



DEC 8 2005

MEMORANDUM FOR: DESIGNATED AGENCY SAFETY AND HEALTH OFFICIALS

FROM: JONATHAN L. SNARE *Jonathan L. Snare*
Acting Assistant Secretary

SUBJECT: Agency Fiscal Year 2005 Annual Report on Occupational Safety and Health

As Section 19(a)(5) of the Occupational Safety and Health Act (OSH Act) requires, please submit your agency's Fiscal Year 2005 report to the Secretary of Labor concerning occupational accidents, injuries, and illnesses, and your agency's program for providing safe and healthful places and conditions of employment. We will summarize this information in a report from the Secretary to the President on the status of occupational safety and health in Federal Executive Branch agencies.

We have attached guidelines, outlining the specific areas your report should address and the format it should follow. As part of your agency's submission, please be sure to include the following information:

- An Executive Summary, **not to exceed three pages**, synthesizing the major points covered in your report (see attached sample). We will incorporate information contained in your Executive Summary into the Secretary's report to the President, so please ensure that it contains any salient information you wish us to provide to the President. If you do not provide an Executive Summary, we may omit your agency's information from the final report.
- A brief description of your agency's programs, initiatives, and accomplishments for FY 2005 in support of the four goals under the President's Safety, Health, and Return-to-Employment (SHARE) Initiative. For SHARE-related statistics and information, you may wish to reference the relevant web pages at <http://www.osha.gov/dep/fap/index.html> and <http://www.dol-esa.gov/share/>.
- If information is available, we would like to know the number of motor vehicle accidents experienced by your agency's federal civilian employees while on official government business during FY 2005. Indicate whether your agency has a mechanism in place to track employee seatbelt use. If so, tell us how your agency

tracks this information, the usage percentage, and the number of employees involved in motor vehicle accidents during FY 2005 who were wearing seatbelts in comparison to those who were not.

- The name, telephone number, and e-mail address of at least two individuals with whom we can correspond on OSH-related activities, including your agency's safety and health manager.

Please submit an official signed copy of your agency's report to Diane Brayden, Director, Office of Federal Agency Programs (OFAP), at:

Office of Federal Agency Programs
Directorate of Enforcement Programs
U.S. Department of Labor
Room N-3622
200 Constitution Avenue, N.W.
Washington, DC 20210

To assist us in compiling pertinent information for development of the President's Report, we also request that you send us an electronic copy of your agency's report, including the Executive Summary, in **Microsoft Word format**, to ofap@dol.gov. The due date for these submissions is *January 15, 2006*, as required by 29 CFR 1960.74(a)(1).

If there are circumstances that prevent you from submitting your report by the due date, please contact Diane Brayden at (202) 693-2187. If we do not receive your report or your request for an extension by the due date, we may report your agency's status as "report not received" in the Secretary's report to the President.

We look forward to continuing to provide leadership, guidance, and support to help federal agencies accomplish their OSH responsibilities. If you have any questions or need additional information or assistance regarding this matter, please feel free to contact OFAP at (202) 693-2122. We appreciate your attention to this matter and look forward to receiving your annual reports.

Attachment

cc: Safety and Health Managers

FY 2005 Guidelines for Agency Annual Occupational Safety and Health Report to the Secretary of Labor

Fiscal Year: _____
Name of Agency (Department): _____
Name of Subagency/Component: _____
Address: _____
Number of federal civilian employees this report covers: _____
Name of Occupational Safety and Health Program Manager: _____
Official Title: _____
Telephone Number: _____
E-mail Address: _____
Name of additional contact for OSH-related matters: _____
Official Title: _____
Telephone Number: _____
E-mail Address: _____

Each agency needs to include the following:

Executive Summary

The Executive Summary is not to exceed three pages, and should summarize the report's major points (see attached sample). Include:

- The numbers of total and lost time injury and illness cases, the respective total and lost time case rates, and total workers' compensation chargeback costs. (You can find OSHA's injury and illness statistics for all federal departments and many independent agencies at <http://www.osha.gov/dep/fap/index.html>.) Briefly discuss the performance trends along with any significant trends and major causes or sources of fatalities and lost time disabilities that occurred during the fiscal year. (You do not need to include charts or graphs.)
- Your agency's overall progress in meeting the four goals of the SHARE Initiative.
- A summary of your agency's OSH training efforts and program accomplishments along with your agency's goals for FY 2006 (including any "stretch" goals or performance targets you set above the minimum goals under SHARE).
- The number of motor vehicle accidents involving your federal civilian employees and their percentage of seatbelt use. Briefly describe your agency's motor vehicle/seatbelt safety programs and/or initiatives.

Detailed Report

Develop a detailed report, not to exceed 10 pages (exclusive of attachments), that addresses the following areas:

Statistics

- Use agency injury/illness data to summarize your agency's incident experience for total, lost time, and fatal cases during FY 2005. When reporting your results, include a discussion that compares your agency's performance to that of the prior fiscal year. While data based on agency claims submitted to OWCP and reported by OSHA is preferred (See <http://www.osha.gov/dep/fap/index.html> to find links to OSHA's statistics), internal accident or incident data is acceptable if OSHA's data is unavailable.
- Use agency data to display the workers' compensation costs for Chargeback Year (CY) 2005, along with continuation of pay (COP) costs for the period and compare them with the previous year's expenditures.
- Use your agency's accident/incident reporting system, supplemental reports to the OSHA logs, or OWCP reports to determine and explain any noticeable trends and major causes or sources of fatalities and lost time disabilities that occurred during FY 2005.

Safety, Health, and Return-to-Employment (SHARE) Initiative

- Provide a detailed analysis of your agency's progress in achieving each of the four goals of the President's SHARE Initiative to:
 - Reduce total injury and illness cases by at least 3% per year.
 - Reduce total injury and illness case rates by at least 3% per year.
 - Improve the timely filing of notices of injury and illness by at least 5% per year; and
 - Reduce lost production day rates due to injury and illness by at least 1% per year.
- Describe programs established and initiatives your agency launched in support of SHARE. Discuss the successes or failures of these programs or initiatives, and explain how they impacted the overall effectiveness of your agency's OSH program.

Motor Vehicle/Seatbelt Safety

- Include the number of motor vehicle accidents your agency's federal civilian employees experienced while on official government business during FY 2005 (if you have this information).
- Indicate whether your agency has a mechanism in place to track the percentage of employee seatbelt use. If so, tell us how your agency tracks this information, the

- Provide details of any efforts your agency took to improve motor vehicle safety and seatbelt use.

Training

Describe your agency's overall plan for assuring that workers, supervisors, and committee members receive appropriate OSH awareness and hazard recognition information and training. List the specific training your agency offered during FY 2005 and the number of employees trained. Describe the overall impact of your agency's training efforts on improving work-related safety and health.

Accomplishments

Describe OSH program accomplishments and initiatives your agency implemented in FY 2005 to control the trends and major causes or sources of fatalities and lost time disabilities, and improve the overall OSH program. Discuss your successes and/or failures as a result of the implementation of these initiatives.

When describing your accomplishments and initiatives, please try to explain your agency's efforts in the following areas:

- Assessing the effectiveness of your OSH program;
- Identifying, assessing, and resolving OSH problems, including your agency's system of both providing recognition to outstanding achievers, and establishing accountability and performance standards for managers, supervisors, and employees; and
- Enhancing employee participation, involvement, and consultation in the OSH program.

Resources

Explain any significant one-time or additional permanent resources allocated to the OSH program in FY 2005 for areas such as workplace hazard abatement, research and development, data systems, staffing, and training.

Goals

Identify your annual OSH plans, goals, and objectives, and significant OSH initiatives planned and programmed for FY 2006 and beyond, including your agency's FY 2006 performance targets for each of the four goals under the SHARE Initiative.

Sample Department or Agency Executive Summary

Statistics

The Department's employment rolls *decreased* by 201 employees (1.2%) during FY 2005 compared to the prior fiscal year. The number of total and lost time injury and illness incidents also *decreased*, by 30 cases (7.4%) and 18 cases (9%), respectively. The corresponding case rates *declined* similarly; the total case rate *decreased* from 2.5 to 2.35 (6.4%) and the lost time case rate *decreased* from 1.23 to 1.13 (8.1%). Slips, trips, and falls; lifting/handling; and struck by/against were the leading causes of injuries. The Department did not experience any fatalities during the year.

In Chargeback Year 2005, the Department's workers' compensation costs *decreased* by nearly \$3.2 million or 14.1% compared to the prior year.

SHARE

The Department had mixed performance in meeting the SHARE goals for FY 2005. It was not successful in meeting the total and lost time case rate goals. Although it failed to meet the minimum 3% performance targets, it did improve its injury and illness experience by reducing the rates by 2% and 2.8%, respectively. It is also worth noting that the Department's injury and illness rates rank considerably lower than those of other Federal Executive Branch agencies and the Federal Government as a whole (less the U.S. Postal Service). The Department did, however, meet the 5% timeliness goal, by submitting 72% of its new injury and illness cases within OWCP's 14-day limit. The Department also achieved planned performance improvements in its Lost Production Day Rate (LPDR), by reducing the rate by 3% below the FY 2003 baseline.

Training

In FY 2004, the Department developed and conducted training in several areas, including bloodborne pathogens, hazard communication, safety walk-around process, workstation ergonomics assessments, first aid, and cardiopulmonary resuscitation (CPR). It also implemented a computer-based electronic training system for employees and Collateral Duty Safety and Health Officers.

Accomplishments

The Department continued to institutionalize its expectations for safety management through an Integrated Safety Management System (ISMS) Policy. This policy establishes a framework for employee and manager accountability for a comprehensive program to ensure that work is done safely, by requiring job hazard analysis, a system for reporting hazardous conditions, and a channel for communicating hazard abatement to employees.

The Department's OSH information management system, which is a web-based workers' compensation reporting tool, was a featured highlight in the 2004 E-Gov Act Report to Congress. That report noted that the Department ranked very highly among all federal agencies in its timeliness for reporting injuries and illnesses to the Office of Workers' Compensation Programs (OWCP).

The Department entered into agreements with other federal agencies to provide the information management system for use in their own IT environments. It also offers hosting for other federal agencies where it functions as a data transmission and reception portal for OWCP.

The OSH Steering Committee has become the focal point for coordination, communication, and implementation of the Department-wide OSH program. This committee, composed of managers and senior staff with safety and health responsibilities, accomplished the following activities in FY 2005:

- Assisted in establishing OSH committees and programs for individual program offices;
- Developed a general employee training video;
- Distributed CPR and first aid kits;
- Implemented an AED Program;
- Coordinated and implemented an Occupant Emergency Plan (OEP);
- Developed a construction safety program;
- Piloted a new safety walkaround process; and
- Undertook an advanced shelter-in-place protection test project from airborne agents.

Motor Vehicle Accidents/Seatbelt Use

During FY 2005, the Department's Federal employees were involved in three accidents while performing official business using Government-owned vehicles. None of the accidents occurred on Department-owned property, and seatbelts were in use at the time of each accident. Only one accident resulted in (minor) injuries; the employee did not suffer any lost workdays.

Currently, the Department has no specific mechanism to document the number of its employees who actually wear seatbelts. However, its policy, "Worker Protection Management for Federal and Contractor Employees," requires a motor vehicle safety program for both federal and contractor employees. One of the eight required program elements includes the use of seatbelts and provisions for other safety devices.

Goals

The Department will continue its commitment to achieving the President's SHARE Initiative. In addition, its various component agencies plan special emphasis programs to enhance training and education, protect employee privacy, encourage the use of "best practices," encourage the use of information technology to facilitate education and program management, and establish administrative controls to ensure all employees are provided a safe and healthful working environment. These programs also include targeted program evaluations and studies to identify workplace hazards and develop collaborative approaches to mitigate or remove those hazards.