

Date: FEB -3 2004

From: Designated Agency Safety and Health Official (00S1/006)

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

To: See Addressee Listing Below

1. On January 9, 2004, President Bush released the Safety, Health and Return-to-Employment (SHARE) Initiative to focus attention on Federal employee injuries and illnesses and their resulting cost in lost productivity and service quality. In his Initiative, the President established the following minimum goals for Federal agencies:

- A reduction in total case rates for injuries and illnesses by a minimum of 3 percent per year;
- A reduction in case rates for lost time injuries and illnesses by a minimum of 3 percent per year;
- Improvement in timely submission of injury claims by 5 percent per year; and
- A reduction in lost production day rates by a minimum of 1 percent per year.

2. Secretary Principi strongly endorses this Initiative. Our ability to meet the President's goals and provide effective care for veterans depends on your assistance in protecting employees and efficiently handling workers' compensation claims. Please advise your managers and supervisors of the President's SHARE Initiative goals and redouble your efforts to reach them by supporting hazard prevention and claims management programs. VA's Office of Occupational Safety and Health will provide your safety and health and workers' compensation managers with case rates and timeliness data.

3. In support of this initiative, your 2004 annual occupational safety and health report and intermediate progress reports should include the following information:

- a. A description of your occupational safety and health program infrastructure established to meet these goals, and the organization responsible for the overall management of the program nationally;

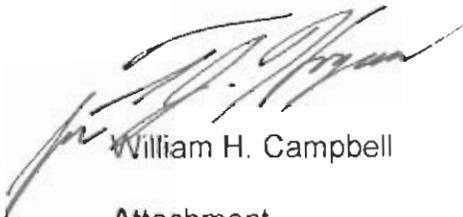
2.

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b. Programs implemented to achieve the President's goals for your organization, with milestones for each program; and

c. In addition to lagging (post-injury) indicators, what leading program indicators have been developed by your organization to track progress in achieving the President's goals?

4. A copy of the President's SHARE Initiative is attached. Should you require additional information, please contact John Hancock, Director, Office of Occupational Safety and Health, on 273-9742. Thank you for your support.



William H. Campbell

Attachment

Addressees:

Under Secretary for Health (10)

Under Secretary for Benefits (20)

Under Secretary for Memorial Affairs (40)

Assistant Secretary for Management (004)

Acting Deputy Assistant Secretary for Human Resources Management (05)

Deputy Assistant Secretary for Acquisition and Materiel Management (049)



For Immediate Release
Office of the Press Secretary
January 9, 2004

Memorandum

Memorandum for the Heads of Executive Departments and Agencies

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

The cost of Federal workplace injuries, when measured by workers' compensation losses, is more than \$2 billion and 2 million lost production days annually. In fiscal year 2003, the Federal workforce of almost 2.7 million filed more than 168,000 injury claims. Behind these numbers lie pain and suffering by workers and their families. Clearly, Government agencies should strive to do more to improve workplace safety and health and reduce the costs of injury to workers and taxpayers. Many workplace injuries are preventable.

Therefore, I am establishing SHARE: Safety, Health, and Return-to-Employment Initiative, a safe workplace initiative for fiscal years 2004-2006. The initiative's four goals cover the most important elements of a strong safety and health management program: lower workplace injury and illness case rates, lower lost-time injury and illness case rates, timely reporting of injuries and illnesses, and fewer lost days resulting from work injuries and illnesses. The Secretary of Labor will lead the SHARE Initiative and will measure the performance of each department and agency against the goals. I direct all executive branch departments and agencies to participate in SHARE for this 3-year period.

Each department and agency will collaborate with the Department of Labor to establish challenging annual goals based on its current performance in the four areas. The Department of Labor will measure and track agency performance, and will report to me annually on each agency's progress towards meeting its goals. The Department of Labor's Occupational Safety and Health Administration and Office of Workers' Compensation Programs will also work with Federal departments and agencies to develop new workplace strategies to improve safety and health at high injury rate sites, assist them in improving the timeliness of reporting claims through electronic and other means, and guide them in providing suitable work and tools for injured and disabled employees.

Federal supervisors and managers must focus management tools and resources on eliminating unsafe and unhealthy working conditions. Federal employees should be encouraged to perform their jobs safely, effectively, and alertly to remain injury-free. Dedication to ensuring our Government workforce family is safe and healthy preserves the resources of Government and helps promote the delivery of Government services to the American people.

GEORGE W. BUSH

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