



**DEPARTMENT OF VETERANS AFFAIRS
ASSISTANT SECRETARY FOR HUMAN RESOURCES AND ADMINISTRATION
WASHINGTON DC 20420**

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**DESIGNATED AGENCY SAFETY AND HEALTH OFFICIAL'S LETTER 00S-2004- 2
SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE**

1. On January 9, 2004, President Bush released a memorandum to the Heads of Executive Departments and Agencies establishing the Safety, Health, and Return-to-Employment (SHARE) initiative, a safe workplace initiative for fiscal years 2004-2006.¹ On February 3, 2004, the Designated Agency Safety and Health Official (DASHO) issued a memorandum to all VA Administration Heads and key organizations advising them that Secretary Principi endorsed the initiative. That memorandum directed each VA Administration Head and key organization to initiate action to meet the SHARE initiative and include in their 2004 annual occupational safety and health report the progress in meeting the SHARE goals and to give an account of additional accomplishments.²

2. The SHARE initiative contains four goals for Federal agencies related to injury/illness claims and claims processing. Attached are the four goals and the formula for lost production days, which may be calculated locally. Although these goals are useful indicators, safety and occupational health/industrial hygiene program managers will recognize these goals as traditional lagging indicators, e.g., "after-the-fact measures." Program managers are also asked to focus on "pre-injury" or leading indicators to promote positive program outcomes. Leading indicators include, but are not limited to:
 - √ Improvements to the occupational safety and health program infrastructure (e.g., establish a subcommittee of the facility safety committee to address high visibility indicators, enhance communication system for relaying occupational safety and health information to employees, etc.);

 - √ Targeted implementation of pre-event indicators (e.g., funding of or participation in educational programs, acquisition of equipment for preventing the most frequent injuries/illnesses or near-misses, etc.); and/or

 - √ Qualitative factors (e.g., employee satisfaction surveys).

¹ Memorandum for the Heads of Executive Departments and Agencies - SUBJECT: The Safety, Health, and Return-to-Employment (SHARE) Initiative – Dated January 9, 2004 (<http://www.whitehouse.gov/news/releases/2004/01/20040109-9.html>).

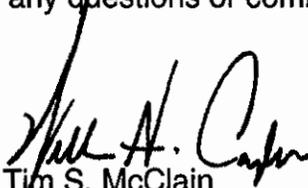
² Memorandum: Safety, Health, and Return-to-Employment (SHARE) Initiative – Dated February 3, 2004 (http://vaww1.va.gov/vasafety/docs/SHARE_dasho_to_admin.pdf)

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3. Achieving the SHARE initiative goals requires your participation in partnerships within your organization and/or facilities. Successful programs encourage employees to participate in analyses to identify common variables in hazard recognition and in prevention programs that may be applied to improve the work environment. I encourage your support in this important workplace improvement program. Additional information concerning SHARE and related formulas can be found on the vasafety Web site at <http://vaww1.va.gov/vasafety/page.cfm?pg=12>.

4. Please contact John Hancock, Director, Office of Occupational Safety and Health (00S1), at (202) 273-9745, or Frank Denny, Occupational Safety and Health Program Manager, at (202) 273-9743, if you have any questions or comments.


for Tim S. McClain
Acting Designated Agency
Safety and Health Official

Attachment

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ATTACHMENT

FEDERAL SHARE GOALS

- √ A reduction in total case rates for injuries and illnesses by a minimum of 3 percent per year;
- √ A reduction in case rates for time lost 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.

Lost Production Day (LPD) Formula and Sample Calculation

LPD = [(Continuation of Pay (COP) hours / 8) + (Compensation paid days from the Office of Workers' Compensation Programs (OWCP))*5 / 7] *400 / hours worked.

LPD = (a + b) * c/hours worked

Example:

**Sample
Input**

a =	COP Hours worked / 8	1,000	125	
b =	(Comp days paid * 5) / 7	500	357	
c =	Multiply (a + b) by 400 ³		192,800	
LPD =	c / hours worked	200,000	0.964 ⁴	Per 100 employees

For the purpose of this example, the following figures are used to demonstrate the LPD formula:

- COP hours worked - 1,000,
- Comp days paid - 500, and
- 200,000 = 100 employees, multiplied by working 40 hours a week, multiplied by 50 work weeks.

NOTE: The significance of the 0.964 is its value compared to subsequent years. In the example, a 1 percent reduction of 0.964 would be 0.954 for a one year target.

³ 400 = 4 quarters * 100 employees

⁴ The significance of the 0.964 is its value compared to subsequent years. In the example, a 1 percent reduction of 0.964 would be 0.954 for a one year target.