to evaluate the results include standards and guidelines referenced by OSHA, ASHRAE, NIOSH, ACGIH, and EPA.

Accomplishments and Goals

OPIC participated in the *FEMA Eagle Horizon* COOP exercise. Floor warden training was provided to new floor wardens. Two AEDs were purchased and installed during this reporting period.

OPIC is committed to continue to maintain a healthy and safe work environment. We held the annual health fair, and OPIC sponsored employee membership in the building fitness center for all employees.

Peace Corps

Statistics

In FY 2011, the Peace Corps had three total cases and one lost-time case. The TCR was 0.18 and LTCR was 0.09 in FY 2011. The total injury and illness cases decreased by 50% compared to FY 2010, and the lost-time cases decreased 50%.

The Peace Corps has implemented a range of programs to reduce injury and illness among employees. The Agency continues to raise safety awareness by sending safety information to employees via email and placing OSHA posters throughout the building. The Peace Corps works closely with the building engineer to maintain facilities and retains a full-time maintenance provider to clean up spills promptly and ensure that facilities are kept clear and free of obstacles. To promote employee health and reduce illness, the Peace Corps has partnered with FOH so that employees can access a health clinic near the office free-of-charge, and provides free onsite flu vaccines on a yearly basis. There were no fatalities in FY 2011.

Overseas Employees

There were 204 overseas civilian employees in FY 2011, and 100% of them were covered by the State Department. The Peace Corps provided periodic safety and security trainings for overseas employees.

OSH Initiatives

Motor Vehicle

In FY 2011, there was one MVA involving federal civilian employees. In FY 2011, our mandatory seatbelt policy led to 100% seatbelt use. All drivers are aware of the EOs 13043 (requiring seatbelts) and 13513 (banning texting while driving), and our policies for motor vehicle safety. The Peace Corps offices are sent periodic memoranda and guidance regarding motor vehicle safety. Managers require staff to comply with EOs 13043 and 13513, and training is provided to all new staff members.

Integrating OSH and Emergency Response

The Peace Corps has integrated safety and health of its employees into a variety of emergency response plans. The agency's headquarters emergency response plan emphasizes employee safety and includes identifying proper building evacuation procedures. These procedures are tested bi-annually and altered as necessary.

Agency Specific OSH Resources

The Peace Corps acknowledges that a safe, healthy and adequate work environment is essential to the effective performance of the Agency's work. The Agency works in partnership with FOH, a service within the DHHS, to deliver comprehensive occupational health solutions that improve the health, safety, and productivity of our workforce. The Peace Corps takes immediate action to correct all reported hazardous or unsafe working conditions. During FY 2011, the Peace Corps furthered efforts in promoting a viable and cohesive program by continuing to establish procedures to protect employees from unhealthy working environments.

Employee Support

Although there were no significant changes in OSH resources this FY, Peace Corps is dedicated to providing comprehensive training to employees and supervisors. Peace Corps provides mandatory annual safety and health training and also additional trainings during the year. New employees and contractors receive training during new employee orientation, and supervisors must attend safety sessions during new supervisor training. Throughout the year, the Agency offers additional education sessions and health evaluations to employees. As an example, in FY 2011 the Agency held workshops on reducing employee stress, and developed an online training on office ergonomics. To further our OSH program, our EAP and EEO programs also provided new training and assistance to address bullying, harassment, and workplace violence issues.

Other OSH Support Activities

- **Field Federal Safety and Health Councils and Other Social Networking**
  Currently, Peace Corps is not a part of a FFSHC. However, the Agency encourages staff member involvement in safety and health support activities and related conferences.

- **Ergonomic Safety Program**
  Over the past two years, Peace Corps has renovated its headquarters facilities are replaced outdated furniture with new adjustable ergonomic furniture, including adjustable computer monitor equipment. We also installed new lighting and flooring material. These building updates have resulted in improved IAQ, and a better physical layout.

- **Psychosocial Risk Factors**
  In the few cases where an on-the-job injury to an employee resulted in time lost from duty, the Office of Management advised employees of their rights under the FECA. We also provided advice and assistance to employees in preparing and processing compensation claims.

- **Telework**
  For employees who participate in the agency's successful telework program, we provide health and safety guidance related to alternative work places.

- **Occupational Exposure Limits**
  All of our facilities are free of hazardous chemicals.

Accomplishments and Goals

In FY 2012, the Peace Corps plans to continue its efforts to offer safety and health training to employees, and to provide a safe working environment for all employees.

Pension Benefit Guaranty Corporation

The Pension Benefit Guaranty Corporation (PBGC) is a small agency, in a standard office environment. We have very few accidents or incidents and we conduct regularly scheduled safety inspections to resolve any safety issues before they become problems. We have a robust safety and security communication campaign that includes safety tips and reinforces requirements on a quarterly basis.

Statistics
No injury or illness cases reported to DOL during FY 2011 by the agency's OWCP c oordinator. No costs reported from DOL. The PBGC did not experience any fatal or catastrophic accident cases during FY 2011.

Overseas Employees
The PBGC does have any overseas employees for FY 2011 reporting period.

OSH Initiatives
Motor Vehicle
There were no MVAs reported by PBGC for FY 2011.

Integrating OSH and Emergency Response
All federal employees and contractors receive communications in the form of emails and e-newsletters on their roles and responsibilities during an occupant emergency event (evacuation and SIP). Several evacuation exercises and actual emergency evacuations occurred during FY 2011. Included in the agency's most recent occupant emergency evacuation was the implementation of an accountability process. The accountability process requires all PBGC federal employees and contractors to report in at a designated assembly area and check-in at their floor's accountability checkpoint. The response rate for accountability check-in was about 60%. Additionally, the agency's OEP is incorprated into the agency's Contingency Planning Program, which includes COOP plans.

Agency Specific OSH Resources
Due to budgetary constraints, there hasn't been additional agency OSH resources allotted during this FY.

Employee Support
OSH training was developed and disseminated to all PBGC federal and contract employees during FY 2011. The training took on a variety of forms (in-class, emails, newsletters and lobby events.) The PBGC does not have a certified safety and health committee at this time, but will be forming a *Health and Safety Committee* in FY 2012. This committee will be made up of representatives from applicable departments (Facilities and Services, Human Resources and the PBGC's Union).

Other OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  PBGC officials, such as the CDSO and the OWCP Coordinator, attend FFSHC monthly meetings when the subject matter is applicable to our agency's general work environment. This practice will continue during the FY 2012 reporting period. The following training efforts were completed during FY 2011:

  - Assistant CDSO attended the FY 2011 offering of FEDWEEK.
  - The agency's contingency planning specialist and the OSHA collateral duty training officer coordinated efforts and sponsored PBGC's first *Safety and Security Expo* in June 2011.
  - COOP-related course offered during FY 2011included PBGC family support planning training.

  PBGC has not used social networking in promoting higher standards for workplace safety and health.

- **Ergonomic Safety Program**
  PBGC has not established a formal ergonomic safety program. The Human Resources Department has appointed a reasonable accommodations coordinator to handle all requests for special equipment, chairs, desk configuration valued over $100.

- **Psychosocial Risk Factors**
  PBGC is a non-industrial, sedentary office environment with an extremely low injury/illness rate. Additionally, for FY 2011, PBGC did not receive any requests from employees to address psychosocial issues.

- **Telework**
  PBGC has developed a telework program that is structured to encourage employee participation and supervisory support. All aspects of a successful telework program have been included in PBGC's program, including areas such as IT equipment needs, monitoring task and communications.

  Another area addressed by the agency's program is the safety and health of our teleworking employees. Each participant must complete an *"Employee Safety and Health Checklist."* This document asks very specific questions regarding the employee's teleworking environment. Areas such as work station configuration, key board positioning, adequate lighting and air quality are addressed. A successful telework experience doesn't just include an adequate computer or sufficient bandwidth. PBGC wants to ensure all of our telework employees have a safe and healthful work environment away from the office. PBGC has established a formal telework program which includes: telework MOU (bargaining unit employees); telework MOU (non-bargaining unit employees); telework agreement; employee safety and health certification.

- **Occupational Exposure Limits**
  PBGC is a non-industrial, sedentary, office environment. PBGC federal employees and contractors are not exposed to hazardous chemicals as a work requirement.

Accomplishments

FY2011 Accomplishments:
- Updated the *Self Evaluation Program* Report.
- Continued update of *Persons Who Require Assistance Listing* during an occupant emergency.
- Developed and implemented an *Accountability Procedure* to use during occupant emergencies (evacuations).
- An email was sent to all PBGC federal employees and contractors relating the major points of EO 13513 during FY 2011.

FY2012 Goals/Initiatives

- Establish an agency *Safety & Health Committee*.
- Increase reporting rate for accountability procedures by 5%.
- Establish *Safety Inspection Schedule* for Field Benefit Administration (FBA) sites (populated by contractors only).
- Conduct "*classroom*" Occupant Emergency Team training at all FBA sites.

Postal Regulatory Commission

This report reflects the changes and great strides that the Postal Regulatory Commission (PRC) has continued to maintain this year on worksite safety. We are pleased to report zero workplace accidents, injuries or fatalities. Commission leadership continues its commitment to a safe and healthful workplace by proactively identifying and addressing issues on a daily basis, and by providing monthly safety and health information to our employees.

Statistics
Not reported.

Overseas Employees
Not reported.

OSH Initiatives
Motor Vehicle
The Commission neither maintains a fleet of vehicles nor employs drivers.

Integrating OSH and Emergency Response
The Commission held an operational capability exercise to test its ability to use IT systems and business processes from a remote location in preparation for a pandemic or other emergency. At the end of each day, participants were asked to complete surveys to document email, virtual private network and phone connectivity as well as each individual's ability to complete work tasks.

In FY 2011, the Commission expanded its telework program and continues to monitor telework capability as an ongoing test of its system capability. Additionally, the Commission provides monthly health and safety information to employees, including information on emergency planning, disaster response and health related issues. The Commission did not face any challenges in completing and implementing pandemic plans and emergency and/or disaster response plans to protect employees.

Agency Specific OSH Resources
No changes reported.

Employee Support
The Commission leases space in a privately-operated building and Commission employees participate in quarterly emergency evacuation drills held by the building management company. Additionally, the Commission has formed a *Safety & Health Committee* to solicit employee participation in planning workplace safety-related events and to gather information to share with our entire employee population. A monthly health and safety calendar, and monthly health and safety information is emailed to all employees. We continue our practice of consulting with building management and engineers on features to ensure a safe workplace. The Commission

conducted a self-evaluation of the effectiveness of its OSH programs. As the Commission had zero injuries or accidents to report, we found that our program has been effective.

Other OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  Reported as not applicable.

- **Ergonomic Safety Program**
  As a micro-agency, the Commission has an informal ergonomic program human resources staff is responsive to employees who require specific ergonomic equipment for a safe and healthy workspace. They work as a team with our purchasing and IT staff to ensure that the appropriate equipment is available. Additionally, OSH staff routinely conducts a walk-through of the Commission and proactively query staff to ensure that their workstations are acceptable. The Commission has listed as one of our goals next year the creation of a standard operating procedure outlining our ergonomic program.

- **Psychosocial Risk Factors**
  The Commission utilizes the Postal Service's EAP resources and one of our goals for the coming year is to provide more information to staff regarding EAP.

- **Telework**
  Yes, a copy of the Commission's telework policy is attached which contains the Commission's OSH guidance to staff. One of our goals for the coming year is to provide a checklist for risk assessment to all staff participating in the Commission's telework program on an annual basis.

- **Occupational Exposure Limits**
  Not reported.

Accomplishments

The Commission continues to consider safety on the job as a serious issue. We continue to conduct workplace assessments and make workstation modifications as necessary.

The Commission continues to be vigilant in conducting daily facility surveys for safety and health hazards and to take corrective action whenever necessary. Any actions taken are conveyed to supervisors and employees. The Commission also conducts an annual clean-up of the office space to ensure that we proactively address obstacles that could cause injuries or accidents.

Goals

The primary goal of the Commission is to continue our record of zero workplace accidents, injuries, or fatalities.

Selective Service System

As a small government Agency, the Selective Service System (SSS) employs approximately 130 full-time civilian employees, all of whom work in an office environment. In addition to the National Headquarters located in Arlington, VA, the SSS has three regional offices located in or near Chicago, IL, Atlanta, GA, and Denver CO. The Agency's Data Management Center is co-located with the regional office in the Chicago area and employs 55 civilian workers in a data entry and mail distribution environment center.

In FY 2010, the Agency reported two on-the-job injuries, none of which resulted in serious injuries or deaths. In FY 2011, the Agency experienced two on-the-job injuries, none of which lost-time. Our continuing goal is to have no on-the-job injuries. Given the small size of our workforce, even one injury, though unacceptable, may distort the reporting data away from the *Safety, Health and Return-to Employment* (SHARE) Initiative goals.

Statistics
In FY 2011, the size of the SSS decreased to 130 from FY 2010 level of 138. The SSS reported two injuries in FY 2011 and two injuries and illness cases in FY 2010, none of which were lost-time cases. The SSS' workers' compensation costs for charge-back year 2011 decreased from charge-back year 2010. TCR: 230; LTCR: - (Total 2 of lost-time injury and illness cases in FY 1011 /Total 130 of employees) x 100.

Overseas Employees
Not reported.

OSH Initiatives
The FY 2010 SHARE Goals:

- Reduce total injury and illness case rates.
  The SHARE Initiative - by at least 3% per year: SSS injury rate was two in 2011. Although we did not meet our goal in FY 2010 of two cases, we did decrease the case rate to two cases in FY 2011.
  Agency SHARE Initiative – goal of one injury for FY 2010 not met.
- Reduce lost-time injury and illness case rates. The SHARE Initiative - by at least 3% per year accomplished. The goal was met. Agency's SHARE Initiative – reduce to zero cases of lost-time injuries and illnesses: Goal met in 2009, not met in 2010 but met in FY 2011.
- Improve the timely filing of notices of injuries and illnesses.
  The SHARE Initiative - by at least 5% per year was accomplished. The Agency's SHARE Initiative – achieve 75% of filings within the deadline was accomplished.
- Reduce lost production day rates due to injuries or illnesses.
  The SHARE Initiative - by at least 1% per year met. The Agency's SHARE Initiative – reduce rate of loss to 45 days was accomplished. There were no lost days.

Summary:

- The SSS did not meet its FY 2011 goal in reducing the number of injury cases received to one, the rate of injury in FY 2009 was four. Injury cases decreased to three in FY 2011.
- We did achieve our goal of zero as the case rate for lost-time injuries and illnesses for FY 2010 in that we had three cases none resulting in lost-time.
- The timelines for submission of cases reflect the accomplishment of our FY 2010 SHARE goal by submitting 100% of cases on time.
- There were no cases with lost-time, which reflect the accomplishment of our FY 2010 goal.

The SSS' Initiatives in Support of SHARE:

The SSS will again download the DOL's on-line OWCP training program to its Intranet and is providing this training to its managers and supervisors via e-mail invitation. We will continue to inform and follow-up with our senior personnel regarding the requirements and procedures for dealing with injury claims, the application process and the timelines for submission.

As previously noted, we continually strive to meet our goal of zero on-the-job injuries. In FY 2011, we saw that two injuries resulted. Since we fell short of our FY 2011 goals, we are setting similar goals for the next two FYs and will strive to reach zero injuries, Agency-wide by FYs 2012 and 2013. It is goal that the continued requirement for our managers to review the on-line OWCP training annually will assist us in achieving our ultimate goal.

Motor Vehicle

All SSS drivers of government vehicles are required to annually review the GSA video on driver safety and operation. All SSS passengers are required to wear seatbelts prior to any vehicle being put into motion. Usage rates are tracked only by observation and immediate enforcement.

All SSS drivers are encouraged to be vigilant in early morning and evening rush hour traffic. The Agency provides flexible working hours to enable drivers to better manage their commute and arrive at work between 6 a.m. and 9 a.m. Telework is encouraged as another means to reduce the number of commuters.

All drivers are instructed to park in well-lighted areas. There is garage parking available at the National Headquarters building in Arlington, VA, and parking is provided for vanpools and handicapped drivers.

Integrating OSH and Emergency Response

In order to enhance and coordinate evacuation procedures of the Agency during an emergency situation, an SSS emergency response team shall be called into action. The SSS emergency response team is comprised of the following positions: Emergency Response Coordinator; Floor Monitor and Alternate; Stairwell Monitor and Alternate; and Handicap Monitor and Alternate.

Agency Specific OSH Resources
There are a number of resources available to assist employees with additional information on evacuation and emergency preparedness. The following links identify several websites containing planning and preparedness information for federal employees.

- DHS (main site) http://www.dhs.gov
- DHS (preparedness site) http://www.ready.gov
- OPM http://www.opm.gov/emergency
- FEMA http://www.fema.gov
- Disasterhelp.gov http://www.disasterhelp.gov
- ARC http://www.redcross.org

Employee Support
All Agency drivers are encouraged to maximize the free on-line GSA training on motor vehicle operation. Use of the Agency's EAPs is encouraged for workplace issues. Training is provided to managers and supervisors on general office safety issues and posters and pamphlets are used to address safety awareness. General safety concerns have been addressed at all-hands meetings and the Agency sponsors a health and wellness program which includes gym participation. Determinations on reasonable accommodations are made quickly to address access/egress issues as well as ergonomic aspects of the office space environment.

OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  Reported as not applicable.

- **Ergonomic Safety Program**
  No. Employees who inform their supervisors the need of an ergonomic set-up are granted. The employee's request shall be accompanied with a referral from their doctor. This request is approved so that the awkwardness of an employees' set-up wouldn't further lead to more body injury.

- **Psychosocial Risk Factors**
  No.

- **Telework**
  Employees are to establish and maintain an acceptable and safe home environment for office, equipment, devices and services associated with the telework arrangement. Employees are also required to completed the "*Safety Checklist*" and certify to its accuracy annually when the telework agreement is renewed.

- **Occupational Exposure Limits**
  Not reported.

Accomplishments

There were no MVAs in the last two years as a result of enforcing strict compliance with GSA standards.

Goals

As mentioned previously, given the small size of the Agency's workforce and the limited number of injuries, we are again setting goals for FY 2012 and 2013 that will move the Agency towards a safer work environment by:

- Reducing the TCR for injuries and illnesses to one;
- Reducing to zero the case rate for lost-time injuries and illnesses;
- Maintaining our timeliness of filing notices of injuries and illnesses to 100%, and,
- Maintain a reduction rate of loss production days by 10%, to less than 41 days.

Social Security Advisory Board

The Social Security Administration handles most administrative matters for the Social Security Advisory Board. That agency should be contacted for most questions relating to this survey.

Statistics
Not reported.

Overseas Employees
Not reported.

OSH Initiatives
Motor Vehicle
None, the Board has no vehicles.

Integrating OSH and Emergency Response
Please see the report filed by the Social Security Administration (SSA). SSA provides these services for the Social Security Advisory Board.

Agency Specific OSH Resources
No changes reported.

Employee Support
The Board indicated that the SSA provides these services to the Board. The Board indicated that the SSA provides self evaluation services to the Board.

Other OSH Support Activities
- **Field Federal Safety and Health Councils & Other Social Networking**
  The Board indicated that the SSA provides these services to the Board.

- **Ergonomic Safety Program**
  The Board indicated that the SSA provides these services to the Board.

- **Psychosocial Risk Factors**
  The Board indicated that the SSA provides these services to the Board.

- **Telework**
  No.

- **Occupational Exposure Limits**
  None reported.

Accomplishments and Goals
The Board indicated that the SSA provides these services to the Board.

The Presidio Trust

Statistics
(from Agency Data)

	2010	2011	Change
Average number of federal civilian employees	345	347	+2
Total number of injuries:	58	31	-27
TCR	16.8	8.9	- 7.9
Total number of OSHA recordable injuries:	32	22	-10
Total OSHA recordable rate	9.3	6.3	-3.0
Total number of lost-time injuries:	21	15	-6
LTCR	6.1	4.3	-1.8
Lost work days	173	361	+188
Lost work day rate (per 100 employees)	50.1	104	50.3
Fatalities and catastrophic incidents	0	0	0
Overseas employees	0	0	0

Although the overall number of injuries decreased significantly, we had two injuries that resulted in a significant amount of lost work days. One employee fell off a ladder and suffered a concussion, and was out for 75 days; and the other fell and suffered a knee injury which resulted in 121 lost days.

Overseas Employees
Reported above.

OSH Initiatives
Motor Vehicle

	FY 2010	FY 2011	Change
Number of MVAs experienced by your employees	11	2	-9
Number of accidents resulting in personal injury	0	0	0

Notably, there was a significant improvement as compared to the previous FY. Employees were paying closer attention to their driving. The OSH manager distributed tailgate safety meeting on driving safety in June 2011at which time the required use of safety belts is reiterated. No tracking of compliance is performed. After EO 13513 was issued, the Executive Director issued a memorandum forbidding the use of cell phone while driving federal vehicles. The memorandum included potential disciplinary action for failure to comply.

Integrating OSH and Emergency Response
The Presidio Trust does have an emergency preparedness plan. This plan describes the use of the Incident Command System (ICS) and outlines duties for various positions in the command

structure. The COOP portion is very brief and specifically addresses the Information Services Department and the maintenance and restoration of critical computer hardware and software.

While the plan does not specifically address pandemic influenza, the Trust Safety Department provides employees with the opportunity to receive annual flu vaccinations on-site from FOH to prevent an annual outbreak. The ARC also stores supplies at the Presidio which can be utilized in the event of a flu pandemic.

Currently, our Building Emergency Action Plan is in draft status, and we do have an Emergency Management Team in place. The Presidio On-Call team is a group of twenty individuals who live onsite and have been trained in basic ICS. This team has also completed 20 hours of neighborhood emergency response training with the San Francisco Fire Department. They are well-equipped to respond to small-scale emergencies like weather-related incidents and infrastructure issues. Our staff members have received advanced incident management training. There are 172 staff members (50%) that participated in CPR/AED/first-aid training.

The biggest challenge in preparing a plan was coming to the realization that in the event of a major disaster, the Trust does not have the resources to continue to function and recover. We are in the beginning stages of coordinating with the City of San Francisco and the ARC for disaster support.

Agency Specific OSH Resources
No changes reported.

Employee Support
Ensuring staff are trained, the safety and health manager tracks what employees need what training, and when the last training occurred. Upon the completion of each training class, the information is then inputted into one of the agency's databases and reports can be generated as needed.

Presidio Trust contractors receive a safety and environmental awareness training from the safety manager before work on major projects is begun. Safety training courses provided:

- Hazard Communication Training
- Respirator Training
- Contractor Safety Awareness Training
- Fire Extinguisher Training
- Confined Space Entry Training
- Forklift Training
- Aerial Lift Training
- High Voltage Worker Training
- CPR/AED/First-Aid Training
- Unexploded Ordnance Training
- Back Injury Prevention Training
- Lead Awareness Training

- Asbestos Awareness Training
- Biohazards (Hepatitis A and B/Staph Infections etc.) Training
- Accident Injury Reporting for Supervisors and Managers Training
- HAZWOPER Training
- Flagging and Traffic Control Training
- Chainsaw Training
- Poison Oak Awareness Training
- Hearing Conservation Training
- Aggressive Dog Handling Training
- Hot Work Training
- Tailgate Safety Meeting on a variety of Safety and Health topics

On annual performance reviews, each employee is evaluated on safety and health participation and compliance. Failure to perform satisfactorily in this category will result in the loss of the cost-of-living increase.

Other OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  We do have a FFSHC, but currently do not participate. I hope to be able to participate this next year.

- **Ergonomic Safety Program**
  At the employee's (or their supervisor's) request, the safety manager will perform an ergonomic evaluation on an employee's workstation (or work process). After discrepancies are identified, they are corrected by either adjustment of the existing equipment or the purchase of new equipment. Employees can also request a pre-emptive evaluation from the safety manager.

- **Psychosocial Risk Factors**
  No.

- **Telework**
  No, although employees are allowed to telecommute at the discretion of the supervisor.

- **Occupational Exposure Limits**
  The OSH manager is responsible for identifying the PELs of concern. For the Trust, asbestos and lead are the major chemicals of concern: Asbestos: 0.1 fiber/cm3 of air; Lead: 50 ug/m3 of air.

Accomplishments

Implementation of a written respirator plan including annual reviews of employee's respiratory health. In writing up this plan (as a correction to last year's self-evaluation) and discussing the fact the as an agency, we weren't always being informed of health changes in the respiratory status with our occupational health nurse, it was decided to change that practice and begin annual

monitoring beyond just fit testing. The program began in November, 2011 and was recently completed for the employees. Currently, I am awaiting the results from FOH.

Safety committee formed in February 2011. Last year's self-evaluation determined it was a discrepancy and union negotiations had requested one in the previous contract, so the committee was formed and has met a number of times.

Implementation of weekly tailgate safety meetings in April 2011. The safety manager, at the request of the safety committee members, began distributing weekly tailgate safety meeting handouts on a variety of safety topics to supervisors and managers.

Goals

Finalize *Confined Space Entry Plan*. The document is in the final draft stage. It will hopefully be completed within the next three months. Our employees are already following the regulatory requirements for confined space entry, i.e. permitting and air monitoring, although no formal plan was ever in place. No formal measurement of success because of current practices.

Finalize *Employee Safety Incentive Program*. The program was designed and agreed upon by upper management, and I am awaiting financial resource commitment for the program. Reduction of lost-time injuries and lost workdays to reduce workers' compensation costs will be the metric to review for success of the program.

Implementation of the utilization of an occupational health clinic for work-related injuries. Program is awaiting final approval from upper management. reduction of lost-time injuries and lost workdays to reduce workers' compensation costs will be the metric to review for success of the program.

The Smithsonian Institution

Statistics
The table below compares FY 2011 OWCP to OSHA 300 log case reports. OSHA total cases are 11% less than OWCP while lost-time cases are 25% less.

Federal Employees	FY 2011 (OWCP Cases)	FY 2011 (OSHA 300 Log Cases)
Total Cases Injury/Illness (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities)	150	134
TCR (rate of all injury/illness cases per 100 FTE employees)	3.67	3.28
Lost-time Cases (number of cases that involved days away from work)	95	72
LTCR (rate of only the injury/illness cases with days away from work per 100 FTE employees)	2.32	1.76
Total Federal Employee Compensation Chargeback Costs (includes previous FY cases)	$3,420,876	

During FY 2012, the Smithsonian Institution (SI) will investigate discrepancies between OWCP and OSHA log reporting.

Fifty-eight percent of SI's lost-time cases were related to slips, trips and fall incidents (35%) or ergonomic injuries/illnesses (23%). During FY 2010 and FY 2011, SI safety personnel conducted general awareness training for prevention of slips, trips and fall hazards for employees and affiliated staff. In order to address ergonomic injury prevention during FY 2012, SI will formalize a robust ergonomics program SI-wide. The SI did not experience any incidents involving a fatality or catastrophic events in FY 2011.

Overseas Employees
The SI's largest organization with a permanent staff working overseas is the Smithsonian Tropical Research Institute (STRI) located in Panama. The STRI Director employs a full-time OSH specialist to assist management in developing, implementing, and ensuring the administration of the day-to-day Safety Program. SI employees in overseas countries receive safety, health, and environmental support through their U.S.-based unit's safety coordinator, as do SI staff traveling from the U.S. to conduct research and assistance visits world-wide.

OSH Initiatives
Motor Vehicle
During FY 2011, the Smithsonian experienced an 11% reduction in MVAs. Building on the solid foundation established by the issuance of the revised *Transportation Management Directive* 421 in FY 2009, the Institution's Transportation Services Branch initiated a comprehensive, multi-faceted defensive driving training program that included modules on seatbelt usage and distracted driving.

Integrating OSH and Emergency Response
The SI Disaster Management Program is coordinated and facilitated by the Smithsonian's Office of Protection Services. The Office's disaster preparedness manager provided support to each establishment's safety coordinator in the development of the establishment's disaster plan. To assist with the operational aspects of the disaster plan, each establishment has "*Personnel Movement Officers.*" In many instances, these are also members of the safety committee.

Agency Specific OSH Resources
The Institution did not have any financial changes during FY 2011 that impacted the OSH program.

Employee Support
OSH training continued to be a major emphasis for advancing safety program management and effectiveness. The Institution developed a comprehensive course catalog and training syllabus material. Safety coordinators developed training matrices for specific job positions. Tracking of training is accomplished through the training module of the SI's Enterprise Resource Program, managed by the SI OHR.

In FY 2011, as part of our major new *Safety Culture Initiative*, SI sponsored extensive consultant provided safety culture training (i.e., Safety Culture Transition Course, and Safety Culture Champion Course) focused on senior leaders, senior managers, and selected supervisors to establish a core staff who will be engaged in fully deploying a safety culture transition program.

Other OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  The SI safety professionals as well as managers and individual employees promote the *MWFSHC*. The Institution currently does not utilize social networking resources to promote OSH, but we do have a SI-wide Safety Website that includes a safety blog.

- **Ergonomic Safety Program**
  OSHEM will expand training efforts to facility safety coordinators in ergonomic principles and assessments to enable them to work directly with their assigned facility personnel for a more proactive approach to addressing common workplace ergonomic issues. JHA techniques are also used to aid in the recognition of ergonomic hazards.

- **Psychosocial Risk Factors**
  Psychosocial risk factors are addressed through the Institution's EAP. This program is offered as a benefit through OHR. Smithsonian Safety does not directly collaborate with OHR in managing the EAP program.

- **Telework**
  In FY 2011, the SI's *Telework Policy* was revised to allow employees in eligible positions to telework on a regularly assigned schedule. Eligible employees must submit a "*Telework Agreement Form*" to management for approval and complete the "*Telework Home Office Safety Checklist*" for home based work.

- **Occupational Exposure Limits**
  The Smithsonian uses mandated OELs established by federal regulatory agencies, such as OSHA, NRC and EPA. State-mandated limits and RELs established by agencies, such as NIOSH, AIHA and ACGIH are also used. The most stringent limits are used when variable exposure limits exist.

Accomplishments

The Smithsonian embarked on an Institution-wide assessment of its safety culture in FY 2011. The third party assessment was a 2-phase approach that consisted of an on-line survey which resulted in a >53% participation rate. The survey was followed by more than 80 focus group interviews to gather additional data and validation of the survey. The results of the assessment identified several areas in which our Institution can better enhance safety to achieve our ultimate goal of zero injuries. In addition, results were communicated to all staff in 4th quarter FY 2011. The recommendations identified in the final report are being implemented beginning in FY 2012 with the development of a steering committee, consisting of a cross section of SI senior leaders that will pilot initiatives to drive a safety culture transformation.

Goals

During FY 2012, the Smithsonian will continue to build upon its overall goal of "*zero injuries*" that has underpinned the safety program in previous years. In addition, increased emphasis and program development will be invested in the *SI Health Risk Management Program*, which is aimed at improving occupational health and employee productivity.

United States African Development Foundation

The United States African Development Foundation (USADF) is an independent federal agency established to support African-designed and African-driven solutions that address grassroots economic and social problems. The agency has approximately 30 full-time employees and approximately 10 contractors located here at USADF Headquarters in Washington, DC.

Statistics

Although the Foundation indicated that USADF federal civilian workers, supervised contract workers and/or volunteers experienced work-related injuries or illnesses in FY 2011, the Foundation did not report specific data. USADF did not have any fatalities or catastrophic incidents in FY 2011. Therefore, the USADF does not have any fatalities or catastrophic incidents to report.

USADF takes a preventive awareness approach to maintaining a safe and well workplace for its employees and contractors. We take this obligation and responsibility with great concern and seriousness. We have taken the effort to support our employees by investing in their work wellbeing and empowering them with the information, tools and support they need to take charge of their health and well-being.

Consistently, we review our health and safety processes and/or procedures to ensure that suitable health, safety and wellness controls are in place and/or implemented as well as make recommendations for improvements and/or changes. Our goal is to create a productive work environment in which our employees are educated to make better health care and life style decisions which aids in preventing illness and disease through healthy behaviors which ultimately benefits on-the-job performance and increases work productivity.

In managing USADF's safety, health and wellness programs and activities, our primary focus is to provide our employees with a safe and well workforce. It is our understanding; we can succeed in this endeavor by training our employees and contractors. This venue aids us in ensuring that the staff is educated, informed, updated and/or kept abreast of safety, health and wellness initiatives. Further, management of these programs and activities provides a dual opportunity and benefit for Foundation management to collaboratively brainstorm and obtain feedback on ideas and create initiatives which best serve the safety, health and/or wellness needs of our employees across the Foundation.

Overseas Employees

Not reported.

OSH Initiatives

Motor Vehicle

The USADF has a policy which requires that employees and all people in USADF driving motor vehicles be in compliance with seatbelts and banning of texts while driving has been mandated and/or required.

Integrating OSH and Emergency Response

The USADF as mandated and required by Federal law and regulations developed comprehensive safety and health, emergency and/or disaster response and COOP plans and implemented programs to ensure employees are evacuated safely during times of disaster and/or emergency. The Agency developed an *Emergency Procedures Handbook* which was distributed to employees via e-mail and on which they have received formal training. The handbook promulgates and establishes guidelines for establishing and maintaining safety procedures in the event of a natural disaster, accidental emergency and other miscellaneous threats. A COOP coordinator was named and has received training. The agency is continuing to review this operation. The USADF is in the process of reviewing and assessing pandemic flu planning for staff. USADF provided flu vaccine to employees and contractors in FY 2011.

The USADF is in the process of reviewing and assessing pandemic plans and emergency and or/ disaster response plans to protect federal employees.

Agency Specific OSH Resources

The USADF is in the process of reviewing and assessing training for staff.

Employee Support

The USADF, as mandated and required by Federal law, and regulation developed comprehensive safety and health, emergency and/or disaster response and COOP plans and training which diminished staff confusion and increased their awareness of all the possible dangers and disasters and emphasized guidelines for establishing and maintaining safety procedures. The USADF has not promoted staff involvement in other safety and health support activities.

Other OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  Reported as not applicable – We have not participated with the councils.

- **Ergonomic Safety Program**
  Reported as not applicable - the USADF does not have a program to recognize and address ergonomic hazards.

- **Psychosocial Risk Factors**
  Reported as not applicable.

- **Telework**
  Reported as not applicable – USADF does not have an established telework program for employees. Teleworking is used on an as-needed basis. OSH guidance on teleworkers has not been provided.

- **Occupational Exposure Limits**
  Not reported.

Accomplishments

During FY 2011, we have worked diligently to ensure that the Foundation has effective, beneficial and functional safety, health and wellness programs and/or activities. During FY 2011, in tune with our Foundation's position of maintaining transparency, participation and collaboration, we:

- Maintained *Emergency Procedures Handbook*;
- Briefed employees on evacuation procedures including having practiced fire drill briefing and several practice evacuations sessions;
- Provided flu vaccine to employees and contractors;
- Consistently provided information to staff on how to protect themselves during a pandemic; and new topics, including: H1N1 flu, thyroid disorders, and anxiety disorders, such as post-traumatic stress disorder, life style management, better management of chronic conditions, and how to treat common injuries with appropriate first-aid techniques, disease management, anti-smoking prevention, weight control, necessity for regular health checkups; healthy life outlook and physical conditioning;
- Contracted with COPE to provide affordable, accessible, and response EAP services to employees and contractors on behavioral healthcare issues (i.e., in an effort to improve workplace productivity); and
- Ensured that employees take their prescribed shots/medicine before going overseas.

Goals

While we have been very committed and conscious this year of the health, safety and wellness concerns and issues faced by our staff, our goal for FY 2012 is to consciously become more proactive in working toward providing the services needed by our employees in the continued development of a comprehensive wellness program. It is our plan next year to incorporate additional health, safeness and wellness activities into our program, such as, arranging to have our CPR trained employees recertified. The USADF will continue to be vigilant and diligent in its effort to ensure that the Agency maintains a safe and healthy working environment for its employees.

United States Holocaust Memorial Museum

Statistics
In FY 2011, there were a total of three injuries reported to the Museum's Division of Human Resources. All three of those injury reports were forwarded to the DOL - OWCP. The three injuries totaled 280 hours of lost-time, and 35 COP days. The OWCP chargeback was $657.72. COP costs from the lost-time injuries were $7,276.00. Fifty percent of the lost work days were attributed to one accident involving an employee who fell on a wet floor. There were no fatalities at the USHMM involving federal or donated employees. The POWER Initiative Goal 7: RTW is required for the 14 agencies with the largest statistically significant case volumes and, therefore, it is not applicable to the U.S. Holocaust Memorial Museum. The Museum however, does strive to continually improve its RTW percentages.

Overseas Employees
During FY 2011, there were no Museum staff working overseas.

OSH Initiatives
Motor Vehicle
During FY 2011, there were no staff members involved in MVAs. Museum policy mandates that seatbelts are to be used 100% of the time in Museum vehicles and that all automobile rules and regulations are to be followed. Additionally, Museum policy mandates that there is zero tolerance for texting while driving.

Integrating OSH and Emergency Response
The Museum's emergency preparedness security specialist incorporates the health and safety of staff into their plans for emergency and/or disaster response through training and drills. Training and drills conducted during FY 2011 included evacuation and warden training, fire evacuation drills, SIP drills, fire extinguisher training, museum emergency management team training, security awareness training and active shooter awareness training.

In FY 2011, the Museum also participated in the *Eagle Horizon*, conducted by FEMA. This two day exercise was conducted at the Museum's COOP site location. The complete Control Center operation was tested during the exercise and found to be operating effectively. The COOP site was tested on several other dates and found to be operating effectively. The agency has faced no challenges in completing and implementing pandemic plans and emergency and/or disaster response plans.

Agency Specific OSH Resources
There has been no change in the resources dedicated to the OSH Program. The Museum continues to provide resources to the safety and health program in the form of financial resources and personnel to perform the required tasks.

Employee Support
The Museum provides safety and health training to all levels of existing staff and employees. Safety training at the Museum is performed by the Division of Protection Services, OSH specialist, and the emergency preparedness specialist. The OSH specialist and the emergency preparedness specialist coordinate with staff members, managers, senior executive staff and volunteers to schedule employees for training appropriate for their positions.

In FY 2011, Division of Protection Services provided training in 16 safety and health topics. The Museum's emergency preparedness specialist provided warden training, fire extinguisher, evacuation training and security awareness training to over 435 staff members, interns and volunteers. An "*active shooter*" training class was also introduced to management during FY 2011. The Division also conducted six emergency evacuation drills, four SIP exercises, four communication exercises and one "*Send Word Now*" emergency notification exercise for the entire staff.

The Museum has continued its self-evaluation program in accordance with 29 CFR 1960.79. During the month of February 2011, the Museum's safety program effectiveness was reviewed. The review of each program was conducted using a variety of methods which included checklists, inspections, feedback from staff, and review of injuries/illnesses on site. During the annual inspection, all safety concerns are noted and each division has 30 days to make corrections. The exception to that rule is a case of an immediately dangerous condition to life and health scenarios, which must be corrected immediately.

Other OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  Not reported.

- **Ergonomic Safety Program**
  The Museum has an office ergonomics program that strives to improve the health, well-being and productivity of employees by educating them about simple inexpensive ergonomic principles that help create a safe and comfortable work station. The Museum provides ergonomic literature and advice during annual health and wellness fairs. The OSH specialist also performs ergonomic evaluations upon request to any/all employees with ergonomic concerns or complaints.

- **Psychosocial Risk Factors**
  Psychosocial issues affecting the employees are referred to an employee assistance organization known as *COPE, Inc*. COPE, Inc. provides counseling in areas, such as budget and debt counseling; child and elder care; family life/health and wellness, legal consultation and referral. The EEO program also offers an employee complaint mediation process called "*Conquering Conflict Together*" that allows employees to address disagreements with fellow employees and/or management.

- **Telework**
  The Museum does have policies and procedures in place for the safety and health of employees who telecommute. Employees are responsible for ensuring that their homes comply with health and safety requirements. The Museum provides an employee self-certification safety checklist to all employees who telecommute. The checklist is designed to assess the overall safety of the alternate worksite (home office).

- **Occupational Exposure Limits**
  The OEL standards used by the Museum include the OSHA PELs; NIOSH RELs; and the ACGIH TLVs. The Museum does not develop OEL's in house to quantify exposure limits of hazardous chemicals in the workplace.

Accomplishments

The OSH goals for FY 2011 included increasing the number of safety training courses and increasing the number of staff trained, increasing the number of emergency preparedness trainees, increasing the number of staff receiving influenza vaccinations and, upgrading the frequency of the health and wellness walking program from a monthly walking program to a weekly walking program. Over a one year period, all of these goals were achieved. The number of safety training classes increased from 13 (88 attendees) in FY 2010 to 16 (122 attendees) in FY 2011. The number of personnel receiving emergency preparedness training increased from 347 last year to 468 in FY 2011. Influenza vaccinations administered by the health unit also increased from 267 in FY 2010 to 287 in FY 2011. The Museum's flu vaccination program was expanded to include contractors as recommended. The frequency of the walking program increased from once monthly to once per week.

Goals

The goals for FY 2012 include developing a workplace violence awareness program; increase participation in wellness programs such as yoga, walking, and weight loss; increasing participation in the safety committee; and the introduction of an online safety training program.

U.S. Chemical Safety and Hazard Investigation Board

The U.S. Chemical Safety and Hazard Investigation Board (CSB) experienced no work-related injuries in FYs 2011 or 2010. The agency maintains a functioning OSH program as outlined in CSB Board Order 17 that is being implemented by the DASHO at its DC Headquarters and Denver Western Regional offices. This program is self-evaluated for effectiveness on an annual basis. OSH training is provided throughout the FY for all CSB employees and supervised contract workers. In addition, annual medical surveillance is provided to all CSB investigators and investigation supervisors and the agency has active motor vehicle safety and ergonomics programs for its employees and uses a checklist for risk assessments of telework environments. OSH resources remained constant for FY 2011.

Statistics
Not reported.

Overseas Employees
Not reported.

OSH Initiatives
Motor Vehicle
The CSB had no MVAs in either FYs 2011 or 2010. Copies of EOs 13043 and 13513 are available on *SafetyNet*, the CSB's official Intranet portal along with other pertinent OSH documents. A motor vehicle awareness safety training program was held for CSB employees and contractors in FY 2006 and 2007. This program reviewed EO 13043 and CSB Board Order 17 as they pertained to motor vehicle safety and discussed safe driving practices based on the OSHA/National Highway Traffic Safety Administration/National Educational Technology Standards *Guidelines for Employers to Reduce Motor Vehicle Crashes*, which included distracted driving. Additional training is planned in FY 2012 for new staff that has been recently added as well as a refresher course for existing staff. The new training will emphasize the recent EO banning texting while driving and distracted driving.

Integrating OSH and Emergency Response
The CSB has developed a comprehensive OEP following GSA guidance which covers all areas of emergency and disaster response at its headquarters office in Washington DC. The Denver Regional Office follows the OEP developed for the Denver Federal Center. The CSB has also developed a separate COOP plan that allows personnel to work from home and/or at alternate locations in the event that CSB offices cannot be utilized due to emergency. CSB Board Order 17 and various investigation protocols cover emergency situations when CSB employees are working at investigation sites. In addition, all CSB investigators and supervisors are both National Incident Management System and HAZWOPER trained to the operations level. Refresher training is provided in order to maintain these competencies.

The agency has not developed any pandemic flu plans to date. However, awareness training on pandemic flu and recommendations for getting annual flu shots are given to investigators during annual bloodborne pathogens refresher training conducted by a FOH nurse.

Agency Specific OSH Resources
No changes reported.

Employee Support
The CSB has developed an overall training plan to ensure that all the safety and health program elements contained in CSB Board Order 17, OSH program, are covered. Some topics are provided only to chemical incident investigators and investigation supervisors, while others are provided to the entire CSB workforce. Some topics require initial and annual refresher training, while others require initial training and follow-up training whenever the program changes. Training modules for some topics are still under development and some annual refresher training is via computer based training modules.

In FY 2011, the following OSH program elements were self-evaluated: bloodborne pathogens, AED program, respiratory protection, lockout/tagout, OEP, and confined space entry. The bloodborne pathogens program was reviewed and minor written program updates were made by FOH, the OEP was updated by the DASHO. Changes to these programs are covered during refresher training. The remaining OSH programs were reviewed by the DASHO. No written program changes were made to the respiratory protection or the AED program. No lockout/tagout was performed, or confined spaces entered during the FY so no changes were made to these programs. CSB Board Order 17 was not updated in FY 2011 and is now scheduled for FY 2012 once other organizational documents have been revised and the new 5-year strategic plan has been developed.

Other OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  No.

- **Ergonomic Safety Program**
  CSB Board Order 17, OSH Program, recognizes that "*certain ergonomic factors can contribute to the safety, health and comfort of CSB employees in everyday performance of their duties*." The Board Order commits the agency to using OSHA/NIOSH ergonomic guidelines to extent practicable and possible for workstations, tools and equipment. The DASHO is given the responsibility for carrying out this requirement and ensuring appropriate training is provided to CSB personnel in ergonomic hazards. In FY 2011, the CSB contracted with an industrial hygienist from FOH to provide ergonomics training on computer workstations to CSB personnel. This training included a lecture followed by individual assessments of computer workstations in the DC offices.

- **Psychosocial Risk Factors**
  No.

- **Telework**
  A risk assessment checklist is used as a self-evaluation tool for teleworking environments. The checklist is reviewed and signed by the supervisor prior to authorizing telework and copies are forwarded to the DASHO to reviewed and maintained in the OSH files.

- **Occupational Exposure Limits**
  Not reported.

Accomplishments

Several annual refresher training programs were converted from lecture-based to e-computerized format allowing both DC and Denver personnel to receive training on OSH topics when they had time available. An agency-wide license was obtained for several new computer- based training modules that will be introduced in FY 2012. Infrastructure was installed to permit meetings and presentations to be held between the DC and Denver offices using Skype. All new paper OSH related documents are scanned and being kept in electronic format. Significant progress has been made on scanning historical OSH documents and this task will be completed in FY2012.

Goals

CSB Board Order 17, OSH Program, has been in effect for over ten years and is scheduled to be updated in FYs 2012 and 2013 to reflect current agency OSH practices, the Western regional office, and the addition of the managing director position. The successful completion of this effort will be determined by the issuance of a revised CSB Board Order 17 approved by the Board sometime in FY 2013.

A safety and health officer (SHO) needs to be appointed to the Western Regional Office in Denver. The SHO will work with the DASHO to ensure that OSH requirements are being properly implemented in the regional office. The successful completion of this effort will be the assigning of SHO duties to a member of the Denver Regional Office staff as a collateral duty and proper training of this person in their OSH responsibilities by attending an OSHA collatoral duty course.

The CSB hopes to complete its training program modules and have training completed on all safety and health program elements outlined in CSB Board Order 17 in FYa 2012 and 2013. To accomplish this task, some annual refresher training modules need to be converted to electronic format. The successful completion of this goal will be evidenced by training records showing that training has been acomplished and by the existance of computerized training modules which can be used for annual refersher training.

The agency is currently implementing an electronic records management system which will be used to store and manage all OSH documents. A preliminary data structure for this database was developed in FY 2010; scanning of historical records was begun in FY 2011 and will be completed in FY 2012; and the goal is it ensure that all OSH related records are entered and stored in the electronic database by the end of FY2013.

U.S. Commission on Civil Rights

Statistics
The Commission on Civil Rights's (CCR's) employment rolls *decreased* by 9 (17.65%) to 42 in FY 2011. Its total injury and illness cases, lost-time cases, and the related TCR and LTCR remained *UNCHANGED* at 0. According to the CCR, there were no civilian fatalities during FY 2011.

Overseas Employees
Not reported.

OSH Initiatives
SHARE
- No time lost reported.
- No injuries reported.
- No new programs were initiated in FY 2011.

Motor Vehicle
CCR does not own motor vehicles.

Integrating OSH and Emergency Support
Not reported.

Employee Support
No training was conducted during FY 2011.

Other OSH Support Activities
- **Field Federal Safety and Health Councils & Other Social Networking**
  None.

- **Ergonomic Safety Program**
  CCR ergonomics initiative is successful. Upon request from an employee thru the supervisor a written request accompanied by a doctor's recommendation is forwarded to the budget office for approval. The needs of employees are considered to determine if business equipment and furniture needs, as related to ergonomic correctness, as well as to determine what overall changes/modifications are necessary to ensure a comfortable and safe work environment for employees.

  The Commission continues to assist staff, who experienced discomfort in the back, neck, hand and wrist area. Concerted efforts is being expended in the field of ergonomics as it relates to the Commission's ability to meet the employees' needs before they begin to experience discomfort from repetitive motion and other stressful activities.

- **Psychosocial Risk Factors**
  Not reported.

- **Telework**
  All employees are eligible to participate in the telework program. Employees are provided printed information that addresses issues that may affect their psychological response to their work and workplace conditions.

- **Occupational Exposure Limits**
  Not reported.

Accomplishments
Employees are provided information concerning safety and health matters and sponsors awareness programs, such as *Flu Shot Program*.

Goals
- Replace or upgrade 10% ergonomics assessments of workstations.
- To continue to replace employee's chairs that are 10 years old.
- CCR will allocate monies for OSH program for FY 2012 for areas, such as safety training and the ergonomics program.

U.S. Commission of Fine Arts

The U.S. Commission of Fine Arts is a small independent federal agency with eleven full-time staff which includes; the Secretary, the Assistant Secretary, six architects and historians, and three administrative support staff. The tasks and responsibilities of these positions are performed within the offices of the Commission. With the exception of some local travel to meetings outside of the Agency there is either minimal or no travel required of staff. The Commission does not own nor operate any government vehicles or heavy equipment.

Because of the small size of the agency and the nature of the work conducted by the employees, telework is not a reasonable policy in terms of the effective performance of agency business and therefore the agency policy is that no CFA employee is eligible for telework as a regular policy.

Statistics
The agency has experienced no OSHA incidents, injuries, or illnesses over the past seven years.

Overseas Employees
Not reported.

OSH Initiatives
Motor Vehicle
Reported as not applicable - no agency vehicles or drivers.

Integrating OSH and Emergency Response
CFA has provided briefings and materials to its entire staff on what to do in the event of an emergency or natural disaster, including the handling of suspicious materials.

Agency Specific OSH Resources
No changes.

Employee Support
The agency has conducted briefings for all staff and distributed informational brochures and materials published by GSA and Federal Protective Service on emergency procedures in the event of: civil disturbance; power failure; medical emergency; explosion/building collapse; suspicious item or letter; fire; earthquake/hurricane/severe weather/tornado; and bomb threat.

Other OSH Support Activities
- **Field Federal Safety and Health Councils & Other Social Networking**
  Reported as not applicable.

- **Ergonomic Safety Program**
  The agency provides ergonomic keyboards, chairs, monitors, and other equipment as needed.

- **Psychosocial Risk Factors**
  No.

- **Telework**
  Reported as not applicable, and refers to the Executive Summary.

- **Occupational Exposure Limits**
  Not reported.

Accomplishments
Please see the Executive Summary.

Goals
Please see the Executive Summary

U.S. International Trade Commission

The U.S. International Trade Commission (ITC) is a small independent agency, consisting of six Commissioners and 399 employees working in an office environment. The *Safety and Health Committee* is composed of three union employees' representatives and three management representatives, all of whom are trained on the requirements of the safety and health program. The committee members serve a term of two years. The employees' union representatives and management representatives participate in an annual safety and health inspection for the work sites.

The collective Bargaining Agreement between the ITC and the American Federation of Government Employees, Local 2211, describes the OSH program and is consistent with the standards promulgated under Section 6 and 9 of the Act (29 U.S.C. 668), EO 12196, 29 CFR 1960, and other applicable laws, EOs and regulations. This agreement was effective March 23, 1989 and it is current. The committee members have changed but the program remains the same.

The Commission encompasses a nine story commercially-owned building. The Commission leases seven floors of their space. The leased space is located on floors 1 through 7. These floors are composed of all offices. The safety hazards at the Commission are minor and do not require hazard abatement training.

Statistics
There were two reported injury and illness cases during FY 2011. One case was an individual breaking their arm that resulted in six lost days from work. The second case was an indivdual hurting their foot that resulted in zero lost days from work. There were no workers' compensation chargeback costs.

Overseas Employees
Not reported.

OSH Initiatives
Motor Vehicle
Not reported.

Integrating OSH and Emergency Response
Not reported.

Agency Specific OSH Resources
Not reported.

Employee Support
The Commission provides training funds to its managers, supervisors, employees and employee representatives for participation in safety and health training at certified OSHA training centers. Due to a change of personnel and program oversight, there is no record of a self-evaluation of the

ITC OSH program being conducted in FY 2011. There will be an ITC OSH program self-evaluation scheduled in FY 2012.

Other OSH Support Activities
- **Field Federal Safety and Health Councils & Other Social Networking**
  Not reported.

- **Ergonomic Safety Program**
  Not reported.

- **Psychosocial Risk Factors**
  Not reported.

- **Telework**
  Employees participating in the ITC telework program are required to review the ITC Telework Work Site Certification Safety Checklist to ensure the overall safety and adequacy of their alternative work site and submit to their supervisor.

- **Occupational Exposure Limits**
  Not reported.

Accomplishments
Not reported.

Goals
The objective of the ITC is to maintain an OSH program which is consistent with the standards promulgated under Section 6 and 9 of the Act (29 USC 668), EO 12196, 29 CFR 1960, and applicable laws, EOs, and regulations.

The OSH initiatives planned and programmed for the coming year(s) are:

- Annually inspect all areas and operations of each workplace, including office operations. More frequent inspections shall be conducted in all workplaces where there is an increased risk of accident, injury, or illness due to the nature for the work performed or environment.
- Maintain first aid kits to meet the needs of employees in case of minor accidents. The locations of the first aid kits are on the ITC Intranet under Facilities Management.
- Conduct testing of the heating, ventilation, and air conditioning system. Conduct testing of the drinking water by a certified industrial hygienist, to insure compliance with applicable federal standards.
- Obtain and distribute ergonomic chairs and ergonomic keyboards to employees.
- ITC will continue to make workplace safety and health information easily available to all.

U.S. Nuclear Regulatory Commission

The U.S. Nuclear Regulatory Commission (NRC) is an independent agency created by Congress. The mission of the NRC is to license and regulate the Nation's civilian use of byproduct, source and special nuclear materials in order to protect public health and safety, promote the common defense and security, and protect the environment. The NRC's regulations are designed to protect both the public and workers against radiation hazards from industries that use radioactive materials.

The agency's scope of responsibility includes regulation of commercial nuclear power plants; research, test and training reactors; nuclear fuel cycle facilities; medical, academic and industrial use of radioactive materials; and the transport, storage and disposal of radioactive materials and waste. In addition, the NRC licenses the importation and exportation of radioactive materials while working to enhance nuclear safety and security throughout the world.

In FY 2011, the NRC OSH manager completed NRC headquarters safety inspections, conducted workplace safety inspections at three of NRC's four regional offices and the NRC Technical Training Center (TTC), participated in food services inspections, introduced a required web-based safety training for all NRC Federal employees, offered two instructor-led bloodborne pathogens training courses for NRC law enforcement personnel, provided a CDSO course, identified injury and illness trends, created new safety forms and performed two IAQ surveys.

The Office of Administration (ADM) supplies first aid kits at all NRC worksites. The OHR provides AEDs to the worksites as well. The Human Resources Training Division offers CPR, first aid and AED training to NRC employees.

The OHR Wellness Program develops and implements agency-wide wellness services, including health, fitness, and ergonomics programs. Contract ergonomists are available to assist NRC employees who experience workstation discomfort. The OHR Wellness Program offers preventive services such as blood pressure screenings and nutrition lectures. A yearly influenza program offers NRC employees flu vaccines for free.

Statistics

The trending of NRC workplace injuries and/or illnesses reveals that the majority of injuries result from falls. Three-fourths of all NRC employees work at the NRC headquarters complex and at four interim locations in Bethesda and Rockville, MD. The majority of injuries have occurred within the various NRC headquarters locations. Worksite inspections at the NRC headquarters interim buildings, TTC and three regional offices were conducted in FY 2011.

The total number of cases for FY 2011 was 26. The TCR for FY 2011 was 0.62. The total number of lost-time cases for FY 2011 was 15. The total LTCR for FY 2011 was 0.36. The total workers' compensation chargeback costs for the NRC was $776,363.57 for the CBY. The NRC has a zero report for fatalities or catastrophic accidents during FY 2011.

Overseas Employees

There are two NRC employees who are working at the U.S. Mission in Vienna on NRC assignments. The individuals are covered by State because they reside on State's posts. The NRC reimburses State via an interagency agreement. One NRC employee teleworks from Kenya and one teleworks from Paris. All NRC employees who wish to telework must submit an NRC Form 625, Telework Program Employee Self-Certification Safety Checklist, in order to be approved for telework.

OSH Initiatives

Motor Vehicle

There were seven MVAs involving fleet vehicles at the NRC headquarters complex in FY 2011. There were seven MVAs involving NRC employees who were driving privately-owned vehicles or rental cars during official work time.

NRC Management Directive (MD) 13.4, "*Transportation Management*," instructs each federal employee riding in a motor vehicle on official business, regardless of seating position, shall have the seatbelt properly fastened at all times while the vehicle is in motion.

In 2009, the NRC Executive Director for Operations posted information about EO 13513 that prohibits federal employees from texting while driving, either when operating a government car, privately-owned vehicle or rental car or using a government-issued handheld electronic device for e-mail, instant messaging or navigational information.

Integrating OSH and Emergency Response

The NRC OSH manager is a contributing member of the NRC emergency response team. In the summer of 2011, the NRC OSH manager participated in an interim building's evacuation drill and has been invited to attend future planning sessions for the annual headquarters evacuation drill.

Agency Specific OSH Resources

Administration has provided financial support for the OSH program for NRC regional and TTC inspections, IAQ surveys, launching agency-wide training, purchasing standards for CDSOs, and supporting the NRC's OSH manager attendance at the annual ASSE 2011 conference.

Employee Support

During the summer of 2011, the NRC launched a one-time required web-based training module, *Workplace Safety*.

Other OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  The NRC submitted a response to Dr. Michaels' June 2011 memorandum which requested agency FFSHC attendee information. The NRC OSH manager is the designee who attends the *Metropolitan Washington FFSHC* meetings. The NRC OSH manager forwarded the FFSHC region list to the NRC TTC and regional office CDSOs to

encourage participation in their local councils. The NRC OSH manager does not utilize social networking.

- **Ergonomic Safety Program**
  The NRC Ergonomic Program provides assessments, recommendations, education, and training pertaining to ergonomics issues. NRC MD 10.122, "*Employee Assistance and Wellness Services Program,*" establishes and maintains programs that provide services for the physical well-being of NRC employees and assist in the reduction of absenteeism. The NRC ergonomic program is administered by OHR.

- **Psychosocial Risk Factors**
  The EAP and wellness programs are managed by OHR. These programs establish and maintain services for the physical and mental well-being of NRC employees, to assist in the reduction of absenteeism and to inform employees of the services provided by the EAP and wellness programs. The EAP provides crisis intervention and referral, assessment and short-term problem resolution and/or referral, employee education, supervisory consultation and education. EAP services are confidential within the bounds of the law.

- **Telework**
  The agency's telework policy is administered by OHR. Employees are permitted to telework once four internal NRC forms have been submitted to and approved by supervisors: NRC Form 621, Employee Request to Participate in the Telework Program, NRC Form 622, Evaluation of Employee Request to Participate in the Telework Program, NRC Form 624, NRC Telework Program Participant Agreement, and NRC Form 625, Telework Program Employee Self-Certification Safety Checklist.

- **Occupational Exposure Limits**
  The NRC does not use hazardous chemicals and therefore does not utilize OELs for hazardous chemicals.

Accomplishments
During FY 2011, the NRC OSH manager completed NRC headquarters safety inspections, conducted workplace safety inspections at three regional offices and the TTC, participated in food services inspections, implemented a required web-based safety training course for all NRC federal employees, offered instructor-led OSHA compliance training to NRC law enforcement personnel, provided a CDSO course, created new safety forms, organized two IAQ surveys and identified injury and illness trends.

Goals
In FY 2012, the NRC OSH manager is planning to conduct three pre-occupancy safety inspections, as well as the annual headquarters and regional safety inspections. The NRC OSH manager will be reviewing safety and health information systems that will support the OSH Program and workers' compensation case management while identifying injury and illness trends and complying with DOL's POWER Initiative. The NRC OSH manager will also offer an

additional CDSO course and support additional instructor-led bloodborne pathogens courses. An internal NRC safety website is currently being designed.

U.S. Office of Government Ethics

The Office of Government Ethics is a very small independent agency with 80 authorized FTE (currently 73 on board) all located in a central office in Washington, DC. The work performed by OGE is all office related posing few occupation or health hazards. Over the course of the last five years, there have been a total of 1(in 2010) occupational/health incidents. In FY 2011, there were no job-related injuries or illnesses. OGE has never experienced a fatality or catastrophic accident.

Because of its size, the nature of its work and the close to non-existent number of cases each year, OGE does not perform a formal self-evaluation. OGE is aware of each incident and is able to thoroughly evaluate each case at the time it occurs.

Additionally, for the last 18 months, OGE has been engaged in continuous process improvement and has outsourced a significant amount of its administrative/support function to the Department of Treasury's Bureau of Public Debt. As a result, OGE has been fine-tuning the remaining administrative/support functions including its OSHA activities. In FY 2012, OGE will be developing a resources management plan that includes some additional structure to the existing OSH program, including ensuring that supervisors are accountable for maintaining a safe and healthy work environment. OGE's current annual performance plan describes the agency's efforts to promote employee wellness in the workplace.

Statistics
Not reported.

Overseas Employees
Not reported.

OSH Initiatives
Motor Vehicle
OGE does not have an automobile fleet and rarely uses automobiles in the course of conducting business. In FY 2011, only three OGE employees rented cars for official temporary duty trips. At the time that EO 13513 was issued, OGE's director notified all employees that texting while driving on official business would not be tolerated.

In FY 2012, OGE will flag all travel authorizations with a rental car or privately-owned vehicles, and send a reminder to the traveler that they are required to use a seatbelt and prohibited from texting while driving.

Integrating OSH and Emergency Response
OGE has an established emergency planning policy that provides general safety and health information and guidance to employees. The agency's COOP plan explains that OGE will work with public health authorities and building management to ensure that the facility/building is safe

for employees to return to normal operations (in the event of an emergency). Listed below are relevant chapters in our emergency planning guidelines:

Subchapter 1.   COOP
Appendix A.   COOP for a Pandemic
Subchapter 2.   OEP
Appendix B.   Designated Coordinators OGE
Subchapter 3.   SIP Plan
Subchapter 4.   Power Outages

OGE did not face any challenges in completing and implementing pandemic plans and emergency and/or disaster response plans in FY 2011.

Agency Specific OSH Resources
No changes reported.

Employee Support
OGE maintains the required federal OSHA poster in a central location accessible by all employees. Additionally, OGE posts other health and safety notices covering topics, such as HIV and workplace violence, in the same central location. These postings, in conjunction with the nature or OGE's workplace, are effective in maintaining work-related safety and health as is demonstrated by OGE's health/safety incident-free record. OGE does not currently include language in manager/supervisor performance plans regarding safety and health. Because of its size, the nature of its work and the remote chance that a work related injury or illness will occur, OGE does not perform a formal self-evaluation. OGE is aware of each incident and is able to thoroughly evaluate each case at the time it occurs.

Other OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  No.

- **Ergonomic Safety Program**
  While OGE does not have a specific program to address ergonomic issues, we do attempt to provide an ergonomic work environment. In FY 2011, OGE purchased ergonomic/adjustable desk chairs for all employees who had not received one in the previous FY. Additionally, OGE accommodates, depending on availability of funds, all ergonomic related requisitions. In FY 2012, OGE employees have an opportunity to participate in another federal agency's (located in the same building as OGE) ergonomic program offerings. The first offering is a workshop on correct ergonomics to help prevent and correct back, neck, wrist, and headache pain.

- **Psychosocial Risk Factors**
  No.

- **Telework**

   OGE telework agreements require employee assessment of the environment they will be teleworking, including safety and health matters. Appendix B of OGE's telework policy is a safety checklist for home-based teleworkers.

- **Occupational Exposure Limits**

   Not reported.

Accomplishments

OGE's ongoing goal is to keep the agency workplace free from health and safety-related incidents. FY 2011 was incident free.

Goals

OGE will continue its ongoing effort to maintain a healthy/safe workplace. Additionally, in FY 2012, OGE will provide reference materials to all staff on key factors relating to maintaining a healthy and safe workplace.

U.S. Securities and Exchange Commission

Statistics

The number of SEC employees increased by 0.05% in FY 2011. The agency also experienced a 33% decrease in the total number of injuries and illnesses, and a 46% decrease in its cases involving days away from work. In FY 2011, there were a total of three injury cases that resulted in 28.75 lost production days. Chargeback costs during the reporting period totaled $10,871. The SEC did not experience any significant trends or major causes or sources of lost-time disabilities. The SEC had no fatalities or catastrophic accidents in FY 2011.

Overseas Employees

The SEC has no employees stationed overseas. The SEC occasionally sends employees on official travel to overseas locations.

OSH Initiatives

Motor Vehicle

There were zero SEC MVAs during the reporting period. The SEC's drivers are responsible for maintaining vehicle records that include: periodic maintenance records required for warranty, vehicle repair estimates and records, and accident reports involving the specific vehicle.

Integrating OSH and Emergency Response

The safety and health of employees is strategically incorporated into the plans and operations for emergency response and COOP in several ways. OHR oversees the EAP and ensures the availability of AEDs, and the AED training program. It manages the agency's safety program, which includes an emergency response team, composed of approximately 300 volunteer members, and provides PPE/supplies, such as facemasks, flash lights and first aid kits.

The emergency response team coordinates, and assists in evacuations and SIP incidents; ensures the availability medical and emergency equipment; and disseminates procedures and other information related to emergency response efforts. Contract security personnel and many team members are certified in CPR and the operation of AEDs. In addition, the team uses a "*Buddy*" system and two-way radios to enable communication with other team members and security guards to ensure the safe evacuation of persons with disabilities.

The safety program manager and emergency response team coordinator both participate in COOP meetings and planning activities to ensure that alternative work sites have safe and operational systems, on-site security, and sufficient SIP supplies/equipment.

Agency Specific OSH Resources

There was no decrease in resources dedicated to OSH programs.

Employee Support

The SEC has established an agency-wide annual OSH training program that is mandatory for all employees and includes topics on safety, emergency preparedness, and COOP. The SEC safety

program manager utilizes OPM contractor resources to manage its computer-based training program content, delivery and student tracking activities.

Other OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  The SEC does not participate in FFSHCs because it is more efficient to manage this program from our headquarters office.

- **Ergonomic Safety Program**
  The SEC has a contract with an expert in place to address the specific ergonomic needs of employees. Upon the receipt of a physician's instruction, the SEC will schedule an assessment with the vendor expert to determine the workspace/equipment that will best accommodate the employee.

  The SEC has also addressed the ergonomic hazards and risks through SEC-wide notices, and through sponsoring a voluntary office chair replacement program at headquarters and an ergonomics seminar.

- **Psychosocial Risk Factors**
  The SEC has addressed psychosocial risks factors through SEC-wide notices, and OHR's work/life programs and work/life plus resources. The work/life resources cover topics from counseling, financial and legal services, family care assistance, health and fitness, flexible work options, telework, and a hotline and website to receive assistance on these of these issues 24/7. These notices and other OHR work/life resources are accessible on the SEC internal website that also contains any other information the agency has compiled and additional resources to address psychosocial risks in one convenient location.

- **Telework**
  The SEC has issued the following telework guidance:

  - *Administrative Notice Telework Memorandum* – provides information on telework and resources available.
  - *Telework Request and Agreement Form* – states the details, requirements, terms and provisions of SEC Telework Program.
  - *Telework Safety Checklist* – employee completes to certify compliance with SEC safety guidelines.
  - *On-line Training* – includes sections on guidance, tools, resources, frequently asked quastions, etc.

  Combined, these provide clear instructions and expectations for employees when entering into a telework agreement.

- **Occupational Exposure Limits**
  The SEC does not develop or use OELs in the workplace.

Accomplishments

FY 2011 accomplishments:

- Finalized processes and procedures as part of the SEC *Workplace Violence Prevention Program.* Developed training for all SEC employees and contractors to increase awareness about warning signs and SEC resources available.
- Based on the self-evaluation conducted in FY 2010, developed a comprehensive safety and health system, including policies, plans and procedures for each major element comprising an effective workplace safety and health program.
- Continued the annual computer-based OSH, emergency preparedness, and COOP training program for employees.
- Continued efforts to maintain low case rates for injuries and illnesses, lost-time and lost production days so that rates remain well below the national targets established under the new Presidential POWER Initiative.

Goals

The SEC will work toward accomplishing the following FY 2012 goals, as our limited resources permit:

- Hire a safety program manager.
- Continue efforts to reduce LWCRs.
- Continue efforts to increase telework participation.
- EAP program maintenance and expansion.
- Participate in VPP Participant Association.

U.S. Merit Systems Protection Board

The Merit Systems Protection Board (MSPB) is a very small agency (219 employees) with most employees in sedentary positions. During FY 2011, we had no injuries to report. We upgraded our office furniture to ergonomically correct work situations for all personnel. Additionally, when requested, we have purchased and provided employees furniture or equipment to meet reasonable accommodation requests. We continue to offer CPR/AED/First Aid training for employees through FOH and ensure that those already trained are recertified.

Statistics
Because of the size of the agency, the kind of work that we perform, and the lack of injuries and illnesses, we have determined that we do not have any particular trends. No fatalities.

Overseas Employees
Not reported.

OSH Initiatives
Motor Vehicle
We had no MVAs involving our employees using MSPB vehicles fleet. We issued policies requiring use of seatbelts and banning texting while driving during this reporting period. We provided periodic safety tips to employees throughout the year.

Integrating OSH and Emergency Response
We updated our COOP, emergency evacuation and SIP plans to incorporate employee safety and health components within these documents. We conducted emergency evacuation drills during the year and provided after-action briefings to employees to assist them in preparation for emergencies. During inclement weather, we provided ongoing updates to employees to ensure their safety and health.

Agency Specific OSH Resources
There were no changes in agency resources dedicated to OSH. We plan to identify and provide a backup to the current DASHO for succession planning and COOP during the next reporting cycle.

Employee Support
Upon entrance on duty to the MSPB, we provide OSH training in the following areas: work place safety; proper lifting; chair adjustments; housekeeping; fitness center safety; hand washing; and the use of hand sanitizer. Existing employees are provided training quarterly on a number of topics.

Other OSH Support Activities
- **Field Federal Safety and Health Councils & Other Social Networking**
  Not reported.

- **Ergonomic Safety Program**
  We purchased ergonomic furniture and equipment to meet ergonomic safety needs and all new furniture/equipment meets ergonomic safety requirements.

- **Psychosocial Risk Factors**
  Not reported.

- **Telework**
  We have revised our Telework policy to include an employee safety checklist and procedures for accident reporting. Employees must sign and submit the checklist to their supervisors along with their telework agreement. Supervisor periodic inspections are authorized to ensure the safety and well-being of all employees.

- **Occupational Exposure Limits**
  Not reported.

Accomplishments

We updated our COOP plan, conducted two emergency evacuation drills, completed a SIP exercise and briefed employees including new hires on safety precautions to familiarize employees with things they can/should do to minimize safety and health risks or exposures.

Goals

Future objectives and goals for 2012 include, but are not limited to, (1) attending the OSHA Training Institute for CDSOs; (2) participating in the federal government subcommittee to help develop training modules; (3) partnering with OSHA to obtain an ATAR; and (4) collaborating with OSHA's OFAP to enhance our capacity to meet OSHA requirements.

U.S. Nuclear Waste Technical Review Board

The U.S. Nuclear Waste Technical Review Board (NWTRB) was established by Congress in the *Nuclear Waste Policy Amendments Act of 1987*. The NWTRB is charged with evaluating the technical and scientific validity of nuclear waste disposal activities undertaken by the Secretary of Energy to implement the *Nuclear Waste Policy Act*, as amended. The NWTRGB is an independent federal agency composed of 11 part-time presidentially appointed board members and a staff of 13 full-time employees. The NWTRB members are geographically dispersed throughout the United States. The staff offices are in Arlington, VA.

In accordance with the Act, the NWTRB submits its annual report to the Secretary. The report covers NWTRB occupational illnesses, injuries, and accidents during this period. The completed abbreviated report form is enclosed.

Statistics
The NWTRB experienced no work-related accidents, injuries or fatalities in FY 2011. The NWTRB has reviewed the SHARE Initiative requirements and has concluded that its internal awareness of the issues makes additional OSHA related training unnecessary.

Overseas Employees
Not reported.

OSH Initiatives
Motor Vehicle
The NWTRB is a micro-agency and does not participate in a government motor vehicle program.

In accordance with EO 13513, "*Federal Leadership on Reducing Text Messaging While Driving*", and EO 13513, "*Increasing Seatbelt Use in the United States*", the NWTRB established a policy requiring seatbelts and banning text messaging by NWTRB members, employees, consultants and contractors when driving government-owned, leased or rented vehicles , when driving privately-owned vehicles on official government business; and on the use of electronic equipment supplied by the government while driving.

Integrating OSH and Emergency Response
In accordance with the NWTRB's COOP plan, the NWTRB continues to identify, prioritize and validate COOP-related activities to protect the health and well-being of NWTRB employees, and mission essential functions during a possible pandemic or other threat scenario. The NWTRB and its staff remain committed to ensuring that the NWTRB 's mission is carried out during an emergency and that NWTRB and staff members are kept out of harm's way. In compliance with the office building fire code guidelines, the NWTRB successfully participated in periodic fire drills. The NWTRB evaluated the office fire extinguishers each quarter to make sure they met the requirements for operating capability. The NWTRB continues to employ extensive telecommuting capabilities, which allows all NWTRB employees to work from home during a quarantine or infectious pandemic.

Agency Specific OSH Resources
Not reported.

Employee Support
In accordance with OSHA First Aid Standard (29 CFR 1910.151), NWTRB employees will be required to receive training by the ARC in CPR and in the use of the office AED.

Other OSH Support Activities

- **Field Federal Safety and Health Councils & Other Social Networking**
  Not reported.

- **Ergonomic Safety Program**
  Not reported.

- **Psychosocial Risk Factors**
  The NWTRB provides its employees with access to the EAP to help address any personal or work-related problems. During FY 2011, the NWTRB provided on-site grief counseling, to help support its employees with stress related to the physical decline of the senior technical staff member with amyotrophic lateral sclerosis (ALS).

- **Telework**
  In accordance with the *Americans with Disabilities Act of 1990*, the NWTRB has continued to provide reasonable accommodations for a senior technical staff member diagnosed with ALS. As the disease progressed, the NWTRB allowed the staff member to work from home full time, resulting in the elimination of physical exertion and workplace stress. The NWTRB 's system administrator performed an on-going communication needs assessment to determine the most effective alternative communication device for aiding the employee's ability to perform the essential functions of his job.

  In accordance with the NWTRB 's COOP plan and telework policy, the NWTRB safely and successfully completed a COOP exercise on May 12, 2011, to ensure the continuous performance of the NWTRB 's essential functions and operations during an emergency. The COOP exercise focused on 1) testing telework and its ability to enable social distancing without negatively affecting the agency's ability to meet its mission requirements and 2) testing the electronic readiness and functionality of the remote backup emergency server. The exercise required that all NWTRB employees evacuate their office work environments and move to their alternative home teleworking office without any disruption to NWTRB functions.

- **Occupational Exposure Limits**
  Not reported.

Accomplishments
Not reported.

Goals
The NWTRB will continue to review the guidance issued by various sectors of the Government to ensure that its COOP policies and procedures are complete, and refine its plans on the basis of testing, reviews, and lessons learned. The NWTRB plans to conduct COOP exercises on a regular basis to institute emergency operations at their alternate home facility, including the correct operations of all equipment procedures, processes, and systems that support the organization infrastructure.

U.S. Railroad Retirement Board

The U. S. Railroad Retirement Board (RRB) is an independent agency in the executive branch of the federal Government. The RRB's primary function is to administer comprehensive retirement, survivor, and unemployment-sickness benefit programs for the nation's railroad workers and their families, under the *Railroad Retirement,* and *Railroad Unemployment Insurance Acts*. In connection with the retirement program, the RRB has administrative responsibilities under the *Social Security Act* for certain benefit payments and railroad workers' Medicare coverage. The RRB is headed by a three-member Board, appointed by the President, with the advice and consent of the Senate.

The RRB is headquartered at 844 North Rush Street, Chicago, IL, 60611-2092. Approximately 744 of the total 987 agency employees are located at headquarters in an office environment. The RRB has about 55 field offices located throughout the continental United States, where about 243 employees are located in an office environment. Field offices are located in buildings managed by the GSA or private sector companies while the headquarters building is managed by the RRB, under a delegation of authority from GSA.

Statistics
Not reported

Overseas Employees
The RRB has about 55 field offices located throughout the continental United States where about 243 employees are located in an office environment.

OSH Initiatives
Motor Vehicle
Not reported.

Integrating OSH and Emergency Response
Not reported.

Agency Specific OSH Resources
Not reported.

Employee Support
The RRB Safety and Health Program is described in an extensive manual and serves as documentation for the various detailed activities that comprise the RRB OSH program. The manual is distributed to all RRB supervisory personnel and is available to all RRB employees.

Other OSH Support Activities
- **Field Federal Safety and Health Councils & Other Social Networking**
  A six-person safety committee has been very active for many years. Three members are appointed by the employee representative *American Federation of Government*

Employees, and three members are appointed by the senior executive officer. The committee meets monthly or more often, if necessary. Meeting minutes are posted on all floors in the headquarters building and on the RRB intranet for all employees to be aware of safety issues. Safety committee members maintain a vital network with employees who report potential problems that need to be investigated. The facility manager, who is a permanent member of the safety committee, receives information quickly through committee members and can utilize his building staff to correct problems before accidents happen. This feedback system, which is employee-based, has been successful in keeping accidents to a reasonable minimum over the years.

Important safety issues are also reported to the *Federal Managers Association* periodic meetings, and those minutes are available to supervisors and managers.

- **Ergonomic Safety Program**
  Not reported.

- **Psychosocial Risk Factors**
  Not reported.

- **Telework**
  Not reported.

- **Occupational Exposure Limits**
  Substantially, all of the RRB employees work in a modern office environment, which is well-lighted and generally considered to be quite safe. Most RRB employees work with a variety of office machines, such as personal computers, monitors, printers, fax machines, copy machines, etc. RRB employees are not exposed to significant risks as would be the case in an industrial or commercial environment.

Accomplishments
Not reported

Goals
Not reported.

U.S. Trade and Development Agency

The U.S. Trade and Development Agency (USTDA) is a micro-agency with a mission that is primarily accomplished in a sedentary office environment with the hazards that commonly accompany office work. The agency is very sensitive to occupational safety and health (OSH) issues, and is aware of and responsive to any situations that may arise that would endanger any of its staff. USTDA had one injury by an employee on temporary duty (TDY) in India during 2011. The agency provides awareness training to prevent any potential injuries, monitors the physical office environment in conjunction with the property management office and GSA, and provides flexibilities as needed to provide reasonable accommodation requests and to correct any issues that occur. In 2011, the focus has been two-fold: 1) on providing information and awareness training on the safety of staff and their families during emergency situations, including COOP and emergency response situations, and 2) to upgrade workstation set-ups, including the replacement of existing office chairs for upgraded ergonomic models. USTDA continually offers workplace flexibilities and opportunities for staff-led activities that promote general health and safety, and continues to provide resources, as needed, in the form of professional technical support and/or funding.

Statistics
For the first time since the agency began reporting OSH data in FY 2004, USTDA had one work-related injury in FY 2011. This incident occurred when an employee on TDY in New Delhi, India, was traveling as a passenger in a hotel car that was involved in a traffic accident.

Based upon the formulas provided, USDTA's total case rate, and lost-time case rate both equal 2.

Overseas Employees
USTDA employees are stationed in Arlington, Virginia. The responsibilities of approximately 26 agency employees require short term travel overseas. These trips are coordinated with and are under the auspices of the Department of State. USTDA employees follow OSHA, and the safety and medical guidelines of the State embassy personnel. USTDA has initiated safety awareness training for those whose responsibilities include travel.

OSH Initiatives
Motor Vehicle
USTDA works to ensure compliance with EOs 13043 and 13513 by posting the requirement to wear seatbelts (EO 13043), and the ban on texting while driving (EO 13513) on the agency intranet, and by including these requirements on all Travel Authorization documents. Since FY 2004, USTDA had reported no work-related accidents. In FY 2011, USTDA reports one work-related injury involving a motor vehicle. The injury took place while the employee was on overseas TDY, and was a passenger riding in the rear seat of the vehicle at the time of the accident. The vehicle was driven by a professional driver from the hotel, and the accident occurred when an on-coming vehicle crossed the center line and hit the hotel car. The employee's face struck the back of the front sear headrest upon impact which resulted in facial lacerations and nose and tooth fractures. As a result of this incident, USTDA held an informal

brown bag for employees on safe practices while on TDY. The agency also covers these issues in an updated Orientation Handbook for employees whose responsibilities include travel.

Integrating OSH and Emergency Response
Emergency response training has been available and provided to all staff, including contactors and volunteers. This includes periodic emergency evacuation and shelter-in-place (SIP) drills, including two fire drills; greater distribution of contact information for SIP situations; full agency participation in the annual Eagle Horizon exercises; and increased information and resources for staff and families on emergency contacts, emergency planning and on responding safely in emergency situations. Additional emergency response drills for each type of emergency would be beneficial for the staff, and is planned by the agency's leased building property management.

Agency Specific OSH Resources
As a micro agency with a single location in an office setting, USTDA does not have a formal OSH program or self-evaluation protocol. USTDA is responsive to feedback and suggestions from staff on any training and/or programs and strives to make the health and safety activities as effective and as meaningful as possible. The agency also closely analyzes OPM's Employee Viewpoint Survey responses to address any issues that may indicate weakness in areas relating to health and safety. The agency has provided a Comment Box to encourage staff to send directly to the Director of the agency a message, in an anonymous manner, should there be any safety or health issues to be investigated or reviewed, with senior management assurances that all comments would be addressed. USTDA is responsive to all requests for workplace flexibilities including those involving ergonomic accommodations or work scheduling. Safety training related to overseas travel was initially covered this year, and is a topic to be covered in an updated Orientation training handbook for new mission program employees. Additional emphasis will be on placed on providing training on related psychosocial risk factors.

Employee Support
Work conducted at USTDA is primarily sedentary in a leased-GSA space. The agency is sensitive to, and provides OSH awareness to, all staff with regard to lifting and extending physical exertion in moving heavy objects within the office. This growing awareness is evident in the increased requests for moving services. Evaluations of ergonomics in the workplace are provided for new desktop workstations and training is provided to new staff. Contracted cleaning staff provides caution signage in areas that may be a temporary hazard and repair and maintenance to agency physical space is conducted during non-business hours.

Other OSH Support Activities
- **Field Federal Safety and Health Councils & Other Social Networking**
  None reported.

- **Ergonomic Safety Program**
  USTDA works with the DoD Computer Accommodations Program to provide guidance and train-the-trainer assessments on proper ergonomic workstation set up for employees.

Ergonomic keyboards, wrist pads, trays and chairs, in addition to desks, task lights and foot rests, are all available to employees as needed.

- **Psychosocial Risk Factors**
  During the last fiscal year, USTDA worked with its EAP to provide training sessions related to health and nutrition, and dealing with stress. USTDA also regularized its Telework Program, which has allowed employees to balance their work/life responsibilities more easily, and has provided flexible scheduling for those employees with the ability to better manage events that could be psychosocial risks.

- **Telework**
  Report indicated that the agency has a telework program.

- **Occupational Exposure Limits**
  Not reported.

Accomplishments
Throughout FY 2011, USTDA provided increased employee emphasis and awareness of ergonomics to establish improved office computer work habits and general employee wellness in the workplace. A program to replace task chairs throughout the office was begun in FY 2011, and will continue into FY 2012.

Increased workplace flexibilities, and a regularized telework program were provided for staff to manage life events, and to attend health and exercise regimens. Success in these areas is indicated by the increased number of employees who request such flexible arrangements during their duty hours.

USTDA had one work-related injury incurred by an employee while on TDY overseas. Subsequently, a training session was convened to provide staff guidance, best practices, emergency contact information, and a venue to share lessons learned. This training will receive more emphasis in FY 2012.

Goals
The agency goal in FY 2012 is to be continually aware of and sensitive to the needs of agency staff and to achieve an injury free record. Additional emergency drills are planned for the year, as is training through the agency's EAP on stress management, time management and balance of work and family, and training on best safety practices while employees are on TDY. Continued general awareness of OSH issues within the office workplace, and awareness training on and responses to emergency situations will be a continuing focus during the next fiscal year.

Vietnam Education Foundation

When I was directed by the President, GAO or our auditors, I prepared many policies and also have now drafted a staff handbook that I expect to be published within 60 days.

Statistics
Not reported

Overseas Employees
Not reported

OSH Initiatives
Motor Vehicle
A policy was written and sent out to all staff and board members explaining that they cannot be in any cars while on official government business and texting.

Integrating OSH and Emergency Response
Not reported.

Agency Specific OSH Resources
No changes reported.

Employee Support
It has been outlined in the new staff handbook that was just designed.

Other OSH Support Activities
- **Field Federal Safety and Health Councils & Other Social Networking**
  Reported as not applicable.

- **Ergonomic Safety Program**
  None yet.

- **Psychosocial Risk Factors**
  No.

- **Telework**
  No.

- **Occupational Exposure Limits**
  Not reported.

Accomplishments and Goals
Not reported.

Appendix C: List of Non-Responders

OSHA did not receive reports from 13 independent agencies, even after contacting them repeatedly to ensure they had received the initial request. Of the 13, the following two agencies have failed to submit reports for the past **four** fiscal years (FYs 2008 – 2011):

- American Battle Monuments Commission
- Small Business Administration

The Federal Housing Finance Agency has failed to submit reports for the past **three** fiscal years (FY 2009 - FY 2011).

The following five agencies have failed to submit reports for the past **two** fiscal years (FY 2010 and FY 2011):

- Advisory Council on Historic Preservation
- Corporation for National and Community Service
- National Mediation Board
- U.S. Access Board
- U.S. Agency for International Development

The following five agencies failed to submit reports for FY 2011:

- Broadcasting Board of Governors
- Federal Labor Relations Authority
- Millennium Challenge Corporation
- Office of Special Counsel
- U.S. Arctic Research Commission

OSHA recommends that the Secretary work with the agency heads to ensure that all agencies submit an annual report to OSHA.