

UNITED STATES DEPARTMENT OF LABOR

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

FISCAL YEAR 2009



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



SECRETARY OF LABOR WASHINGTON, D.C. 20210

OCT - 6 2010

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 12196, I am forwarding to you the fiscal year (FY) 2009 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 activities of federal Executive Branch departments and agencies. The enclosed report fulfills that responsibility in summarizing FY 2009 activities. It 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 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 (OSHA-170) Form.

The body of the report is organized into four major sections with several appendices.

- The first section provides information on federal agency responsibilities with respect to occupational safety and health (OSH) programs as delineated by the Act, EO 12196, and Title 29 CFR Part 1960.
- The second section includes special reports and analyses of pertinent information related to federal agency OSH programs.
- The third section includes reports on various types of OSH committees, agency selfevaluations, and how agencies control accident and injury trends 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 statistical process control charts for selected data categories; summary statistical tables and charts showing trends in agency injury and illness experience and workers' compensation costs for the current period, as well as prior years' data; the full text and tables of the Secretary of Labor's Report to the President on the Presidential Safety, Health, and Return-to-Employment (SHARE) Initiative for Fiscal Year (FY) 2009; Executive Summaries for the smaller independent agencies; OSH-related resources and information; and a list of non-responding agencies.

In FY 2009, the total federal civilian workforce (less the U.S. Postal Service; USPS) increased by 4.0% from 1,967,186 to 2,045,142 employees. Total injury and illness cases for FY 2009 decreased approximately 0.9% (from 66,385 to 65,767), which represents a 4.5% decrease in the total case rate. At the same time, the number of lost time cases decreased by 1.7% (from 30,889 to 30,360), representing a 5.7% decrease in the lost time case rate. Fatalities for the civilian federal workforce increased in FY 2009, with agencies reporting a total of 40 federal civilian workforce fatalities, an increase of 17.5% from FY 2008's 33 reported fatalities.

Workers' compensation costs for all of the federal government (less the USPS) were slightly more than \$1.6 billion in chargeback year (CBY) 2009. These workers' compensation costs represent a 1.2% increase compared to CBY 2008. It is worth noting that decreases in the numbers of both total and lost time cases may have helped to minimize the increase in overall costs. Although total costs were up in CBY 2009, workers' compensation costs for a third of the Executive Branch departments decreased.

FY 2009 was the final year of the SHARE Initiative and federal Executive Branch departments and agencies were challenged to continue efforts toward achieving the four goals established in 2004. These goals focused on reducing the number of injury and illness incidents among federal employees and addressing the human and financial costs of workplace injuries, with an added emphasis on returning injured employees to work as soon as possible. As in the prior three fiscal years, the federal government as a whole (less the USPS) was successful in achieving all four goals. Many departments and independent agencies made significant progress in achieving desired performance levels, with many showing substantial improvements over the previous fiscal year.

I hope you find this Report useful. If you have any questions, please contact Assistant Secretary for Occupational Safety and Health, David Michaels, PhD, MPH at (202) 693-2302.

Sincerely,

A Detto

Secretary of Labor

Enclosures

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OVERVIEW

This report is submitted pursuant to Section 19(b) of the Occupational Safety and Health Act of 1970 (the Act). This section of the Act directs the Secretary of Labor to report to the President a summary or digest of reports by the departments and agencies of the Executive Branch of the federal government, together with the Secretary's evaluations of and recommendations derived from the reports. This report fulfills the Secretary of Labor's annual responsibility to inform the President about the status of safety and health throughout the federal civilian workforce.

The mandates for agency heads in establishing occupational safety and health programs, providing guidance and direction, and reporting include the following:

- Section 19(a) of the Act [29 U.S.C. 668(a)] directs the head of each federal agency to establish and maintain an effective and comprehensive occupational safety and health program which is consistent with the occupational safety and health 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 of Labor 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 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 of Labor to issue a set of basic program elements to assist the various federal agencies in carrying out their responsibilities.
- Title 29 CFR Part 1960, *Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters*, establishes the requirements for agency heads to implement safety and health programs in their agencies.

Format

The Executive Summary synopsizes the major sections of the report, the body of which is organized into four major sections and includes several appendices. The first section provides information on federal agency responsibilities with respect to occupational safety and health (OSH) programs as delineated by the Act, EO 12196, and Title 29 CFR Part 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 includes Special Reports and Analyses of pertinent information related to federal agency OSH programs. This section includes subsections on:

- Statistical process control analysis of data on the sources, causes, and types of injuries to federal workers as compiled by Occupational Safety and Health Administration's (OSHA's) Directorate of Information Technology from the Sungard system using the Office of Workers' Compensation Programs (OWCP) data; and
- OSHA Activities including discussions and information under the categories of enforcement, oversight, and compliance assistance.

The third section, Agency Activities, includes reports on:

- Various types of OSH committees, including certified safety and health committees (CSHCs); and
- Agency self-evaluations as reported by the individual departments and agencies in their annual reports.
- Methods agencies reported using to discover and control trends in injuries and illnesses.

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

- Summaries for the major departments and five 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 summaries for the smaller independent agencies with sections on *Statistics* and *SHARE Performance*. This subsection also includes a summary of compiled information on the 15 "micro agencies" that had fewer than 50 employees and reported no injuries or illnesses during FY 2009.

The appendices include:

• **Appendix A:** An explanation of Statistical Process Control (SPC) and charts for selected categories of data compiled from workers' compensation information reported throughout the federal government [less the U.S. Postal Service (USPS)]. The charts

provide a general description of government-wide trends; descriptive paragraphs are provided at the beginning of the appendix.

- Appendix B: Summary statistical tables and charts showing trends in agency injury and illness experience and workers' compensation costs based on data compiled from workers' compensation information filed throughout the federal government (less the USPS) for the current period, as well as prior years' data. The following charts are included:
 - **Charts A F** show percentages for the types, anatomical locations, sources, natures, causes, and categories of injuries and illnesses for all of the federal government (less the USPS).
 - Chart G shows total workers' compensation chargeback costs for the past nine chargeback years for the federal government as a whole, and all of the federal government (less the USPS). The total dollar expenditure for <u>all</u> of the federal government is included for informational purposes since this report **does not** include any additional statistical information for the USPS.
 - Chart H compares total workers' compensation chargeback costs for the 18 federal departments for the past three chargeback years. The total chargeback costs depicted for the Department of Defense do <u>not</u> include chargeback costs for the Departments of the Air Force, Army, or Navy.
 - **Charts I** and **J** show the total injury and illness case rates and the lost time case rates, respectively, for each of the federal departments for the past three fiscal years. Unlike in Chart H, the Department of Defense rates **do include** statistics for the Departments of the Air Force, Army, and Navy in both Figures I and J.
 - Chart K shows each department's percentage of total federal employment (less the USPS), and compares it to the department's or independent agency's percentage of total federal workers' compensation chargeback costs (less the USPS). On this chart the figures for the Department of Defense **do include** statistics for the Departments of the Air Force, Army and Navy.
- **Appendix C:** Executive Summaries for the smaller independent agencies. 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 D: This year, instead of sending a separate report on the federal government's performance during the last year of the Presidential Safety, Health, and Return-to-Employment (SHARE) Initiative, OSHA is including the full text and tables of that report as part of the Secretary's annual report. The SHARE Report includes tables documenting the fiscal year FY 2009 performance results of Executive Branch departments and agencies in meeting the four goals of the SHARE Initiative to reduce total injury and illness case rates by 3% per year, reduce lost time injury and illness case rates by 3% per year, and

reduce lost production day rates by 1% per year.

- Appendix E: OSH-related resources and information for federal agencies.
- **Appendix F:** List of Non-Responders. The Act, EO 12196, and 29 CFR Part 1960 all require the heads of federal agencies to submit annual reports on their OSH programs to the Secretary of Labor. 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 report is due annually by January 1. Despite the regulatory requirement to submit the report, and contacts by OSHA to inform the agencies of their responsibility, some Executive Branch agencies failed to provide the required report.

EXECUTIVE SUMMARY

In Fiscal Year (FY) 2009 OSHA and federal agencies took a variety of steps to protect the health and safety of federal employees. This report provides general FY 2009 injury and illness statistics for this sector. In addition, the report summarizes the efforts federal Executive Branch agencies and OSHA made to improve occupational safety and health programs for federal workers.

The report is divided into four sections: Injury and Illness Trends, OSHA Activities, Agency Activities and Agency Summaries. In addition there are a number of appendices that provide further details on the report's sections. The report includes employment, injury and illness, and workers' compensation data for the departments and 44 independent agencies of the Executive Branch of the federal government for fiscal year FY 2009. Summary data is also provided for another 15 "micro-agencies" which submitted reports; have fewer than 50 employees; and reported no injuries, illnesses or fatalities during the fiscal year.

As in prior years, this report assesses trends and progress made by the departments and agencies, and the federal government as a whole [less the U.S. Postal Service (USPS)], 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 2009 to analyze trends and improve their occupational safety and health (OSH) programs.

INJURY AND ILLNESS, AND WORKERS' COMPENSATION TREND SUMMARY

INJURY, ILLNESS, AND FATALITY STATISTICS

The Occupational Safety and Health Administration (OSHA) uses injury and illness claims data reported to the Department of Labor'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. In FY 2009, the total federal civilian workforce (less the USPS) *increased* by 4.0% from 1,967,186 to 2,045,142 employees. Total injury and illness cases for FY 2009 *decreased* approximately 0.9% (from 66,385 to 65,767), which represented a 4.5% *decrease* in the total case rate. At the same time, the number of lost time cases *decreased* by 1.7% (from 30,889 to 30,360), representing a 5.7% *decrease* in the lost time case rate.²

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 2009, 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

Fatalities for the civilian federal workforce increased in FY 2009, with agencies reporting a total of 40 federal civilian workforce fatalities, an increase of 17.5% from FY 2008's 33 reported fatalities. According to agency reports, the Department of the Army had the highest number of fatalities, reporting eight civilian deaths: four the result of violence and four related to traumatic injuries. The Departments of Interior (DOI) and Agriculture (USDA) reported seven and six fatalities, respectively. According to the DOI, four employees died of heart attacks; two died in an automobile accident; and one was killed by a falling tree during a training exercise for firefighters.

Four of the USDA's reported fatalities involved Forest Service employees. A fifth fatality involved an employee of the Food Safety Inspection Service; the last involved a Food and Nutrition Program worker.

WORKERS' COMPENSATION COSTS

Workers' compensation costs for all of the federal government (less the USPS) were

slightly more than \$1.6 billion in chargeback year (CBY) 2009. Workers' compensation benefits provided to employees include payments for medical treatment, rehabilitation services, death benefits, and replacement of lost wages. These costs do not cover lost productivity due to a skilled worker's absence or the replacement cost for a substitute worker. Furthermore, these costs do not capture the personal pain and suffering of an employee and his or her family.

These workers' compensation costs represent a 1.2% increase compared to CBY 2008. According to OWCP, the rise is primarily attributable to increases in the cost of living index and medical expenditures, which normally drive cost indicators upward. It is worth noting that decreases in the numbers of both total and lost time cases, along with their associated rates may have helped to minimize the increase in overall costs. Although total costs were up in CBY 2009, workers' compensation costs for a third of the Executive Branch departments decreased.

SPECIAL REPORTS AND ANALYSES

FEDERAL DATA STATISTICAL PROCESS CONTROL ANALYSIS

Each year OSHA provides information about federal workers injuries and illnesses: the sources and causes of the injuries and illnesses, the locations where the incidents occurred, the anatomical locations affected, and other categories (Appendix A, Charts A-F). As in FY 2008, OSHA used statistical process control (SPC) to provide a more indepth analysis of specific data categories to determine which are the most varied. By extension, the more varied the range of data, the less in control the category – and the more likely to benefit from closer analysis to determine the cause of the variation.

OSHA ACTIVITIES

In FY 2009, OSHA's Office of Federal

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 2009 but not yet reviewed by OWCP were included in the analysis OSHA conducted.

Agency Programs (OFAP) engaged in a wide range of activities to assist federal agencies in improving their OSH programs. In addition to OFAP's continued efforts to develop effective means of communication with federal agencies to ensure that agencies can quickly access OSH-related information, its activities fell into three categories enforcement, oversight, and compliance assistance. Enforcement primarily focused

AGENCY ACTIVITIES

OCCUPATIONAL SAFETY AND HEALTH COMMITTEES

Federal agencies described a range of occupational safety and health 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 Committees, which are regulated by 29 CFR Subpart F.

Any Executive Branch agency can form a Certified Safety and Health Committee (CSHC) under 29 CFR 1960 Subpart F to monitor and assist an 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, CSHCs allow agencies to be exempt from unannounced OSHA inspections. Currently six agencies have OSHA approved CSHCs. They include the Department of Labor, General Services Administration, Tennessee Valley Authority, Central Intelligence Agency, Securities and Exchange Commission and

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 healthful working environments and methods for doing so.

U.S. International Trade Commission. OSHA plans to develop further guidance for agencies and to encourage those agencies whose annual reports indicate strong committees to consider applying for recognition as certified committees.

Several agencies described a variety of committees to address safety and health issues in the workplace. Committees were used to assess safety procedures for specific jobs or draft safety policies for a worksite. The Railroad Retirement Board reported that its OSH committee reviewed accidents on a quarterly basis and recommended corrective actions to the relevant manager. The Department of the Army described how its Radiation Safety Council advised the Chief of Staff and provided various recommendations to enhance the Army's Radiation Safety Program. Other agencies reported that efforts had been made to reestablish their safety and health committees that had become obsolete in recent years.

SELF-EVALUATIONS

29 CFR Part 1960.79 requires agencies to 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 Executive Order 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 reviews of their OSH programs. Many agencies performed their own evaluations using a variety of tools, while others, such as the Department of Energy, requested assistance from outside experts. In general, agencies reported that self-evaluations resulted in improvements to different aspects of their occupational safety and health programs. OSHA is developing guidance to help agencies meet the requirements of the

regulations and to increase the uniformity of agencies' self-evaluations.

CONTROLLING TRENDS

This year OSHA 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, used information systems and monitored the data more frequently. Some of the agencies mentioned analyzing "near-misses" as well as actual accidents or incidents.

FY 2009 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 and goals for the coming year, is requested annually, OSHA requests other information based on findings from previous annual reports or developing trends in the federal government. In FY 2009, OSHA asked agencies for information on their federal employees stationed at posts overseas and their plans for ensuring the safety and health of their federal workforce in the event of a pandemic flu.

OVERSEAS EMPLOYEES

The legislative provisions of the OSH Act, Executive Order 12196, and 29 CFR 1960 that require agencies to provide safe and healthful workplaces for federal civilian employees 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 120,000 federal employees work outside the boundaries of the United States.³ The State Department reported the largest number of overseas employees, noting that it has nearly 50,000 employees stationed overseas. The Department has a robust overseas OSH program and also includes provisions for safe and healthful living conditions for its overseas employees, as well as other federal employees stationed at embassies. The majority of the remaining overseas

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

employees (nearly 65,000 workers) are employed by the various defense agencies: the Departments of Defense and the Army, Air Force, Navy, and U.S. Marine Corps. The Department of Defense, its various subagencies, and the other military departments extend their OSH programs and coverage to include their overseas federal civilian employees. Several independent agencies also reported an overseas federal workforce.

PANDEMIC FLU PLANNING

Nearly every department and agency in the federal government reported that they had some type of plan for dealing with a pandemic flu. Most agencies reported

ANNUAL INFORMATION REQUESTS

MOTOR VEHICLE AND SEAT BELT SAFETY PROGRAMS

Many agencies reported that they continue to provide programs to limit the likelihood and impact of motor vehicle accidents. Several departments and agencies offered or required defensive driving courses, the majority using courses through the General Services Administration or National Safety Council. Additionally, several agencies also reported having programs to encourage seat belt use, such as decals in vehicles, or reminders on employee websites or in break rooms. The Department of State reported that it installed event data recorders in nearly 200 overseas vehicles to track and capture risky driving behaviors such as speeding, tailgating, failing to scan ahead, and using cell phones while driving.

While several agencies reported tracking seat belt use after an accident – many using information from police reports – few had any full-time tracking of seat belt use at

offering their employees the influenza vaccine and some strongly encouraged their use. In addition, many agencies mentioned performing drills or exercises to test their plans' effectiveness in areas such as telecommuting, varied work schedules, and other social distancing strategies. Some agencies reported that their pandemic flu plan was part of their continuity of operations, disaster, and/or emergency response plans, while others incorporated the contingency into their OSH plans. Still other agencies recognized that pandemic planning could affect both operational continuity and occupational safety and health.

other times. A number of agencies mentioned having random compliance checks, including one agency that reported using camera surveillance. The Office of Navajo and Hopi Indian Relocation (ONHIR) reported its policy requires using seat belts, driving at safe speeds for the road conditions, refraining from using cell phones (including a ban on texting), and maintaining the vehicles in proper order. In addition, ONHIR reported that employees who receive agency cell phones are required to sign an agreement that prohibits them from using any cell phone (agency or personal) while driving a government vehicle and from using an agency cell phone while driving a personal vehicle. As in prior years, OSHA is planning to partner with the National Highway Traffic Safety Administration to continue exploring strategies that agencies can use to improve motor vehicle safety.

EMPLOYEE SUPPORT

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

ACCOMPLISHMENTS

Agencies reported on a range of accomplishments, from issuing a variety of ergonomically correct office furnishings and equipment to providing yoga classes. 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. As in prior years, agencies also reported on their success in participating in OSHA's Voluntary Protection Programs (VPP).

FY 2010 GOALS

Agencies reported on a wide range of OSH goals for FY 2010. 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 VPP, participate in Federal Field Safety and Health Councils, abate specific workplace hazards such as noise, and expand OSH training.

AGENCIES FAILING TO SUBMIT ANNUAL REPORTS

OSHA did not receive reports from 19 independent agencies, even after contacting them to ensure they had received the initial request. Of the 19, the following six agencies also failed to submit reports in FY 2008:

- American Battle Monuments Commission
- Council on Environmental Quality
- Office of Government Ethics
- Small Business Administration

- U.S Arctic Research Commission
- U.S. Commission of International Religious Freedom

OSHA recommends that the Secretary work with other agency heads to ensure that all agencies to submit an annual report to OSHA. A complete list of those agencies not submitting an annual report is provided in Appendix E.

OFLAD **AGENCY OSH** RESPONSIBILITIES STATI

AGENCY OSH 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 occupational safety and health (OSH) programs as delineated by the Act, EO 12196, and Title 29 CFR Part 1960. This section condenses 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 documents³ require agencies to establish and maintain OSH programs that comply with the program requirements of <u>29</u> <u>CFR Part 1960</u> and OSHA's occupational safety and health regulations as described in the relevant parts of <u>Title 29 Code of</u> <u>Federal Regulations</u>.

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 <u>EO</u> 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 (DASHO) 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 selfevaluation findings

All three documents⁴ require each agency to send an annual report to the Secretary with respect to OSH-related accidents and injuries and its OSH program. The agency must include a summary of its selfevaluation findings in the annual report. It must also include any information or data the Secretary requests. OSHA's Office of

³ <u>The Act</u>, Section 19(a); <u>EO 12196</u>, paragraph 1-201(b); <u>29 CFR 1960.1(a)</u>

⁴ <u>The Act</u>, Section 19(a)(5); <u>EO 12196</u>, paragraph 1-201(l); <u>29 CFR 1960.71(a)</u>

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 Executive Order does not mandate an electronic information management system, many such systems are available and they can facilitate maintaining, analyzing, retrieving, and tracking OSHrelated information.

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

<u>29 CFR 1960.7</u> stipulates that each agency must provide the resources to implement and administer its OSH program. The regulation lists several resources that a federal agency OSH program must include, such as sufficient personnel, personal protective equipment, hazard abatement, OSH-related sampling and analyses, training, technical information, and medical surveillance – but it does not limit the resources to that list.

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

According to <u>29 CFR 1960.11</u>, 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 OSHAprovided 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," <u>29 CFR 1960.12</u> – 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 regulation 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 Certified Safety and Health Committee (CSHC) per <u>Subpart F</u> of 29 CFR Part 1960, it must provide that CSHC with "all agency information" relative to the Committee's duties. According to the regulation, such information can include (but is not limited to): OSH policies and programs; available OSH-related human and financial resources; accident, injury, and illness data; material safety data sheets; inspection reports; abatement plans; and reprisal investigation reports.

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

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

STANDARDS

Comply with applicable OSHA and 29 CFR Part 1960 alternate standards

All three documents⁵ 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 <u>29 CFR 1960.18</u>, 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 of Labor. The agencies will then

Secretary of Labor. 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.

⁵ <u>The Act</u>, Section 19(a); <u>EO 12196</u>, paragraph 1-201(d); <u>29 CFR 1960, Subpart C</u>

WORKPLACE

Provide safe and healthful workplaces and working conditions

All three documents⁶ require that federal workplaces and working conditions be safe and healthful and free from recognized serious hazards. According to <u>1960.2(v)</u>, a serious hazard or condition is one that has the "substantial probability" of causing death or serious physical harm. <u>29 CFR</u> <u>1960.1(g)</u> 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. 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 <u>the Act</u>, at section 19(a)(2), and <u>29</u> <u>CFR 1960.8(d)</u> require federal employers to "acquire, maintain, and require the use of approved personal protective equipment, approved safety equipment, and other devices necessary to protect employees."

RECORDS

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

<u>The Act</u>, at Section 19(a)(3), mandates that agencies maintain "adequate records," and <u>29 CFR 1960.66</u> clarifies that, at a minimum, agencies must comply with the recordkeeping and reporting requirements under <u>29 CFR Part 1904</u>, 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 regulation) collected through its management information system (required by EO 12196) to identify unsafe and unhealthful working conditions and establish its OSH program priorities.

⁶ <u>The Act</u>, Section 19(a)(1); <u>EO 12196</u>, paragraph 1-201(a); <u>29 CFR 1960.8(a)</u>

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 <u>1960.25(c)</u>.
- Authorize OSHA inspectors to "enter without delay" any agency worksite – <u>1960.31(b)</u> (unless the agency has established a CSHC).
- Immediately abate imminent danger conditions and remove employees who are not needed during the abatement process – <u>1960.26(b)(5)</u>.
- 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 – <u>1960.26(c)(2)</u>.

Assure that employee representatives accompany 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

<u>29 CFR 1960.8(e)</u> 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 <u>1960.29(b)</u> 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 [<u>1960.29(d)</u>] 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. <u>29 CFR 1960.40(b)(8)</u> requires local CSHCs to review the agency's response and, according to <u>1960.40(b)(9)</u>, 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 <u>1960.41(b)</u> and <u>1960.41(d)</u>, respectively, for National CSHCs.

Given these statutory duties for CSHC members, <u>1960.47</u> 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



SPECIAL REPORTS AND ANALYSES

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PRESIDENT'S REPORT

STATE

FEDERAL DATA STATISTICAL PROCESS CONTROL ANALYSIS

BACKGROUND

Throughout the latter part of the 20th century, many private sector employers embraced the idea of continuously improving their production processes and techniques. Continuous improvement proposed that a greater control of, and decreased variation in, the process would lead to better products, fewer defects, happier customers, and increased profits. Some private sector employers also applied this idea to workplace safety and health.^{7, 8, 9}

In order to control the process, one must first accumulate information (data, numbers) on the process, analyze that information, and understand its basic parameters and variation within those parameters. One of the tools for gaining an understanding of the variation of any given process – whether assembly line production or reduction of injuries – is statistical process control (SPC).

ANALYSIS OF FEDERAL DATA

Federal agencies may find using SPC helpful in determining how best to target their resources for reducing different types of injuries and illnesses.

Injury and illness data – collected by the Department of Labor's Office of Workers' Compensation Programs – for the federal government as a whole (less the USPS) is available for several categories. An analysis of the data collected since FY 2002 (prior to FY 2002 the data was recorded differently) provided information on the most prevalent sources, causes, and types of injuries. The following table provides the most common specified sources, causes, and types of injuries for FYs 2002-2009 in descending order, as a percent of the total reported. The categories of "unclassified," "unrecorded," or "other," while sometimes a substantial portion of the data, were not considered due to the lack of information provided. The categories are independently tabulated; similarly labeled divisions may have no relationship or correlation. (For example, the data on "vehicle" as an injury source cannot be related to the data on "vehicular accident" as an injury cause.)

⁷ Main, B; Taubitz, M., and Wood, W. (2008). *You Cannot Get Lean Without Safety. Professional Safety.* January. pp. 38-42.

⁸ ReVelle, J. (2004). Six Sigma Problem Solving Techniques Create Safer, Healthier Worksites. Professional Safety. October. pp. 38-46.

⁹ Prevette, S. (2006). *Charting Safety Performance: Combining Statistical Tools Provides Quality Data. Professional Safety*. May. pp. 34-41.

Injury Source	Injury Cause	Injury Type
Building Work Area	Falls/Slips of Persons	Fell/Slipped/Tripped
Inanimate Object	Handling Accident	Exertion
Animate Object	Vehicular Accidents	Struck
Environmental Condition		Punctured/Lacerated
Machine or Tool		Contact
Vehicle		Exposure

An explanation of the background for statistical process control along with the control charts related to each data category are provided in Appendix A. Since the data sets are compiled from workers' compensation data reported throughout the federal government (less the USPS) on a fiscal year basis, they provide only a general description and may not be relevant to individual departments or agencies. However, agencies may find it helpful to investigate those categories that are either the most often reported (such as building work area) or the most varied (such as handling accidents), provided their workplaces include those hazards.

Each agency should collect and analyze its own occupational safety and health information and may find it helpful to analyze data collected from its individual establishments, rather than the aggregated department- or agency-wide information. Agencies may also find it useful to perform analyses more frequently than the annual analyses described by the charts in Appendix A. SPC as a component of a plan to continuously improve safety and health performance - and provide safer and healthier workplaces – can assist with resource allocation to help agencies reduce workplace injuries and illnesses and benefit agency employees. OSHA is willing to work with agencies to help them assess their safety and health information and data.

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 several reasons, i.e., if 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. For private sector employers, OSHA issues citations, while for federal agencies OSHA issues Notices of Unsafe or Unhealthful Working Conditions (Notices). There are different types of violations, depending on the severity of the hazard or the employer's response to the condition.

The types of violations are:

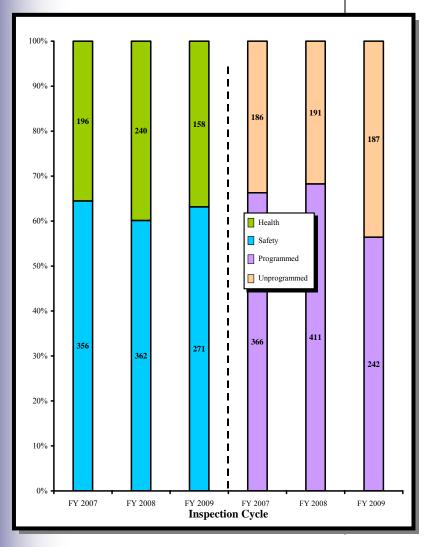
- Willful: The employer knew that a hazardous condition existed but made no reasonable effort to eliminate it.
- Serious: The hazard could cause injury or illness that would most likely result in death or serious physical harm.
- Other-Than-Serious: The hazard cannot reasonably be predicted to cause 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 time given.
- Repeated: The cited employer has been cited previously for a substantially similar condition.

GENERAL INSPECTIONS

In FY 2009, OSHA initiated 475 inspections of federal worksites of which 429 were completed by the end of the fiscal year. There was an average of 3.4 violations cited per initial inspection. Chart 1 depicts the types of violations for which OSHA cited federal agencies. Serious violations were cited in more than 55% of the completed inspections.

PROGRAMMED/TARGETED INSPECTIONS

In FY 2009, OSHA's national office continued two programs that targeted specific types of federal worksites for inspection. The first program, FEDTARG, uses the previous fiscal year's OWCP data to identify federal establishments with the highest number of lost time cases. During FY 2009, OSHA performed 55 inspections under FEDTARG and discovered an average of 5.6 violations per inspection, an increase from FY 2008's average of 1.6 violations per inspection. Overall, OSHA discovered 317 violations that included 220 Serious, 1 Repeat, 1 Failure-to-Abate, and 95 Otherthan-Serious violations.



The second program, known as AIRTRAF, targeted federally owned and operated Federal Aviation Administration (FAA) air traffic control towers to assess their compliance with the FAA's alternate standard for fire safety. The alternate standard was established in 1998 per 29 CFR 1960.17 to address the unique egress issues in these towers. During FY 2009, OSHA conducted 25 AIRTRAF inspections and discovered an average of 3.5 violations per inspection, an increase from FY 2008's 2.9 violations per inspection. Overall, OSHA cited 87 violations that included 68 Serious, 3 Repeat, and 16 Other-than-

Serious violations.

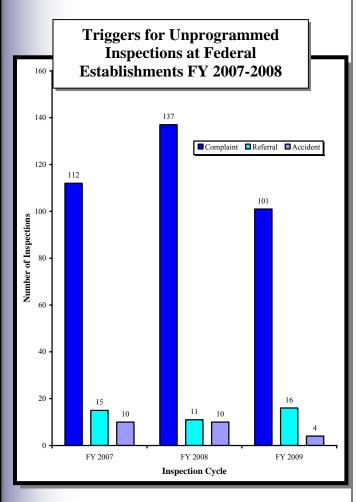
In addition, two of OSHA's regions had their own targeted programs for federal agencies. Using workers' compensation data for their regions, staff identified facilities with a high number of injuries and illnesses. While similar to the FEDTARG program, these programs allowed the regions to identify more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

INSPECTION ANALYSIS

The chart on this page depicts the types of inspections (programmed vs. unprogrammed, safety vs. health OSHA performed during fiscal years 2007 - 2009. For all inspection cycles, most of the inspections were programmed and/or safety.

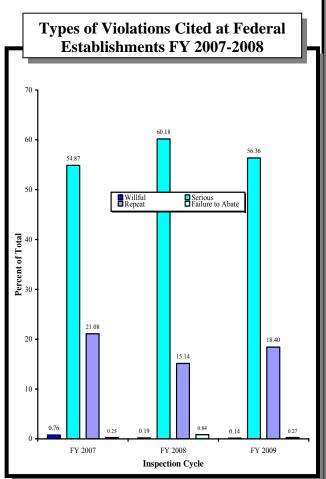
Complaints, accidents, and referrals accounted for more than 70% of the unprogrammed inspections during FYs 07 – 09. The first chart on this page depicts the number of unprogrammed inspections associated with each trigger for a given inspection cycle.

The second chart depicts the percent of total violations for those cited as willful, serious, repeat, or failure to abate for fiscal years 2007 - 2009.



SIGNIFICANT CASES

OSHA defines those inspections that have fines of over \$100,000 as "significant cases." While by law, OSHA cannot assess fines to federal agencies, it can determine the "significance" of a federal agency inspection by comparing the violations to the penalties that would be assessed to a private sector employer. In FY 2009, OSHA completed three federal significant cases against the Departments of the Army, Interior (U.S. Forest Service), and Navy. As with all inspections, OSHA worked with these agencies to ensure they abated the hazards and made the necessary improvements to their OSH programs.



In FY 2009, OSHA completed four federal significant cases against the Departments of Agriculture, the Army, the Interior, and Transportation. As with all inspections, OSHA worked with these agencies to ensure that the agencies abated the hazards.

OVERSIGHT

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

FY 2009 was the final year of the three-year SHARE extension. The Initiative was originally established in 2004 for federal Executive Branch agencies and its initial term was three years. Due to the program's success and potential for continued improvement, it was extended for an additional three years.

SHARE set four goals that focus agencies' efforts on improving the key elements of a safety, health, and injury case management program at each federal agency: 1) reducing total injury and illness case rates, 2) reducing lost time injury and illness case rates, 3) increasing the timely submission of injury notices, and 4) reducing the lost production day (LPD) rates due to workplace injury. Under the SHARE extension, Goals 3 and 4 were modified to recognize consistent and superior performance and, at the same time, hold low-end performers to more significant and challenging performance levels.

FY 2009, the sixth and final year of the SHARE Initiative, was an overall success. As in prior three fiscal years, the federal government as a whole achieved all four goals. Six departments also met each of the goals, as did three independent agencies. They are the Departments of Homeland Security, Housing and Urban Development, Interior, Labor, Transportation and the Navy, and the Environmental Protection Agency, Farm Credit Administration, and Peace Corps. The Department of Homeland Security, which began the SHARE Initiative with some of the highest injury and illness case rates, continued to make significant progress in improving its workplace safety and health record.

For FY 2009, the successes for each of the four individual goals are as follows:

- 13 of 18 federal departments and 35 of 53 independent agencies for which performance is tracked met Goal 1.
- 8 of 18 federal departments and 31 of 53 independent agencies met Goal 2.
- 16 of 18 federal departments and 13 of 53 independent agencies met Goal 3.
- 17 of 18 federal departments and 45 of 53 independent agencies met Goal 4.

FEDERAL ADVISORY COUNCIL ON OCCUPATIONAL SAFETY AND HEALTH (FACOSH)

FACOSH is a 16-member committee of top agency management and labor officials appointed by the Secretary of Labor to provide advice on matters relating to the occupational safety and health of federal employees.¹⁰ Eight members are representatives from federal agency management and eight are from labor organizations representing federal employees. Only federal agency management and labor representatives are eligible to serve on FACOSH. The Council

¹⁰ FACOSH was established by Executive Order 11612 on July 26, 1971. The objective of the Council is to reduce and keep to a minimum the number and severity of injuries and illnesses in the Federal Government. It currently operates under Executive Order 12196, Section 1-5, and is continued biannually by Presidential Executive Order.

is chaired by the Assistant Secretary of Labor for Occupational Safety and Health.

In FY 2009 the Council met three times. Two half-day meetings were held on November 13, 2008 and June 25, 2009 to conduct regular business. OSHA staff updated members on the status of SHARE, the President's Report, the proposed recordkeeping rule change, the federal agency targeted inspection programs, and training available for federal employees. In addition, members listened to presentations on OSHA's efforts to track injuries of federal emergency response workers, OSHA and the American Recovery and Reinvestment Act, and OSHA's coverage of federal employees who work overseas.

During the summer of 2009, FACOSH's Emerging Issues Subcommittee met to analyze the federal agency experience during the spring 2009 H1N1-influenza outbreak. The Subcommittee gathered information from federal agencies and labor organizations representing Federal employees. It also sought insight from technical experts who provided perspective on the OSH-related gaps that exist in pandemic planning within the federal government. The Subcommittee collated its findings into a report, Recommendations for Consideration by the Secretary of Labor on Pandemic-H1N1 Influenza Protection for the Federal Workforce. FACOSH voted to approve the report's recommendations during the September 15, 2009 Special Meeting and forwarded the report to the Secretary for her review.

The terms of five FACOSH members expired on June 7, 2009, creating three federal management representative and two federal labor representative vacancies. The CY 2009 request for member nominations was delayed in order to allow additional time for making the appointments; a request for nominations will be published in the Federal Register during FY 2010.

EVALUATIONS

Executive Order 12196 Section 1-401(h) requires that Secretary of Labor 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 occupational safety and health 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.

RECORDKEEPING

OSHA is finalizing a draft rule change that will allow it to annually collect the OSHA required injury and illness records from all Federal Executive Branch agencies. In addition, the rule will clarify and update some existing provisions of Part 1960. Beginning on 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 Part 1904. Collecting these records will allow OSHA to better target needed training for Federal agencies, as well as identify those worksites which have the highest injury and illness rates.

The Agency is working with BLS to adapt its private sector survey to the federal sector for a 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 also advance information about the data to be collected so agencies are familiar with it prior to the BLS system becoming

COMPLIANCE ASSISTANCE

AGENCY TECHNICAL ASSISTANCE REQUESTS (ATARS)

ATARs are a consultative service available to federal agencies. An agency may call an OSHA area office and request onsite assistance, which may include hazard abatement advice, training, a partial or comprehensive inspection, and program assistance. While ATARs are generally considered to be totally consultative, the procedures for each ATAR are determined by the scope of the visit. In FY 2009, OSHA conducted seven ATARs.

ALTERNATE STANDARDS

Under 29 CFR 1960.17, agencies may submit a request for an alternate standard to OSHA. Each alternate standard applies only to the agency that has requested it. The alternate standard must provide equivalent or greater protection to the affected employees. Currently, agencies have established six alternate standards. During FY 2009, OSHA continued assisting two agencies with alternate standards.

FIELD FEDERAL SAFETY AND HEALTH COUNCILS (FFSHCS)

FFSHCs are cooperative interagency organizations chartered by the Secretary of Labor to facilitate the exchange of ideas and information about occupational safety and health issues for federal government employees.¹¹ FFSHCs are designed to be a effective. In addition, OSHA is proposing to conduct training regarding the Part 1960 changes and the data collection process and procedures.

dynamic forum for sharing knowledge, ideas, expertise, technology, and other OSH resources among participating agencies to help reduce the incidence, severity, and cost of injuries and illnesses at federal facilities. In FY 2009, there were 43 active councils that met across the country.

The Secretary of Labor recognizes FFSHCs that best exemplify the intent and purpose of the FFSHC program in the form of annual achievement awards. In 2009, the Secretary recognized nine councils for their performance in CY 2008. Annual reports submitted by the councils were used to determine the award recipients. The **Regional Federal Agency Program Officers** (FAPOs) and OFAP staff evaluated the annual reports to determine individual council achievement of goals and objectives. For these awards, FFSHCs are placed in three categories based on the size of the federal population served. This allows the councils to compete for award recognition with their counterparts possessing approximately the same resources and serving similar population bases. There are three levels of awards in each category: Superior Performance, Meritorious Achievement, and Notable Recognition.

¹¹ The purpose, organization, membership, and establishment of FFSHCs are detailed in 29 CFR Part 1960, Subpart K.

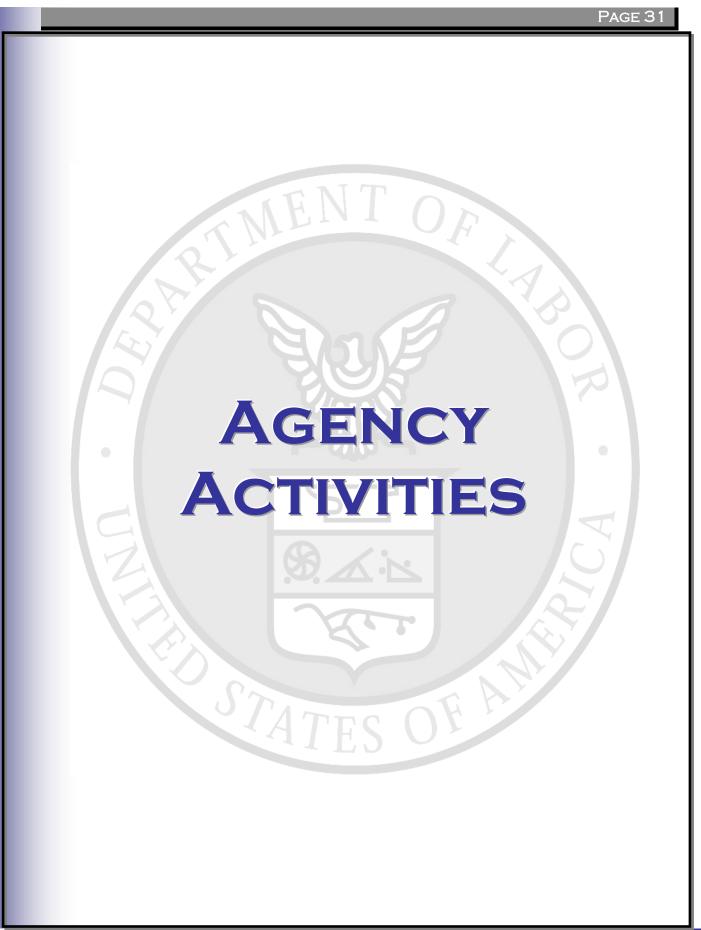
HEALTH HAZARD EVALUATION PROGRAM OF THE NATIONAL INSTITUTE FOR OCCUPATIONAL SAFETY AND HEALTH (NIOSH)

In addition to the resources available from OSHA to address workplace health concerns, federal agencies may also request a Health Hazard Evaluation (HHE). Through this program, NIOSH responds to requests for evaluations of workplace health hazards from employers, employees and their representatives, and government agencies. At no cost to the employer or employees, NIOSH conducts studies of workplaces in response to these requests to learn if workers are exposed to hazardous materials or harmful conditions. Workplace exposures studied include chemicals, biological agents, work stress, noise, radiation, and ergonomics. NIOSH evaluates the workplace environment and the health of employees by reviewing records and conducting on-site environmental and medical testing. Upon completion of the study, NIOSH issues a report that includes recommendations for addressing identified problems, reducing exposures, and preventing disease.

During FY 2009 NIOSH received a number of HHE requests from federal agencies, including the Departments of Defense, Agriculture, Homeland Security, and Interior. The requests included queries concerning air quality, vibrations from weapon firing, cadmium exposure, and exposure to magnetic fields. NIOSH worked with the agencies to respond to these requests.

OSHA TRAINING

Each year, OSHA provides a week of training specifically for federal agency OSH personnel at the OSHA Training Institute located in Arlington Heights, IL. In FY 2009, OSHA provided nine half-day seminars offered twice during the week on topics chosen by surveying federal OSH personnel. The 130 federal OSH employee participants at the training week had the opportunity to attend up to six different sessions on the topics of Ergonomics, Fire Protection, Recordkeeping, Emergency Response, Office Environment Safety and Health, Safety and Health Management Systems, Electrical, and Overview of 29 CFR Part 1960.



OSH COMMITTEES

CERTIFIED SAFETY AND HEALTH COMMITTEES

A Certified Safety and Health Committee (CSHC) is an OSH committee that the head of the sponsoring agency has certified to the Secretary of Labor as meeting the requirements of 29 CFR 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 OSHrelated policies, conditions, and practices. In addition to an improved OSH program and a safe and healthful workplace, a statutory benefit of a CSHC is the exemption from unannounced OSHA inspections.

Both Executive Order 12196 and 29 CFR 1960 Subpart F discuss the formation, composition, and duties of CSHCs. In summary, 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. The committee membership must include equal numbers of management and nonmanagement. In addition, it must have access to OSH-related information, monitor the agency's OSH program, and consult and advise on OSH program operation.

OTHER OSH COMMITTEES

Many departments and agencies reported on a variety of non-certified OSH-related committees that functioned at the departmental, agency and field operation When an agency decides to form a CSHC, it must report to DOL:

- The existence of the Committee.
- The location of the Committee.
- The coverage (establishments and populations) area of the Committee.

• The name and phone number of each Committee Chair (National and Local). In addition, the agency must certify to DOL 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 DOL on its OSH 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 six such committees currently exist. The Secretary of Labor recognizes the following departments or independent agencies as having CSHCs:

- Department of Labor (DOL)
- Central Intelligence Agency (CIA)
- General Services Administration (GSA)
- International Trade Commission (ITC)
- Securities and Exchange Commission (SEC)
- Tennessee Valley Authority (TVA)

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 OSHrelated 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 some of the OSH committees, some of the departments and agencies may want to pursue certifying their committees and achieving the recognition and OSH benefits such certification provides.

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

- The Department of the Army reaffirmed the existence of numerous OSH related committees and councils. Its Safety and Occupational Health Advisory Council, made up of senior safety and health professionals, developed recommendations on OSH program improvements. It also reported requiring its headquarters and installations to develop topic-related councils that include managers, and military and civilian employees that must meet at least semiannually and publish minutes. Topic-related councils included: Biological Safety and Health, Chemical Agent Safety, Explosives Safety, System Safety, and Radiation Safety.
- The Court Services and Offender Supervision Agency's Pretrial Services

Agency instituted a safety committee to increase safety training and address pandemic flu preparations. The committee included both mangers and employees.

- The Federal Reserve Board's OSH committee held quarterly meetings to facilitate the exchange of information on occupational safety and health as well as emergency response issues.
- The National Archives and Records Administration's National Safety and Health Committee provided training support for its facilities. Although the Administration noted that it did not have a national OSH training program, it did track the training of committee members.
- The National Transportation Safety Board reported the existence of an OSH committee comprised of managers and employees that met quarterly.
- The Railroad Retirement Board reported that its six-person safety committee (three bargaining unit and three management members) had been very active for many years. According to the Board, its committee continued to analyze accidents on a quarterly basis and recommend corrective actions to the relevant Facility Manager.

AGENCY SELF-EVALUATIONS

According to 29 CFR 1960.79, each agency must develop and implement selfevaluations to determine the effectiveness of its occupational safety and health programs. The self-evaluations must include qualitative assessments of:

- The extent to which the OSH programs comply with the requirements of Executive Order 12196 and 29 CFR 1960, and
- Whether they are implemented effectively in all agency field activities.

A self-evaluation is not a workplace inspection. An inspection determines compliance with OSHA standards promulgated under Section 6 of the OSH Act and evaluates whether the employer is providing a safe and healthful workplace. A self-evaluation determines whether the agency's OSH program is in compliance with the requirements of, Section 19 of the OSH Act, EO 12196, and 29 CFR 1960 evaluates the program's effectiveness.

This year more agencies, particularly the smaller independent agencies – many of which had been unaware of the statutory requirement prior to FY 2008's request for information on this topic – reported performing self-evaluations. Only a few agencies reported that they had not yet performed any type of self-evaluation. Several of the agencies with little or no incidence of reported injuries or illnesses noted that they used their annual reports to OSHA as a form of self-evaluation.

The majority of the 18 major departments and five largest agencies reported performing some type of program evaluation. While some agencies provided extensive details on their self-evaluations, including the results of those evaluations and their plans for implementing changes in their OSH programs, others simply confirmed that they had performed selfevaluations. Some agencies cited funding issues as the factor affecting either the thoroughness of their self-evaluations or their performance of any OSH program analyses.

29 CFR 1960.79 is a performance-based standard and does not specify the method by which agencies must accomplish their selfevaluations. A performance-based standard defines the required result, but does not specify the path to its achievement. However, an effective self-evaluation should, at a minimum, help the agency identify both the strengths and weaknesses of its OSH program. In addition, evaluations can help agencies determine changes necessary to improve their OSH programs.

For those agencies that provided information on the methods they used to evaluate their program effectiveness, several mentioned using OSHA's criteria for its Voluntary Protection Program (VPP) participants or the Safety and Health Management electronic tool (e-Tool) available on the OSHA website. Other agencies reported that they created their own evaluation criteria based on the needs of their programs, or hired a contractor to perform the evaluation. Some agencies provided information on the findings of their selfevaluations as well as their intended changes to their OSH programs as a result of the evaluations.

Below is a sampling of agencies' reported self-evaluation methods and criteria:

- The Department of the Air Force performed 18 program evaluations of various commands' programs in accordance with 29 CFR 1960. Evaluation criteria included organizational structure, instructions, trend analysis, goals, reporting, FECA/SHARE participation, and hazard identification.
- The Department of Energy required each program and field office to perform annual self-assessments using its Integrated Safety Management System. DOE reported being in compliance with 29 CFR 1960.79.
- The Department of State noted that its overseas and domestic OSH divisions audit their respective OSH programs. State reported that its evaluations are based on safety audits, and measure effectiveness via statistical analysis.
- The Environmental Protection Agency (EPA) reported that during FY 2009 it used its Safety Health and Environmental Management electronic system's Evaluation and Audit Program and Core Emergency Response Program to evaluate its OSH programs. It also noted that EPA locations perform internal facility-level self-assessments regularly, and that some audit field operations.
- The National Aeronautics and Space Administration, which has several OSHA VPP sites, reported five Agency-

level occupational health reviews, three Institutional/Facility/Operational (IFO) Safety audits of centers, two Operational Engineering Panel (OEP) assessments, and four Institutional Programmatic Support (IPS) reviews. The Administration also stated that it requires its Centers to complete OSH program self-evaluations at least annually and more frequently if the Centers deal with hazardous operations. VPP-certified Centers were required to complete a separate report on selfevaluations, which were sent to specified regional OSHA Offices.

The Smithsonian Institution reported that its Office of Safety, Health and Environmental Management conducted annual Management Evaluation and Technical Reviews (METRs) of 25 Smithsonian facilities and organizations. The METRs focused on the identification and correction of programmatic shortcomings and failures by investigating the root cause(s) of problems along with the failure of the organization's Safety and Health Management System. According to SI, each evaluated establishment's director was required to develop corrective measures, and file periodic updates, which are tracked until all deficiencies are fully abated.

CONTROLLING TRENDS

This year OSHA 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 what types of injuries were most prevalent, the most common causes of injuries, and the jobs or tasks that resulted in injuries. Agencies also reported tracking and analyzing "near-misses," or those incidents that could have resulted in an accident or injury but did not at that particular time. Other strategies for reducing workplace injuries and illnesses include integrating safety considerations into building design and/or job duties and procedures, encouraging employees to report potential hazards as they are discovered, and focusing on specific problems (frequent types of injuries, specific hazards, etc.)

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

• The Department of the Army reported focusing on integrating risk management into standard business practices by implementing training programs, highlighting and emphasizing specific hazards, and continually analyzing accident trends.

- The Department of Defense noted that its Defense Safety Oversight Committee's Installation and Industrial Operations Task Force analyzed reported injuries, OWCP claims, and lost work days to determine the "Top 5" injuryproducing occupations across all the services and defense agencies. The Task Force plans to rank injury causes/types to target high risk tasks and work to develop prevention strategies across the services and defense agencies.
- The Department of Homeland Security continued a special emphasis on law enforcement and law enforcement training activities – activities that it notes have historically produced a substantial portion of employee injuries.
- The Environmental Protection Agency provided its Designated Safety and Health Official and OSH Manager with quarterly reports summarizing information on the Agency's injuries and illnesses. Each report includes information on the most common injuries and illnesses and the worksites where they occurred. The reports also include historical data for the three previous quarters.
- The National Aeronautics and Space Administration's electronic information system allows "real time" analysis of incident reports and encourages reporting of near misses. The Administration noted that it maintains more than 25 years of accrued OSHrelated data (since 1984) and stated it has nearly 275,000 injury/illness records and nearly 55,000 safety incident case records.

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

- The International Boundary and Waters Commission's employees work in a variety of outdoor and field conditions. In an effort to reduce environmentrelated injuries, the Commission created a database of harmful plants, animals, and insects applicable to specific areas.
- The National Credit Union Administration provided ergonomic workstations and provides employees with training on using the workstations and minimizing ergonomic hazards.
- The National Endowment for the Arts' office space is located in an historic building with marble floors. It reports

routinely reminding employees about slip hazards and has worked with its building managers to reduce slipping hazards.

• The Office of Personnel Management reported developing a new database to track injury and illness trends, determine solutions, and enact any indicated preventive measures.

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

AGENCY SUMMARIES MAJOR DEPARTMENTS AND INDEPENDENT AGENCIES

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

STAT

DEPARTMENT OF AGRICULTURE

STATISTICS

The Department of Agriculture's (USDA's) employment rolls *decreased* by 4,152 (4.3%) to 92,371 in FY 2009. Its total injury and illness cases *decreased* by 4.9% to 5,078 and its TCR *decreased* from 5.53 to 5.5 (0.5%). The USDA's lost time cases *decreased* by 6.2% to 1,705 and its LTCR *decreased* from 1.88 to 1.85 (1.6%). According to the USDA, there were six civilian fatalities during FY 2009. The USDA's workers' compensation costs *increased* by 1.1% to \$73,669,805 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the USDA met two of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	4.12	3.43	5.5	
LTCR	1.75	1.46	1.85	
Timeliness	29.1%	60.0%	65.7%	✓
LPDR	42.4	41.1	38.4	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

MOTOR VEHICLE/SEAT BELT SAFETY

USDA reported that its employees were involved 148 accidents resulting in personal injury, mostly to drivers, with total costs during the fiscal year of \$398,081. According to the Department, most of its subagencies require seatbelt use but do not track it.

EMPLOYEE SUPPORT

USDA noted that its subagencies provide training for employees based on the workrelated duties, potential hazards, and special emphasis programs and that the larger subagencies conduct training conferences, and numerous specialized training courses. USDA also reported that it supports FFSHCs at all levels.

ACCOMPLISHMENTS

The USDA did not provide any information on Departmental-level accomplishments other than to report that it established an ergonomics laboratory at Headquarters where employees can examine various ergonomic devices and office furniture pieces.

GOALS

According to the USDA, during FY 2010 it plans to:

- Continue to take actions to meet the goals of the SHARE Initiative;
- Continue to include subagencies in the Safety and Health Information Portal System (SHIPS) data system;

- Evaluate the Department's electronic training system as a safety and health training tool;
- Track safety-related OSHA violations;
- Increase the number of OSH reviews/evaluations;
- Continue to provide support to OSH modules in training courses; and
- Revise and issue directives on workplace OSH inspections, and injury and illness recording and reporting.

DEPARTMENT OF THE AIR FORCE

STATISTICS

The Department of Air Force's (USAF's) employment rolls *decreased* by 166 (0.1%) to 154,860 in FY 2009. Its total injury and illness cases *decreased* by 6.2% to 4,228 and its TCR *decreased* from 2.91 to 2.73 (6.2%). The USAF's lost time cases *increased* by 1.2% to 2,313 and its LTCR *increased* from 1.47 to 1.49 (1.4%). According to the USAF, there was one civilian fatality during FY 2009. The USAF's workers' compensation costs *increased* by 0.2% to \$131,301,051 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the USAF met three of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	3.59	2.99	2.73	✓
LTCR	1.46	1.22	1.49	
Timeliness	56.1%	75.2%	83.2%	✓
LPDR	25.6	24.8	24.8	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

MOTOR VEHICLE/SEAT BELT SAFETY

The Air Force reported that its civilian employees were involved in 26 four-wheel motor vehicle mishaps with nine resulting in reportable injuries; in all instances, employees were wearing personal restraint devices although the USAF does not track seatbelt use outside of mishap investigations.

The Department confirmed that:

- Its Instructions require all personnel operating or riding in government motor vehicles to wear occupant restraint devices at all times.
- Installations conduct periodic seatbelt checks and cite occupants for non-compliance.

- It provides a variety of traffic safety training courses that emphasize individual responsibility and correct response to routine and emergency driving situations and are designed to establish and reinforce a positive attitude toward driving.
- Its Supervisor Traffic Safety Training course is designed to instruct first-time supervisors concerning their roles and responsibilities, along with how to meet those responsibilities, with regards to the USAF Traffic Safety Program.
- Air Force employees who ride their motorcycles on USAF installations also receive free Motorcycle Safety Training by Motorcycle Safety Foundation certified instructors.

EMPLOYEE SUPPORT

With regard to training and employee support, the Department reported that during FY 2009 it:

- Provided safety education, training and force development in areas such as Supervisor Safety Training, Chief of Safety Course, Voluntary Protection Programs, Motorcycle Track Day, Motorcycle Safety Courses, Rider Coach Preparation Workshops, All-Terrain-Vehicles, and Dirt Bike Safety.
- Developed 19 Web-Based Training courses to train specific personnel to accurately identify workplace hazards, increase understanding of safety and health requirements, and provide recommendations for eliminating/mitigating risk.

ACCOMPLISHMENTS

The Air Force reported that during FY 2009 it:

- Continued to make progress in reducing mishaps and mishap rates.
- Instituted intervention strategies and changed organizational culture to ensure that workplace safety remained a top priority.
- Implemented OSH performance enhancements by the use of the OSHA VPP framework at over 40 installations; there are currently 8 Star-recognized sites.

GOALS

According to the Air Force, during FY 2010 it plans to:

- Pursue the Secretary's FY 2012 75% mishap reduction goal.
- Identify hazards and deficiencies in the workplace, and unsafe work practices and behaviors.

- Educate employees on the benefits of being safe.
- Pursue OSHA VPP Star status for installations.
- Provide commanders with safety capabilities, safety professionals, and programs that are effectively manned, trained, and equipped for mission success
- Develop and support premier capabilities in data collection, analysis, and reporting that improve hazard identification and mitigation, web-enabling and linking those capabilities to processes in the field.
- Serve as a catalyst for addressing critical safety issues that affect DoD concerning safety.
- Promote collaboration between the services and with motor vehicle and traffic safety partners and communities.
- Provide a variety of resources critical to safety through staff, products, and technical information.
- Allocate, distribute, implement and maintain clear policy for on- and offduty environments for employees.

DEPARTMENT OF THE ARMY

STATISTICS

The Department of Army's (Army's) employment rolls *increased* by 14,225 (5.7%) to 265,582 in FY 2009. Its total injury and illness cases *decreased* by 5.7% to 8,019 and its TCR *decreased* from 3.38 to 3.02 (10.7%). The Army's lost time cases *increased* by 0.7% to 4,142 and its LTCR *decreased* from 1.64 to 1.56 (4.9%). According to the Army, there were eight civilian fatalities during FY 2009. The Army's workers' compensation costs *increased* by 1.3% to \$181,775,470 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the Army met three of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	3.72	3.1	3.02	✓
LTCR	1.67	1.39	1.56	
Timeliness	54.3%	72.8%	87.3%	✓
LPDR	34.0	33.0	23.6	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

MOTOR VEHICLE/SEAT BELT SAFETY

According to the Army, its civilian federal employees were involved in 53 motor vehicle accidents during FY 2009, 17 of which resulted in injuries. It also noted that of the 82 vehicle occupants, only two were not wearing seatbelts.

The Army reported that it partnered with the National Highway Safety Traffic Administration (NHTSA) to promote the "Click It or Ticket" and "You Drink, You Drive, You Lose" campaigns. The Department requires all vehicle occupants to wear seatbelts.

EMPLOYEE SUPPORT

The Army did not provide any information on Department-level employee support activities. However, it noted that its various subagencies provide a variety of OSHrelated training programs. It also participated in FFSHCs and sponsors several Departmental OSH committees, councils, conferences, and activities.

ACCOMPLISHMENTS

The Army did not provide any information on Departmental-level accomplishments.

GOALS

During FY 2010 the Army reported that it plans to:

- Encourage and foster an OSH culture that emphasizes loss prevention and employee participation.
- Improve risk management and target high loss areas.
- Track, evaluate, and improve safety performance.
- Reduce work-related injuries and illnesses.
- Expand motor vehicle accident prevention training and target high-risk behaviors, drivers, and vehicles.
- Address the H1N1 flu outbreak.

DEPARTMENT OF COMMERCE

STATISTICS

The Department of Commerce's (Commerce's) employment rolls *increased* by 15,724 (38.2%) to 56,886 in FY 2009. Its total injury and illness cases *increased* by 301.1% to 1,757 and its TCR *increased* from 1.06 to 2.36 (125.5%). Commerce's lost time cases *increased* by 255.6% to 768 and its LTCR *increased* from 0.52 to 1.03 (98.1%). According to the Commerce, there were two civilian fatalities during FY 2009.

Commerce's workers' compensation costs *increased* by 8.9% to \$16,985,898 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, Commerce met one of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	1.46	1.22	2.36	
LTCR	0.70	0.58	1.03	
Timeliness	34.0%	60.0%	70.7%	✓
LPDR	20.8	20.2	24.1	

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

MOTOR VEHICLE/SEAT BELT SAFETY

According to the Department, its subagencies reported a total of 563 motor vehicle accidents during FY 2009, of which 438 were the result of 2010 Decennial Census activities. Commerce noted that it does not have an electronic system to track motor vehicle accidents and their costs. With regard to seatbelt use, Commerce affirmed its support for and promotion of motor vehicle/seat belt initiatives and Executive Order 13043, and confirmed that its subagencies require seatbelt use and compliance.

EMPLOYEE SUPPORT

Commerce reported that it conducted OSH training for a variety of audiences: collateral

duty safety officers, new employees, and new supervisors and managers on topics such as OSHA reporting and recordkeeping, introduction to workers' compensation, how to conduct an ergonomic assessment of a computer workstation; and how to conduct office inspections. According to the Department, its Safety and Workers' Compensation Working Group met monthly to discuss current safety and workers' compensation topics such as pandemic flu planning, H1N1 vaccination information, and return-to-work.

ACCOMPLISHMENTS

Commerce reported that during FY 2009 it:

• Continued to have strong support from its subagencies' Safety and Workers' Compensation Coordinators, a collateral duty for many.

- Revised its Pandemic Plan, helped subagencies conduct pandemic risk assessments, and initiated a Departmentwide dialogue among the Department's health units.
- Tracked the progress of the H1N1 influenza and provided approximately 30 updates to its Pandemic and Safety Coordinators.
- Revised its safety management evaluation process and conducted management evaluations of two subagency safety program activities.

GOALS

Commerce reported that during FY 2010, as part of the Office of Human Resources Management's Five-Year Strategic Plan to promote a culture of safety, health, and wellness, it intends to:

- Provide accurate and timely health and wellness educational information and support Government- and Department-wide wellness initiatives.
- Foster increased collaboration among health units to respond to emerging health issues.
- Provide safety and workers' compensation consultation services that help subagencies reduce work-related injuries, illnesses, and accidents.
- Reduce workers' compensation chargeback costs.
- Establish a Department-wide electronic infrastructure for accident reporting and trending.
- Train subagency Safety Coordinators in accident reporting and investigation techniques.

DEPARTMENT OF DEFENSE

STATISTICS

The Department of Defense's (DoD's) employment rolls *increased* by 23,081 (3.4%) to 701,365 in FY 2009. Its total injury and illness cases *decreased* by 3.8% to 19,357 and its TCR *decreased* from 2.97 to 2.76 (7.1%). The DoD's lost time cases *increased* by 0.5% to 10,359 and its LTCR *decreased* from 1.52 to 1.48 (2.6%). According to the DoD, there were 12 civilian fatalities during FY 2009 including those fatalities from the Air Force, Army and Navy. The DoD's workers' compensation costs *increased* by 3.8% to \$63,051,343 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the DoD met three of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	3.66	3.02	2.76	✓
LTCR	1.75	1.44	1.48	
Timeliness	52.1%	69.8%	84.5%	✓
LPDR	34.0	33.0	26.5	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

MOTOR VEHICLE/SEAT BELT SAFETY

While DoD did not provide Departmentlevel information on motor vehicle accidents, it reported that it updated its Traffic Safety Program to include bans on texting, and using cell phones and electronic devices while driving on official business.

EMPLOYEE SUPPORT

According to DoD, OSH training is integral to accomplishing its mission and it provides training to employees and managers throughout each Military Department and Defense Agency from executive-level leaders to front-line supervisors.

ACCOMPLISHMENTS

DoD reported that its Washington Headquarters Service (WHS) contracted with industrial hygiene and food sanitation services to assist with indoor air quality surveys, safety and health surveys, asbestos and lead management programs, safety and health training, and food sanitation surveys of the Pentagon Reservation food preparation, serving, and eating areas. The Department also reported that it filled one open OSH-related position.

GOALS

According to DoD, during FY 2010 its WHS plans to:

- Coordinate with WHS and union management to sign the OSHA VPP commitment letter.
- Establish the OSHA VPP outreach program that includes an active website, messages on electronic bulletin boards, banners, and booths at Pentagon fairs.
- Establish an OSHA VPP steering committee and subcommittees as appropriate.
- Conduct quarterly seat belt use surveys at different locations around the Pentagon Reservation to obtain a good representation of seat belt use.
- Establish the WHS Near Miss Program.
- Develop and make available several 3D safety and health training programs.

DEPARTMENT OF EDUCATION

STATISTICS

The Department of Education's (ED's) employment rolls *decreased* by 83 (2.0%) to 4,113 in FY 2009. Its total injury and illness cases *decreased* by 16.3% to 41 and its TCR *decreased* from 1.17 to one (14.5%). ED's lost time cases *decreased* by 21.2% to 26 and its LTCR *decreased* from 0.79 to 0.63 (20.3%). According to ED, there were no civilian fatalities during FY 2009. ED's workers' compensation costs *decreased* by 2.8% to \$1,454,106 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, ED met two of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	1.11	0.87	1	
LTCR	0.54	0.42	0.63	
Timeliness	43.6%	60.0%	83.0%	✓
LPDR	4.7	15 or less	7.7	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

MOTOR VEHICLE/SEAT BELT SAFETY

ED reported that during FY 2009, its employees were involved in one vehicle accident while on official government business. The Department noted that to improve motor vehicle safety and seat belt usage it:

- Continued to encourage all drivers to wear their seat belts and obey traffic rules and regulation while on official government business.
- Continued to work closely with the General Services Administration (GSA) to replace vehicles in a timely manner based on mileage and auto repair history.
- Was establishing partnerships with GSA, Ford Motor Company Corporation and other Federal agencies to implement the Federal Chauffeur's Driver Safety

Program within the Washington, DC Metropolitan Area, addressing driver safety, driver regulations and vehicle maintenance.

EMPLOYEE SUPPORT

According to the Department, it instituted the Life Safety Program initiative designed to provide a more direct emphasis on combined safety, health, security and emergency preparedness goals.

ACCOMPLISHMENTS

According to ED, during FY 2009 it:

- Purchased AEDs for each facility and provided the necessary related training.
- Distributed 3,700 "Emergency Go-Kits" for use during Shelter-In-Place events.
- Evaluated reestablishing its OSH Committee.

- Began working with Federal Occupational Health (FOH), to assist in addressing workplace hazards and hazard abatement, specifically; ergonomics assessments and remediation reporting.
- Continued to provide support and assistance to many taskforces, steering committees and focus groups, including FFSHCs.
- Revamped its self-inspection program.

GOALS

Among its goals for FY 2010, ED reported that it plans to:

- Continue its program activities to promote safety and health awareness for employees and supervisors and minimize the number of occupational injuries and illnesses in the coming year.
- Continue its restructured and improved self-inspection and hazard monitoring program.

- Provide a broader based training for all staff to include occupational safety and health, wellness and fire safety, as well as continue its emergency preparedness, physical security, Continuity of Operations and Pandemic initiatives.
- Provide employees with a high level of health and environmental safety services including safety inspections, health screening, and fitness programs.
- Continue to participate in the planning, facilitation and evaluation of the Federal Safety and Health Council Conferences and other programs as well as providing input and support for the Department of Labor's Annual Workers' Compensation Conference.
- Enhance its Safety and Health Committee's capabilities and responsibilities through the provision of training and awareness programs designed to raise the current skills and knowledge levels to a more operationally proficient safety, health and emergency preparedness level.

DEPARTMENT OF ENERGY

STATISTICS

The Department of Energy's (DOE's) employment rolls *increased* by 591 (4.0%) to 15,346 in FY 2009. Its total injury and illness cases *decreased* by 41.2% to 254 and its TCR *decreased* from 2.93 to 1.66 (43.3%). The DOE's lost time cases *decreased* by 5.5% to 103 and its LTCR *decreased* from 0.74 to 0.67 (9.5%). According to the DOE, there were no civilian fatalities during FY 2009. The DOE's workers' compensation costs *decreased* by 3.8% to \$9,212,995 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the DOE met three of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	2.14	1.72	1.66	✓
LTCR	0.73	0.61	0.67	
Timeliness	47.5%	63.7%	63.8%	✓
LPDR	22.1	21.4	17.0	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

MOTOR VEHICLE/SEAT BELT SAFETY

DOE reported that its federal employees were involved in 39 motor vehicle accidents in FY 2009, an increase of 21 accidents over FY 2008. Out of the 39 incidents, there were 11 injuries, seven of which resulted in lost workdays.

According to DOE, it promoted and required the use of seat belts by employees who were both on its premises and on official business or drove official vehicles. It also noted that most field sites report some form of motor vehicle safety and seat belt use awareness training and initiatives, such as mandatory defensive driving courses and safety seminars, parking safety briefings, signage, and procedural changes, such as a 360degree walk-around before vehicle operation.

EMPLOYEE SUPPORT

According to the Department, it provided orientation and site-specific training and assistance to its federal employees through mechanisms such as the Integrated Safety Management System (ISMS), Federal Employee Occupational Safety and Health (FEOSH) program, technical committees, and other programs and methods. It also reported that contractors were required to have a DOE-approved, site-specific worker safety and health plan and pay for sitespecific required training.

ACCOMPLISHMENTS

DOE reported the following accomplishments for FY 2009:

- Abatement of the most serious workplace hazards.
- Increased emphasis on improving safety in more commonplace tasks, such as driving, materials handling, walking, and using computers.
- Increased employee involvement in workplace safety, including training, safety committees, workplace inspections, safety fairs, fitness activities, and communications.
- Increased emphasis on evaluating trends and recommending corrective actions to improve safety.

• Reduced total injury and illness case rates at the three organizations (Office of Secure Transportation, Bonneville Power Administration, and Western Area Power Administration) that have historically had the highest rates.

GOALS

According to DOE, its OSH goals for FY 2010 include:

- Improving motor vehicle safety awareness.
- Reaching out to Communities of Interest through collaborative electronic networks.
- Enhancing analysis capability and provide feedback for the FEOSH program.

DEPARTMENT OF HEALTH AND HUMAN SERVICES

STATISTICS

The Department of Health and Human Services' (DHHS's) employment rolls *increased* by 2,357 (3.8%) to 64,311 in FY 2009. Its total injury and illness cases *increased* by 1.1% to 921 and its TCR *decreased* from 1.47 to 1.43 (2.7%). The DHHS's lost time cases *decreased* by 2.3% to 472 and its LTCR *decreased* from 0.78 to 0.73 (6.4%). According to the DHHS, there were no civilian fatalities during FY 2009. The DHHS's workers' compensation costs *increased* by 5% to \$26,699,271 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the DHHS met two of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	2.00	1.67	1.43	✓
LTCR	0.86	0.72	0.73	
Timeliness	34.9%	60.0%	45.5%	
LPDR	18.8	18.2	15.3	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

MOTOR VEHICLE/SEAT BELT SAFETY

DHHS reported that its employees were involved in 90 motor vehicle accidents during FY 2009, compared with 104 in FY2008. With regard to seatbelts and safety programs, DHHS noted that:

- Most of its subagencies do not have mechanisms to track employee seat belt use.
- The Department is in the process of implementing mandatory driver training on-site before the driver can obtain a key ("No Training/No Key"), which includes directives on seat belt use.

EMPLOYEE SUPPORT

According to DHHS, it encouraged participation, and many of its subagencies actively participate, in local FFSHCs.

ACCOMPLISHMENTS

DHHS reported that during FY 2009, it:

- Reduced its injury/illness rate by 2.7%.
- Updated its Safety & Health vision statement.
- Developed and posted an unsafe/unhealthy conditions report form on its Intranet.
- Updated its Safety and Health for Motor Vehicle and Logistics Manuals regarding driver training and use of electronic devices while driving.

GOALS

According to DHHS, during FY 2010 it plans to:

• Implement SHIMS.

- Implement "No Training/No Key" driver training.
- Develop and launch standardized, comprehensive online safety courses for all safety officers and general Departmental employees.

DEPARTMENT OF HOMELAND SECURITY

STATISTICS

The Department of Homeland Security's (DHS's) employment rolls *increased* by 10,124 (5.8%) to 184,434 in FY 2009. Its total injury and illness cases *increased* by 0.9% to 12,529 and its TCR *decreased* from 7.12 to 6.79 (0.9%). The DHS's lost time cases *decreased* by 15.2% to 4,580 and its LTCR *decreased* from 3.10 to 2.48 (20.0%). According to the DHS, there were two civilian fatalities during FY 2009.

The DHS's workers' compensation costs *increased* by 2.2% to \$164,610,542 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the DHS met all of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	13.51	11.25	6.79	✓
LTCR	5.90	4.91	2.48	✓
Timeliness	44.1%	60.0%	78.0%	✓
LPDR	171.3	166.2	89.4	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

MOTOR VEHICLE/SEAT BELT SAFETY

According to DHS, its employees were involved in 1,834 motor vehicle mishaps, of which 221 resulted in personal injury, a 36% decrease in total accidents and a 17.5 % decrease in personal injury accidents from FY 2009.

The Department reported that while seatbelt use was mandatory, it had no standardized method to track usage. DHS confirmed that it and its subagencies:

- Implemented the requirements of Executive Order 13513 addressing distracted drivers.
- Offered driver training.

• Offered the National Safety Council Defensive Driving Course to all DHS employees.

EMPLOYEE SUPPORT

The Department reported that it offered training to employees, managers, OSH personnel and OSH committee members and noted that the largest numbers of employees were trained on pandemic influenza, bloodborne pathogens, ergonomics, lifting, respirator use, radiation awareness, and hazardous materials.

According to DHS, it and its subagencies encouraged participation in FFSHCs, especially by safety professionals and collateral duty safety personnel. It reported that its subagencies provided the employee time and, in some cases, miscellaneous

administrative resources to support the work of the Councils.

ACCOMPLISHMENTS

According to DHS, during FY 2009 it:

- Continued to decrease occupational injuries and illnesses.
- Continued to review the Department level occupational safety and health manual.
- Held meetings of the Safety, Health and Medical Council and charged it with major involvement in pandemic influenza actions, wellness initiatives and other crosscutting health or safety issues.
- Provided technical support including pandemic influenza training, respirator training and respirator fit-testing, all with existing OSH personnel resources.
- Performed task analysis and workplace inspections, and implemented mitigation strategies to improve injury and illness rates.

GOALS

DHS reported that its Departmental goals for FY 2010 are part of the Strategic Plan it developed in FY 2007 and revises annually. The goals emphasize increased standardization, more efficient use of resources, and improved OSH processes and communications. According to the Department, specific goals include:

- Develop integrated policies, procedures, and guidance to provide sustainable program management.
- Establish Department-wide metrics to optimize performance and ensure accountability.
- Improve program effectiveness through outreach to stakeholders.
- Sustain program excellence by investing in personnel.
- Ensure the effective and efficient use of resources.

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

STATISTICS

The Department of Housing and Urban Development's (HUD's) employment rolls *increased* by 28 (0.3%) to 9,565 in FY 2009. Its total injury and illness cases *decreased* by 30.8% to 74 and its TCR *decreased* from 1.12 to 0.77 (31.3%). The HUD's lost time cases *decreased* by 38.1% to 39 and its LTCR *decreased* from 0.66 to 0.41 (37.9%). According to the HUD, there were no civilian fatalities during FY 2009. The HUD's workers' compensation costs *decreased* by 4.7% to \$7,413,453 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the HUD met all of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	1.18	0.98	0.77	✓
LTCR	0.79	0.66	0.41	✓
Timeliness	34.2%	60.0%	70.0%	✓
LPDR	20.3	19.7	18.4	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

MOTOR VEHICLE/SEAT BELT SAFETY

According to HUD, none of its employees were involved in a motor vehicle accident during FY 2009. While the Department noted that it did not have a mechanism to track employee seat belt use, it reported having a strong policy requiring such use whenever employees drive on official business. In addition HUD:

- Emphasized on Drive Safely to Work Week and the Department of Transportation's Seat Belt Initiative.
- Encouraged employees to use public transportation, flextime, and alternative worksites whenever practical and feasible.

- Required drivers to sign a "Driver Responsibility" document, which requires them to wear safety belts.
- Banned texting while driving.

EMPLOYEE SUPPORT

HUD affirmed its commitment to providing employees with a high level of health and environmental safety services such as training, safety inspections, air and water quality testing, health screening, and fitness programs and noted that it would continue to work with supervisors and managers to reduce injuries, illnesses and workers' compensation costs. Among other support activities, the Department also reported that it:

- Continued to promote its Total Wellness Program, which encourages employees to take advantage of opportunities to develop healthful personal habits and reduce health risk factors.
- Offered several OSH courses on its website, as well as the DOL on-line collateral duty safety and health course.
- Provided first aid, CPR, and AED training for employees.

ACCOMPLISHMENTS

HUD reported that during FY 2009 it:

- Continued to improve upon SHARE Initiative goals.
- Promoted and enhanced its Headquarters' Fitness Center and Total Wellness Program.
- Improved promotional activities to heighten awareness of the Departmental Safety and Health Program through its intranet safety website, safety and health committee meetings, health fair, Breast Cancer Awareness Month activities, prostate cancer awareness activities and screening, and through posters and other publicity.
- Provided CPR, first aid, security awareness, and smoking cessation training; a blood mobile; and workshops to Headquarters and field employees.
- Monitored heating and air-conditioning levels, and immediately addressed deficiencies as necessary in response to employee concerns.

GOALS

During FY 2010, HUD reported plans to:

- Continue to be proactive in ensuring a safe working environment.
- Maintain its commitment to providing employees with a high level of health and environmental safety and health related services.
- Continue the Hazard Communications Program, maintaining current information on all chemicals used at Headquarters.
- Operate an effective environmental control program, which assures that indoor air quality, water quality, and noise levels in HUD Headquarters are appropriately monitored and meet industry standards.
- Continue to identify and provide reasonable accommodations to handicapped employees.
- Conduct semi-annual safety and health inspections and bi-monthly safety and health committee meetings.
- Continue its program of educating employees on safety and health matters.
- Provide recognition for safety excellence through local awards.
- Provide earthquake preparedness and sheltering in place training to west coast employees.
- Conduct evacuation drills in all offices.

DEPARTMENT OF INTERIOR

STATISTICS

The Department of Interior's (DOI's) employment rolls *decreased* by 1,401 (2.0%) to 67,086 in FY 2009. Its total injury and illness cases *decreased* by 5.3% to 4,311 and its TCR *decreased* from 6.64 to 6.03 (9.2%). The DOI's lost time cases *decreased* by 4.6% to 1,485 and its LTCR *decreased* from 2.27 to 2.08 (8.4%). According to the DOI, there were seven civilian fatalities during FY 2009. The DOI's workers' compensation costs *decreased* by 1.7% to \$59,156,294 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the DOI met all of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	7.30	6.08	6.03	✓
LTCR	2.78	2.32	2.08	✓
Timeliness	41.8%	60.0%	84.2%	✓
LPDR	57.2	55.5	46.8	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

MOTOR VEHICLE/SEAT BELT SAFETY

DOI reported 579 motor vehicle accidents during FY 2009, a decrease from the 860 reported for FY 2008. Of the 579 incidents, 182 resulted in injuries, an increase from the 176 reported in FY 2008.

DOI reported that while it had no formal mechanism to track seat belt use alone, accident and seat belt use information is entered and tracked within its Safety Management Information System (SMIS) and seatbelt use is specifically addressed as part of the incident reporting template. The Department also noted that all of its subagencies require employees to wear seatbelts. According to DOI, of the motor vehicle accidents reported in FY 2009, 100% of the drivers were wearing their seatbelts.

The Department stated that it has partnered with the National Safety Council (NSC) through the General Services Administration (GSA) to make the NSC Defensive Driving Course available to all employees who used government vehicles, and that several subagencies have made this training mandatory for vehicle operators. According to DOI, some of its subagencies have implemented additional measures to improve motor vehicle safety such as:

• Indian Affairs (IA) required drivers to certify through DMV records that they have driving privileges in their State of record.

- Bureau of Land Management (BLM) included seat belt enforcement in its program management reviews.
- National Park Service (NPS) made seat belt use mandatory for all personnel operating or riding in NPS vehicles.
- Office of Surface Mining (OSM) required that employees who operate motor vehicles have initial and refresher training, possession of a valid driver's license for each class of vehicle operated, and supervisory approval to operate the vehicle.
- U.S. Geological Survey (USGS) developed a website dedicated to vehicle safety that includes ATV safety, vehicle maintenance, cell phone use, and fleet management.

EMPLOYEE SUPPORT

DOI reported that through its Safety and Health Council (SHC), comprised of Bureau and Office safety managers, it began developing a DOI Certification Program to advance the technical skills and abilities of its professional OSH staff. According to the Department, the certification program training was designed to augment the current OSH-related technical and programmatic training. DOI noted that its Rocky Mountain Education Center in Denver, Colorado taught seven classes for this certification program in FY 2009.

ACCOMPLISHMENTS

While DOI did not provide any information regarding Department-level OSH accomplishments for FY 2009, among its subagencies:

- The Bureau of Reclamation (BOR) issued a new Diving Safety Directive and Standard and released its Diving Safe Practices Manual.
- The Fish and Wildlife Service (FWS) Heavy Equipment Program was

recognized as a leader in the Federal sector for reducing incidents government-wide.

- NPS adopted Risk Assessment Codes to standardize its characterizations of hazards, and to evaluate and prioritize its response to deficiencies.
- USGS recognized four individuals and one workgroup, with Department-wide recognition for their contributions to the DOI occupational health and safety program.

GOALS

While DOI did not provide any information regarding Department-level OSH goals for FY 2010, among its subagencies:

- NPS proposes to organize and prioritize a Job Hazard Analysis (JHA) database for use by foremen and maintenance crew leaders to provide customized JHAs by activity for the majority of maintenance activities.
- BOR will conduct a review of existing safety and occupational health policies, directives and standards in order to realign its program structure to conform to ANSI Z10, the American National Standard for Occupational Health and Safety Management Systems.
- USGS plans to establish contract services for initial job task and field exposure assessments and implementation of industrial hygiene recommendations. Assessments will be conducted at selected sites and with certain employees who are exposed to lead, noise, dust, formaldehyde dichloral methane, and welding operations.
- DOI will work with the BOR to develop and pilot an OSH program evaluation tool. Once completed, this tool will be used to evaluate bureau and office OSH programs on a three-year rotating basis.

DEPARTMENT OF JUSTICE

STATISTICS

The Department of Justice's (DOJ's) employment rolls *increased* by 2,531 (2.4%) to 110,231 in FY 2009. Its total injury and illness cases *decreased* by 1.7% to 4,560 and its TCR *decreased* from 4.31 to 4.14 (3.9%). The DOJ's lost time cases *increased* by 0.9% to 2,591 and its LTCR *decreased* from 2.38 to 2.35 (1.3%). According to the DOJ, there were four civilian fatalities during FY 2009. The DOJ's workers' compensation costs *increased* by 6% to \$104,771,748 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the DOJ met three of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	5.07	4.22	4.14	✓
LTCR	2.09	1.74	2.35	
Timeliness	48.3%	64.7%	79.8%	✓
LPDR	75.7	73.5	64.6	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

MOTOR VEHICLE/SEAT BELT SAFETY

According to DOJ, its employees were involved in 2,400 motor vehicle accidents in FY 2009, a decrease of 550 from FY 2008. However, motor vehicle related injuries increased from 124 to 126. The Department reported that it tracks seatbelt use through accident report forms and databases and that a review of the reports revealed a high degree of compliance with seatbelt use. It also noted that it performed annual observational surveys at some Department locations with large parking facilities.

EMPLOYEE SUPPORT

DOJ reported that it provides a wide variety of safety and health training and that Departmental and subagency safety and collateral duty personnel participate in the Metropolitan Washington Federal Safety and Health Council. According to the Department, its subagencies encouraged field safety and collateral duty personnel to attend their local FFSHCs. It also reported that some of its field personnel had served as officers on and host to some of the Councils.

ACCOMPLISHMENTS

DOJ reported that during FY 2009 it:

- Provided over 57,495 safety and health training sessions.
- Increased safety and health personnel resources.
- Upgraded safety and health internet resources.
- Continued to improve SHARE goals.
- Conducted indoor firing rage assessments, cleaning and maintenance.

- Finalized an indoor firing range awareness program.
- Continued workplace inspection and evaluation programs.

GOALS

According to DOJ, during FY 2010 it plans to:

- Meet SHARE goals.
- Obtain funding to increase safety and health training availability.

- Increase personnel resources.
- Initiate an annual Departmental safety and health fair.
- Upgrade internet resources to include enhanced training.
- Continue and enhance inspection and evaluation programs.
- Lower motor vehicle accident rates.

DEPARTMENT OF LABOR

STATISTICS

The Department of Labor's (DOL's) employment rolls *decreased* by 102 (0.6%) to 16,154 in FY 2009. Its total injury and illness cases *increased* by 1.3% to 321 and its TCR *increased* from 1.95 to 1.99 (2.1%). The DOL's lost time cases *increased* by 16.5% to 141 and its LTCR *increased* from 0.74 to 0.87 (17.6%). According to the DOL, there were no civilian fatalities during FY 2009. The DOL's workers' compensation costs *increased* by 0.077% to \$19,661,961 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the DOL met all of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	2.50	2.08	1.99	✓
LTCR	1.23	1.02	0.87	✓
Timeliness	83.6%	95.0%	99.1%	✓
LPDR	38.0	36.9	26.7	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

MOTOR VEHICLE/SEAT BELT SAFETY

In FY 2009, DOL reported 75 motor vehicle-related accidents involving employees traveling on official government business, an increase of 37 % over the 47 accidents reported in FY 2008. Agencies reported that most employees monitored were wearing their seat belts during official travel.

The Department noted that it offered access to an on-line defensive driving course from the General Services Administration (GSA) to all DOL agencies using GSA vehicles. The four-hour course, designed by the National Safety Council (NSC), is accessible electronically through the GSA website. It promotes the use of seat belts and offers an interactive learning environment where drivers can analyze real driving situations.

EMPLOYEE SUPPORT

DOL reported that it continued to offer a three-module training program:

- An overview of the Safety and Health Program,
- A Web-based office inspection video course, and
- The OSHA 6000 on-line Collateral Duty Safety and Health Course.

The program was available through LaborNet for employees, contractors, union stewards, committee members, and managers involved in safety and health programs and worksite inspections.

ACCOMPLISHMENTS

In additional to surpassing all four SHARE goals, DOL reported the following accomplishments in FY 2009:

- Reviewed agencies' and regions' safety and health programs;
- Updated the safety checklist used for conducting worksite safety and health inspections;
- Sponsored three online training courses;
- Held Safety Day Conferences throughout the agencies and regions; and
- Developed "safety and health grams" and distributed them electronically nationwide to increase awareness of various safety and health issues and hazards.

GOALS

The Department reported that during FY 2010 it plans to:

- Challenge its agencies and regions to meet the following goals:
 - Reduce TCRs by 4% below the FY 2009 performance level;
 - Reduce LTCRs by 4% below the FY 2009 performance level;
 - Maintain a timely filing rate of 95% or higher;
 - Reduce LPDRs by 1% below the FY 2009 performance level;
 - Increase the timely filing of wageloss claims (CA-7s) to meet or exceed a 60% timely filing rate; and

- Increase the percentage of serious workplace injury or illness cases returned to work within two years.
- Provide quarterly updates to agency heads showing their agency's progress and how they compare to other agencies.
- Develop electronic "safety and health grams" and post them on LaborNet.
- Develop posters promoting "pro-active safety and health" and post them in high traffic/injury areas, such as cafeterias, stairways, and hallways.
- Encourage employees to clean up accidental spills by installing paper towel dispensers and receptacles on the walls in areas where they are most likely to occur.
- Hold monthly safety and health task force meetings with agencies that have traditionally had problems meeting the safety and health goals.
- Recognize and/or reward individual and agency improvements in the areas of safety, health, and workers' compensation.
- Develop and implement more standardized training for all workers' compensation coordinators Departmentwide, with particular emphasis on returning injured employees to work.

DEPARTMENT OF THE NAVY

STATISTICS

The Department of the Navy's (Navy's) employment rolls *increased* by 6,243 (3.5%) to 182,862 in FY 2009. Its total injury and illness cases *decreased* by 2 to 5,066 and its TCR *decreased* from 2.87 to 2.77 (3.5%). The Navy's lost time cases *increased* by 3.2% to 2,633 and its LTCR *held steady* at 1.44. According to the Navy, there was one civilian fatality during FY 2009. The Navy's workers' compensation costs *decreased* by 1% to \$240,003,717 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the Navy met all of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	4.03	3.36	2.77	✓
LTCR	2.13	1.77	1.44	✓
Timeliness	53.8%	72.1%	84.2%	✓
LPDR	48.2	46.8	34.6	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

MOTOR VEHICLE/SEAT BELT SAFETY

The Navy reported 28 motor vehicle mishaps involving 29 civilians in an on-duty status in FY 2009. Of the 26 people with injuries, 6 experienced 5 or more lost workdays. The Navy Traffic Safety Program Instruction requires every occupant of a government motor vehicle to wear a seat belt. Every occupant of a private motor vehicle (PMV), military or civilian, on a naval installation must wear a seat belt. Additionally, both military and civilian employees must wear seat belts while driving anywhere "on-duty."

EMPLOYEE SUPPORT

According to the Navy, as in prior years, its civilian and military personnel received training tailored to their individual needs, from awareness training to education required to attain and maintain competency in their technical area(s) of expertise. The Naval Safety and Environmental Training Center provided safety, occupational health, and environmental training to active duty and DoD civilian employees in the Navy, Marine Corps, and Coast Guard.

During FY 2009, the Navy noted that it encouraged participation in a number of important safety conferences. While FFSHC involvement was somewhat limited, the Navy reported participation in fleet concentration areas. It also reported encouraging and funding professional certifications, where possible.

ACCOMPLISHMENTS

Among the accomplishments the Navy reported for FY 2009 are:

- Initiated research projects to develop an abrasive blasting helmet accommodating double hearing protection.
- Continued to integrate OSH requirements into the EM programs.
- Developed the "Ergonomics Guide for Welders" for managers and supervisors at activities performing welding tasks.
- Developed several documents related to fall protection.
- Updated slips, trips, and falls training.
- Continued to improve Navy workplaces through systematic identification, evaluation, and correction of hazards.
- Implemented an OSHA VPP-like self assessment process for IH and Safety.
- Continued to monitor OSHA citations issued to Navy and posted them on the Naval Safety Center website to assist all installations in identifying areas of potential risk.
- Continued pursuit of OSHA VPP Star recognition at Navy field activities.

GOALS

During FY 2010, the Navy reported that it plans to:

- Enhance the integration of safety and health considerations into the systems engineering process for acquisition of military systems.
- Reduce personnel noise exposures associated with new and legacy systems and equipment.

- Continue implementation of antiterrorism/force protection and emergency management program requirements started in FY 2009.
- Improve existing design criteria documents to integrate ergonomics into the facility design process and culture.
- Develop guidance documents and solutions to known fall hazards (e.g., cranes and shipyards).
- Develop a Navy Hearing Protection roadmap as directed by the Vice Chief of Naval Operations.
- Provide a list of acoustical engineering reductions planned for proposed Navy ship designs.
- Update ship noise control section of acquisition safety website.
- Complete Mishap Prevention and Hazard Abatement Program projects approved for FY10.
- Better integrate OSH roles into emergency management planning to enhance mission readiness.
- Continue to monitor OSHA citations issued to Navy and post them on the NAVSAFECEN website.
- Continue to update and improve safety policies.
- Complete Naval Audit Service report begun in FY08, "Navy's Traffic Safety Program."
- Complete the Aviation Mishap module in WEB Enabled Safety System (WESS).
- Continue to partner with NCIS in possible workers' compensation fraud/abuse cases.

U.S. MARINE CORPS

STATISTICS

The U.S. Marine Corps's (Corps's) employment rolls *increased* by 1,925 (11.6%) to 18,569 in FY 2009. Its total injury and illness cases *decreased* by 1.5% to 717 and its TCR *decreased* from 4.37 to 3.86 (11.7%). The Corps's lost time cases *decreased* by 3.6% to 503 and its LTCR *decreased* from 3.14 to 2.71 (13.7%). According to the Corps, there were no civilian fatalities during FY 2009.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

The USMC is included in the SHARE statistics for the Department of the Navy.

MOTOR VEHICLE/SEAT BELT SAFETY

The USMC reported that its federal civilian employees were involved in nine motor vehicle accidents during FY 2009. There were six injuries among the nine incidents. The Corps' also reported seatbelt use compliance was between 96% and 98% due to, "aggressive and continuous enforcement and awareness campaigns."

EMPLOYEE SUPPORT

According to the Corps' its employee support and training activities included:

- New Employee Orientations include a safety component.
- Collateral duty safety personnel receive the two-week Ground Safety for Marines (GSM) course.
- The OSHA 10-hour course for supervisor training.

- The training of 35 new safety specialists at the joint safety intern training program (fifteen weeks) at Fort Rucker.
- Participation in local FFSHCs.
- Support of membership in the ASSE. In addition, the USMC encouraged all safety managers to obtain the ASSE certificates in Safety Program Management and the Executive Program in Safety Management.
- Encouraging membership in Voluntary Protection Program Participants Association (VPPPA).

ACCOMPLISHMENTS

A sampling of the Corps' reported accomplishments for FY 2009 includes:

- Trained 35 tactical safety specialists at the U.S. Army Combat Readiness Center's Career Program Twelve (CP-12) course.
- Approved a phased increase of 86 additional civilian safety professionals and up to 98 military in full time safety positions during the next three years.
- Trained six staff at Marine Corps Logistics Base, Barstow CA, as Special Government Employees (SGE) to assist VPP participants in their area.
- Nine commands working toward OSHA VPP recognition.

GOALS

According to the USMC, the overall goals of its OSH program are to prevent occupational injury and illness; reduce the severity of mishaps; preserve material resources; and improve operational readiness. During FY 2010 it plans to:

• Focus on revising its safety strategic plan.

- Assess implementation of the Core Safety Services.
- Improve the safety culture to reduce motor vehicle mishap losses.
- Encourage all safety managers to complete relevant job-related certification training.
- Improve data quality.
- Complete actions to implement fielding plans for the additional civilian and military safety professionals.

DEPARTMENT OF STATE

STATISTICS

The Department of State's (State's) employment rolls *increased* by 738 (2.1%) to 36,426 in FY 2009. Its total injury and illness cases *decreased* by 1.6% to 372 and its TCR *decreased* from 1.06 to 1.02 (3.8%). The State's lost time cases *decreased* by 7.3% to 191 and its LTCR *decreased* from 0.58 to 0.52 (10.3%). According to the State, there were two civilian fatalities during FY 2009. The State's workers' compensation costs *increased* by 1.5% to \$7,699,270 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the State met two of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	0.80	0.67	1.02	
LTCR	0.38	0.32	0.52	
Timeliness	7.7%	60.0%	70.5%	✓
LPDR	17.8	17.3	13.5	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

MOTOR VEHICLE/SEAT BELT SAFETY

State reported that its employees were involved in a total of 334 motor vehicle accidents worldwide during FY 2009.

- For domestic operations, State reported that it did not track seatbelt use except for accidents. To improve seatbelt use domestically, its motor pool drivers receive driver awareness training every two years and its Diplomatic Security personnel get defensive driver training prior to operating government vehicles.
- For overseas operations, the Department tracked seatbelt use on its SMARTS system, which indicated seat belt compliance to be at 77% in FY 2009, up slightly from 75% in FY 2008. State noted that it continued its global drivers'

safety training effort and now has 212 certified trainers.

EMPLOYEE SUPPORT

According to the Department, it provided OSH training (for both domestic and overseas employees) in a variety of ways including onsite interaction, classroom, intranet, video/DVD, and teleconference. It also noted that it offered much of the training to contractors and ensured that contractors were in compliance with OSH requirements.

• Domestically, State reported that training efforts included professional development for internal safety and health staff, training for collateral duty OSH staff, and provision of training information and resources for all staff to meet OSH program requirements. • Overseas, the Department noted that its training was focused on its Post Occupational Safety and Health Officers (POSHOs), assistant POSHOs, and Locally Employed Staff through onsite training activities by SHEM staff and regional seminars. It also reported providing abridged POSHO seminars to facility managers, management officers, and general services officers to enable post collateral duty safety and health staff to begin managing and implementing Department required safety and health programs at their facilities.

ACCOMPLISHMENTS

The State Department reported that during FY 2009 it:

- Continued development of an on-line hearing conservation course.
- Developed a written ergonomics management program for domestic use.
- Trained 230 people at overseas posts to identify and correct ergonomic problems.
- Installed the DriveCam system at overseas posts with the highest number of motor vehicle fatalities.
- Monitored and managed formaldehyde emissions in overseas residential trailers.
- Worked with facility designers to develop design tools for maintenance shops to integrate safety features.
- Updated its Motor Vehicle Safety Management Program standard.
- Completed phase IV of the SMARTS web based program for all posts, enabling them to interactively update compliance with site audit recommendations.

• Initiated the safety and health commissioning of newly constructed embassy compounds overseas.

GOALS

According to State, during FY 2010 it plans to:

- Submit the OSHA VPP application for the National Passport Center in Portsmouth, NH.
- Integrate health and safety requirements into new facilities management software.
- Develop a comprehensive EHS training program for domestic facilities personnel.
- Complete the Phase III domestic installation of AEDs.
- Certify the electronic Mishap Reporting System to allow overseas post access via the Intranet.
- Establish a working group to anticipate maintenance operations for overseas facilities in design phase.
- Install and implement the DriveCam Event Data Recorder system at three additional overseas posts.
- Complete and publish the Motor Vehicle Safety Management Program standard.
- Complete the piloting of the Safety/Health/Environmental Management Program self-assessment tool for posts.
- Use computer aided simulations to evaluate consular workstation design for ergonomic considerations.
- Develop construction safety training for small-scale post-managed projects.

DEPARTMENT OF TRANSPORTATION

STATISTICS

The Department of Transportation's (DOT's) employment rolls *increased* by 1,363 (2.5%) to 55,839 in FY 2009. Its total injury and illness cases *decreased* by 16.4% to 918 and its TCR *decreased* from 2.02 to 1.64 (18.8%). The DOT's lost time cases *decreased* by 16.8% to 545 and its LTCR *decreased* from 1.20 to 0.98 (18.3%). According to the DOT, there were three civilian fatalities during FY 2009.

The DOT's workers' compensation costs *increased* by 1.3% to \$99,251,444 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the DOT met all of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	2.59	2.16	1.64	✓
LTCR	1.68	1.40	0.98	✓
Timeliness	57.1%	76.5%	81.8%	✓
LPDR	37.1	36.0	35.8	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

MOTOR VEHICLE/SEAT BELT SAFETY

According to DOT, its employees were involved in 395 vehicle accidents across the Department, which included 33 injuries. The Department noted that its annual seatbelt use survey observed 91% use at DOT Headquarters.

EMPLOYEE SUPPORT

DOT reported that its subagencies independently provided OSH-related training based on actual risk exposures and that the majority of DOT employees work in controlled office environments and face few dangers. It noted that it used an internetbased electronic training system that is accessible by all employees. The system included 79 safety training programs on topics such as accident investigation, back safety, bloodborne pathogens, chemical safety, defensive driving, fire safety, hazard communication, ladder safety, office safety, slips/trips/and falls, and workplace safety orientation.

ACCOMPLISHMENTS

According to the Department, its Office of the Secretary of Transportation (OST) functions as its lead OSH authority. DOT reported that during FY 2009 OST made a significant step forward by establishing the DOT headquarters OSH committee. The committee has representatives from each subagency at DOT headquarters and discusses pertinent safety issues, reviews injuries/illnesses, and conducts monthly safety inspections. The Department reported that the committee has been especially helpful to the smaller subagencies that only have collateral duty safety officers.

GOALS

DOT reported that during FY 2010 OST plans to establish a comprehensive

Departmental safety program evaluation tool and evaluate DOT's OSH training program needs.

DEPARTMENT OF THE TREASURY

STATISTICS

The Department of Treasury's (Treasury's) employment rolls *decreased* by 4,921 (4.4%) to 107,747 in FY 2009. Its total injury and illness cases *decreased* by 4.8% to 1,318 and its TCR *decreased* from 1.23 to 1.22 (0.8%). The Treasury's lost time cases *decreased* by 6.3% to 786 and its LTCR *decreased* from 0.74 to 0.73 (1.4%). According to the Treasury, there was one civilian fatality during FY 2009. The Treasury's workers' compensation costs *decreased* by 0.5% to \$53,244,140 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the Treasury met three of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	1.88	1.43	1.22	✓
LTCR	1.24	0.94	0.73	✓
Timeliness	72.7%	95.0%	87.8%	
LPDR	30.9	30.0	22.2	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

MOTOR VEHICLE/SEAT BELT SAFETY

According to Treasury, all of its subagencies continued to require and promote the use of seatbelts. The Department reported that the number of vehicle accidents decreased from 326 in FY 2008 to 306 in FY 2009. Accidents involving injuries increased from 40 to 54, and accident investigation data indicated seatbelt usage above 98%.

EMPLOYEE SUPPORT

Treasury reported that its primary areas of employee support were training, continuing education at conferences and seminars, safety committees, and safety councils. According to the Department it:

• Offered comprehensive environment, safety, and health training programs,

continued to pursue aggressive training programs and believed that the continual decrease in injuries is due, at least in part, to this training. It reported that it shared information on training programs through several mechanisms – including its Safety and Health Council, which included members from every subagency and office.

- Continued to support involvement in Federal Safety and Health Councils to supplement the work of local safety and health committees.
- Believed that progressive safety and health initiatives must be fully supported and encouraged employee involvement in organizations dedicated to safety and health, and supported the achievement and maintenance of professional certifications.

ACCOMPLISHMENTS

Treasury reported that it made Departmentwide progress in the areas of increased awareness, training and communication, inspections/evaluations, tracking, and trends analysis. It noted that during the fiscal year, it decreased its TCR, LTCR, and LPD, and exceeded the SHARE target goals in all three of these areas.

GOALS

According to Treasury, its FY 2010 goals focus on compliance audits,

investigation into job hazard analysis, training, and pandemic flu planning. The Department specifically noted that:

- Both the Treasury Departmental Offices and the Internal Revenue Service will be updating and revising their Safety and Health Manuals.
- The Department plans to improve its data reporting system to allow for better evaluation of data.
- Departmental safety program offices plan to work with the Workers' Compensation offices to evaluate and improve the process of filing claims in a timely manner.

DEPARTMENT OF VETERANS' AFFAIRS

STATISTICS

The Department of Veterans' Affairs's (VA's) employment rolls *increased* by 21,440 (7.9%) to 292,898 in FY 2009. Its total injury and illness cases *decreased* by 2.1% to 10,847 and its TCR *decreased* from 4.08 to 3.7 (9.3%). The VA's lost time cases *increased* by 1.8% to 5,001 and its LTCR *decreased* from 1.81 to 1.71 (5.5%). According to the VA, there was one civilian fatality during FY 2009.

The VA's workers' compensation costs *increased* by 2.4% to \$179,921,728 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the VA met three of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	4.43	3.69	3.7	
LTCR	2.19	1.82	1.71	✓
Timeliness	67.8%	90.9%	91.8%	✓
LPDR	57.3	55.6	42.6	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

MOTOR VEHICLE/SEAT BELT SAFETY

The VA reported that its employees were involved in 117 motor vehicle accidents with injuries in FY 2009. The VA noted that its automated data management system for tracking injuries and illnesses, the Workers' Compensation-Occupational Safety Health/Management Information System (WC-OSH/MIS), provided information on the number of motor vehicle accidents that result in personal injury and require medical and/or compensation cost for the fiscal year, but there was not a Departmental system that tracked all motor vehicle accidents.

According to the Department, while it did not have a mechanism for tracking seatbelt use, it mandated such use while employees are occupants of government owned vehicles. It also reported that it banned texting while driving and introduced an online driver safety course.

EMPLOYEE SUPPORT

The VA reported that it provided safety educational courses through its website, the VA Learning Management System, and the VA Learning University to safety managers, safety collateral duty personnel, and union officials. According to the Department, it conducted four national conference calls during the fiscal year on: Drivers' Safety, FY 2008 Annual Occupational Safety and Health Report to the Secretary of Labor, FY 2009 SHARE goals, and Floor Safety Program. The VA noted that it promoted staff involvement in FFSHCs, and that some of its medical center employees chair local councils.

ACCOMPLISHMENTS

In FY 2009, according to the Department, it realized notable accomplishments as a result of the efforts of its safety professionals. Specifically:

- The Workers' Compensation Steering Committee (WCSC) and the Safety Steering Committee (SSC) enhanced the overall management of the workers' compensation and safety programs.
- The WCSC conducted ten meetings and the SSC conducted four.

- The Committees reviewed the Workers' Compensation and Safety strategic plans.
- There were four National DASHO conference calls that included discussions on current safety topics and high profile safety subjects.

GOALS

According to the VA, its OSH Office will continue to work collaboratively through the WCSC and the SSC in an effort to improve the Department's OSH program and support the SHARE Initiative.

ENVIRONMENTAL PROTECTION AGENCY

STATISTICS

The Environmental Protection Agency's (EPA's) employment rolls *increased* by 94 (0.5%) to 18,153 in FY 2009. Its total injury and illness cases *decreased* by 11.0% to 113 and its TCR *decreased* from 0.70 to 0.62 (11.4%). The EPA's lost time cases *decreased* by 31.2% to 53 and its LTCR *decreased* from 0.43 to 0.29 (32.6%). According to the EPA, there were no fatalities during FY 2009.

The EPA's workers' compensation costs *increased* by 0.9% to \$4,421,170 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the EPA met all of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	0.92	0.77	0.62	✓
LTCR	0.39	0.32	0.29	✓
Timeliness	20.3%	60.0%	60.9%	✓
LPDR	4.1	15 or less	7.8	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

MOTOR VEHICLE/SEAT BELT SAFETY

According to the EPA, its employees were involved in 49 MVAs during FY 2009 and all involved were wearing seatbelts. With regard to motor vehicle and seatbelt safety efforts, during FY 2009 EPA:

- Released a safety bulletin called Work-Related Motor Vehicle Safety.
- Continued providing access to online driver safety training.
- Informed safety and health managers that all EPA employees who drove two or more times per week had to take online driver safety training (or an equivalent course) and participate in a refresher course once every three years.

The EPA also reported that its individual facilities implemented various related efforts such as:

- Providing global positioning system units to reduce the risk of accidents associated with map reading.
- Completing a traffic calming pilot study for a parking deck.
- Participating in a "Click It or Ticket" campaign to raise awareness about the importance of seatbelt use.

EMPLOYEE SUPPORT

Among the EPA's reported employee support activities for FY 2009 are:

- 8-hour hazardous waste operations and emergency response refresher course.
- Hazard communication training.
- Laboratory safety refresher training.
- First aid and AED classes.

EPA also reported that the majority of its facilities promoted staff involvement in other safety and health support activities, such as membership in professional safety and health organizations, professional certifications, attendance at safety and health conferences, and participation in various FFSHC activities.

ACCOMPLISHMENTS

According to the EPA, during FY 2009 it made progress in several specific areas and initiatives. A sampling includes:

- Injury and Illness Prevention Program Awareness Campaign
 - Developed three safety bulletins,
 - Started publishing quarterly safety and health updates,
 - Sponsored the fourth annual Clear Your Clutter Challenge, and
 - Presented injury and illness outreach materials at several special events.
- Safety and Health Management Systems (SHMS)
 - One EPA location completed the SHMS implementation process in FY 2009, demonstrating compliance with OHSAS 18001 (an internationally recognized SHMS standard).
 - Four additional locations participated in a SHMS implementation pilot program.
 - The Agency completed a gap analysis to assess what remains to be done to implement SHMS at additional EPA locations.
- Self Evaluations
 - EPA audited nine locations through its Safety, Health, and Environmental Management (SHEM) Audit and Evaluation Program and resolved 235 open audit findings.

- 89 percent of EPA's major locations conducted internal facility-based SHEM assessments in FY 2009, but the scope of the assessments varied. To standardize the process, EPA launched a Self-Assessment Program in June 2009 and offered webinars to prepare EPA locations for program implementation.
- Addressing Laboratory-Related Hazards
 - Took steps to ensure the safety of laboratory personnel who work with samples containing chemical warfare agents and/or participate in nanomaterial-related research.
 - Assessed facility design issues related to chemical warfare agent sample analysis.
 - Evaluated chemical warfare sample receipt procedures.
 - Initiated efforts to develop a Dilute Solution Hygiene Plan.
 - Started developing a training program to address ultra-dilute chemical agents.
 - Drafted a nanomaterial policy memorandum that outlines safety controls.
 - Created a job hazard analysis for EPA laboratories to use in assessing risks associated with nanomaterial research.
- Support for Emergency Responders
 - Issued six chapters of EPA's Emergency Responder Health and Safety Manual, prepared four additional chapters for Agencywide review, and created an outline for a new chapter.
 - Drafted a standardized respirator fit test protocol.
 - Formed a workgroup to develop an Agencywide fatigue management program.

- Explored options for a physical fitness program for emergency responders.
- Other Projects
 - Continued collecting near miss data.
 - Completed three dive safety audits.
 - Collected data on wellness initiatives.
 - Created new communication forums for EPA staff to obtain safety and health information.

GOALS

With regard to its major initiatives and activities in specific areas, EPA reported the following goals for FY 2010:

- Injury and Illness Prevention Program Awareness Campaign
 - Continue to develop new outreach material, including an Intranet page that provides safety and health information for new employees, and
 - Explore options for providing online training on injury, illness, and near miss reporting procedures.
- Safety and Health Management Systems
 - Increase participation in the SHMS implementation pilot program,
 - Identify SHMS coordinators from each location, and
 - Form a SHMS Workgroup to provide a forum for SHMS coordinators to share lessons learned.
- Motor Vehicle Safety and Seat Belt Use
 - Issue a Motor Vehicle Safety Program Guideline,
 - Implement Executive Order 13513— Federal Leadership on Reducing Text Messaging While Driving, and
 - Continue supporting online driver safety training.
- Self Evaluations
 - Release a revised version of the SHEM Audit and Evaluation Program protocol,

- Continue performing formal audits,
- Work with senior managers to resolve audit findings,
- Begin implementing the Agency's Self-Assessment Program at individual EPA locations.
- Addressing Laboratory-Related Hazards
 - Release the Dilute Solution Hygiene Plan, training program, nanomaterial policy memorandum, and job hazard analysis.
- Other Projects
 - Evaluate the SHEM status of the Agency's mobile laboratories,
 - Revise EPA's Occupational Medical Surveillance Program (OMSP) Order and developing OMSP guidance,
 - Improve EPA's guidance on OSHrelated training requirements,
 - Standardize the way EPA locations track safety and health training requirements, and
 - Explore options for an Agency-wide Public Access Defibrillation Program.

GENERAL SERVICE ADMINISTRATION

STATISTICS

The General Service Administration's (GSA's) employment rolls *increased* by 79 (0.7%) to 12,003 in FY 2009. Its total injury and illness cases *decreased* by 10.6% to 127 and its TCR *decreased* from 1.19 to 1.06 (10.9%). The GSA's lost time cases *decreased* by 8.8% to 83 and its LTCR *decreased* from 0.76 to 0.69 (9.2%). According to the GSA, there were no civilian fatalities during FY 2009.

The GSA's workers' compensation costs *decreased* by 4.1% to \$14,176,044 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the GSA met three of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	2.34	1.95	1.06	✓
LTCR	1.17	0.97	0.69	✓
Timeliness	32.7%	60.0%	54.5%	
LPDR	34.8	33.8	22.2	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

MOTOR VEHICLE/SEAT BELT SAFETY

According to GSA, its reported motor vehicle accidents increased by 34 incidents between FY 2008 and FY 2009 and approximately 90% of the employees involved were wearing seat belts. The Administration reported that it offered a four-hour online defensive driving course to all employees free of charge, and required it for certain employee populations. It also noted that it delivered presentations on, and distributed pamphlets to remind employees about, the importance of wearing seat belts, and included information about Executive Order 13043 on its website, during meetings, and in the literature that accompanies GSA vehicles. In addition, GSA reported that it promoted an Annual

National Driver Safety Week in October of each year.

EMPLOYEE SUPPORT

According to GSA, it offered OSH-related training through a variety of avenues such as the GSA Online University and regional OSH training events. The Administration also reported that employees who confront specific job-related hazards received specialized training to prepare them for the risks they might encounter.

GSA reported that OSH staff from all 11 of its regions participated in their local FFSHCs in FY 2009. They attended council meetings and some GSA members held leadership positions.

ACCOMPLISHMENTS

GSA reported that its regions continued to perform a variety of self-evaluation activities such as management analysis review system audits, fire surveys, industrial hygiene surveys, environmental audits, and indoor air quality investigations. Additionally, GSA noted that the regions continued to make improvements to their OSH programs and to build awareness about safety and health hazards.

GOALS

According to GSA, in future years it intends to:

• Promote the use of a standardized agency-wide self-evaluation protocol.

- Identify or develop primary OSH courses for delivery via GSA On-Line University.
- Reorganize the OSH program and incorporate it into the Human Capital Office.

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

STATISTICS

The National Aeronautics and Space Administration's (NASA's) employment rolls *decreased* by 90 (0.5%) to 18,403 in FY 2009. Its total injury and illness cases *increased* by 7.2% to 89 and its TCR *increased* from 0.45 to 0.48 (6.7%). NASA's lost time cases *decreased* by 5.9% to 32 and its LTCR *decreased* from 0.18 to 0.17 (5.6%). According to NASA, there were no civilian fatalities during FY 2009. NASA's workers' compensation costs *decreased* by 6% to \$6,332,775 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the NASA met three of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	0.75	0.59	0.48	✓
LTCR	0.22	0.18	0.17	✓
Timeliness	47.9%	64.2%	62.5%	
LPDR	4.6	15 or less	2.8	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

MOTOR VEHICLE/SEAT BELT SAFETY

NASA reported that its employees were involved in 13 motor vehicle accidents during FY 2009 and all employees involved were wearing seatbelts. According to the Administration, it mandated the use of seatbelts and checked all facility entrants for compliance.

EMPLOYEE SUPPORT

NASA provided information on a variety of employee support and training activities. Among them are included:

• NASA's Office of the Chief Health and Medical Officer (OCHMO) provided 37 training events over 28 days.

- The NASA Safety Training Center (NSTC), located at the Johnson Space Center, provided 179 classes to 3,460 students at NASA Centers in FY 2009.
- NASA's System for Administration Training and Educational Resources (SATERN), an online training resource, offered 1,223 items in the Environmental, Medical and Health, and Safety and Mission Assurance subject areas. Nearly 60,000 federal employees and contractors took advantage of SATERN training offerings.
- Many employees participated on FFSHCs.
- The NASA Office of Safety and Mission Assurance (OSMA) participated in the Federal Agency Safety Directors Round

Table hosted by U.S. Department of Commerce.

ACCOMPLISHMENTS

NASA reported that during FY 2009 it:

- Achieved and completed all of the FY 2009 goals identified in the FY 2008 Agency OSHA Report with the exception of Goal 3 of the SHARE Initiative.
- Continued to fund a safety culture position to provide a coordinated, integrated focus and supporting set of tools to enhance safety culture throughout NASA.
- Established a Safety Culture Working Group (SCWG) with representatives from each of the 10 NASA Centers.
- Ensured full staffing at the NASA Safety Center (NSC) that allowed the NSC to initiate new programs, develop innovative technologies, perform rigorous assessments, and advance the quality of mishap investigation activities.

GOALS

According to the Administration, it has set the following OSH-related goals for FY 2010:

• Focus on quality improvements across the board for the acquisition, reporting, analysis, and documentation of safety data.

- Conduct an effective Agency-wide meeting with the participation of the NASA Safety Directors and Occupational Health Managers and host the annual NASA Occupational Health Meeting.
- Transition both the upgraded Incident Reporting Information System (IRIS) and the new Electronic Health Record System (EHRS) to a live environment.
- Conduct the NASA OSMA Safety Culture Survey and expanding the Safety Culture Program.
- Establish baseline safety and health data related to the Agency's mission with the Occupational Safety and Health audit and self-evaluation process to assure policy implementations that protect our employees.
- Continue the President's SHARE Program and follow-on programs.
- Maintain NASA's existing infrastructure for safety and occupational health delivery at all facilities.

SOCIAL SECURITY ADMINISTRATION

STATISTICS

The Social Security Administration's (SSA's) employment rolls *increased* by 1,732 (2.8%) to 63,484 in FY 2009. Its total injury and illness cases *decreased* by 0.2% to 807 and its TCR *decreased* from 1.31 to 1.27 (3.1%). The SSA's lost time cases *increased* by 5.0% to 523 and its LTCR *increased* from 0.81 to 0.82 (1.2%). According to the SSA, there were no civilian fatalities during FY 2009.

The SSA's workers' compensation costs *decreased* by 1.4% to \$25,577,363 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the SSA met three of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	2.11	1.76	1.27	✓
LTCR	1.15	0.96	0.82	✓
Timeliness	41.2%	60.0%	75.7%	✓
LPDR	22.9	22.2	23.4	

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

MOTOR VEHICLE/SEAT BELT SAFETY

SSA reported that its employees were involved in 20 motor vehicle accidents during the fiscal year, only one of which involved an injury. The Administration noted that it included seatbelt requirements in its annual program reminders to its offices nationwide.

EMPLOYEE SUPPORT

The Administration reported that its employees, OSH representatives, committee members, OSH specialists, industrial hygienists, and supervisors all received training in recognizing environmental health and safety hazards and implementing corrective action. It also stated that it participated in both FFSHCs and professional health and safety organizations.

ACCOMPLISHMENTS

According to SSA, its noteworthy accomplishments for FY 2009 included:

- Completion of a list of roles and responsibilities for developing an organization Environmental Management System (EMS) under EO 13423 to indicate the agency's commitment to environmental conservation.
- Establishment of a time frame for implementation of the EMS by 2012.
- Completion of developing online training courses on ergonomics, bloodborne pathogens and stress management.

• Provision of on-site training on environmental health and safety (EHS) programs at regional sites.

GOALS

SSA reported that its noteworthy goals for FY 2010 include:

- Continued progress in developing an organization EMS under EO 13423.
- Development of an agency greenhouse gas emissions reduction goal for Scope 1 and 2 emissions from 2008 to 2010.
- Development of an agency Sustainability Plan and a reduction goal for Scope 3 emissions.
- Completion of developing an online course on office safety.

TENNESSEE VALLEY AUTHORITY

STATISTICS

The Tennessee Valley Authority's (TVA's) employment rolls *decreased* by 291 (2.5%) to 11,449 in FY 2009. Its total injury and illness cases *decreased* by 33.0% to 250 and its TCR *decreased* from 3.18 to 2.18 (31.4%). The TVA's lost time cases *increased* by 9.5% to 23 and its LTCR *increased* from 0.18 to 0.2 (11.1%). According to the TVA, there were no civilian fatalities during FY 2009. The TVA's workers' compensation costs *decreased* by 1.8% to \$54,477,484 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the TVA met one of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	5.81	4.84	2.18	✓
LTCR	0.18	0.15	0.2	
Timeliness	81.2%	95.0%	89.7%	
LPDR	26.7	25.9	26.3	

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

MOTOR VEHICLE/SEAT BELT SAFETY

According to TVA, its employees were involved in 232 motor vehicle accidents while on official business during FY 2009, an increase of 5 from FY 2008. Three of the incidents resulted in injuries. TVA reported that it did not have a mechanism to track seatbelt use but, consistent with existing federal and agency requirements, requires employees to use seatbelts.

With regard to promoting motor vehicle and seatbelt safety, TVA reported that it contracted with the National Safety Council to sponsor an on-line Defensive Driver Training Course. The Authority also noted that it posted signage on its garage facility – where employees pick up or exchange vehicles – that states, "Safety First - Fasten Your Seat Belt."

EMPLOYEE SUPPORT

According to TVA, it provided 88,582 hours of OSH training to its employees during FY 2009. The Authority confirmed a renewed management commitment, including auditing, to ensure employees completed all the needed safety training. TVA also noted that it now required all contractors performing work on agency sites to have completed the OSHA 10-hour training course.

In its report, TVA noted that it supported membership in professional associations such as the American Society of Safety Engineers, and maintaining certification through attendance at professional development conferences, seminars, meetings, and the National Safety Congress. In addition, it allowed time for attendance and reimbursed associated fees and travel.

ACCOMPLISHMENTS

TVA reported numerous OSH-related accomplishments for FY 2009. Among them, the Authority:

- Updated several standards and procedures such as rigging, lockout/tagout, asbestos management, excavations and trenching, arc flash hazard calculations and required protection, and material handling.
- Provided 117 OSH-related interpretations/consultations primarily regarding arc flash protection, fire

retardant clothing, rigging, electrical safety, ammonia, and crane operations.

 Provided oversight – through the its Crane Review and Advisory Committee
 – of the crane and rigging safety program.

GOALS

According to TVA, it will continue to establish OSH performance goals. It noted that it used the OSHA Recordable Incidence Rate as the key indicator of safety performance and, as such, includes the rate as part of the agency-level Balanced Scorecard and "Winning Performance" (TVA's pay for performance system).

AGENCY SUMMARIES SMALLER INDEPENDENT AGENCIES

PRESIDENT'S REPORT

STAT

AGENCY FOR INTERNATIONAL DEVELOPMENT

STATISTICS

The Agency for International Development's (USAID's) employment rolls remained at 2,515 in FY 2009. Its total injury and illness cases *increased* by 15.8% to 22 and its TCR *increased* from 0.76 to 0.87 (14.5%). The USAID's lost time cases *increased* by 25.0% to 10 and its LTCR *increased* from 0.32 to 0.4 (25.0%). According to the USAID, there were no civilian fatalities during FY 2009.

The USAID's workers' compensation costs *increased* by 6.3% to \$3,418,438 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the USAID met none of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	0.38	0.32	0.87	
LTCR	0.17	0.14	0.4	
Timeliness	9.1%	60.0%	33.3%	
LPDR	1.6	15 or less	17.7	

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

AMERICAN BATTLE MONUMENTS COMMISSION

STATISTICS

The American Battle Monuments Commission's (ABMC's) employment rolls *increased* by 3 (0.7%) to 407 in FY 2009. Its total injury and illness and lost time cases and related rates *remained unchanged* at 0. According to the ABMC, there were no civilian fatalities during FY 2009.

The ABMC's workers' compensation costs *increased* by 2.1% to \$68,172 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the ABMC met three of its SHARE goals.

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	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	0.00	0	0	✓
LTCR	0.00	0.00	0	✓
Timeliness	N/A	60.0%	No Claims	
LPDR	0.0	15 or less	0.0	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

ARMED FORCES RETIREMENT HOME BOARD

STATISTICS

The Armed Forces Retirement Home Board's (Board's) employment rolls *decreased* by 14 (4.8%) to 277 in FY 2009. Its total injury and illness cases *increased* by 78.6% to 25 and its TCR *increased* from 4.81 to 9.03 (87.7%). The Board's lost time cases *increased* by 38.5% to 18 and its LTCR *increased* from 4.47 to 6.5 (45.4%). According to the Board, there were no civilian fatalities during FY 2009.

The Board's workers' compensation costs *increased* by 31.8% to \$968,516 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the Board met two of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	8.69	6.8	9.03	
LTCR	5.70	4.46	6.5	
Timeliness	0.0%	60.0%	74.1%	✓
LPDR	218.6	212.1	157.9	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

COMMISSION ON CIVIL RIGHTS

STATISTICS

The Commission on Civil Rights's (Commission's) employment rolls *held steady* at 44 in FY 2009. Its total injury and illness cases *increased* from zero to one and its TCR *increased* from 0.00 to 2.27. The Commission's lost time cases and LTCR *remained unchanged* at 0. According to the Commission, there were no civilian fatalities during FY 2009.

The Commission reported no workers' compensation costs during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the Commission met two of its SHARE goals.

1	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR 1	1.33	1.11	2.27	
LTCR (0.00	0.00	0	✓
Timeliness 0	0.0%	60.0%	No Claims	
LPDR 1	11.0	15 or less	0.0	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

COMMODITY FUTURES TRADING COMMISSION

STATISTICS

The Commodity Futures Trading Commission's (CFTC's) employment rolls *increased* by 26 (5.8%) to 477 in FY 2009. Its total and lost time injury and illness cases *decreased* from 2 to 0 and its TCR *decreased* from 0.44 to 0 (100.0%). According to the CFTC, there were no civilian fatalities during FY 2009.

The CFTC's workers' compensation costs *increased* by 199.7% to \$33,833 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the CFTC met three of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	0.75	0.62	0	✓
LTCR	0.56	0.47	0	✓
Timeliness	0.0%	60.0%	No Claims	_
LPDR	3.8	15 or less	0.0	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

CONSUMER PRODUCT SAFETY COMMISSION

STATISTICS

The Consumer Product Safety Commission's (CPSC's) employment rolls *increased* by 40 (10.1%) to 435 in FY 2009. Its total and lost time injury and illness cases *increased* by 33.3% to 4 and its TCR and LTCR *increased* from 0.76 to 0.92 (21.1%). According to the CPSC, there were no civilian fatalities during FY 2009.

The CPSC's workers' compensation costs *decreased* by 1.4% to \$145,385 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the CPSC met one of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	0.83	0.69	0.92	
LTCR	0.41	0.34	0.92	
Timeliness	0.0%	60.0%	0.0%	
LPDR	1.2	15 or less	1.9	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE

STATISTICS

The Corporation for National and Community Service's (Corporation's) employment rolls *increased* by 5 (0.9%) to 574 in FY 2009. Its total injury and illness cases *decreased* by 62.5% to 3 and its TCR *decreased* from 1.41 to 0.52 (63.1%). The Corporation's lost time cases *decreased* by 80.0% to one and its LTCR *decreased* from 0.88 to 0.17 (80.7%). According to the Corporation, there were no civilian fatalities during FY 2009.

The Corporation's workers' compensation costs *decreased* by 1.1% to \$1,008,287 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the Corporation met three of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	1.50	1.25	0.52	✓
LTCR	1.00	0.83	0.17	✓
Timeliness	5.0%	60.0%	15.6%	_
LPDR	20.0	19.4	0.0	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

STATISTICS

The Equal Employment Opportunity Commission's (EEOC's) employment rolls *decreased* by 19 (0.9%) to 2,190 in FY 2009. Its total injury and illness cases *decreased* by 28.1% to 23 and its TCR *decreased* from 1.45 to 1.05 (27.6%). The EEOC's lost time cases *decreased* by 50.0% to 7 and its LTCR *decreased* from 0.63 to 0.32 (49.2%). According to the EEOC, there were no civilian fatalities during FY 2009.

The EEOC's workers' compensation costs *increased* by 44.6% to \$1,254,127 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the EEOC met two of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	1.95	1.62	1.05	✓
LTCR	0.86	0.72	0.32	✓
Timeliness	32.2%	60.0%	44.0%	
LPDR	24.0	23.3	33.6	

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

EXPORT/IMPORT BANK OF THE US

STATISTICS

The Export/Import Bank of the US's (Bank's) employment rolls *increased* by 8 (2.2%) to 369 in FY 2009. Its total injury and illness and lost time cases and related rates *remained unchanged* at 0. According to the Bank, there were no civilian fatalities during FY 2009.

The Bank's reported no workers' compensation costs during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the Bank met three of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	0.00	0	0	✓
LTCR	0.00	0.00	0	✓
Timeliness	N/A	60.0%	No Claims	
LPDR	8.2	15 or less	0.0	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

FARM CREDIT ADMINISTRATION

STATISTICS

The Farm Credit Administration's (FCA's) employment rolls *increased* by 7 (2.8%) to 259 in FY 2009. Its total injury and illness and lost time cases and related rates *remained unchanged* at 0. According to the FCA, there were no civilian fatalities during FY 2009.

The FCA's workers' compensation costs *increased* by 3.2% to \$113,216 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the FCA met all of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	0.70	0.58	0	✓
LTCR	0.00	0.00	0	✓
Timeliness	N/A	60.0%	100.0%	✓
LPDR	1.7	15 or less	0.0	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

FEDERAL COMMUNICATIONS COMMISSION

STATISTICS

The Federal Communications Commission's (FCC's) employment rolls *increased* by 37 (2.1%) to 1,841 in FY 2009. Its total injury and illness cases *decreased* by 60.0% to 4 and its TCR *decreased* from 0.55 to 0.22 (60.0%). The FCC's lost time cases *decreased* by 33.3% to 4 and its LTCR *decreased* from 0.33 to 0.22 (33.3%). According to the FCC, there were no civilian fatalities during FY 2009.

The FCC's workers' compensation costs *increased* by 24.6% to \$267,058 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the FCC met three of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	0.63	0.52	0.22	✓
LTCR	0.39	0.32	0.22	✓
Timeliness	50.0%	67.0%	50.0%	
LPDR	2.6	15 or less	2.5	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

FEDERAL DEPOSIT INSURANCE CORPORATION

STATISTICS

The Federal Deposit Insurance Corporation's (FDIC's) employment rolls *increased* by 472 (10.1%) to 5,163 in FY 2009. Its total injury and illness cases *increased* by 55.0% to 31 and its TCR *increased* from 0.43 to 0.6 (39.5%). The FDIC's lost time cases *increased* by 66.7% to 20 and its LTCR *increased* from 0.26 to 0.39 (50.0%). According to the FDIC, there were no civilian fatalities during FY 2009.

The FDIC's workers' compensation costs *decreased* by 7.5% to \$1,842,117 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the FDIC met three of its SHARE goals.

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	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	0.82	0.64	0.6	✓
LTCR	0.40	0.31	0.39	
Timeliness	42.9%	60.0%	77.4%	✓
LPDR	2.9	15 or less	2.5	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

FEDERAL ELECTION COMMISSION

STATISTICS

The Federal Election Commission's (FEC's) employment rolls *increased* by 9 (2.6%) to 358 in FY 2009. Its total injury and illness cases *held steady* at 1 and its TCR *decreased* from 0.29 to 0.28 (3.4%). The FEC's lost time cases *increased* from 0 to 1 and its LTCR *increased* from 0.00 to 0.28. According to the FEC, there were no civilian fatalities during FY 2009.

The FEC's workers' compensation costs *decreased* from \$389 to \$0 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the FEC met two of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	0.54	0.45	0.28	✓
LTCR	0.27	0.22	0.28	
Timeliness	0.0%	60.0%	0.0%	
LPDR	0.0	15 or less	0.0	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

FEDERAL HOUSING FINANCE BOARD

STATISTICS

The Federal Housing Finance Board's (FHFB's) employment rolls *decreased* by 4 (2.9%) to 136 in FY 2009. Its total injury and illness cases *decreased* from 3 to 0 and its TCR *decreased* from 2.14 to 0 (100.0%). The FHFB's lost time cases *decreased* from 2 to 0 and its LTCR *decreased* from 1.43 to 0. According to the FHFB, there were no civilian fatalities during FY 2009.

The FHFB's workers' compensation costs decreased by 100% to \$0 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the FHFB met three of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	1.85	1.54	0	✓
LTCR	1.85	1.54	0	✓
Timeliness	0.0%	60.0%	No Claims	
LPDR	0.0	15 or less	0.0	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

FEDERAL LABOR RELATIONS AUTHORITY

STATISTICS

The Federal Labor Relations Authority's (FLRA's) employment rolls *decreased* by 5 (4.0%) to 121 in FY 2009. Its total injury and illness and lost time cases and related rates *remained unchanged* at 0. According to the FLRA, there were no civilian fatalities during FY 2009.

The FLRA's workers' compensation costs *increased* by 0.7% to \$113,104 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the FLRA met three of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	0.51	0.42	0	✓
LTCR	0.51	0.42	0	✓
Timeliness	0.0%	60.0%	No Claims	
LPDR	1.9	15 or less	0.0	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

FEDERAL MARITIME COMMISSION

STATISTICS

The Federal Maritime Commission's (FMC's) employment rolls *increased* by 4 (3.5%) to 118 in FY 2009. Its total and lost time injury and illness cases *increased* from 0 to 2 and its TCR and

LTCR *increased* from 0.00 to 1.69. According to the FMC, there were no civilian fatalities during FY 2009.

The FMC's workers' compensation costs *decreased* from \$1,968 to \$0 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the FMC met two of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	0.00	0	1.69	
LTCR	0.00	0.00	1.69	
Timeliness	N/A	60.0%	100.0%	✓
LPDR	0.0	15 or less	6.9	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

FEDERAL MEDIATION AND CONCILIATION SERVICE

STATISTICS

The Federal Mediation and Conciliation Service's (FMCS's) employment rolls *decreased* by 3 (1.2%) to 247 in FY 2009. Its total injury and illness cases *increased* by 50.0% to 3 and its TCR *increased* from 0.80 to 1.21 (51.3%). The FMCS's lost time cases and related LTCR *remained unchanged* at 0. According to the FMCS, there were no civilian fatalities during FY 2009.

The FMCS's workers' compensation costs *decreased* by 6.1% to \$398,059 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the FMCS met two of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	0.70	0.58	1.21	
LTCR	0.00	0.00	0	✓
Timeliness	0.0%	60.0%	0.0%	
LPDR	5.0	15 or less	0.0	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

FEDERAL RESERVE SYSTEM

STATISTICS

The Federal Reserve System's (Board's) employment rolls *held steady* at 1,873 in FY 2009. Its total injury and illness cases *increased* by 20.0% to 24 and its TCR *increased* from 1.07 to 1.28 (19.6%). The Board's lost time cases *increased* by 15.0% to 23 and its LTCR *increased* from 1.07 to 1.23 (15.0%). According to the Board, there were no civilian fatalities during FY 2009.

The Board's workers' compensation costs *increased* by 22.2% to \$529,224 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the Board met one of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	0.97	0.81	1.28	
LTCR	0.28	0.23	1.23	
Timeliness	47.1%	63.1%	73.1%	✓
LPDR	12.4	15 or less	17.4	

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

FEDERAL TRADE COMMISSION

STATISTICS

The Federal Trade Commission's (FTC's) employment rolls *held steady* at 1,131 in FY 2009. Its total injury and illness cases *decreased* by 66.7% to one and its TCR *decreased* from 0.27 to 0.09 (66.7%). The FTC's lost time cases and related LTCR *remained unchanged* at one and 0.09, respectively. According to the FTC, there were no civilian fatalities during FY 2009.

The FTC's workers' compensation costs *increased* by 55.2% to \$234,752 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the FTC met three of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	0.28	0.23	0.09	✓
LTCR	0.19	0.16	0.09	✓
Timeliness	0.0%	60.0%	50.0%	
LPDR	23.9	23.2	3.4	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

HOLOCAUST MEMORIAL COUNCIL

STATISTICS

The Holocaust Memorial Council's (Council's) employment rolls *decreased* by 10 (5.0%) to 191 in FY 2009. Its total injury and illness cases *increased* by 40.0% to 7 and its TCR *increased* from 2.49 to 3.66 (47.0%). The Council's lost time cases *increased* by 100.0% to 6 and its LTCR *increased* from 1.49 to 3.14 (110.7%). According to the Council, there were no civilian fatalities during FY 2009.

The Council's workers' compensation costs *increased* by 433.9% to \$19,354 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the Council met one of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	0.87	0.72	3.66	
LTCR	0.87	0.72	3.14	
Timeliness	0.0%	60.0%	0.0%	
LPDR	0.4	15 or less	10.8	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

INTERNATIONAL BOUNDARY AND WATER COMMISSION

STATISTICS

The International Boundary and Water Commission's (IBWC's) employment rolls *increased* by 19 (8.2%) to 252 in FY 2009. Its total injury and illness cases *increased* by 60.0% to 24 and its TCR *increased* from 6.44 to 9.52 (47.8%). The IBWC's lost time cases *increased* by 63.6% to

18 and its LTCR *increased* from 4.72 to 7.14 (51.3%). According to the IBWC, there were no civilian fatalities during FY 2009.

The IBWC's workers' compensation costs *increased* by 1.2% to \$364,212 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the IBWC met two of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	7.66	6.38	9.52	_
LTCR	4.38	3.65	7.14	
Timeliness	47.6%	63.8%	79.2%	✓
LPDR	549.8	533.5	141.7	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

INTERNATIONAL BROADCASTING BUREAU

STATISTICS

The International Broadcasting Bureau's (IBB's) employment rolls *decreased* by 93 (4.5%) to 1,961 in FY 2009. Its total injury and illness cases *increased* by 41.7% to 17 and its TCR *increased* from 0.58 to 0.87 (50.0%). The IBB's lost time cases *increased* by 30.0% to 13 and its LTCR *increased* from 0.49 to 0.66 (34.7%). According to the IBB, there were no civilian fatalities during FY 2009.

The IBB's workers' compensation costs *decreased* by 1.7% to \$812,617 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the IBB met one of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	0.64	0.53	0.87	
LTCR	0.38	0.32	0.66	
Timeliness	5.9%	60.0%	37.5%	
LPDR	9.3	15 or less	10.9	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is

the FY 2006 rate.

INTERNATIONAL TRADE COMMISSION

STATISTICS

The International Trade Commission's (ITC's) employment rolls *increased* by 3 (0.8%) to 372 in FY 2009. Its total injury and illness cases *increased* from 0 to 2 and its TCR *increased* from 0.00 to 0.54. The ITC's lost time cases *increased* from zero to one and its LTCR *increased* from 0.00 to 0.27. According to the ITC, there were no civilian fatalities during FY 2009.

The ITC's workers' compensation costs *decreased* by 82.3% to \$2,850 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the ITC met two of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	2.00	1.67	0.54	✓
LTCR	0.00	0.00	0.27	
Timeliness	N/A	60.0%	0.0%	
LPDR	0.0	15 or less	4.0	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

MERIT SYSTEMS PROTECTION BOARD

STATISTICS

The Merit Systems Protection Board's (MSPB's) employment rolls *decreased* by 4 (1.8%) to 215 in FY 2009. Its total injury and illness cases *increased* from 0 to 4 and its TCR *increased* from 0.00 to 1.86. The MSPB's lost time cases and related LTCR *remained unchanged* at 0. According to the MSPB, there were no civilian fatalities during FY 2009.

The MSPB's workers' compensation costs *increased* by 82.5% to \$71,295 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the MSPB met three of its SHARE goals.

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	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	0.44	0.37	1.86	_
LTCR	0.00	0.00	0	✓
Timeliness	0.0%	60.0%	66.7%	✓
LPDR	1.5	15 or less	0.0	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

STATISTICS

The National Archives and Records Administration's (NARA's) employment rolls *increased* by 175 (5.8%) to 3,213 in FY 2009. Its total injury and illness cases *increased* by 22.9% to 145 and its TCR *increased* from 3.88 to 4.51 (16.2%). The NARA's lost time cases *increased* by 15.9% to 73 and its LTCR *increased* from 2.07 to 2.27 (9.7%). According to the NARA, there were no civilian fatalities during FY 2009.

The NARA's workers' compensation costs *decreased* by 11.2% to \$1,048,653 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	4.79	3.99	4.51	
LTCR	2.05	1.71	2.27	
Timeliness	60.3%	80.8%	70.4%	
LPDR	76.6	74.3	58.6	✓

As depicted in the table below, the NARA met one of its SHARE goals.

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

NATIONAL CREDIT UNION ADMINISTRATION

STATISTICS

The National Credit Union Administration's (NCUA's) employment rolls *increased* by 7 (0.7%) to 950 in FY 2009. Its total injury and illness cases *decreased* by 22.2% to 7 and its TCR

decreased from 0.95 to 0.74 (22.1%). The NCUA's lost time cases *decreased* by 28.6% to 5 and its LTCR *decreased* from 0.74 to 0.53 (28.4%). According to the NCUA, there were no civilian fatalities during FY 2009.

The NCUA's workers' compensation costs *increased* by 29.9% to \$240,467 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the NCUA met none of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	0.75	0.62	0.74	
LTCR	0.43	0.36	0.53	
Timeliness	37.5%	60.0%	50.0%	
LPDR	9.8	15 or less	23.0	

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

NATIONAL ENDOWMENT FOR THE ARTS

STATISTICS

The National Endowment for the Arts's (NEA's) employment rolls *increased* by 4 (2.5%) to 167 in FY 2009. Its total injury and illness cases *held steady* at 2 and its TCR *decreased* from 1.23 to 1.2 (2.4%). The NEA's lost time cases *held steady* at one and its LTCR *decreased* from 0.61 to 0.6 (1.6%). According to the NEA, there were no civilian fatalities during FY 2009.

The NEA's workers' compensation costs *decreased* by 93.4% to \$398 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the NEA met three of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	2.63	2.19	1.2	✓
LTCR	1.32	1.10	0.6	✓
Timeliness	50.0%	67.0%	0.0%	_
LPDR	8.9	15 or less	1.2	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is

the FY 2006 rate.

NATIONAL ENDOWMENT FOR THE HUMANITIES

STATISTICS

The National Endowment for the Humanities's (NEH's) employment rolls *decreased* by one (0.6%) to 160 in FY 2009. Its total injury and illness cases *increased* by 200.0% to three and its TCR *increased* from 0.62 to 1.88 (203.2%). The NEH's lost time cases *increased* by 200.0% to 3 and its LTCR *increased* from 0.62 to 1.88 (203.2%). According to the NEH, there were no civilian fatalities during FY 2009.

The NEH's workers' compensation costs *decreased* by 1% to \$18,935 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	1.23	1.02	1.88	
LTCR	0.62	0.52	1.88	
Timeliness	0.0%	60.0%	66.7%	✓
LPDR	0.2	15 or less	2.5	~

As depicted in the table below, the NEH met two of its SHARE goals.

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

NATIONAL LABOR RELATIONS BOARD

STATISTICS

The National Labor Relations Board's (NLRB's) employment rolls *decreased* by 47 (2.8%) to 1,632 in FY 2009. Its total injury and illness cases *increased* by 71.4% to 12 and its TCR *increased* from 0.42 to 0.74 (76.2%). The NLRB's lost time cases *increased* by 66.7% to 5 and its LTCR *increased* from 0.18 to 0.31 (72.2%). According to the NLRB, there were no civilian fatalities during FY 2009.

The NLRB's workers' compensation costs *decreased* by 11.4% to \$327,262 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the NLRB met two of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	0.72	0.6	0.74	_
LTCR	0.36	0.30	0.31	
Timeliness	6.7%	60.0%	60.0%	✓
LPDR	13.3	15 or less	1.0	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

NATIONAL SCIENCE FOUNDATION

STATISTICS

The National Science Foundation's (NSF's) employment rolls *increased* by 31 (2.3%) to 1,408 in FY 2009. Its total injury and illness cases *increased* by 16.7% to 7 and its TCR *increased* from 0.44 to 0.5 (13.6%). The NSF's lost time cases *increased* by 200.0% to 6 and its LTCR *increased* from 0.15 to 0.43 (186.7%). According to the NSF, there were no civilian fatalities during FY 2009.

The NSF's workers' compensation costs *increased* by 4% to \$134,208 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

Baseline* 2009 Target 2009 Actual Met 2009 Goal TCR 0.75 0.62 0.5 ~ **LTCR** 0.53 0.44 0.43 Timeliness 10.0% 60.0% 50.0% LPDR 2.7 15 or less 3.2

As depicted in the table below, the NSF met three of its SHARE goals.

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

NATIONAL TRANSPORTATION SAFETY BOARD

STATISTICS

The National Transportation Safety Board's (NTSB's) employment rolls *increased* by 10 (2.6%) to 398 in FY 2009. Its total injury and illness cases *held steady* at 3 and its TCR *decreased* from 0.77 to 0.75 (2.6%). The NTSB's lost time cases *increased* from 0 to 3 and its LTCR *increased* from 0.00 to 0.75. According to the NTSB, there were no civilian fatalities during FY 2009.

The NTSB's workers' compensation costs *increased* by 5.9% to \$657,070 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the NTSB met two of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	1.15	0.96	0.75	✓
LTCR	0.23	0.19	0.75	
Timeliness	25.0%	60.0%	50.0%	
LPDR	0.0	15 or less	4.8	~

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

NUCLEAR REGULATORY COMMISSION

STATISTICS

The Nuclear Regulatory Commission's (NRC's) employment rolls *increased* by 310 (8.2%) to 4,088 in FY 2009. Its total injury and illness cases *increased* by 16.7% to 21 and its TCR *increased* from 0.48 to 0.51 (6.3%). The NRC's lost time cases *held steady* at 14 and its LTCR *decreased* from 0.37 to 0.34 (8.1%). According to the NRC, there were no civilian fatalities during FY 2009.

The NRC's workers' compensation costs *increased* by 2.8% to \$759,670 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the NRC met two of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	0.73	0.61	0.51	✓
LTCR	0.20	0.17	0.34	
Timeliness	26.3%	60.0%	40.0%	
LPDR	1.5	15 or less	1.3	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

OCCUPATIONAL SAFETY & HEALTH REVIEW COMMISSION

STATISTICS

The Occupational Safety & Health Review Commission's (OSHRC's) employment rolls *decreased* by 6 (9.8%) to 55 in FY 2009. Its total and lost time injury and illness cases *decreased* from one to zero and its TCR and LTCR *decreased* from 1.64 to 0. According to the OSHRC, there were no civilian fatalities during FY 2009.

The OSHRC's reported no workers' compensation costs during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the OSHRC met three of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	1.59	1.32	0	✓
LTCR	1.59	1.32	0	✓
Timeliness	100.0%	95.0%	No Claims	
LPDR	0.0	15 or less	0.0	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

OFFICE OF PERSONNEL MANAGEMENT

STATISTICS

The Office of Personnel Management's (OPM's) employment rolls *increased* by 40 (0.7%) to 5,419 in FY 2009. Its total injury and illness cases *increased* by 48.8% to 64 and its TCR *increased* from 0.80 to 1.18 (47.5%). The OPM's lost time cases *increased* by 18.5% to 32 and its LTCR *increased* from 0.50 to 0.59 (18.0%). According to the OPM, there were no civilian fatalities during FY 2009.

The OPM's workers' compensation costs *decreased* by 13.6% to \$1,892,391 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the OPM met one of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	1.29	0.91	1.18	
LTCR	0.59	0.46	0.59	
Timeliness	14.9%	60.0%	43.2%	
LPDR	26.3	25.5	9.0	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

OVERSEAS PRIVATE INVESTMENT CORPORATION

STATISTICS

The Overseas Private Investment Corporation's (Corporation's) employment rolls *increased* by 8 (4.2%) to 200 in FY 2009. Its total injury and illness cases *decreased* from one to zero and its TCR *decreased* from 0.52 to zero. The Corporation's lost time cases and related LTCR *remained unchanged* at 0. According to the Corporation, there were no civilian fatalities during FY 2009.

The Corporation reported no workers' compensation costs during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the Corporation met three of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	0.00	0	0	✓
LTCR	0.00	0.00	0	✓
Timeliness	N/A	60.0%	No Claims	
LPDR	0.0	15 or less	0.0	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

PEACE CORPS

STATISTICS

The Peace Corps's (Corps's) employment rolls *decreased* by 70 (6.7%) to 971 in FY 2009. Its total injury and illness cases *decreased* from 2 to 0 and its TCR *decreased* from 0.19 to 0. The Corps's lost time cases and related LTCR *remained unchanged* at 0. According to the Corps, there were no civilian fatalities during FY 2009.

The Corps's workers' compensation costs *increased* by 11.2% to \$12,267,649 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the Corps met all of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	0.54	0.45	0	✓
LTCR	0.09	0.07	0	✓
Timeliness	56.7%	76.0%	96.9%	✓
LPDR	53.8	52.2	51.6	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

PENSION BENEFIT GUARANTY CORPORATION

STATISTICS

The Pension Benefit Guaranty Corporation's (PBGC's) employment rolls *increased* by 30 (3.4%) to 909 in FY 2009. Its total injury and illness cases *increased* by 33.3% to 4 and its TCR *increased* from 0.34 to 0.44 (29.4%). The PBGC's lost time cases *held steady* at 3 and its LTCR *decreased* from 0.34 to 0.33 (2.9%). According to the PBGC, there were no civilian fatalities during FY 2009.

The PBGC's workers' compensation costs *increased* by 1738.5% to \$100,143 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the PBGC met one of its SHARE goals. Baseline* 2009 Target 2009 Actual Met 2009 Goal

TCR	0.38	0.32	0.44	
LTCR	0.13	0.11	0.33	
Timeliness	0.0%	60.0%	20.0%	
LPDR	4.4	15 or less	11.7	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

POSTAL REGULATORY COMMISSION

STATISTICS

The Postal Regulatory Commission's (Commission's) employment rolls *held steady* at 52 in FY 2009. Its total injury and illness and lost time cases and related rates *remained unchanged* at 0. According to the Commission, there were no civilian fatalities during FY 2009.

The Commission's workers' compensation costs *increased* from \$0 to \$235 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the Commission met three of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	0.00	0	0	✓
LTCR	0.00	0.00	0	✓
Timeliness	N/A	60.0%	No Claims	_
LPDR	0.0	15 or less	0.0	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

PRESIDIO TRUST

STATISTICS

The Presidio Trust's (Presidio's) employment rolls *decreased* by 7 (2.1%) to 330 in FY 2009. Its total injury and illness cases *decreased* by 16.7% to 15 and its TCR *decreased* from 5.34 to 4.55 (14.8%). The Presidio's lost time cases *held steady* at 13 and its LTCR *increased* from 3.86 to 3.94 (2.1%). According to the Presidio, there were no civilian fatalities during FY 2009.

The Presidio's workers' compensation costs *decreased* by 15.7% to \$403,971 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the Presidio met two of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	9.07	7.56	4.55	✓
LTCR	5.10	4.25	3.94	✓
Timeliness	57.6%	77.2%	53.3%	_
LPDR	142.6	138.4	144.6	

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

RAILROAD RETIREMENT BOARD

STATISTICS

The Railroad Retirement Board's (RRB's) employment rolls *decreased* by 22 (2.2%) to 959 in FY 2009. Its total injury and illness cases *decreased* by 14.3% to 6 and its TCR *decreased* from 0.71 to 0.63 (11.3%). The RRB's lost time cases *increased* by 66.7% to 5 and its LTCR *increased* from 0.31 to 0.52 (67.7%). According to the RRB, there were no civilian fatalities during FY 2009.

The RRB's workers' compensation costs *increased* by 18.7% to \$181,497 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	0.79	0.66	0.63	✓
LTCR	0.61	0.51	0.52	
Timeliness	0.0%	60.0%	0.0%	
LPDR	0.4	15 or less	3.2	✓

As depicted in the table below, the RRB met two of its SHARE goals.

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

SECURITIES AND EXCHANGE COMMISSION

STATISTICS

The Securities and Exchange Commission's (SEC's) employment rolls *increased* by 143 (4.1%) to 3,673 in FY 2009. Its total injury and illness cases *decreased* by 61.5% to 5 and its TCR *decreased* from 0.37 to 0.14 (62.2%). The SEC's lost time cases *decreased* by 70.0% to 3 and its LTCR *decreased* from 0.28 to 0.08 (71.4%). According to the SEC, there were no civilian fatalities during FY 2009.

The SEC's workers' compensation costs *decreased* by 4% to \$583,779 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the SEC met three of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	0.54	0.45	0.14	✓
LTCR	0.35	0.29	0.08	✓
Timeliness	10.5%	60.0%	28.6%	
LPDR	5.6	15 or less	1.4	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

SELECTIVE SERVICE SYSTEM

STATISTICS

The Selective Service System's (SSS's) employment rolls *decreased* by 11 (7.3%) to 140 in FY 2009. Its total injury and illness cases *decreased* by 25.0% to 3 and its TCR *decreased* from 2.65 to 2.14 (19.2%). The SSS's lost time cases *increased* by 200.0% to 3 and its LTCR *increased* from 0.66 to 2.14 (224.2%). According to the SSS, there were no civilian fatalities during FY 2009.

The SSS's workers' compensation costs *increased* by 2.9% to \$232,506 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the SSS met one of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	2.21	1.84	2.14	_
LTCR	0.00	0.00	2.14	
Timeliness	50.0%	67.0%	66.7%	_
LPDR	62.3	60.4	0.7	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

SMALL BUSINESS ADMINISTRATION

STATISTICS

The Small Business Administration's (SBA's) employment rolls *increased* by 714 (18.9%) to 4,501 in FY 2009. Its total injury and illness cases *increased* by 11.8% to 57 and its TCR *decreased* from 1.35 to 1.27 (5.9%). The SBA's lost time cases *decreased* by 8.3% to 22 and its LTCR *decreased* from 0.63 to 0.49 (22.2%). According to the SBA, there were no civilian fatalities during FY 2009.

The SBA's workers' compensation costs *decreased* by 1.1% to \$2,394,106 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the SBA met three of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	1.60	1.33	1.27	✓
LTCR	0.89	0.74	0.49	✓
Timeliness	26.2%	60.0%	50.0%	
LPDR	22.1	21.4	16.2	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

SMITHSONIAN INSTITUTION

STATISTICS

The Smithsonian Institution's (SI's) employment rolls *decreased* by 36 (0.7%) to 4,882 in FY 2009. Its total injury and illness cases *decreased* by 30.8% to 117 and its TCR *decreased* from 3.44 to 2.40 (26.6%). The SI's lost time cases *decreased* by 25.3% to 62 and its LTCR

decreased from 1.69 to 1.27 (24.9%). According to the SI, there were no civilian fatalities during FY 2009.

The SI's workers' compensation costs *decreased* by 1.5% to \$4,750,207 during the chargeback year.

OSH INITIATIVES

SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

As depicted in the table below, the SI met three of its SHARE goals.

	Baseline*	2009 Target	2009 Actual	Met 2009 Goal
TCR	6.06	5.05	2.40	✓
LTCR	2.74	2.28	1.27	✓
Timeliness	30.9%	60.0%	45.8%	_
LPDR	63.1	61.2	38.9	✓

* The baseline for the TCR, LTCR and Timeliness goals is the FY 2003 rates, while the LPDR baseline is the FY 2006 rate.

"MICRO-AGENCIES"

STATISTICS

The following Agencies, Boards, Commissions, Committees, Councils, Foundations, and Offices all have 49 or fewer full-time federal civilian employees.

- Access Board (28 employees)
- Chemical Safety and Hazard Investigation Board (38 employees)
- Committee for Purchase from People Who Are Blind or Disabled (23 employees)
- Inter-American Foundation (45 employees)
- James Madison Foundation (5 employees)
- Marine Mammal Commission (12 employees)
- Morris K. Udall Foundation (36 employees)
- National Capital Planning Commission (42 employees)
- National Council on Disability (9 employees)
- National Mediation Board (47 employees)
- Nuclear Waste Technical Review Board (13 employees)
- Office of Navajo and Hopi Indian Relocation (45 employees)
- Social Security Advisory Board (7 employees)
- U.S. Trade and Development Agency (47 employees)
- Vietnam Education Foundation (4 employees)

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

OSH INITIATIVES

SAFETY, HEALTH AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

Since all of these agencies' total, lost time, lost production day, and timeliness statistics are zero, they are considered to have performed in accordance with the SHARE goals.

MOTOR VEHICLE/SEAT BELT SAFETY

All of these agencies perform work primarily in an office environment and none report any employee involvement in motor vehicle accidents. Several noted that they required employees to wear seat belts when traveling on government business. The Office of Navajo and Hopi Indian Relocation (Navajo/Hopi) reported that its employees who drive government vehicles sign an agreement to refrain from all cell phone use, including texting, in the government vehicle. The Office also prohibits employees from using government-provided cell phones in personal vehicles.

EMPLOYEE SUPPORT

Most of the microagencies reported some form of OSH-related employee support activities. The agencies 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:

• The Chemical Safety and Hazard Investigation Board (CSB) reported a thorough OSH-related training program,

particularly for its investigatory staff. It also encourages attendance at various OSH-related meetings and conferences.

- The Inter-American Foundation (Inter-American) noted that more than a third of its personnel received CPR/First Aid certifications.
- The Morris K. Udall Foundation (Udall) indicated that its front desk staff had received training to avoid problems and respond to emergencies.
- The National Capital Planning Commission reported leveraging interagency resources to provide its employees with OSH-related training.
- Navajo/Hopi provides individualized training to staff directly involved in potentially hazardous duties.
- The Social Security Advisory Board participates in training through the Social Security Administration.
- The U.S. Trade and Development Agency (USTDA) provides emergencyresponse and ergonomics training.

ACCOMPLISHMENTS

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

• The Access Board provided a variety of ergonomic office equipment to its staff.

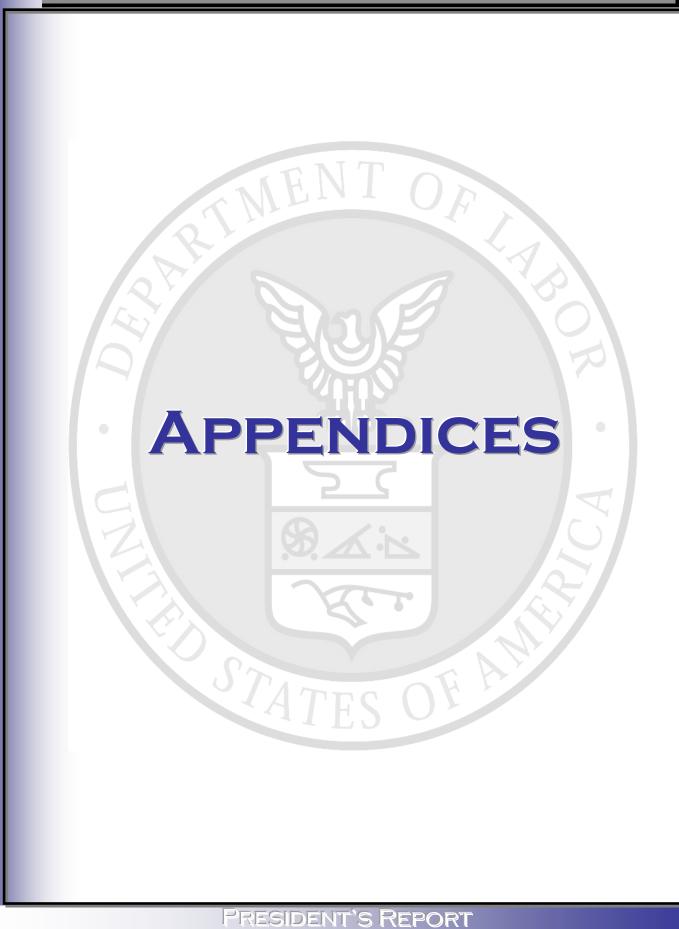
- The CSB's medical monitoring and surveillance program continued to function smoothly.
- Inter-American continued its practice of sending its emergency response coordinator to attend OSHA's "Fedweek" training.
- The NMB purchased and installed a first aid station.
- The Nuclear Waste Technical Review Board successfully completed several office building fire drill tests.
- Navajo/Hopi provided a variety of OSH training to its employees.
- USTDA negotiated a discounted staff membership price at a local gym.

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 National Capital Planning Commission plans to ensure its facility is free of hazards and conduct regular evacuation drills.
- Navajo/Hopi plans to finalize its Continuity of Operations and Disaster Plan.
- NMB plans to develop a staff handbook outlining its safety, health, and environmental requirements.
- USTDA plans continue to emphasize awareness of OSH issues within the office work place.





APPENDIX A: STATISTICAL PROCESS CONTROL (SPC)

BACKGROUND

Popularized by Dr. W. Edwards Deming in the decades following World War II, SPC was first developed in the 1920s by Dr. Walter Shewhart at Bell Telephone Laboratories. According to Mary Walton's *The Deming Management Method*, Shewhart developed a method to define the limits of random variation in a given process and set acceptable limits of highs and lows. This method allowed Shewhart to detect points outside those limits and study their causes, thereby eliminating extremes of variation and improving the process.¹ The application of this technique (SPC) to workplace production processes resulted in more uniform (less varied) products, greater reliability, increased customer confidence, fewer complaints, and a whole host of benefits that increased profits. The application of SPC in the safety and health arena can result in fewer injuries, illnesses, lost workdays, and workers' compensation costs, among other benefits.^{2, 3}

At its most basic, SPC seeks first to describe the limits of normal variation for a set of data. Once it has described those limits, it seeks to narrow them, eliminating the highest and lowest "normal" points by investigating the causes of the variation, eliminating the causes, and increasing the predictability of the final outcome.

A "control chart" is the fundamental unit of SPC. It analyzes one process or set of data (frequency of slip, trip, and fall incidents, number of products produced during a given period of time) and describes the variation of that process over time. A basic control chart includes data points – the information collected about a specific process or characteristic; a line representing the statistical mean (average) of that data; and upper and lower control limits that represent the span of normal variation. There is more than one way to determine the values for the upper and lower control limits; one of the more common methods uses the standard deviation – represented by the Greek letter sigma or " σ " – and sets the limits at three standard deviations (3 σ) above and below the mean.

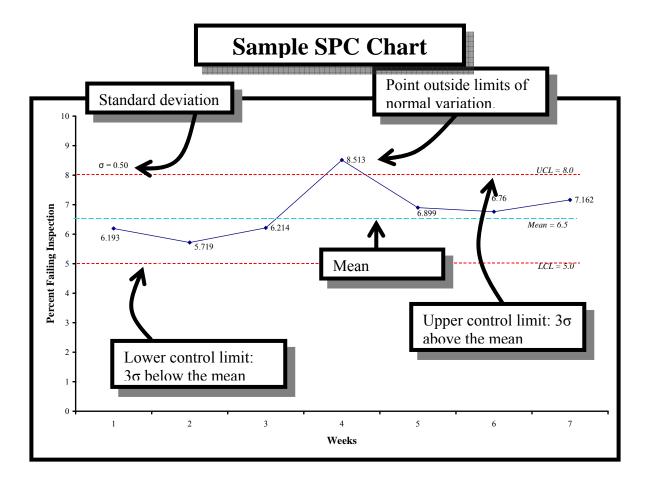
Once the control chart exists, it is easier to discern the normal variation in a process or data set, and determine whether a given occurrence or point is within the upper and lower control limits (in control) or outside of those limits (out of control). Since the upper and lower control limits are designed to indicate what is likely or unlikely to occur as part of the normal functioning, a data point outside of the limits indicates the need for investigation into the cause of the event.

¹ Walton, M. (1986) The Deming Management Method. Perigee Books., NY, NY. pp. 6-7.

² Manuele, F. (2007). *Lean Concepts: Opportunities for Safety Professionals. Professional Safety*. August. pp. 28-34.

³ Saujani, M. and Adler, N. (2004). *Safety at Fort Dearborn Co. Transforming from "Most Wanted" to Best In Class. Professional Safety*. March. pp. 25-31.

The sample SPC chart describes the percent of total products that failed to pass a final quality control inspection over a period of seven weeks. An analysis of the data for this production process has determined that the mean (average) failure is 6.5% and the standard deviation is 0.5%. According to the sample chart, it is normal for 5% (lower control limit; LCL) to 8% (upper control limit; UCL) of the products to fail the final inspection. During the fourth week, something occurred during the process that caused 8.5% of the products to fail final inspection. The cause of this increase in percent failure merits investigation because it is outside of the limits of normal variation.



The following control charts represent trends in the sources, causes, and types of workplace injuries for selected categories of data compiled from workers' compensation information reported throughout the federal government (less the USPS), for the period FY 2002 – FY 2009.

In order to determine trends, abnormal data points, and areas of potential concern, the chart parameters for the data (chart mean, upper control limit, lower control limit) are based on the original data set compiled for fiscal years 2002-2009.

SPC CHART DESCRIPTIONS

CONTROL CHART 1: SOURCE OF INJURY - BUILDING WORK AREA

The building work area was cited as the source of a workplace injury an average (mean) of 32.4% of the time from FY 2002 to FY 2009, the standard deviation (σ) is 1.8. According to the chart, it is within the normal range of 27.4% (lower control limit; LCL) and 36.5% (upper control limit; UCL) for "building work area" to be cited as the source of workplace injury. An analysis of the data demonstrates that this parameter has little variation – the lowest data point is 30.456 and the highest is 35.306 for a range of 4.85.

CONTROL CHART 2: SOURCE OF INJURY - INANIMATE OBJECT

An inanimate object was cited as the source of a workplace injury an average (mean) of 16.8% of the time from FY 2002 to FY 2009, the σ is 7.0. According to the chart, it is within the normal range of 9.7% (LCL) and 24.8% (UCL) for "inanimate object" to be cited as the source of workplace injury. An analysis of the associated data demonstrates that this is the most variable source of injury among federal workers; the lowest data point is 13.786 and the highest 20.827 for a range of 7.0.

CONTROL CHART 3: SOURCE OF INJURY - ANIMATE OBJECT

An animate object was cited as the source of a workplace injury an average (mean) of 6.0% of the time from FY 2002 to FY 2009, the σ is 2.6. According to the chart, it is within the normal range of 1.6% (LCL) and 9.9% (UCL) for "animate object" to be cited as the source of workplace injury. An analysis of the associated data demonstrates that, this injury source is nearly as variable as "inanimate object": the lowest data point is 4.166 and the highest is 8.019 for a range of 3.9.

CONTROL CHART 4: SOURCE OF INJURY - MACHINE OR TOOL

A machine or tool was cited as the source of a workplace injury an average (mean) of 5.1% of the time from FY 2002 to FY 2009, the σ is 0.26. According to the chart, it is within the normal range of 4.4% (LCL) and 5.8% (UCL) for "machine or tool" to be cited as the source of workplace injury. An analysis of the data demonstrates that this parameter has little variation; the highest point is 5.4542 and the lowest is 4.758 for a range of 0.8.

CONTROL CHART 5: SOURCE OF INJURY - ENVIRONMENTAL CONDITION

An environmental condition was cited as the source of a workplace injury an average (mean) of 4.9% of the time from FY 2002 to FY 2009, the σ is 0.40.. According to the chart, it is within the normal range of 3.6% (LCL) and 6.2% (UCL) for "environmental condition" to be cited as

the source of workplace injury. An analysis of the associated data demonstrates that this injury source is relatively variable given that it makes up only a small percentage of injuries to federal workers; the highest point is 5.565 and the lowest is 4.295 for a range of 1.3.

CONTROL CHART 6: SOURCE OF INJURY – VEHICLE

A vehicle was cited as the source of a workplace injury an average of 3.8% of the time from FY 2002 to FY 2009, the σ is 0.22. According to the chart, it is within the normal range of 3.2% (LCL) and 4.5% (UCL) for "vehicle" to be cited as the source of workplace injury. An analysis of the data demonstrates that this parameter has little variation; the highest point is 4.181 and the lowest is 3.556 for a range of 0.63.

CONTROL CHART 7: CAUSE OF INJURY – HANDLING ACCIDENTS

Handling accidents were cited as the causes of workplace injuries an average of 26.7% of the time from FY 2002 to FY 2009, the σ is 4.0. According to the chart, it is within the normal range of 15.7% (LCL) and 39.0% (UCL) for "handling accidents" to be cited as the cause of workplace injury. An analysis of the associated data demonstrates that this is the most variable injury parameter among federal workers; the highest data point is 32.658 and the lowest is 21.779 for a range of 10.9.

CONTROL CHART 8: CAUSE OF INJURY - FALLS/SLIPS OF PERSONS

A fall or slip of a worker was cited as the cause of a workplace injury an average of 18.7% of the time from FY 2002 to FY 2009, the σ is 2.54. According to the chart, it is within the normal range of 11.6% (LCL) and 24.6% (UCL) for "falls/slips of persons" to be cited as the cause of workplace injury. An analysis of the associated data demonstrates that this injury source is relatively variable; the highest point is 22.527 and the lowest is 15.746 for a range of 6.8.

CONTROL CHART 9: CAUSE OF INJURY - VEHICULAR ACCIDENTS

A vehicular accident was cited as the source of a workplace injury an average of 4.2% of the time from FY 2002 to FY 2009, the σ is 0.66. According to the chart, it is within the normal range of 2.2% (LCL) and 6.1% (UCL) for "vehicular accidents" to be cited as the cause of workplace injury. An analysis of the data demonstrates that this parameter is somewhat varied; the highest data point is 4.666 and the lowest is 3.075 for a range of 1.6.

CONTROL CHART 10: TYPE OF INJURY - EXERTION

Exertion was cited as the type of workplace injury an average of 25.9% of the time from FY 2002 to FY 2009, the σ is 1.21. According to the chart, it is within the normal range of 22.5% (LCL) and 29.8% (UCL) for "exertion" to be cited as the type of workplace injury. An analysis of the associated data demonstrates that this is the most variable parameter among types of injuries; its highest point is 27.817 and its lowest is 24.230 for a range of 3.6.

CONTROL CHART 11: TYPE OF INJURY - FELL/SLIPPED/TRIPPED

A fall, slip, or trip was cited as the type of workplace injury an average of 21.3% of the time from FY 2002 to FY 2009, the σ is 1.7. According to the chart, it is within the normal range of 17.0% (LCL) and 24.9% (UCL) for "fell/slipped/tripped" to be cited as the type of workplace injury. An analysis of the associated data demonstrates that this parameter has the largest

standard deviation among types of injuries; the highest data point is 24.272 and the lowest is 19.412 for a range of 4.9.

CONTROL CHART 12: TYPE OF INJURY - STRUCK

An impact (struck by) injury was cited as the type of workplace injury an average of 10.5% of the time from FY 2002 to FY 2009, the σ is 0.84. According to the chart, it is within the normal range of 8.1% (LCL) and 12.5% (UCL) for "struck" to be cited as the type of workplace injury. An analysis of the data demonstrates that this parameter has little variation; the highest data point is 11.715 and the lowest is 9.035 for a range of 2.7.

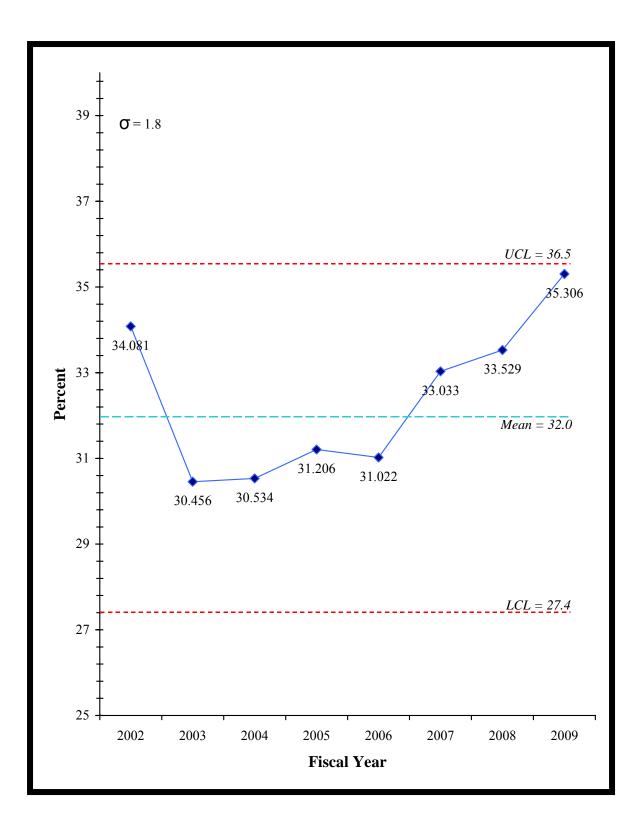
CONTROL CHART 13: TYPE OF INJURY - CONTACT

An adverse contact was cited as the type of workplace injury an average of 6.7% of the time from FY 2002 to FY 2009, the σ is 0.45. According to the chart, it is within the normal range of 5.6% (LCL) and 8.0% (UCL) for "contact" to be cited as the type of workplace injury. An analysis of the associated data demonstrates that this parameter is relatively varied; the highest data point is 7.515 and the lowest is 6.093 for a range of 1.4.

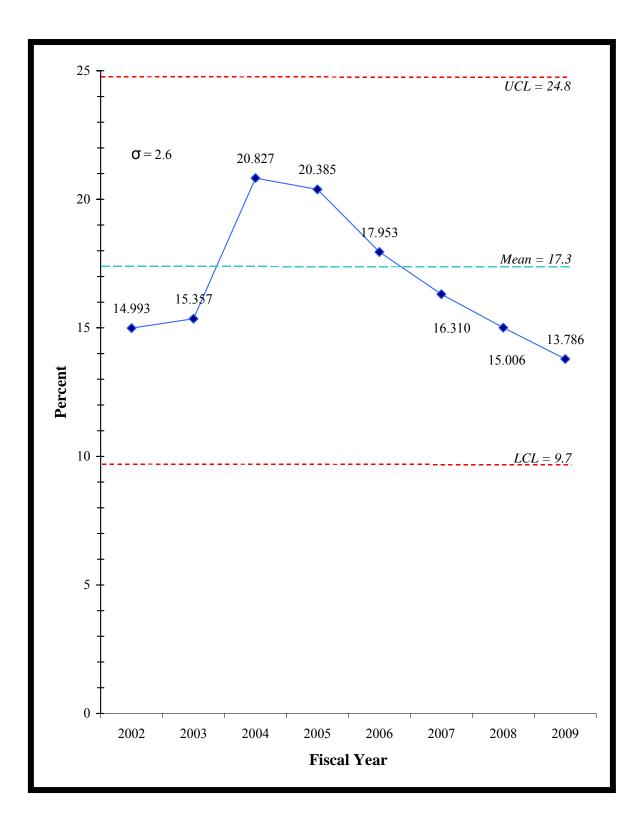
CONTROL CHART 14: TYPE OF INJURY - PUNCTURED/LACERATED

A puncture or laceration was cited as the type of workplace injury an average of 6.6% of the time from FY 2002 to FY 2009, the σ is 1.8. According to the chart, it is within the normal range of 5.0% (LCL) and 8.0% (UCL) for "punctured/lacerated" to be cited as the type of workplace injury. An analysis of the associated data demonstrates that this parameter is relatively varied; the highest data point is 7.162 and the lowest if 5.719 for a range of 1.8.

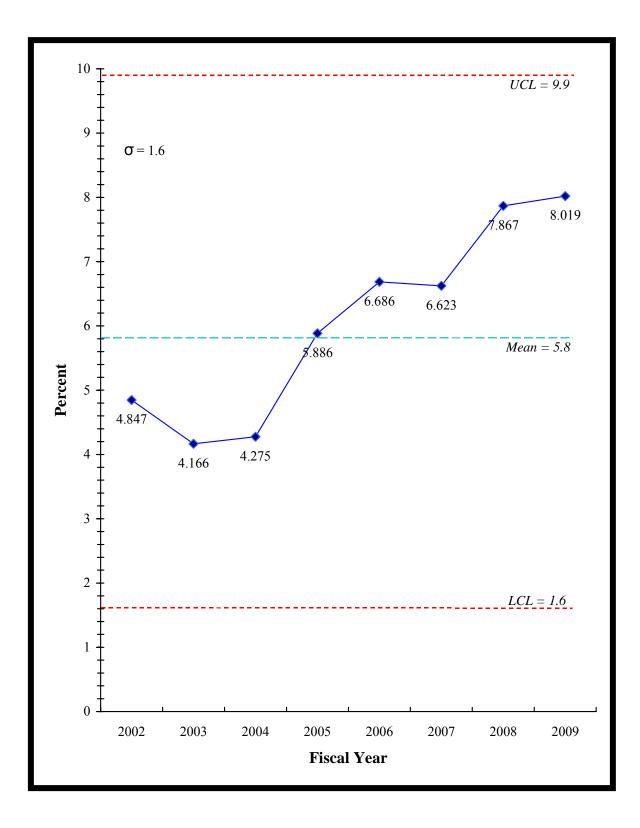
CONTROL CHART 1: SOURCE OF INJURY - BUILDING WORK AREA



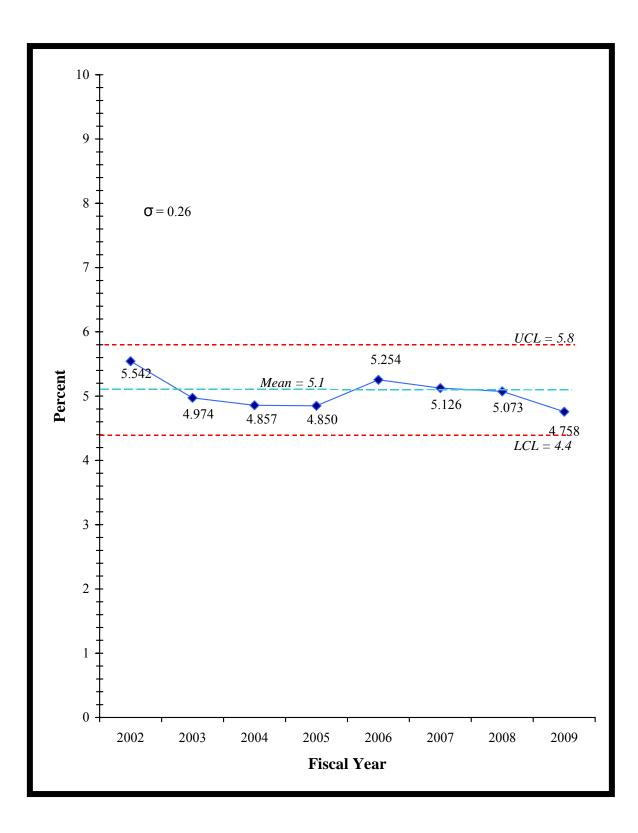
CONTROL CHART 2: SOURCE OF INJURY - INANIMATE OBJECT



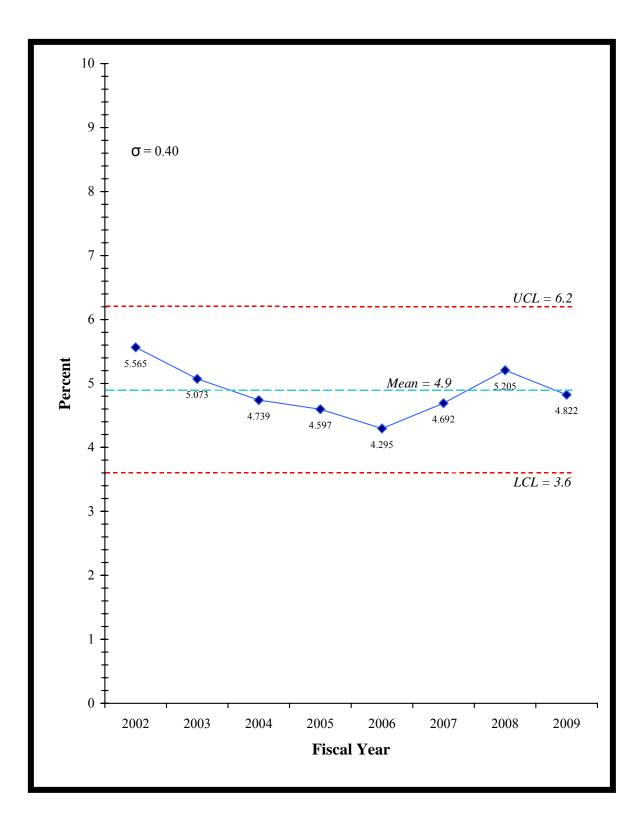
CONTROL CHART 3: SOURCE OF INJURY – ANIMATE OBJECT

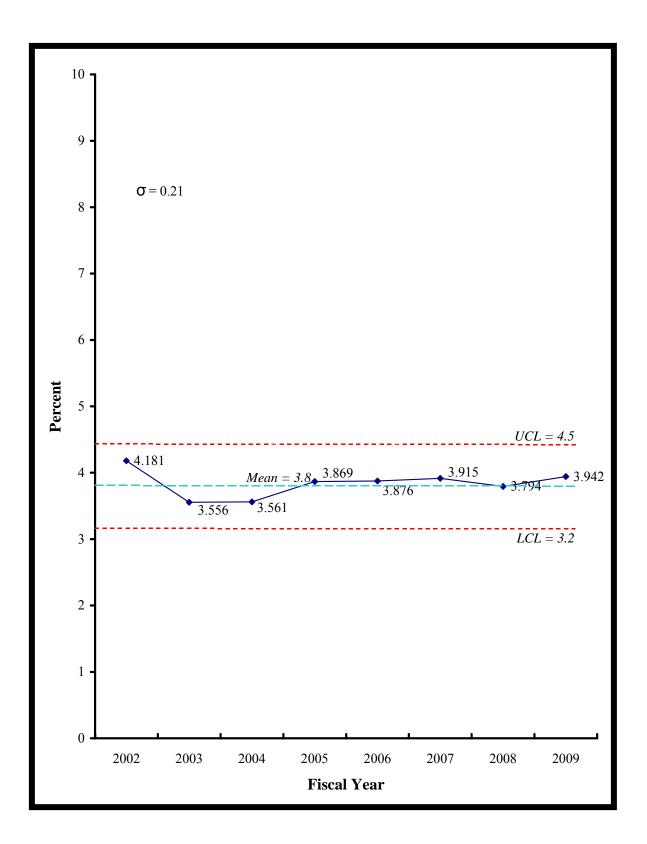






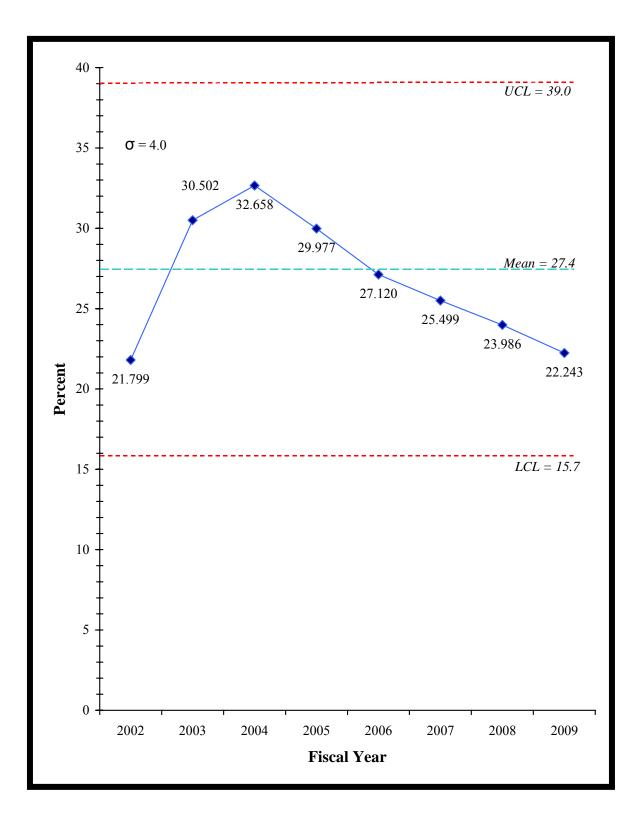




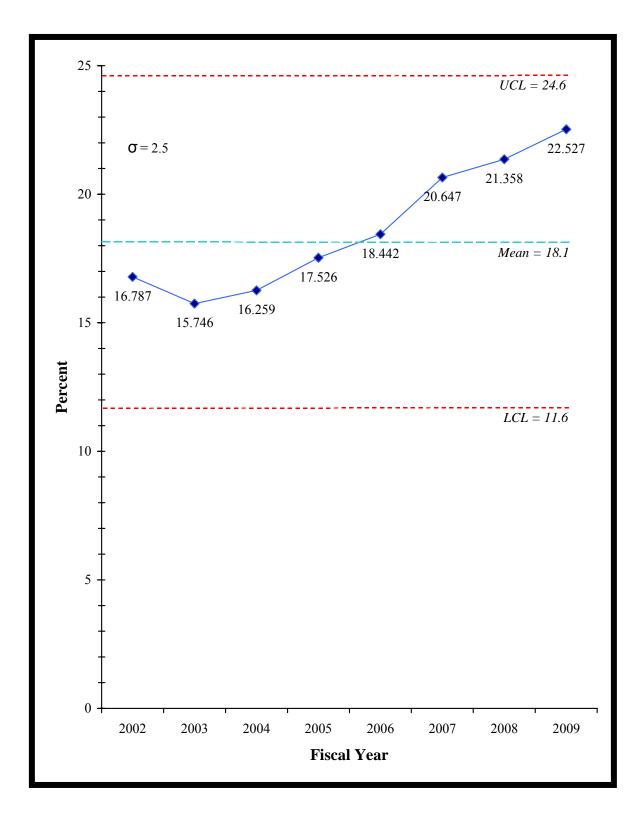


CONTROL CHART 6: SOURCE OF INJURY – VEHICLE

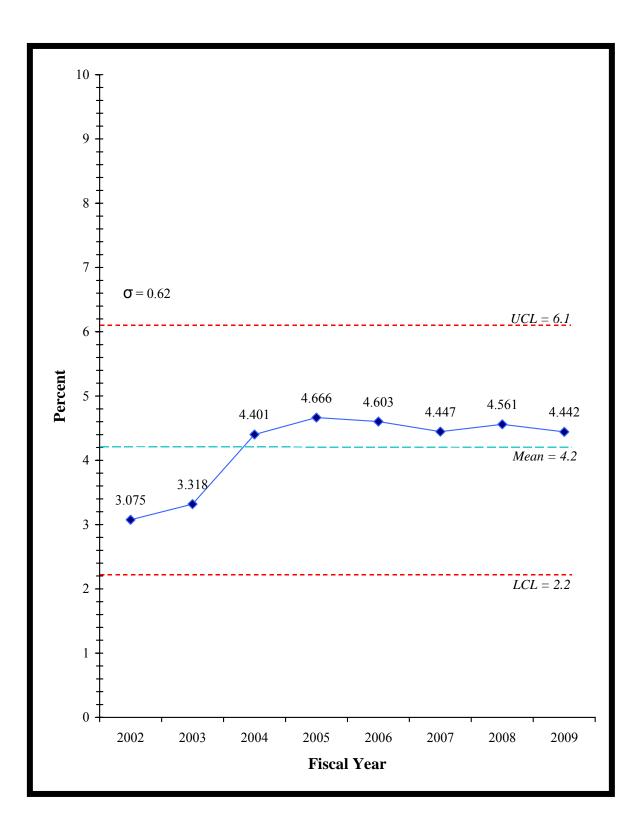
CONTROL CHART 7: CAUSE OF INJURY - HANDLING ACCIDENTS

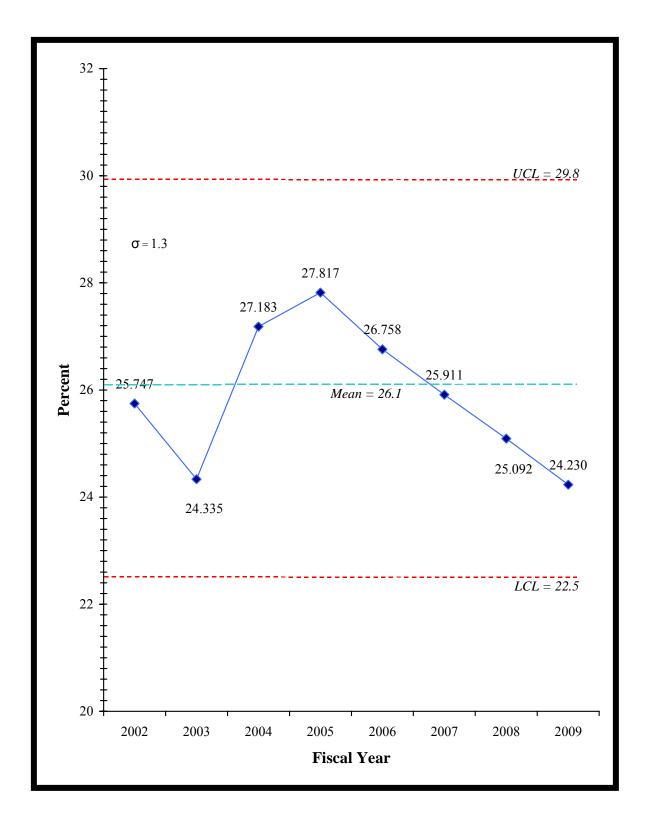


CONTROL CHART 8: CAUSE OF INJURY – FALLS/SLIPS OF PERSONS



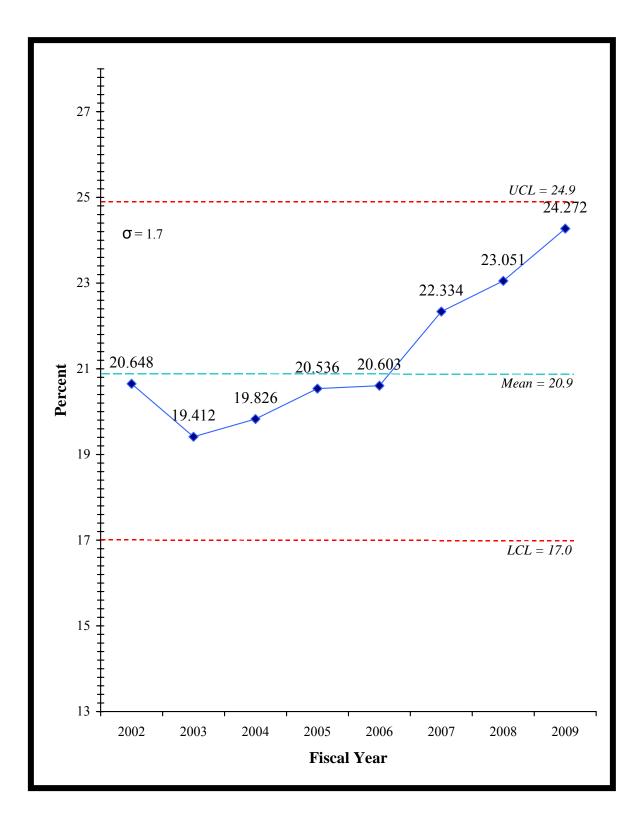
CONTROL CHART 9: CAUSE OF INJURY – VEHICULAR ACCIDENTS

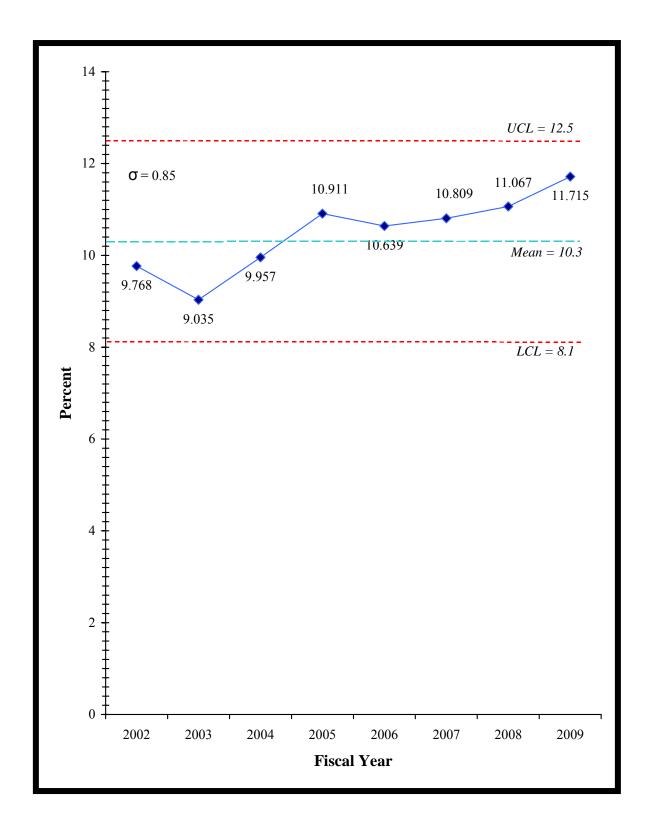




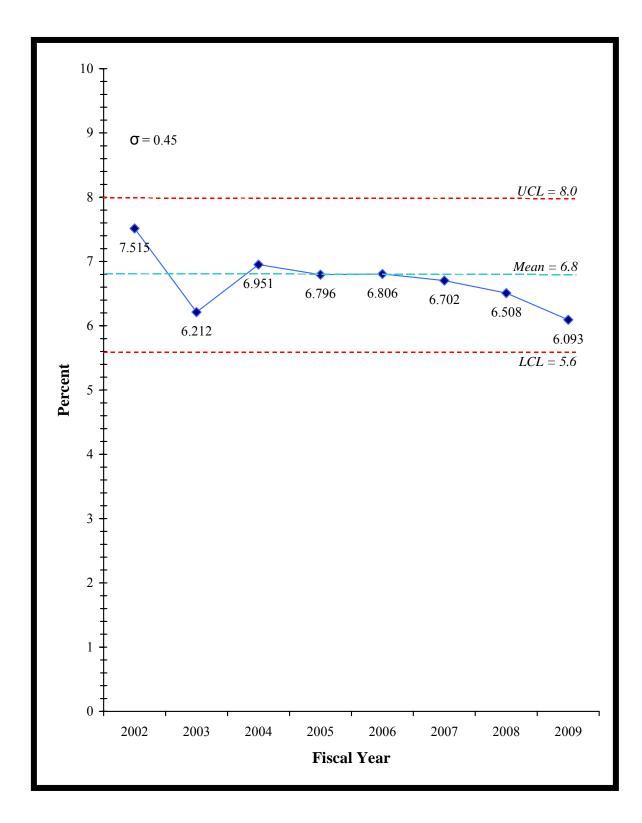
CONTROL CHART 10: TYPE OF INJURY - EXERTION

CONTROL CHART 11: TYPE OF INJURY - FELL/SLIPPED/TRIPPED



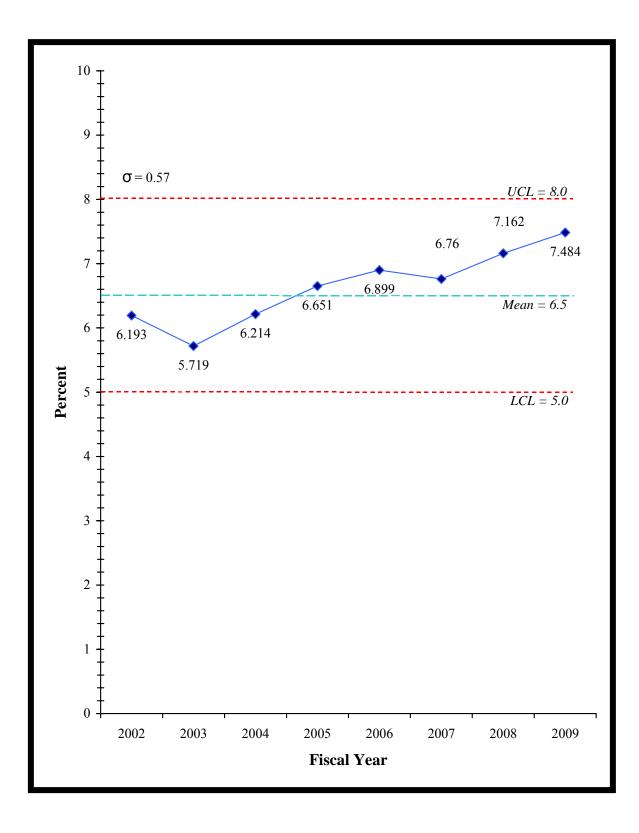


CONTROL CHART 12: TYPE OF INJURY - STRUCK



CONTROL CHART 13: TYPE OF INJURY - CONTACT

CONTROL CHART 14: TYPE OF INJURY - PUNCTURED/LACERATED



APPENDIX B: SUMMARY STATISTICAL TABLES AND CHARTS

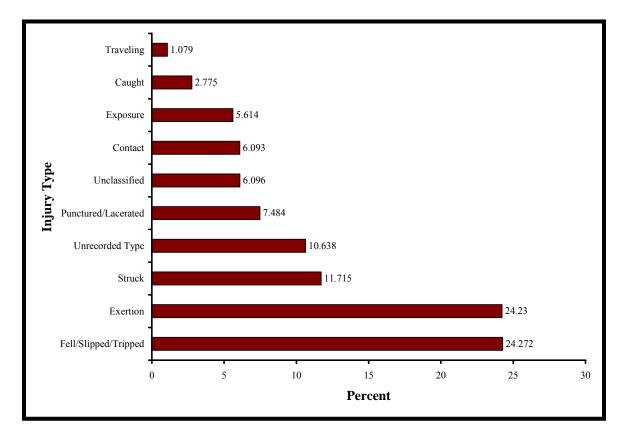


CHART A – TYPES OF INJURIES AND ILLNESSES

Chart A – Types of injuries and illnesses for all the federal government, less the U.S. Postal Service, for FY 2009.

Explanation of Categories

Caught	Fell/Slipped/Tripped		
Caught	Fell, slipped, tripped		
Caught on	Fell on same level		
Caught in	Fell on different level		
Caught between	Slipped, tripped without fall		
Contact	Punctured/Lacerated		
Contacted	Punctured, lacerated		
Contact with (person moving)	Punctured by		
Contact by (object moving)	Cut by		
Exertion	Stung by		
Exertion	Bitten by		
Lift/strain (single act)	Struck		
Stressed by (repetition)	Struck		
Exposure	Struck by		
Exposure	Struck by falling object		
Inhalation	Struck against		
Ingestion			
Absorption	Traveling		

Traveling in

Unclassified/Unrecorded Insufficient data Unrecorded OSHA type codes

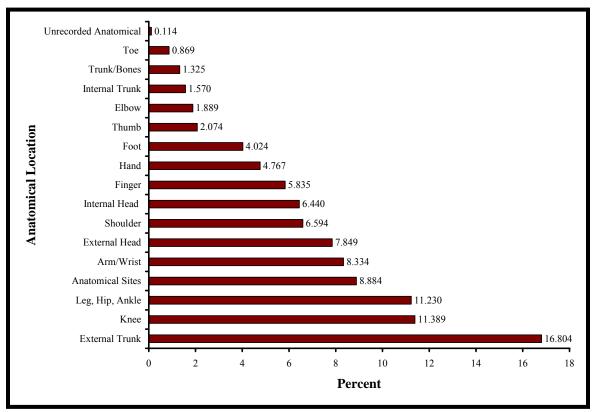


CHART B – ANATOMICAL LOCATIONS OF INJURIES AND ILLNESSES

Chart B – Anatomical locations of injuries and illnesses for all the federal government, less the U.S. Postal Service, for FY 2009.

Explanation of Categories

Unrecorded Anatomical Unrecorded anatomical codes

Toe

Single great toe Both great toes Other/multiple toes (single foot) Other/multiple toes (both feet)

Anatomical Sites Multiple anatomical sites Site not mentioned

Trunk/Bones Single clavicle Single scapula Both scapulae Rib Ribs Pelvis Sternum Vertebrae/spine Trunk, multiple bones Trunk, other bone(s) Thumb Both thumbs Single thumb Elbow Both elbows Single elbow Internal Trunk Lung Lungs Kidney Kidneys Bladder/urethra Spinal cord Heart Intestines Liver Nerve Reproductive organs Stomach Trunk, multiple internal organs Trunk, internal other

Foot

Both feet Single foot

Finger

Single first finger Both first fingers Single second finger Both second fingers Single third finger Both third fingers Single fourth finger Both fourth fingers Multiple fingers, both hands Multiple fingers, one hand

Hand

Both hands Single hand

Shoulder Both shoulders Single shoulder

External Head Single eye (external) Both eyes (external) Single ear (external) Both ears (external) Chin Face Neck/throat Mouth/lips Nose Scalp Head-external, multiple sites Head-external, other

Arm/Wrist Both arms and/or wrists Single arm and/or wrist Arm(s), multiple sites

Arm(s), other Single upper arm Both upper arms Single forearm Both forearms Single wrist Both wrists Internal Head Single ear (internal) Both ears (internal) Single eye (internal) Both eyes (internal) Brain Skull cranial bones Teeth Jaw, mandible Bones of face (other) Throat, larynx Mouth Nose, internal Throat, other Sinus(es) Tongue Head, internal multiple sites Head, internal other Leg, Hip, Ankle Single hip/thigh Both hips/thighs Single lower leg/ankle Both lower legs/ankles Single leg/hip/ankle/buttocks Both legs/hips/ankles/buttocks Leg(s), multiple sites Leg(s), other Knee Both knees Single knee

External Trunk Single breast Both breasts Single testicle Both testicles Vulva/vagina Abdomen Chest Lower back/buttocks Penis Side/flank Upper back Waist Trunk, external multiple sites Trunk, external other

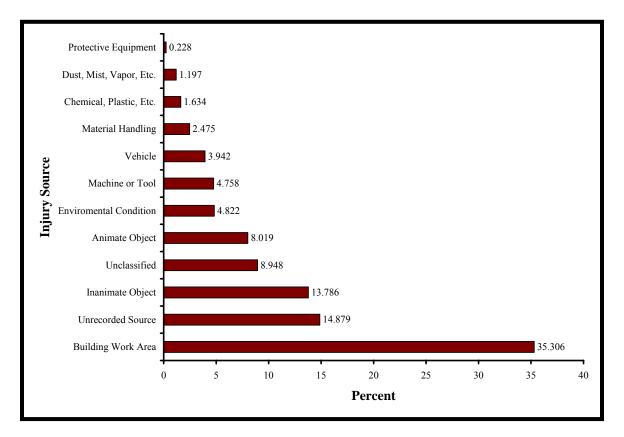


CHART C – SOURCES OF INJURIES AND ILLNESSES

Chart C – Sources of injuries and illnesses for all the federal government, less the U.S. Postal Service, for FY 2009.

Explanation of Categories

Protective Equipment	Flammable, liquid
Personal protective equipment	Plastic
Protective clothes/shoes/glasses	Water
Respirator, mask	Medicine
Diving equipment	
Safety belt, harness	Material Handling
Parachute	Material handling equipment
	Earthmover
Chemical, Plastic, Etc.	Conveyor
Chemical, plastics, etc.	Elevator, escalator, etc.
Chemical, dry	Hoist, sling chain, jack
Chemical, liquid	Forklift, crane
Corrosive, dry	Handtrucks, dollies
Corrosive, liquid	
Toxic, dry	Dust, Mist, Vapor, Etc.
Toxic, liquid	Dust, mist, vapor, etc.
Explosive, dry	Dust (silica, coal, etc.)
Explosive, liquid	Fibers
Flammable, dry	Asbestos

Gases Carbon monoxide Mist, steam, vapor, fumes Particles

Vehicle

Vehicle Privately owned vehicle As driver, private vehicle As passenger, private vehicle Government owned vehicle As driver, government vehicle As passenger, government vehicle Common carrier Aircraft (unscheduled) Boat, ship, barge

Animate Object Animate object Animal Animal, dog Animal, other Plant Insect Human violence Human, communicable illness Bacteria/virus, non-contact

Machine or Tool Machine or tool Hand tool, powered Hand tool, unpowered Mechanical power transfer device Guard, shield Video display terminal Pump, compressor, pressure tool Heating equipment Welding equipment

Environmental Condition Environmental condition Temperature extreme Weather Fire, flame, smoke Noise Radiation Light Ventilation Tobacco smoke Stress (emotional) Confined space Inanimate Object Inanimate object Box/barrel/container, etc. Paper Metal item, mineral Needle Glass Scrap, trash Wood Food tool Clothing, apparel, shoes Unclassified/Unrecorded Unclassified or insufficient data Unrecorded OSHA source codes Building Work Area Building or work area Walking/working surfaces Stairs, steps Ladder Furniture, office equipment Boiler, pressure vessel Equipment layout Windows, doors Electric, electricity

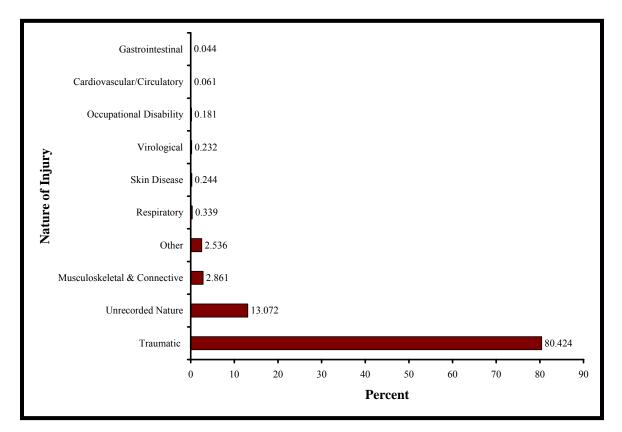
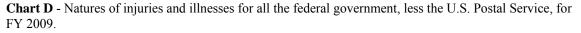


CHART D – NATURES OF INJURIES AND ILLNESSES



Explanation of Categories

Gastrointestinal Hiatal hernia	Inguinal hernia Pregnancy (Peace C
Hernia, other Abdominal pain	Skin Disease
Ulcer, gastric, duodenal, peptic	Contact dermatitis
GI condition not otherwise specified	Chemical
	Callus, corn
Cardiovascular/Circulatory	Skin condition, othe
Angina	
Blood disorder	Virological
Hypertension	AIDS (HIV)
Myocardial infarction	Coccidioiodomycos
Phlebitis/varicose veins/thrombosis	Hepatitis
Cerebrovascular accident	Lyme disease
Cardiovascular/circulatory disease	Malaria
5	Parasitic diseases
Occupational Disability	Rocky Mountain Sp
Food poisoning	Staphylococcus
Tooth and gum problems	TB exposure with p

Corps only)

ler osis

potted Fever positive skin test Infectious/parasitic diseases not otherwise classified

Respiratory

Asbestosis Bronchitis Asthma Emphysema Pneumoconiosis Reaction to smoke/fumes/chemicals Silicosis Respiratory condition, other

Other

Headaches Seizures, convulsions Coma (stroke) Exposure to chemical/toxic/biological substance Dizziness, vertigo, fatigue, numbness Hearing loss Vision/sight loss Mental/emotional/nervous condition Nerve condition after toxic exposure Effects of radiation exposure Tumors, cancer, and related conditions Paralysis, one limb

Musculoskeletal/Connective Tissue Arthritis/osteoarthritis Back strain/sprain/pain, subluxation Carpal/cupital tunnel syndrome Intervertebral disc degenerative disease Conditions of tendons, etc. Chondromalacia Pain/swelling/stiff/red (joint) Pain/swelling/stiff/red (not joint) Musculoskeletal condition Traumatic No injury stated Nervous system injuries Acoustic (hearing loss) trauma Traumatic cardiovascular condition Traumatic mental/emotional/nervous condition Headaches Sudden/violent death General symptoms Traumatic unclassified Amputation Back strain/sprain/pain, subluxation Contusion, bruise, abrasion Dislocation Environmental cause (frostbite, heatstroke) Fracture Effects of electrical current Inguinal hernia Traumatic skin condition, allergy, dermatitis Crush injury Concussion Laceration, cut Exposure to chemical/biological causes Pain/swelling/stiff/red (joint) Pain/swelling/stiff/red (not joint) Puncture wound Gastrointestinal condition (food poisoning) Traumatic respiratory conditions Strained ligament/muscle/tendon (not back) Injuries to teeth Burns (burn, scald, sunburn) Foreign body in any body part TB exposure with positive skin test Infectious disease (bacteria, virus, parasite) Insect bite

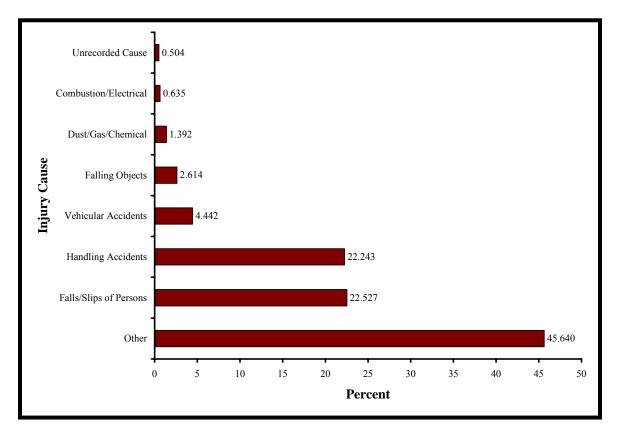


CHART E – CAUSES OF INJURIES AND ILLNESSES

Chart E - Causes of injuries and illnesses for all the federal government, less the U.S. Postal Service, for FY 2009.

Explanation of Categories

Vehicular Accidents	Paint, paint fumes, lead
Railroad and street cars	Carbon monoxide
Aircraft	Oil
Watercraft	Zinc
Elevator	Solvents
Vehicle accident (driver)	Fiberglass
Vehicle accident (passenger)	Carbon dioxide
Vehicle accident (pedestrian)	Silica
Working on/around vehicle	Dust, gas, or chemical
Combustion/Electrical	Handling Accidents
Pressure equipment	Package material (weighted)
Explosion	Package material (not weighted)
Fire/smoke	Fabrication metal
Electricity	Vehicular equipment
Flash Burn	Machinery
	Tools/instruments
Dust, Gas, or Chemical	Fabric containers
Galvanized fume poisoning	Mail containers

Lumber/dunnage Furniture/office equipment Hand trucks/dollies Munitions Cable rope net chair Using windows or doors Wire Stone, glass, clay, etc. Trash Handling or using ladders Handling or using scaffolds Using gangways, platforms Pallets/hatchboards Electrical equipment Magazines, paper Tool boxes Fire extinguishers Cranking motors Changing tires Manual equipment Falling Objects Desk or chair Workbench or table Hand truck/dollie Ladder Scaffold Window/ledge Shelving Cargo Walls or ceilings File cabinet Machinery Objects Falls/Slips of Persons On floor/worksurface/aisles

From scaffold/platform From ladder From stool, chair, etc. From desk, table, etc. Into hole, chute, hatch On deck On road, street, highway From stacked cargo On hill or slope From ramp, runway, etc. Off dock From machinery From stopped vehicle Getting on/off elevator Inside moving vehicle Other Other Accidents Jump to/from places Striking against material/equipment Flying particles Hand tools Machinery Cave-in Drowning Violence Slip (no fall) Slip, twist, trip (no fall) Weather exposure Poison ivy, oak, sumac, etc.

Animals, insects

Enemy action

Dog bite Unknown

Accidental shooting

Unrecorded Cause

On stairway or steps On walkway/curb/perch

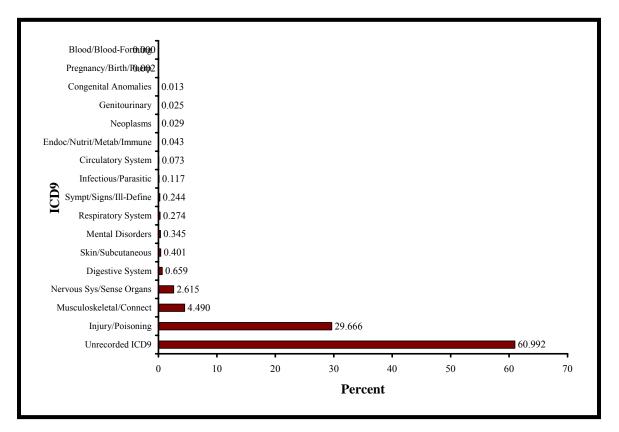


CHART F – ICD9 CATEGORIES OF INJURIES AND ILLNESSES

Chart F – Categories of injuries and illnesses for all the federal government, less the U.S. Postal Service, for FY 2009, based on the International Classification of Diseases, 9^{th} Edition/Revision (ICD9)

Explanation of Categories

Infectious/Parasitic	
0030	Nervous System/Sense Organs
0071	3379
011	3530
0709	3540
0888	3556
1140	372
	3883
Neoplasms	
1629	Circulatory System
163	401
173	410
	4140
Mental Disorders	451
30029	
3078	Respiratory System
3083	490
30982	4930
31027	496

500	8404
501	841
5110	842
	844
Digestive System	8451
5246	8460
532	8479
550	8488
5533	850
	8714
Skin/Subcutaneous Tissue	87363
6929	880
	881
Musculoskeletal/Connective Tissue	882
715	883
71616	885
7171	886
721	890
72273	891
7234	892
72479	910
72671	912
7274	913
72871	9147
, _ 0, 1	915
Injury/Poisoning	916
8030	917
807	9181
8100	919
8110	920
8124	921
8138	9223
814	9233
81501	9243
816	9273
820	9283
8210	929
822	930
8232	943
8232	94407
8252	945
8252	946
831	9879
831	9879 9912
832	9912 9925
835	9925 9985
836	7705
830	Unrecorded IC
837	
03721	I



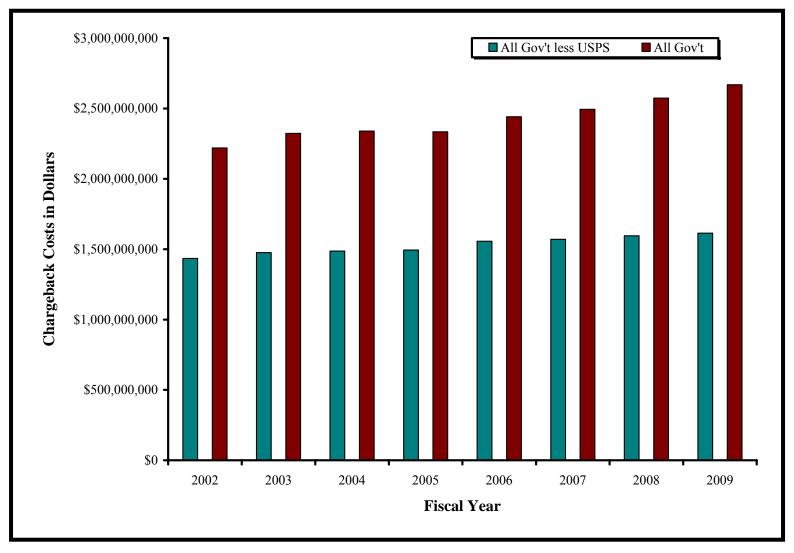


Chart G - Total workers' compensation chargeback costs for all federal government compared to total workers' compensation chargeback costs for all federal government, less the U.S. Postal Service, for chargeback years 2001 through 2009.

\$300,000,000 -244,037,010 242,440,097 240,003,717 \$250,000,000 2007 2008 2009 **Chargeback Costs in Dollars** 1178,993,223 1179,503,436 ■ 181,775,470 062 1.728 \$200,000,000 **1**158,529,182 **1**161,069,861 **1**164,610,542 166,086,857 175,637,0 179,921 130,297,959 131,058,862 131,301,051 \$150,000,000 771.748 058 93,608, 97,931 94.394. 69,404 \$100,000,000 l 62,630,358 60,736,893 l 63,051,343 | 60,199,215 | 60,160,987 59,156,294 53,244,140 52,516,793 24,576,834 125,420,068 26,699,271 | 19,648,048 | 19,646,886 | 19,661,961 \$50,000,000 .985.898 9,851,580 9,578,729 9,212,995 8,241,354 7,777,339 7,413,453 6,844,265 7,582,153 7,699,270 ,500,611 ,496,310 ,454,106 \$0 Treasury DoD USAF Army Navy DOE DHHS DHS HUD Interior DOJ DOL State $\mathbf{V}\mathbf{A}$ USDA Commerce DOT Education

CHART H – TOTAL CHARGEBACK COSTS BY DEPARTMENT

Chart H – Total workers' compensation chargeback costs by department for the past three chargeback years. Note: The Department of Defense's total chargeback costs **do** <u>not</u> include costs for the Departments of the Air Force, Army, and Navy.

Department



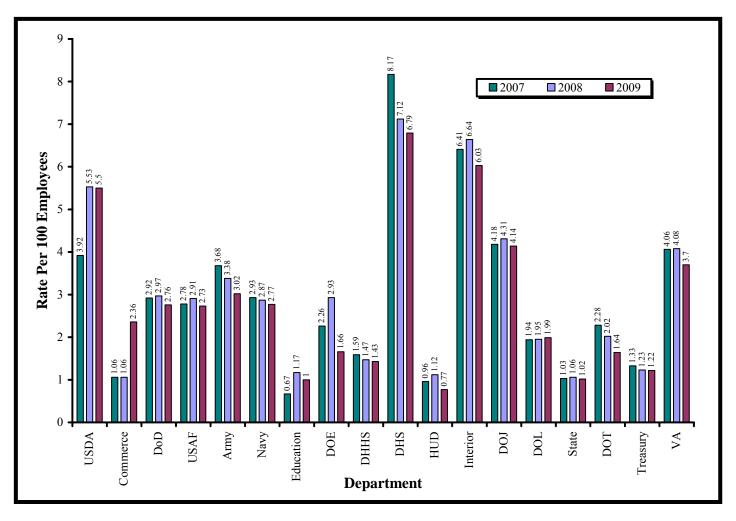


Chart I – Total injury and illness case rate per 100 employees by department for the past three fiscal years. Note: The Department of Defense totals **do include** statistics for the Departments of the Air Force, Army, and Navy.



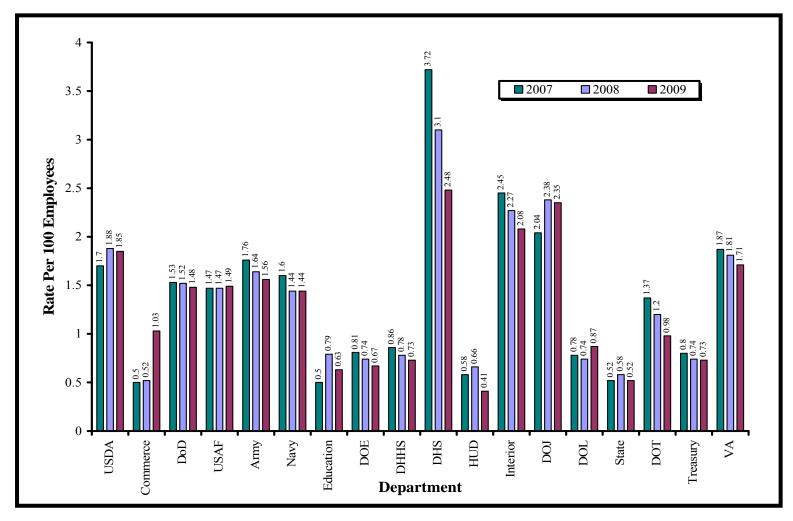


Chart J – Lost time case rate per 100 employees by department for the past three fiscal years. Note: The Department of Defense totals **do include** statistics for the Departments of the Air Force, Army, and Navy.

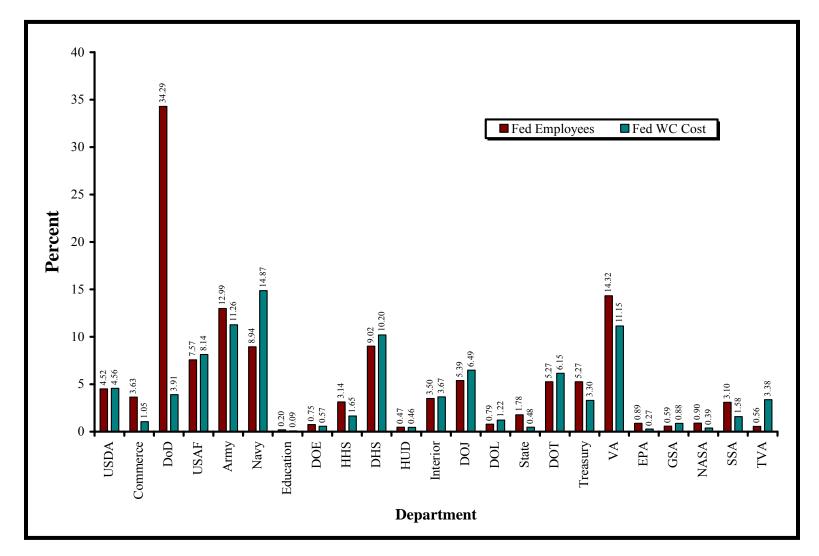


CHART K – PERCENTAGE OF FEDERAL EMPLOYEES COMPARED TO PERCENTAGE OF WORKERS' COMPENSATION CHARGEBACK COSTS FOR CBY 2009

Chart K – Percentage of total federal employment by department and major independent agency compared to the percentage of total workers' compensation chargeback costs. Note: The Department of Defense totals **do include** statistics for the Departments of the Air Force, Army, and Navy.

APPENDIX C: EXECUTIVE SUMMARIES

ADVISORY COUNCIL ON HISTORIC PRESERVATION

Statistics

Injury and Illness Statistics None

OSH Initiatives

SHARE—Safety, Health, and Return-to-Employment Initiative No injuries or illnesses

Motor Vehicle / Seat Belt Safety

The ACHP does not track seat belt usage. We had no employees involved in motor vehicle accidents in FY 2009.

Pandemic Flu Preparations None

Employee & Contractor Support

OSH Training

The ACHP has no plan for ensuring that staff receive appropriate OSH awareness and hazard recognition information and training

CENTRAL INTELLIGENCE ÅGENCY

Statistics:

Number of cases, case rates, and chargeback costs: These figures are classified. *Injury and Illness Trends; Fatalities and Catastrophic Accidents:* This agency continues to have no significant trends or major causes or sources of fatalities and lost time disabilities, which occurred during fiscal year 2009. Our occupational lost time rates have remained relatively steady over the last few years, in spite of recent world events, and agency operations and activities. The major causes or sources of fatalities and lost time disabilities in our agency are known.

The goal of our occupational safety and health program continues to be finding and fixing occupational safety and health hazards. To that end, we implemented the four major elements of an effective OS&H program as outlined in *Safety and Health Program Management Guidelines; Issuance of Voluntary Guidelines, issued at 54 FR 3904, January 26, 1989.*

This agency plans on continuing our proactive occupational safety and health programs. Our agency continued to experience excellent results for fiscal year 2009 in terms of occupational injury and illness related measurements associated with the President's Safety, Health, and Return-to-Employment (SHARE) initiative. Statistical information on our SHARE initiative performance is calculated after the close of the fiscal year and is used as critical information in support of measuring safety program performance and opportunities for future adjustments.

Agency organizations obtain safety-related training for employees from a variety of reputable sources. Management organizations program and fund such training as needed for employees to safety and effectively complete their duties.

Motor Vehicle / Seat Belt Safety:

As outlined in previous year's abbreviated reports, this agency has a proactive fleet safety program and continues to address the root cause and trends associated with fleet safety-related mishaps and related events. This agency has ceased compiling data on seat belt usage. We were unable to accurately audit seat belt usage based upon worldwide operations, vehicles used, and miles driven. We have ceased collecting data that is unlikely to represent our entire agency population.

Emergency Response and Disaster Recovery:

This agency intensively oversees the work activities of employees engaged in preparing for or responding to emergency or disaster related events, and has incorporated proactive occupational safety program elements devoted to ensuring the risk and hazards associated with such activities are adequately controlled. Such activities also included Pandemic Flu preparatory activities.

Recordkeeping Requirements:

This agency has fully implemented recordkeeping provisions outlined in amendments to 29 CFR 1960. We continue to use recordkeeping data as one of many measurements upon which to evaluate and improve our agency's occupational safety and health program.

Employee Support:

Agency organizations and entities participate in Office of Federal Agency Programs (OFAP) sponsored events, and at the local level, Field Federal Safety and Health Councils, as appropriate. This Agency has a certified Occupational Safety and Health Committee.

Due to the classified nature of this agency's mission, we will not be furnishing a detailed report.

COMMISSION ON CIVIL RIGHTS

Statistics

Injury and Illness Statistics None

Contract Workers and Volunteers N/A

OSH Initiatives

SHARE-Safety, Health, and Return-to-Employment Initiative $\rm N/A$

Employee & Contractor Support

OSH Training N/A

COMMITTEE FOR PURCHASE FROM PEOPLE WHO ARE BLIND OR SEVERELY DISABLED

Statistics

Injury and Illness Statistics None

Contract Workers and Volunteers N/A

OSH Initiatives

SHARE-Safety, Health, and Return-to-Employment Initiative N/A

Pandemic Flu

Agency personnel were briefed on prevention methods, and emphasis was placed on the use of telework opportunity in the event of illness in the home.

Employee & Contractor Support

OSH Training N/A

Self Evaluations

The Committee has not conducted a self-evaluation. The early retirement of the previous OSH Manager resulted in the omission of the self-evaluation in FY 2009. An evaluation is scheduled for completion by 27 May 2010.

Goals

Conduct a self-evaluation and establish a formal OSH training plan during FY 2010.

COMMODITY FUTURES TRADING COMMISSION

The Commodity Futures Trading Commission ("CFTC") is pleased to present its 2009 Annual OSHA Report. As you will see from the detailed report, there were no injuries, accidents, or illnesses to report. We are proud of our safe and healthy work environment. We reduced our injury statistics from 2008 even though our population grew by 6%. The CFTC will continue to strive to enhance its OSH program and to more formalize the program in place.

Statistics

Injury and Illness Trends

There were no reported injuries, lost time case rates or worker's compensation chargeback costs in FY2009.

Fatalities and Catastrophic Accidents

There we no fatal and catastrophic accidents, therefore, no investigation resulted in FY 2009.

Overseas Employees

The CFTC has no civilian employees working overseas.

OSH Initiatives

Safety, Health, and Return-to-Employment (SHARE) Initiative The CFTC met the four goals of the Presidential SHARE Initiative: With no reported injuries, we overachieved those goals.

Motor Vehicle/Seat Belt Safety

The CFTC has two vehicles available for official business use during normal business hours only (8:00 a.m. - 5:00 p.m.). The CFTC's policy clearly outlines the proper use of the motor vehicles, who can request vechicle service, and the restrictions and limitations that apply to travelers using the agency's vehicles. There were no motor vehicle accidents in 2009. The CFTC encourages and enforces 100% compliance of seat belt usage.

Pandemic Flu Planning

The CFTC has a plan for the pandemic flu which is a part of its overall Continuity of Operations Plan (COOP). The plan addresses questions about the employees rights, entitlements, alternative work arrangements, benefits, leave and pay flexibilities, and hiring flexibilities that may be useful in dealing with a pandemic. In addition policy has been set in the event of a pandemic. The CFTC will take action to protect its staff and mission essential operations and will communicate quickly with staff via: email, alerts posted on CFTC's website, through CFTC's emergency phone line.

Measures that the CFTC may take if warranted include the following: Travel. The CFTC may restrict all travel or limit travel to essential trips, either to and from all locations or to and from locations experiencing an outbreak of the disease. Meetings. The CFTC may cancel or postpone all but the most essential internal or external face-to-face meetings. Meetings may be held via teleconference or video teleconference.

Using Remote Access. If it becomes unsafe or impractical to conduct mission essential operations from a CFTC facility, the CFTC may direct employees to remain at home and conduct mission essential operations with dispersed employees using remote access.

Expanded Telecommuting. CFTC may expand telecommuting to minimize the likelihood of exposure.

Expanded Leave. Employees will be notified of the appropriate use of different leave categories based on the location, severity, and other information relevant to responding to an outbreak.

Employee & Contractor Support-

CFTC contracted with the Federal Occupational Health (FOH) to implement a Public Access Defibrillation Program at all CFTC locations. In an effort to advise staff of our plans to implement this new program and as a recruitment effort for the volunteers necessary to do so, FOH conducted an employee briefing which included information on Sudden Cardiac Arrest, the importance of early intervention with an Automatic External Defibrillator, and its ease of use. After successful recruitment of volunteers, CPR and AED training sessions were held. With almost 100 people trained and defibrillators distributed on all floors in all offices, this was a massive undertaking. Procedures and protocols are in the beginning stages. Roll out to the agency is expected in 1st quarter 2010.

With regard to the language used in the agency's contracts, it is explained in the detailed report that the CFTC follows the language provided in GSA/SEWP contracts and in cases where that does not apply, we follow the FAR.

Accomplishments and Goals-

Training of personnel in AED and CPR.

Continue to monitor the facility in order to quickly alleviate any and all possible hazardous situations.

Continue to meet goals, strive for excellence and maintain zero workplace injuries.

CONSUMER PRODUCT SAFETY COMMISSION

Statistics

Injury and Illness Trends—The Commission's employment rolls increased by 34 employees during FY2009 as result of new hires compared to FY08. There was one injury case reported. The overall total workers' compensation cost for FY09 is \$145,385 compared to 167,816 in FY2008. The performance trends reflect a decrease in the medical cost @ \$5,575 or 29%, a slight increase in the non-fatal injury cost \$1,911 or 2%, and a slight increase in the fatal cost @ \$1,555 or 3%.

In Chargeback Year 2009, the Commission's workers' compensation costs decreased by \$22,431 or (13%) compared to FY2008 @ 1.1%.

The FY2009 total Continuation of Pay (COP) cost decreased by \$2,109 or 1%.

The total Chargeback and Total COP costs decreased from \$147493.91 in FY2008 to \$145385.09 in FY2009 or 1%.

Fatalities— CPSC did not have any fatalities in FY09.

OSHA Initiatives

Safety, Health and Return-to-Employment (SHARE) Initiative The Commission met its SHARE goals for FY09 by continuing to achieve a greater than 10% reduction in both total and lost time case rates. No lost time reported.

Motor Vehicle/Seatbelt Safety

The CPSC had one motor vehicle accident. Employees are encouraged to buckle-up-for-safety.

Recordkeeping Requirements

The CPSC uses the OSHA's revised recordkeeping requirements under 29 CFT Part 1960. Safety Officers are using the OSHA Form 300 to record all work-related injuries and illnesses. This form is posted on-site. The 300A form is used to summarize all work-related injuries and Illnesses.

Employee Support

In FY2009, CPSC conducted training in several areas, including hazard communications, emergency evacuation, workstation ergonomics assessments, emergency evacuation drills and tests, first aid, cardiopulmonary resuscitation (CPR), and automatic external defibrillator (AED). In addition, CPSC provided refresher training for its Engineering and Health Science employees on security, emergency preparedness, chemical hygiene, hazmat and environmental management plans.

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE

Statistics

Injury and Illness Trends

Overall, the number of workers compensation injury and illness cases are low. The Corporation will continue to encourage and promote workplace safety.

OSH Initiatives

Safety, Health, and Return-to-Employment (SHARE) Initiative Lost time cases are low. Injuries sustained in FY 2009 were short term and employees returned to work.

Motor Vehicle / Seat Belt Safety No motor vehicle accidents.

Pandemic Flu Preparations

Coordinate information from Federal Occupational Health (FOH) and the Center for Disease Control (CDC) regarding Pandemic Flu Preparations and share with employees via e-mail, newsletter, and intranet.

Employee & Contractor Support

OSH Training The Corporation will continue to encourage employees to promote and exercise safety in the workplace.

Self Evaluations

Lost time cases are low. Injuries sustained in FY 2009 were short term and employees returned to work.

Accomplishments for FY 2009

Lost time cases are low. Injuries sustained in FY 2009 were short term and employees returned to work.

Goals

The Corporation will continue to encourage employees to promote and exercise safety in the workplace.

COURT SERVICES AND OFFENDER SUPERVISION AGENCY

Court Services and Offender Supervision Agency (CSOSA) was established by the National Capital Revitalization and Self-Government Improvement Act of 1987 and assumed responsibility for D.C. Government functions related to pretrial services, parole, adult probation and supervised released. On August 4, 2000 CSOSA was certified as an independent agency within the Executive Branch of the Federal government. Pursuant to the Revitalization Act, the D.C. Pretrial Services Agency (PSA) functions as an independent entity within CSOSA. This report includes information on both entities; CSOSA and PSA. The total number of federal civilian employees this report covers is 1,294; this includes 924 CSOSA employees and 370 PSA employees. Both agencies will be referred to as CSOSA unless otherwise stated.

Statistics

Injury and Illness Trends

In FY 2009, the number of total and lost time injury and illness cases was four (4). The overall lost time case rate for CSOSA was .23% and PSA .54%. Although no significant trends were identified, major causes of lost time disabilities for CSOSA were identified as sprains and contusions resulting from injuries sustained from slips, trips, falls and motor vehicle accidents. To counteract lost time injuries and illness CSOSA will continue to provide work and field safety awareness training.

Fatalities and Catastrophic Accidents

CSOSA did not experience any occurrences of fatal or catastrophic incidents; therefore no investigations were conducted.

Overseas Employees

CSOSA did not have any employees overseas.

OSH Initiatives

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

CSOSA continues to provide OSH related training to staff in an effort to promote safety, health and well-being to all employees. The agencies overall progress in meeting the four (4) goals of the Presidential SHARE Initiative were deemed successful based on a reduction in the number of "lost time cases" reported in FY 2009.

To control trends and lost time disabilities CSOSA aggressively pursues medical documentation from the Office of Worker's Compensation Programs (OWCP) to certify employee absences. Additionally, the agency maintains communication with the employee to assess their progress and to encourage them to return to work. When necessary, the employee may be referred to the OWCP Nurse Intervention program. As a result of these measures both CSOSA and PSA have a 100% timely filing rate.

Additional efforts to control trends of lost time disabilities can be contributed to the continuation of program initiatives such as, Defensive Driving, Officer Safety, and Self-Defense training and Blood borne Pathogen & Tuberculosis Awareness. These trainings are made available to CSOSA

employees and are beneficial based on the absence of reported incidents of workplace accidents or illnesses as the result of environmental and sanitation concerns. CSOSA's training staff has been certified to provide training in Cardiopulmonary Resuscitation and First Aid, Automated External Defibrillators (AED). To date 45 staff members have earned certification.

CSOSA has an Occupant Emergency Plan (OEP) for all facilities. The OEP prescribes safety guidelines specifically tailored for each building. Each building has an Emergency Evacuation Team (EET) that is made up of agency staff that voluntarily provides assistance to others during an evacuation and is responsible for the safe evacuation of the building. Annual training and information updates are provided to the EET that includes procedures for reporting a fire; evacuation procedures; building evacuation routes; bomb threat procedures; the fire control system; suspicious packages procedures; potential hazards; hazardous materials, and reporting hazards

Motor Vehicle/Seat Belt Safety

CSOSA employees reported a total of eleven (11) motor vehicle accidents in FY 2008 and FY 2009. Although CSOSA has not seen a reduction in the number of accidents, there were no personal injuries reported in FY 2009. In FY 2008, CSOSA reported nine (9) personal injuries. Additionally, no employees received citations for not wearing a seat belt. PSA reported no motor vehicle accidents in FY 2008 and FY 2009.

CSOSA's motor vehicle/seatbelt safety program includes Defensive Driving training and there is visual signage and audible reminders concerning the mandatory use of seat belts in all agency vehicles.

Pandemic Flu Planning

CSOSA pandemic flu preparation includes the purchase and distribution of hand sanitizer and personal protection equipment to all facilities. Flu Immunizations are available to staff through the Federal Occupational Health unit. Periodic information updates and reminders on preventing the spread of the flu are distributed to staff via posters and E-mail. See poster attached.

Employee & Contractor Support

CSOSA offers several OSH related training programs during the year. Trainings such as, AED/CPR/First Aid; Defensive Driving; Officer Safety; and, Environmental Safety were implemented within the last two years in support of SHARE. The overall impact of our training efforts on improving work-related safety and health is evident based on the low rate of staff's exposure to such illnesses as tuberculosis and other blood-borne pathogens. In addition, PSA instituted a Safety Committee and increased safety training to a broader group of employees. Heightened awareness of safe work habits gained through training has greatly reduced injuries to staff.

FY 2009 Accomplishments

In the past two (2) years both CSOSA and PSA have provided many safety and health awareness trainings to their employees to help bring us closer to our goals. Our efforts to reduce total injury

and illness case rates have been focused on Employee Safety, Motor Vehicle and Seat Belt Safety. As a result of safety and health related trainings and daily facility inspections (to identify potential hazards), CSOSA has seen a reduction in the number of total injury and illness case rates. In fact, our lost time disability case rate has been less than 1% for the past two (2) years.

FY 2010 Goals

In an effort to reduce the number of total injury and illness cases and to maintain a less than 1% lost time disability case rate both CSOSA and PSA will continue with our current initiatives such as Environmental Safety, Officer Safety, Safety and Security, First-Aid/AED/CPR, and Defensive Driving trainings. Additional goals include the following:

- Strengthening our Fleet Management program in an effort to reduce the number of motor vehicle accidents. This includes expanding the use of our Fleet software to all agency employees; and,
- Development and implementation of AED protocol for our Residential Facility.

CSOSA will continue with its daily and quarterly facility inspections. These efforts along with continued safety and awareness training should be instrumental in helping us achieve our goals to reduce the number of reported injuries/illnesses and lost time cases.

DEFENSE NUCLEAR FACILITIES SAFETY BOARD

In 1988, Congress created the Defense Nuclear Facilities Safety Board (Board) as an independent agency within the Executive Branch (42 U.S.C. §2286, et seq.) to identify the nature and consequences of potential threats to public health and safety at the Department of Energy's (DOE's) defense nuclear facilities, to elevate such issues to the highest levels of authority, and to inform the public. The Board provides a key component of the oversight that prevents an accidental detonation of a nuclear weapon during the evaluation, maintenance, or dismantlement process, and is the last line of defense in preventing serious safety vulnerabilities and tragic accidents from occurring in very complex and dangerous DOE defense nuclear facilities. The Board is headed by five full-time Board Members who are experts in the field of nuclear safety with demonstrated competence and knowledge relative to independent investigations and oversight. Two members of the Board are designated by the President to serve as Chairman and Vice Chairman. Each Board Member is appointed by the President, with the advice and consent of the Senate, and serves a term of five years. The Chairman serves as the Chief Executive Officer of the Board. The Board commenced operations in October 1989 with the Senate confirmation of the first five Board Members.

The Board's health and safety recommendations and other advisories to the Secretary of Energy are based on in-depth technical information and detailed safety analyses. The technical personnel have technical master's degrees, and approximately 22 percent have doctoral degrees.

	FY 2008	FY 2009	Change
Number of Federal Civilian Employees,	95	102	7
Including full-time, part-time, seasonal, intermittent workers			
Number of Federal Civilian Employees that Perform	0	0	N/A
Emergency Response and Disaster Recovery Operations ,			
including full time, part-time, seasonal, intermittent workers			
Number of Supervised Contractors that Perform	0	0	N/A
Emergency Response and Disaster Recovery Operations ,			
including full time, part-time, seasonal, intermittent workers			
Number of Volunteers that Perform Emergency	0	0	N/A
Response and Disaster Recovery Operations, including			
full time, part-time, seasonal, intermittent workers			
Total Cases Injury/Illness (number of injury/illness cases-	1	0	-1
no lost-time, first aid, lost-time and fatalities)			
a. Total Injury/Illness Cases Related to Emergency	0	0	N/A
Response and Disaster Recovery Operations (number of			
injury/illness cases-no lost-time, first aid, lost-time and			
fatalities)			
Total Case Rate (rate of all injury/illness cases per 100	1.16	0	-1.16
employees)			
Lost Time Cases (number of cases that involved days away	1	0	-1

Statistics *Injury and Illness Statistics*

Injury and illness rates

from work)			
a. Lost Time Cases Related to Emergency Response and	0	0	N/A
Disaster Recovery Operations (number of cases that			
involved days away from work)			
Lost Time Case Rate (rate of only the injury/illness cases	.011	0	N/A
with days away from work per 100 employees)			
Lost Work Days (number of days away from work)	4.6	0	-4.6
a. Lost Work Days Related to Emergency Response and	0	0	N/A
Disaster Recovery Operations(number of days away from			
work)			
Lost Work Day Rate (per 100 employees)	4.79	0	-4.7
	FY 2008	FY 2009	Change
Number of Federal Civilian Employees,	95	102	7
Including full-time, part-time, seasonal, intermittent			
workers			
Total Cases Injury/Illness (number of injury/illness	1	0	-1
cases-no lost-time, first aid, lost-time and fatalities)			
Total Case Rate (rate of all injury/illness cases per 100	1.16	0	-1.16
employees)			
Lost Time Cases (number of cases that involved days	1	0	-1
away from work)			
Lost Time Case Rate (rate of only the injury/illness	.011	0	N/A
cases with days away from work per 100 employees)			
Lost Work Days (number of days away from work)	4.6	0	-4.6
Lost Work Day Rate (per 100 employees)	4.79	0	-4.7

Emergency Response and Disaster Recovery Operations

The Board does not conduct emergency response and/or disaster recovery operations.

Facilities with high injury and illness rates Not applicable.

Fatalities and Catastrophic Incidents

There has never been an incident of a catastrophic accident or fatality at the Board.

Office of Workers' Compensation Programs Costs

	CBY 2008	CBY 2009
Total Chargeback	0	0
Total Continuation of Pay (COP)	\$2,848.13	0
Total Chargeback + COP	\$2,848.13	0
Chargeback for Cases that occurred in the CBY	\$2,848.13	0

Significant Trends and Major Causes or Sources of Lost Time `Disabilities Not applicable.

Contract Workers and Volunteers

There were no contract workers supervised by federal employees, and no volunteers were employed by the Board in 2009.

OSH Initiatives

SHARE – Safety, Health, and Return-to-Employment Initiative The Board's total injury and illness case rates were 0% in FY 09. The Board's lost time case rate was 0% for FY 09. No injuries occurred in FY 09. The Board's current LPD rate is 0%.

SHARE Programs/Initiatives Not applicable.

Motor Vehicle/Seat Belt Safety

Seven vehicles are leased off-site by the Board, and used by our technical site representatives at the Department of Energy's nuclear weapons facilities. There has never been an accident reported. The Board's technical employees occasionally use rental automobiles when visiting the laboratories and a minor 'fender bender' incident was reported in FY 08; however, the Board maintains an insurance contract with the Department of Defense, and the outlay is not expended from the Board's funds.

Employee Support

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 theseorganizations as Advisor Generals, Presidents, and as Committee Members involving Standards.

Self-Evaluations

The Defense Nuclear Facilities Safety Board is an independent agency with 102 employees. 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. In June 2009, specialists from the General Services Administration performed a walk-through of our facilities, and rated our facilities as fully acceptable.

Accomplishments for FY 2009

This is the third 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 fiscal year 2009, there were no injuries at the Board. Since the Board's startup in 1989, only five injuries have occurred. The injuries were reported immediately to the Department of Labor. Recordkeeping is performed by the Board's Human Resources Office. 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 2009 were zero.

Resources

A point-of-contact was established at the Board to design a training program for managers and employees to include safety and workplace violence, and a first-aid program specific for our worksite.

Goals

The Board's total and lost time injury and illness case rates for FY 2009 are below the government-wide targets as established under the Presidential Safety, Health, and Return-to-Employment (SHARE) initiative.

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

The U.S. Equal Employment Opportunity Commission (EEOC) is committed to providing a healthy and safe work environment. To foster a safer workplace for our employees, the Agency implemented agency-wide semi-annual safety and security awareness training this year for designated safety representatives in our Headquarters (HQ) and 53 district, local, and area offices. The training was intended to engage the Agency's safety representatives in a coordinated effort through (1) participation of HQ staff in on-site visits to certain district offices chosen on the basis of the number and nature of reported injuries; (2) frequent and formalized contact between the Agency's HQ safety and security staff and safety representatives in the field offices; (3) development of a formal feedback loop to the district offices on injury and illnesses; (4) education of safety representatives through a prevention program targeting injury and illness and processes for managing injuries; and (6) designation of safety representatives who are responsible for advocating and enforcing safe work place practices in the HQ, district, area, and local offices.

Statistics

Injury and Illness Trends

There was a substantial decrease in the total number of new injury and illness cases, from $\underline{32}$ new cases filed in FY 2008 to $\underline{23}$ new cases in FY 2009. The majority of the injuries in the Agency were due to lifting, pushing and pulling of packages and materials, resulting in sprains/strains of the hands, wrists, back, shoulder, and muscle tendons. There were also several claims of injury and illness resulting from falls on work surfaces, office stools, and chairs; and of occupational illness and disease due to emotional stress.

The lost production rate of 33.6 lost production days per 100 employees was higher than the Agency's FY 2009 targeted rate of 23.3 lost production days per 100 employees. This increase can be attributed to longer recovery periods for several employees because of the severity of their injuries. The Agency's workers' compensation chargeback costs for FY 2009 totaled **\$1,254,127**, an increase over that of FY 2008, when the chargeback figure was **\$867,024**. The FY 2009 increase can be attributed to several schedule award payouts for injuries suffered in prior years by former Agency employees that are still on the workers' compensation rolls.

Fatalities and Catastrophic Accidents - There were no fatalities or catastrophic accidents reported during FY 2009.

Emergency Response and Disaster Recovery Operations - There were no emergency response and disaster recovery operations injuries, illnesses, fatalities, or catastrophes in FY 2009.

Occupational Safety and Health Initiatives (OSH)

Safety, Health, and Return-to-Employment (SHARE) Initiative **Goal #1** Reduction in the total case rate for injuries and illness by at least 3% per year The Agency addressed the need for improvement of this statistic by implementing safety awareness training and on-site visits to high injury offices. This effort appears to have helped create the decrease by $\underline{9}$ of the number of new injury cases to a total of $\underline{23}$ new cases in FY 2009 compared to $\underline{32}$ new cases in FY 2008. As a consequence, the total number of cases reported in FY 2009 also represents a reduction in the case rate per 100 employees from 145 in FY 2008 to 105 in FY 2009.

Goal #2 Reduction in the case rate for lost time injuries and illnesses (number of days away from work) by at least 3% per year

The Agency addressed its goal of reducing the percentage of injury and illnesses by conducting quarterly worker's compensation best practices and semi-annual safety & security awareness training. The Agency also hired an outside contractor to conduct air quality studies at its new HQ location based on employee concerns regarding levels of formaldehyde and carbon dioxide. After several studies were conducted, it was determined that the levels were below levels recommended by the guidelines recognized by the Occupational Safety and Health Administration (OSHA) and the National Institute of Occupational Safety and Health (NIOSH). In addition, the Agency has provided on-site vaccinations, such as flu and H1N1 flu, for employees and placement of hand sanitizer in a number of common area locations throughout the HQ building to prevent or slow the spread of communicable diseases.

Goal #3 Increase the timely filing of injury and illness cases by at least 5% per year. The Agency's internal procedures require that all CA-1s and CA-2s for workers' compensation claims be referred to the Agency's Injury Hotline. The claim forms must be completed by the employee and the injured employee's immediate supervisor, with witness statements and medical documentation attached. The claim and its associated documents must be submitted to the appropriate DOL district office within ten work days of the date the Agency receives the claim. ⁴

The DOL's FY 2009 Year–end CA-1/CA-2 Submission Timeliness Report for Independent Agencies set EEOC's target timeliness rate at 60%. The Agency's FY 2009 year-end submission timeliness was 44%. The Agency will continue to train field personnel staff, employees and their representatives in timely notification and filing procedures for on-the-job injuries in an effort to improve our reporting time.

Goal #4 Reduction in rates of lost production days due to injuries and illnesses by at least 1% per year.

The assistance of the nurse case management contractor has yielded mixed results for the Agency in terms of its annual number of lost production days since FY 2007, when it retained the outside contractor to assist in case management and in the return of employees to work within a reasonable period of time following the on-the-job injury. The Agency's lost production days goal for FY 2009 was 23.3. The number of lost production days for FY 2009 is 33.6, which is an increse from FY 2008, when the number was 26.5. The return rates from FY 2007 injuries to the present have not predicatably leveled in the years prior to FY 2009.

⁴ The Department of Labor has twelve district offices which are responsible for handling claims based upon the jurisdiction in which the injury occurs.

To get a realistic picture of the trend in lost production days over a long period requires consideration of various factors that contribute to the lost production days. Unfortunately, the rate of lost production days also includes the Agency's older pre-2007 long-term illnesses that continue to plague its numbers, and many of the employees with these long- term claims (some over 15-20 years old) will never be fit to return to duty because they have contracted other physical or mental conditions limiting their ability to work.

Motor Vehicle/Seat Belt Safety— There was one motor vehicle accident reported during FY 2009.

Employee Support

The Agency conducts quarterly worker's compensation best practices training, and semi-annual safety and security awareness training. At the present time, EEOC is not a participant in the Field Federal Safety and Health Council program. However, the Agency has addressed employee's wellness, ergonomics issues and workplace injuries by implementing the Workplace Wellness, Ergonomics and Workers' Compensation Programs. The Agency provided backache/back injury prevention brochures to field office employees to limit and prevent injuries on the job. The Agency is exploring suggestions for additional employee support, such as establishing walking clubs, implementing "de-stress time," and allowing employees up to three hours per week for exercise and/or personal stress reduction.

EXPORT-IMPORT BANK OF THE UNITED STATES

Injuries and Illnesses

During Fiscal Year 2009 there were no injuries recorded at the Export Import Bank of the United States. We do not have any employees on Workmen's Compensation at the present time. However, we are within compliance with the Occupational Safety and Health standards and regulations set forth by Executive Order 12196 and the basic program elements located in Part 1960, Subpart I.

There were no fatalities at the EX-IM Bank is Fiscal Year 2009 nor has there ever been to date.

There were no noticeable trends in how injuries occurred nor any major cause or source of lost time injuries.

There were no automobile accident occurred in Fiscal Year 2009. We do not have a mechanism in place to track the percentage of seat belt usage by employees.

Safety and Health Program

EX-IM Bank personnel are located in five commercial office settings around the country – our headquarters here in Washington, DC, and five (5) field offices located in New York City; Chicago, IL, Newport Beach, CA; Houston, TX; and Miami, FL. Again, there were no injuries or fatalities at the above locations in Fiscal Year 2009 nor has there ever been to date. Accomplishments

The EX-IM Bank maintains awareness and continues to evaluate all employees working on computers to prevent work-related carpal tunnel syndrome. Also, footstools, risers for computer screens, keyboard trays, and anything else needed to help their comfort zone are provided to employees.

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 (EO130434 of 4/16/97).

Automated External Defibrillator Program – trained various employees in the proper use of the AED and CPR.

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 EX-IM Bank.

Safety and Health Program Training

The EX-IM Bank takes a proactive approach regarding its employees' safety and health. The results of EX-IM Bank Building inspections and day-to-day observations are passed along to the 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.

FARM CREDIT ADMINISTRATION

Statistics

Injury and Illness Statistics

Injury and illness rates

The Agency had 2 minor injuries involving employees on official travel. One employee was involved in a minor motor vehicle accident and bruised his left wrist when an air bag deployed. Another slipped at a gas station while filling his vehicle with gas and sustained a left knee sprain and sprain to a finger.

Significant Trends and Major Causes or Sources of Lost Time Disabilities Tracking accidents

FCA had no noticeable trends, major causes, or major sources of lost time disabilities that occurred during FY 2009.

Contract Workers and Volunteers

Number of contract workers supervised by federal employees during FY 2009: 13 Number of volunteers employed during FY 2009: 0

OSH Initiatives

SHARE-Safety, Health, and Return-to-Employment Initiative SHARE Analysis

Because FCA is a small agency with very few, if any, workmen compensation cases, any increase or decrease causes a dramatic percentage change from prior years. We have been accident free for a number of years and in FY 2009 had 2 minor incidents that, statistically, shows a dramatic increase in in the percentage of claims. Therefore, while the Agency strives for a 0% injury rate every year, it is unrealistic for it to set reduction goals as listed below.

SHARE Programs/Initiatives

As noted above, because FCA is a small agency with very few, if any, workmen compensation cases, any increase or decrease causes a dramatic percentage change from prior years. We have been accident free for a number of years and in FY 2009 had 2 minor incidents that, statistically, shows a dramatic increase in in the percentage of claims. Therefore, while the Agency strives for a 0% injury rate every year, it is unrealistic for it to set reduction goals as listed above or expend substantial resources to address OSH programs other that distributing prevention information to all employees on a periodic basis.

Motor Vehicle / Seat Belt Safety

Number of motor vehicle accidents experienced by employees in FY 2009. An employee was involved in a minor motor vehicle accident and bruised his left wrist when an air bag deployed.

Mechanisms in place to track the percentage of seat belt usage by employees. During FY 2009, there was one motor vehicle accident involving an FCA employee, who was wearing a seat belt at the time of the accident. Agency policy requires all employees, drivers and passengers, using

a motor vehicle for official business, whether it is an OGV or POV, to wear seat belts at all times.

Efforts taken to improve motor vehicle safety and seat belt usage.

FCA continues to emphasize the importance of motor vehicle safety and seat belt usage in it policies and procedures.

Pandemic Flu Preparations

The FCA has incorporated its pandemic flu preparation into its continuity of operations plan. It has also incorporated it into FCA's health program, with regular newsletter articles on prevention and a recent free vaccine program.

Employee & Contractor Support

OSH Training

Ensuring staff are trained

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 to 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.

Impact of Training

The overall impact of FCA's training efforts on improving work-related safety and health is that our injury rate is almost nonexistent.

Other Support Activities

FCA provides Red Cross First Aid Training, along with CPR and defibrillator training, to its emergency floor monitors every year.

Self-Evaluations

FCA uses this report as its self-evaluation and believes it has an effective occupational safety and health program as demonstrated by its safety track record.

Accomplishments for FY 2009

FCA had 2 minor accidents in FY2009.

FEDERAL COMMUNICATIONS COMMISSION

Statistics

Injury and Illness Statistics Injury and illness rates Facilities with high injury and illness rates Approximately ninety percent of the FCC population is located in Washington, DC Headquarters, so all injury and illnesses (including our field offices) are tracked through our Headquarters facility. In FY09, the FCC experienced 4 injury/illness cases, all of which were lost time cases. Each year, the FCC analyzes our injury and illness data to determine whether there are any workplace safety and health trends and to track the progress of previously resolved problems to ensure the corrective action taken is still working.

The FCC did not experience any injuries as a result of emergency response or disaster recovery activities.

Fatalities and Catastrophic Incidents There were no fatalities or catastrophic incidents at the FCC in FY09.

Significant Trends and Major Causes or Sources of Lost Time Disabilities Tracking accidents

The injuries/illnesses most frequently recorded at the 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 on travel and fell down the stairs on a railway platform causing a fractured wrist and dental problems. (Sixteen (16) days lost)

Case 2: Employee twisted her ankle while walking, causing her to fall to the floor, injuring her ankle and back. (Twenty-One (21) days lost)

Case 3: Employee was carrying equipment, when he heard a pop in his right knee. (Two (2) days lost)

Case 4: Employee was on travel and fell out of bed striking her head on the corner of the night stand causing a concussion. (Twenty-Three (23) days lost)

Controlling Trends

The injuries/illnesses most frequently recorded were trips, falls or striking against a stationary object. The predominant causal factors were employee inattention to the task. The FCC has updated and disseminated its employee injury/illness procedures; emphasized the importance of being aware of your surroundings; and prompt reporting of incidents by employees and supervisors.

Contract Workers and Volunteers

Contract employees covered by the OSHA 300 requirements, i.e., those supervised by federal personnel on a day-to-day basis: 0

Contract employees who are part of your agency's federal workforce, but not covered by the OSHA 300 requirements (if available): 946

Separate but regular contract employees, such as security and housecleaning personnel (if available): 55

Contract workers and volunteers that perform emergency response and disaster recovery operations: 0

The FCC had 99 volunteers during FY09 and to-date, the Commission has never had a volunteer injured on-the-job.

OSH Initiatives

SHARE Analysis

Reduce total injury and illness case rates by 3% per year. The FCC injury and illness case rates decreased 50% in FY09. The FCC will strive to keep this rate below 1% in FY10.

Reduce lost time injury and illness case rates by 3% per year. The FCC lost time injury and illness case rates decreased by more than 30% in FY09. The FCC will strive to keep this rate below 1% in FY10.

Increase the timely filing of injury and illness claims by 5% per year. The FCC missed our goal of 67% for timely filing of notices of injury and illness case rates in FY09. In two instances, the employees didn't feel their injuries would require medical attention, but when symptoms continued, they decided to file a claim. Under the circumstances, the agency was unable to submit the claims within the required 10 day window. The FCC will strive to improve this rate by at least 5% in FY10.

Reduce the rate of lost production days due to injury and illness by 1% per year. The FCC experienced a significant reduction in the lost production days due to injury and illness in FY09 over the FY08 rates. The FY08 rate was 17.6% and the FY09 rate was 2.5%. The FCC will continue to strive to reduce this rate by 1% in FY10.

SHARE Programs/Initiatives

No new programs or initiatives were launched in FY09.

Motor Vehicle / Seat Belt Safety

In FY09, the FCC experienced six (6) motor vehicle accidents. Although the FCC does not have a mechanism in place to track the percentage of seat belt usage by employees; the six accident reports indicated that the employees were wearing a seatbelt at the time of the accident.

Efforts taken to improve motor vehicle safety and seat belt usage.

The agency has a directive covering the operation of motor vehicles and the required use of seatbelts while operating a government vehicle. In addition, the agency has a number of field employees who drive government vehicles as a part of their duties. These employees are required annually to complete a driver's improvement course.

Pandemic Flu Preparations

The primary function of the FCC Pandemic Plan is to identify our mission essential functions and develop procedures for how we plan to carry out these functions and where. Safety and health concerns were important factors in the development of these procedures and concepts. In addition, procedures were put in place for how and when staff would be notified of a Pandemic; the type of protective equipment that might be necessary; what our capabilities are for telecommuting; and at what point we send staff home.

The Pandemic Plan has been incorporated into the FCC Continuity of Operations Plan. However, there are some portions of the Plan that are the responsibility of the FCC Safety and Health Manager (protective equipment, employee education, etc.)

Employee & Contractor Support

The FCC has developed and offers 3 courses in OSH awareness, including Shelter in Place, FCC's OSHA Program, and Administering the Employee Assistance Program. Additionally, a number of online courses are available to FCC employees, including the following:

- Occupational Health and Safety
- Hearing Conservation
- Safety: Electrical Safety
- Workplace Safety

FCC Emergency Response and Disaster Recovery personnel receive communications specific training e.g., Telecom 101, which is a basic course on how communications system work and interact.

Impact of Training

We believe the reduction in our injury/illness rates this year can be attributed to the agency's commitment to employee training.

Field Federal Safety and Health Councils

Involvement

The FCC has 25 small field offices and because of their mission and size, it is very difficult for them to participate in Federal Safety and Health Councils. However, the FCC has developed and teaches 3 courses in OSH awareness, including Shelter in Place, FCC's OSHA Program, and Administering the Employee Assistance Program. Additionally, a number of online courses are available to all FCC employees, including the following:

- Occupational Health and Safety
- Hearing Conservation
- Safety: Electrical Safety
- Workplace Safety

Field Council Support

The FCC has 25 small field offices and because of their mission and size, it is currently very difficult for them to support or participate in these councils.

Contractor Safety

All contractors and employees are to report on-the-job injuries to the FCC Safety and Health Manager and are ask to seek initial treatment through the FCC Health Center. All injuries are investigated to determine whether or not a hazard exists and corrective actions are taken, if necessary.

Other Support Activities

This type of training and/or activity is typically relegated to the FCC Safety and Health Manager. However, the FCC has a very strong training program and encourages staff to seek training in support of the agency's mission and the professional growth of the employees.

Self-Evaluations

In September 2009 the FCC Safety and Health Manager developed an FCC Safety and Health Program Self Evaluation Checklist. In November 2009 the checklist was used to evaluate the FCC Safety and Health Program and found that overall the FCC has an effective program. However, there are a few areas of improvement where the agency can make our program more effective, such as updating the written safety and health program documentation; establishing a safety and health committee to get employees more involved; and include language in our contracts to ensure contractor compliance with Federal workplace safety and health requirements.

In FY09, the FCC used the U.S. Department of Labor, Safety and Health Management System E-Tool, Module 3, "Conducting a Safety and Health Checkup" Assessment Worksheet and reviewed the requirements set forth in Executive order 12196. This is the second year the FCC used this assessment worksheet and thought it provided a new and helpful approach to evaluating our program. In addition, the FCC developed an internal self evaluation form which has been attached to this report.

Accomplishments for FY 2009

There were no new achievements above and beyond program requirements in FY09.

Resources

No significant one time or additional permanent resources were allocated in FY09.

Goals

The following are the FCC goals for FY10:

- strive to keep the total injury and illness case rate for injuries below 1%;
- strive to keep the lost time total injury and illness case rates below 1%;
- improve the timeliness of filling notices of injury and illnesses by 5%; and
- reduce the rates of lost production days due to injury and illnesses by 1%.

In addition, the FCC plans to begin developing an Emergency Management System to ensure we are as energy efficient as possible.

FEDERAL DEPOSIT INSURANCE CORPORATION

FDIC provides a wide range of health, safety and environmental programs to its employees nationwide and proudly presents its health and safety achievements in its 2009 Annual Occupational Safety and Health Report to the Secretary of Labor.

FDIC continues to meet and exceed the requirements in the OSHA regulations applicable to FDIC enabling it to achieve superior performance in safety and health, due in large part to staff professionalism and diligence, and senior management support.

In addition to having developed and implemented a robust occupational safety and health program, FDIC has implemented a comprehensive wellness program. The wellness program provides employees with daily onsite access to a wide range of health and clinical services including: first aid; flu immunizations and allergy shots; health risk appraisals with input from nurses and physicians to answer medical and health questions; 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 to benefit individuals who strive to be responsible for their own health and well-being. These are just a sample of the many benefits available to employees at the FDIC.

In order to protect the health and well-being of employees and visitors, headquarter and regional offices are surveyed for both indoor air quality and water quality once every three years and field offices are surveyed once every five years.

During FY2009, FDIC conducted comprehensive indoor air and water quality testing within three regional offices (Atlanta, Chicago, and Dallas), two satellite offices (Irvine, CA and Jacksonville, FL), nine headquarters buildings, and 30 field offices. Fourth-party asbestos monitoring was conducted at a regional office where asbestos abatement was occurring on an adjacent floor, a radon survey was performed at an area office, a diesel fume survey was conducted at a regional office, and a comprehensive mold survey was conducted at a satellite office. In addition, FDIC performed comprehensive safety audits at its 90 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 400 ergonomic assessments and concurrent individualized ergonomic training sessions to employees at headquarters, regional, area, and field offices nationwide.

In 2009, 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 multidivisional panel of managers) at the direction of senior management to specifically address swine flu and avian flu. The final PIPP will support training awareness programs currently under development, and involve every division within FDIC. Tabletop training sessions specific for H1N1 were conducted for regional managers at their respective offices during this fiscal year. FDIC experienced nine (9) motor vehicle accidents (MVA) by our federal civilian employees (defined as accidents on public road with personal injury reported). The 9 motor vehicle accidents resulted in thirteen (13) reported injuries; three (3) of these were lost time injuries. According to information obtained in the accident reports, all of the employees involved in these unfortunate motor vehicle accidents were properly using their seat belts.

Numerous health and safety training programs were provided to FDIC employees in 2009 including: emergency preparedness, CPR, first aid, ergonomics, basic workplace safety hazard recognition and inspection skills, wellness, and fitness. Combined, these training opportunities offer a wealth of information employees may use to improve their overall well-being.

The current resources allocated to administer FDIC's health, safety and environmental programs are effectively maintaining FDIC's injury and illness rates at an extremely low level.

FEDERAL LABOR RELATIONS AUTHORITY

Statistics

Injury and Illness Trends—

- Total cases: 0
- Lost Time Injury and Illness Cases: 0
- Total Case Rate: 0%
- Lost Time Case Rate: 0%
- Total Workers' Compensation Chargeback Costs: \$110,876 (one case that has been ongoing since 1998)

Fatalities and Catastrophic Accidents—

• Total Fatal and Catastrophic Accident Cases: 0

Overseas Employees—

No overseas operation

OSH Initiatives

- Safety, Health, and Return-to-Employment (SHARE) Initiative FLRA is an agency of less than 150 employees, it continues to be neither meaningful nor practical to focus on percentages as a gauge of progress under the SHARE Initiative. The FLRA subscribes to the Initiative, and the accomplishments described below serve to advance its goals.
- Motor Vehicle/Seat Belt Safety— The agency does not have any leased vehicles.
- *Pandemic Flu Planning* The agency has issued notices per CDC advice, **to get vaccinated!** H1N1 flu shots are widely available and everyone is urged to get vaccinated. Staff and contractors have been made aware of The National Institutes of Health (NIH) website where they can - Enter your zip code in the Flu Vaccine Locator to learn where to get vaccinated, or select your state from the dropdown menu on the website.

Employee & Contractor Support— The agency makes FOH's "Let's Talk" available to all employees on a quarterly basis. The agency has drafted a new Safety and Health Instruction that contains guidance to management, supervisors, and employees on safety and health training requirements.

Accomplishments and Goals— The FLRA offers a variety of preventive health services to its employees at no cost, unless otherwise indicated. These services are available for employees at the Headquarters Office and each Regional Office. The FLRA uses employee bulletins, email, and flyers to broadcast information to its employees regarding preventive health services through the agency. Services include:

- Emergency response/walk-in care and first aid facility
- Traveler's health and immunization information

- Provision of interventions prescribed by a personal physician such as:
 - Blood pressure and cholesterol monitoring
 - Glucose monitoring (finger stick)
 - Allergens and other medications administered by injection, and treatments/medications approved by FOH
 - Immunizations (flu, tetanus, and pneumococcal)
- Health awareness and screening programs, including:
 - Hypertension
 - Glucose lipid profile
 - Vision screening
 - Tuberculosis screening
 - Tetanus/Diptheria vaccination
 - Glaucoma
 - Cardiac Risk Profile screening
 - Health Risk appraisal (HRA), to include: cancer risk appraisal, nutrition risk appraisal, stress management appraisal, women's health appraisal, and individual health counseling
 - Tests made available at reduced cost at employee expense for osteoporosis, echocardiogram, electrocardiogram, stroke screening, and blood typing.
- Seminars on various health issues held throughout the year at local FOH units
- Twenty-four hour, seven day a week professional counseling and referral services through the Employee Assistance Program (EAP) for employees with emotional, relationship, family, alcohol/other drug use, and other issues that may impact employment
- Annual indoor air quality and water testing by building management
- Unscheduled emergency fire drills, with follow-up evaluation for improvement
- Distribution of ergonomically correct chairs to employees
- Accommodations for employees with dexterity disabilities

FY 2010 Goals

The FLRA's goals for FY 2010 are to:

- Offer educational workshops
- Continue accommodations for employees with dexterity disabilities
- Encourage ergonomic practices that aid in maintaining a high level of productivity, helping avoid injuries to employees that are painful and costly to remedy, and increasing worker satisfaction
- Continue to offer a variety of preventive health services to employees
- Implement management, supervisor, and employee safety and health training.

FEDERAL MARITIME COMMISSION

Statistics

Injury and Illness Statistics Injury and illness rates We incurred one injury during this period. However, there was no lost time.

Fatalities and Catastrophic Incidents There were no reports of fatalities or catastrophic incidents for FY 2009.

Overseas Employees

Significant Trends and Major Causes or Sources of Lost Time Disabilities Tracking accidents There were no trends, major causes or sources of Lost Time Disabilities.

Controlling Trends

The FMC is located on two floors of a GSA-leased building. The FMC OSH Manager and GSA property officials conduct periodic safety inspections implementing preventing measures, resulting in 0% TCR. The one minor injury incurred by an FMC employee occurred while the employee was on official travel status and did not result in any lost time.

Contract Workers and Volunteers

There were 4 contract workers at the FMC and 0 volunteers during FY 2009. There were 0 injuries reported from this group in FY 2009.

OSH Initiatives

SHARE Analysis

Provide a detailed analysis of your agency's progress in achieving each of the four SHARE goals listed below:

1. Reduce total injury and illness case rates by 3% per year; FMC at 1%.

2. Reduce lost time injury and illness case rates by 3% per year; FMC at 0%.

3. Increase the timely filing of injury and illness claims by 5% per year; and FMC at 95+.

4. Reduce the rate of lost production days due to injury and illness by 1% per year. FMC at 0 days.

SHARE Programs/Initiatives

The FMC did not launch any new programs in support of SHARE. Our baseline Lost Production Day Rate (LPDR) is below 15 days.

Motor Vehicle / Seat Belt Safety

FMC reported 0 accidents in FY 2009. FMC has no government vehicles at headquarters and our Area Representatives operate GSA-leased vehicles.

The FMC has no government vehicles at headquarters, however, our area representatives operate GSA-leased vehicles. We no longer monitor seatbelt usage at headquarters because our parking garage is a public garage, and the majority of our headquarters employees participate in the Transit Subsidy Program.

Employee & Contractor Support

OSH Training

FMC has conducted no formal Occupational Safety and Health training other than emergency response training. Commission Order 59, Occupational Safety and Health, has been revised and reminder e-mails have been provided to all employees with instructions on what to do if injured at work.

Other Support Activities

The FMC is not a member of any professional organization, but participates in committees, such as the Headquarters Building Security Committee and the Union Station Area Emergency Managers Committee.

Self-Evaluations

Periodic inspections are done by GSA officials and our OSH manager, in conjunction with building management, since we are in a leased building. Supervisors have been delegated to inspect their respective areas since they are most familiar with work practices, procedures, methods, and the condition of the work area.

The FMC has not developed a self-evaluation protocol, therefore we have no report to submit. We are planning to request assistance in developing a protocol by requesting best practices of other agencies for self evaluation.

Accomplishments for FY 2009

We revised our internal policy statements, Commission Order 59, Occupational Safety and Health, and Commission Order 94, Pandemic Influenze Plan. Although we occupy 2 floors of a GSA-leased building, we revised the Occupancy Evacuation Plan for the entire building ensuring the safe evacuation or sheltering in place of affected employees. We continued to issue monthly preventive health and awareness newsletters which included employee and workplace safety issues, as well as a reminder of what to do if you are injured at work. Both the DOL OSHA 2203 poster and the revised FMC-specific poster with required core text continue to be displayed at our worksite informing employees of the provisions of the OSHA Act. We continued to focus on reducing workplace injuries and improving the safety and health of our employees by maintaining our 0% fatality rate and the 1 injury incurred in FY 2009 was from an employee in travel status which resulted in 0 lost time.

The FMC reported a 0% fatality rate for FY 2009 and 1 injury resulting in no lost time FY 2009.

Through involvement with our Headquarters Building Security Committee of all tenant agencies, the FMC has continued to coordinate and arrange for the following:

- Regular updates and revisions of the building-wide Occupancy Emergency Preparedness (Evaluation Plan) manual;
- Refresher training for the Emergency Response Team members in each agency, with assistance from the Federal Protective Service (FPS);
- Biannual building-wide evacuation drills with the assistance of our GSA Building Manager;
- Purchased evacuation chairs for those not able to take stairs in the event of an emergency; and
- Arranged for the automatic defribrillators to be placed in the HeartStation cases on each floor.

As the needs of the agency dictate and with assistance from GSA, we have continued to coordinate and arrange for office space alterations and adjustments to be made at our HQ facility to provide better utilization of assigned space and also addressed safety concerns with the location of telecommunications cabling and electric outlets, as well as, concerns surrounding the need for better air-flow in individual office workstations.

With the assistance and guidance from FPS, we have continued our participation in the Union Station Area Emergency Managers Committee meeting monthly to share information and coordinate on emergency preparedness initiatives within the area.

FEDERAL MINE SAFETY AND HEALTH REVIEW COMMISSION

Statistics

Injury and Illness Statistics N/A

OSH Initiatives

Motor Vehicle / Seat Belt Safety

All Commission employees are required to use seat belts while on travel and on location, in rental cars and taxis. The Commission does not have fleet vehicles. There were no employees or contractors involved in motor vehicle accidents in FY 2009.

Pandemic Flu Preparations The Commission posted information on bulletin boards regarding preventive measures to avoid contracting the flu. The Commission e-mailed information to all employees and contractors regarding schedules and availability of flu vaccine available to employees in the building's health unit. Building Management provided sanitizers dispensers in elevators areas for each floor. In addition, the Commission distributed personal hand sanitizers to all employees and contractors to keep at their desks. These preventive measures were implemented in headquarters and Denver offices.

Employee & Contractor Support

OSH Training

The Commission has identified OSH training videos that will be presented to all employees and contractors to bring occupational safety awareness and hazard recognition at Headquarters and Denver offices. The Commission has also identified training on Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED), and first aid to be provided to all Headquarters and Denver employees by the American Red Cross.

The Commission's Emergency Evacuation Procedures are distributed to all employees and contractors once a year, or when revisions are necessary. Evacuation drills are performed throughout the year with [GSA-leased building management so employees and contractors effectively prepare for an emergency requiring an evacuation. These procedures include emergency and shelter-in-place (SIP) evacuation. A lead monitor and an alternate monitor are assigned to each floor the Commission occupies in a GSA-leased building.

The Commission is in the process of implementing an occupational safety and health policy that requires annual mandatory training for all employees.

The Commission has no volunteer employees.

OSH Conferences/Seminars

The Commission has identified OSH training videos that will be presented to all employees and contractors to bring occupational safety awareness and hazard recognition to all employees in Headquarters and Denver offices. The Commission has also identified training on CPR, AED,

and first aid to be provided to all Headquarters and Denver employees by the American Red Cross.

The Commission will provide occupational safety and health training for top management officials, supervisors, safety and health officers, employees, and contractors that will enable them to maintain safe and healthful working conditions for all employees by recognizing and eliminating, or reducing, occupational safety and health hazards in their working units.

The Commission has contacted the Division of Enforcement and Technical Guidance, Office of Federal Agency Programs, at the U.S. Department of Labor. We will be meeting with representatives from the regional office located in Baltimore, Maryland, to coordinate the Commission's efforts in establishing and enhancing its safety and health programs.

Contractor Safety

The agency contracts do not include standard language addressing workplace safety requirements. However, all contractors are briefed on Emergency Evacuation Procedures and given a copy of the procedures.

Other Support Activities

Some Commission employees have participated in health and safety support activities, conferences and some employees have received professional certification.

Self Evaluations

The Commission's emergency floor monitors conduct evacuation drills twice a year to ensure that evacuation procedures in place are in conformity with building management procedures.

Accomplishments for FY 2009

The Commission does not have a baseline to follow from a FY 2008 report. The Commission is in the process of implementing an occupational safety and health policy to establish baselines to be followed and implemented

Resources

Due to the small size of the Commission, this function has been absorbed under the Office of the Executive Director. Safety officers have been designated.

Goals

The Commission has formed an Occupational Safety and Health Committee and continues to develop occupational safety and health initiatives. The Commission is in the process of implementing its policy on occupational safety and health. This policy includes performance measures on annual mandatory safety and health training for all employees, as well as posting of safety and health posters in Commission headquarters and Denver office.

The Commission has identified training in CPR, AED, injury prevention courses, bloodborne pathogens, and community disaster preparedness education, as well as life-threatening situations in the workplace

FEDERAL RESERVE BOARD

Statistics

There was an increase in the number of injuries/illnesses in FY 2009 compared to FY 2008. Medical costs in FY 2009 were higher due to more medical procedures and treatments. The Board maintains Excel spreadsheets to log injuries/illnesses and to track COP days and hours lost.

The Board does not have a high injury and illness case rate as compared to other federal agencies

The Board experienced no fatalities or catastrophic incidents.

Overseas Employees

The Board does not have overseas employees.

Significant Trends and Major Causes or Sources of Lost Time Disabilities Controlling trends

The Board continues to educate its employees on personal responsibility for safety and the proper use of equipment. The safety specialist reviews all accidents and, when necessary, conducts investigations. In addition, we request that the employee's supervisor and any witnesses document what they saw.

Contract Workers and Volunteers

There are 303 contract employees at the Board. The Board has no volunteers. There were no injuries to contractors in FY 2009.

OSH Initiatives

SHARE—Safety, Health, and Return-to-Employment Initiative

Most of the accidents and injuries were among Law Enforcement staff. These injuries were a result of patrolling the grounds, combat training, and weapons training. The Board has been successful in accomplishing the SHARE goals. The Board has a 100 percent return-to-work record; there have been no fatalities or catastrophic injuries; and all of our cases have been filed within seven working days. We have automated our system of reporting unsafe/unhealthy conditions. The mishap reporting program involves employees, supervisors, a workers' compensation specialist, and a safety specialist.

Motor Vehicle / Seat Belt Safety

Number of motor vehicle accidents experienced by employees in FY 2009. The Board had no motor vehicle accidents in FY 2009. In FY 2008, the Board had 1 accident caused by a third party.

Mechanisms in place to track the percentage of seat belt usage by employees. The Board did not experience any motor vehicle accidents in FY 2009. Board drivers make sure that all passengers buckle their seat belts before departure.

Efforts taken to improve motor vehicle safety and seat belt usage.

The Board drivers make sure that all passengers buckle their seat belt before departure. All drivers adhere to traffic laws and posted speed limits signs.

Pandemic Flu Preparations

The Board's medical responses will be adjusted to the ongoing situations and recommendations by the CDC. The Board will continue to provide free seasonal flu shots and communicate emerging threat information to employees. The Board's website lists resources for pandemic planning and routinely publish articles on pandemic flu. Posters reminding employees to wash their hands and practice good hygiene methods are posted throughout the Board. Pandemic flu planning has not been incorporated into the Board's OSH program.

Employee & Contractor Support

OSH Training

Ensuring staff are trained

All Board staff have access to the Board's internal e-mail and intranet, where we post articles and training documents. Specifically, Facilities and Law Enforcement staff receive training pertaining to their work areas and associated risks. Lunch & Learn programs are held to educate staff on health risks associated with medical issues.

Impact of training

The Board continues to educate its employees on personal responsibility for safety and the proper use of equipment. The implementation of a comprehensive online training program supported by classroom training has increased awareness on safety hazard recognition and control. Back safety training was provided to reduce neck/back/shoulder strains from poor body mechanics to all maintenance, mechanical engineers, mailroom, and print shop personnel.

OSH Conferences/Seminars

Safety and Emergency Preparedness staff will attend various safety, industrial hygiene, and emergency preparedness conferences and training. We believe the annual Federal Safety Training is excellent and would suggest a program of industrial hygiene, safety, and emergency preparedness, which would increase the attendance and overall awareness. The Board does not seek assistance at this time.

Field Federal Safety and Health Councils

Involvement

The occupational safety, health, and emergency preparedness manager or the safety specialist attends council meetings.

Field council support

We do not have field offices. The Board places a high importance on interagency working groups, and employees attend training sessions and networking events within the Washington, D.C., metropolitan area.

Contractor Safety

The Board's only means for enforcing compliance with contract provisions are that contractors obey all laws and regulations to include OSH requirements.

Contractors are required to notify Board personnel if a contractor experiences a recordable injury. Board personnel notify its safety manager for investigation of and/or follow-up regarding the injury. The safety officer records the injury and writes a report if necessary.

Other Support Activities

The safety manager and safety specialist attend the industrial hygiene or safety conference. The safety specialist is enrolled in a certificate program for construction safety. The emergency preparedness specialist has attended radiation exposure training and participates in in-house training.

Self-Evaluations

The Board did not conduct a self-evaluation.

Accomplishments for FY 2009

The Board maintains an aggressive program of conducting workplace evaluations on all Board facility work operations. The Board continues to conduct briefings on workplace findings with the Facilities management staff, shop supervisors, and employees.

Resources

The emergency preparedness specialist is playing a leading role in the fire prevention program. The Board has completed its workplace hazard identification 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 190 workstation assessments.

Goals

- Continue medical surveillance program.
- Further develop online training safety and emergency preparedness training programs.
- Follow up and continue with the hazard assessment evaluation process.
- Provide safety and fire protection training to collateral duty safety representatives.
- Increase the Board's preparedness and response capabilities through the use of the floor wardens and by developing specified training, such as CBRNE, first aid/AED, and fire.

FEDERAL RETIREMENT THRIFT INVESTMENT BOARD

Statistics

Injury and Illness Statistics None

Contract Workers and Volunteers Two contract workers; no volunteers; no injuires during 2009

OSH Initiatives

SHARE-Safety, Health, and Return-to-Employment Initiative N/A

Motor Vehicle / Seat Belt Safety N/A

Pandemic Flu Preparations Attending two workshops on H1N1-29-30 Sept 09 and 6 Oct 09

Employee & Contractor Support

OSH Training Ensuring staff are trained Web-based safety training and awareness program will be implemented Dec 09--tracks course completion and end of course test results; mandatory for all Agency employees.

Impact of Training N/A

Other Support Activities Health Support Activities: Encourage use of on-site gym facilities.

Resources

Purchased web-base training software to facilitate safety and HR related training requirements.

Goals

Implement web-based safety awareness training; software program will track the number of safety courses employees complete and record their end of course evaluations.

FEDERAL TRADE COMMISSION

Statistics

Injury and Illness Trends— The Federal Trade Commission (FTC) did not encounter any recordable injuries or illnesses during fiscal year 2009 (FY 2009).

Fatalities and Catastrophic Accidents— The FTC did not encounter any recordable injuries or illnesses during FY 2009.

Overseas Employees— The FTC sent several employees overseas during FY 2009. The agency has its own Office of International Affairs with 35 employees. The agency ensures all employees receive proper immunizations if necessary, are aware of travel advisories, and stay in facilities that meet designated safety requirements.

OSH Initiatives

Safety, Health, and Return-to-Employment (SHARE) Initiative — The FTC met its goals for the share initiative during FY 2009. No recordable injuries or illnesses took place.

Motor Vehicle/Seat Belt Safety— One motor vehicle accident occurred during FY 2009 when a motorist caused a minor fender-bender with our shuttle bus. No injuries were reported.

Pandemic Flu Planning— Due to concern over H1N1, the FTC implemented several new precautionary measure during FY 2009; including hand sanitizer units in all elevator lobbies, stockpiling of N-95 masks and gloves, and "wellness" tips distributed to staff via email and in fliers posted throughout facilities.

Employee & Contractor Support— The FTC participates in various safety and emergency preparedness related councils in the National Capital Region. We are currently developing standard language for inclusion in all contracts.

Accomplishments and Goals— The FTC met its SHARE goals for FY 2009. Goals for FY 2010 include finalizing standard OSH contract language and expanding our self evaluation program.

INSTITUTE OF MUSEUM AND LIBRARY SERVICES

Statistics

Injury and Illness Statistics None

OSH Initiatives

SHARE-Safety, Health, and Return-to-Employment Initiative $\rm N/A$

Employee & Contractor Support

OSH Training N/A

INTER-AMERICAN FOUNDATION

Statistics

Injury and Illness Statistics

The Inter-American Foundation (IAF) reported no injury or illness for fiscal year 2009. The guidelines in 29 CFR Part 1904.31 (a) (3), 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.

IAF is in accordance with code 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. This phrase by OSHA ensures more comprehensive safety coverage for both paid and unpaid individuals who work for a federal agency.

OSH Initiatives-SHARE, Motor Vehicle and Seat Belt Safety, Recordkeeping

Workplace Violence and Establishments: Injury and illness rates None

Motor Vehicle/Seat Belt Safety

There is no motor vehicle program nor were there any related automobile accidents for Fiscal Year 2009 at the Inter-American Foundation.

Workplace Violence

Workplace violence Incidents

The Inter-American Foundation did not report any work related violence incidents in FY2009.

Agency Establishments

Code	Name	Street Address	City	State	Zip Code
1106	Inter-American	901 N. Stuart Street, 10 th Floor	Arlington	VA	22203
	Foundation				

Pandemic Flu Preparations

The Inter-American Foundation provides IAF employees with updated information on the pandemic flu virus received through USG sources and meetings and seminars attended by IAF staff. The IAF has also partnered with the Department of the Interior (DOI), National Business Center (NBC) to provide IAF employees with the H1N1 vaccine. DOI/NBC registered nurse has administered the vaccine to over half of IAF staff. Other IAF staff received the H1N1 vaccine through their health care providers.

The emergency response coordinator continues to provide guidance, instructions, and identifies the special concerns for protecting the health and safety of all IAF employees. She attends the CDC H1N1 Vaccine Task Force Briefing, responds to emails regarding the pandemic flu and information is shared with employees.

Employee Support

Throughout the fiscal year 2009 the Inter-American Foundation continues to remain in the zero injury and illness status. Employees are provided with information on office safety and health through annual training. Each year the handouts and other information are updated and given to employees. Extra copies are kept in the health/safety designed area.

OSHA Conferences/Seminars

The General Services Specialist will attend the OSH Fed-Week training in FY 2010, and other safety and health meetings and seminars that are given in the Washington, DC metropolitan area.

Field Federal Safety and Health Councils (FFSHC)

The Inter-American Foundation did not attend the FFSHC in FY2009.

Other Support Activities

The agency has continued to provide and has actively promoted staff attendance at the annual training on safety and health. The Inter-American Foundation 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 American Red Cross and received certification in Adult CPR and First Aid.

We have put into place the following safety programs for our agency and our staff who travel to Latin America and the Caribbean on official business.

Written guidance on policies and procedures are available on the internet for all employees who travel on the health and safety risks while traveling aboard.

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.

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.

FY 2009 Accomplishments

The IAF continues to provide annual training to the emergency preparedness coordinator to enhance skills in safety and health at OSHA-Fed-Week. She brings back information and shares with IAF staff members. In the FY 2009 there were no reported injuries or illnesses in the workplace at the Inter-American Foundation. Two emergency response exercises were successfully completed. Eighteen IAF employees received certification in Adult CPR and First Aid. IAF had no workplace injuries or illnesses in 2009.

Resources

IAF has provided funds in its budget to meet the IAF OSHA goals for FY2010.

Goals, Objectives, and Strategies

In FY2010 the IAF will maintain its existing programs and initiatives which will continually allow the Inter-American Foundation to receive zero work-related injuries and illnesses as in past years.

INTERNATIONAL BOUNDARY WATER COMMISSION

The US International Boundary and Water Commission's (USIBWC) Occupational Safety and Health Report highlight the unique challenges and accomplishments of the agency's Occupational Safety and Health Program and summarize our goals for FY 2010.

USIBWC personnel strived to effectively manage overall safety risks in FY 2009. Our greatest challenge is to effectively manage an aging workforce with the labor-intensive efforts unique to the USIBWC and its mission. Turnover in management at headquarters and field offices also created unique challenges.

During the continued military leave absence of the Occupational Health and Safety Manager, USIBWC has hired a full time Safety and Occupational Health Manager to maintain a viable program. The current position was filled in April 2009.

Statistics

Injury and Illness Trends	
Total injury and illness cases/rates:	17/6.75
Total lost time injury and illness cases/rates:	13/5.15
Total workers' compensation chargeback costs:	\$364,212.38

The majority of the chargeback costs listed are from injury claims from previous years. This is consistent with the last several years. Approximately \$79,049 (22%) of the chargeback cost listed above are from the latest reporting period.

Insect and animal bites to field personnel accounted for the majority of total cases. Slip, Trip and Fall incidents accounted for the most costly claim and lost time incidents. A database of harmful plants, animals and insects has been developed and made available to all employees. Equipment has been retrofitted to mitigate future bee attacks. Slip, trip and fall risk control information and training material have been made available on the USIBWC safety intranet. The topic of slip, trip and falls has been reviewed with all USIBWC personnel during FY 2009.

Fatalities and Catastrophic Accidents

USIBWC reported no fatalities or catastrophic accidents during FY 2009.

Overseas Employees

USIBWC did not have any overseas employees during FY 2009.

OSH Initiatives

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

USIBWC met 1 of 4 SHARE goals. Total injury and total injury and illness care rates, lost time injury and illness case rates, and the rate of lost production days due to injury and illness have all increased in FY 2009.

However, injury and illness claims have been reported immediately to USIBWC management and the USIBWC Workers' Compensation Office.

Motor Vehicle/Seat Belt Safety

The agency experienced no motor vehicle accidents in FY 2009. The agency's motor vehicle and seat belt safety programs are covered in the Fleet Management directive.

Pandemic Flu Planning

USIBWC pandemic flu planning is addressed in the agency's Pandemic Plan. The focus of the agency is both the occupational safety and health of our employees as well as public safety. USIBWC operates critical infrastructure such as dams and wastewater treatment plants that must remain operational during a flu pandemic. The plan specifically addresses occupational safety and health and is a component of the USIBWC OSH program.

Employee and Contractor Support

Several essential OSH programs were developed or revised in FY 2009 including a Hazardous Energy Control Program, Respiratory Protection Program, Forklift Safety directive and Hazard Communication Program.

An online safety training program has been implemented in helping deliver USIBWC's training needs. A comprehensive safety intranet and an activity hazard analysis database have been developed to consolidate safety information and make it readily available to USIBWC employees.

The USIBWC Acquisition Division incorporates applicable Federal Acquisition Regulation (FAR) clauses in all contracts. Typically, the contractor is required to follow applicable OSHA regulations as well as the requirements of the Army Corp of Engineers Safety Manual EM 385 1-1, September 2008 version. The USIBWC Engineering Department interacts with the USIBWC Acquisitions Division and USIBWC Safety Office to determine safety requirements needed for particular projects are clearly identified in the specifications or scopes of work.

Accomplishments and Goals

USIBWC has developed a comprehensive safety intranet site with links to over 100 topics. The intranet site will be instrumental in consolidating safety information and making it available to all employees throughout the agency. USIBWC developed and revised several important OSH programs during FY 2009 including a Hazardous Energy Control Program, Respiratory Protection Program, Hazard Communication Program and Powered Industrial Truck Directive.

USIBWC has developed a database of Activity Hazard Analyses for typical activities conducted by various USIBWC job positions. The Activity Hazard Analyses include tasks, hazards and controls; equipment, machinery, chemicals, and personal protective equipment used in the activity; inspection requirements, qualifications to conduct activity and training requirements.

Goals for FY 2010 revolve around achieving all of the SHARE goals, ensuring the agency OSH program is effective and contains all of the essential elements, implementing aspects of recently

developed and revised OSH programs, development of comprehensive safety-related training curricula, and completion of the Activity Hazard Analysis database.

The agency will track SHARE goals continually throughout the year and aggresively assist field offices in assessing and controlling risk. The Safety Manager will pay particular attention to the Mercedes field office, which had the highest case rate in FY 2009.

INTERNATIONAL BROADCASTING BUREAU

Statistics

Injury and Illness Statistics

Injury and illness rates

Our FY 2008 and FY 2009 figures were taken from the "Federal Injury and Illness Statistics" found on the OSHA web site. In FY 2008, some of the causes for the injuries/illnesses were attributed to slips, trips, and lifting. The available reports for FY 2009 indicate a similar pattern.

Facilities with high injury and illness rates

We are a small agency, and our injury/illness rate is relatively low. We reviewed the accident reports that were received, and for FY 2009, we have not identified any problem facilities.

Fatalities and Catastrophic Incidents

For FY 2009, there were no fatal or catastrophic incident cases.

Overseas Employees

The agency is authorized 336 employees at its overseas radio transmitting stations. Each of our overseas transmitting facilities has a safety program in effect, which follows the safety guidelines established by OSHA. The personnel assigned to these facilities receive administrative support from the U.S. Embassy. The degree of support provided by the Embassy varies from facility to facility.

Trends and Causes or Sources of Lost Time Disabilities

Controlling Trends

We are a small agency, and our injury/illness rate is relatively low. We reviewed the accident reports that were received, and for FY 2009, we have not identified any significant trends or major causes.

Contract Workers and Volunteers

Based on the reports available, there were no injuries sustained by contract employees. Contract employees are normally not supervised by Federal employees.

OSH Initiatives—SHARE & Motor Vehicle and Seat Belt Safety

SHARE—Safety, Health, and Return-to-Employment Initiative

SHARE Analysis

We are a small agency with a small number of injury/illness cases each year (12 cases for FY 2008 and 17 cases for FY 2009). This situation makes it difficult for the agency to meet these goals for any given year. However, this agency fully supports these goals and will continue to work towards achieving them.

SHARE Programs/Initiatives

This agency fully supports the SHARE initiative. Our Washington HQ staff is located in a GSA owned and maintained building. The majority of our overseas staff is located at one of our eight overseas radio transmitting facilities. At these overseas sites, quarterly safety inspections are

conducted and any safety hazards identified are corrected. In addition, each site has a Safety Council that meets regularly during the year to discuss/address safety issues of concern to the workforce. In addition, the OSH Manager in Washington has established a web site where safety information is posted. The OSH Manager also sends out safety information electronically to the employees on safety issues and matters of interest to them. A recent example of this type of communications was our message reinforcing the prohibition on text messaging while driving a motor vehicle on official business. All these initiatives taken as a whole have resulted in the agency maintaining a very low injury/illness rate.

Motor Vehicle / Seat Belt Safety

Number of motor vehicle accidents experienced by employees in FY 2009. In FY 2008, there were three minor accidents and no injuries. In FY 2009, the agency had five motor vehicle accidents that resulted in damage to the vehicles involved but no injuries to our employees.

Mechanisms in place to track the percentage of seat belt usage by employees. Personnel operating a vehicle on behalf of the agency are required to use seat belts, as are any passengers riding in the vehicle. We do not have a specific vehicle in place to track usage; however, managers at all levels are expected to enforce this policy. All accident reports have been reviewed for FY 2009 and there is no indication that seat belts were not being used. There were a total of 5 station personnel involved in these accidents.

Efforts taken to improve motor vehicle safety and seat belt usage.

The agency uses a combination of defensive driving classes, safety committee meetings, safety inspections, and policy documentation to address motor vehicle safety and any concerns with this issue. For example, a circular e-mail was sent to all our transmitting stations informing them of the prohibition on texting while operating a motor vehicle.

Pandemic Flu Preparations

The agency has been actively involved in planning for a pandemic flu situation. While the health and safety of the employees has been addressed, the primary focus has been on the agency continuing to operate and accomplishing its mission in a pandemic environment. Emphasis has been on keeping the healthy employee healthy by employing various techniques, such as, social distancing, work at home, and establishing an extended "chain of command" so that decisionmaking and approval-making processes are not disrupted by absenteeism. Plans also addressed how to appropriately handle employees who are absent from the workplace because of the pandemic and here, the plans focused on using sick leave, annual leave, and other mechanisms to assist the employees with time off until they can return to the work place. In addition to our planning here in Washington, the managers at our overseas transmitting stations were required to develop and include pandemic flu plans into their emergency action plans.

While safety and health was not the primary focus of the planning, safety and health personnel were involved in the planning process and in disseminating information to the employees. The agency is currently offering both the seasonal and HINI immunizations to all of its Federal employees. The agency's Safety Office maintains a web page where links to www.flu.gov and

the CDC web site were made available to facilitate employees obtaining current information on the pandemic situation. The web page also includes a list of actions the employees can take to protect themselves during a pandemic, and advice on what they should do if they get the flu.

Employee & Contractor Support

OSH Training

Ensuring staff are trained

The focus of our training this year has been keeping the employees safe during emergency situations. In this regard, the agency's Safety Office conducted training on the use of our cardiopulmonary resuscitation automated external defibrillators (CPR/AED). In addition, the OSH Manager updated the Occupant Emergency Plan for the Cohen Building, and disseminated the plan via our Safety Office web page. This plan covers the procedures for evacuating the building during an emergency situation such as fire. The plan also addresses sheltering in place if evacuation is not an option. In addition, we have established "eTraining" courses on the agency's training web page for employees interested in learning how to effectively use our safe escape respirators, and learning what they need to know about RF radiation safety before they visit one of our radio transmitting facilities. In addition, the transmitting stations also conducted safety training tailored to their site's needs.

Impact of Training

Our training focus has had a positive effect on the employees this year. This is especially true in light of the concern with a possible pandemic flu occurring. Knowing that the agency is actively working on procedures to be implemented during emergency situations allows the employees to focus on their everyday work.

OSH Conferences/Seminars

List any safety seminars or conferences the agency is planning for FY 2010: There are none planned at this time.

Field Federal Safety and Health Councils

Involvement: Currently, agency personnel do not participate in these councils.

Field Council Support

Currently, agency personnel do not participate in these councils.

Contractor Safety

The standard language used in contracts is to incorporate OSH type requirements by reference.

Other Support Activities

Currently, the OSH Manager position is vacant due to retirement; however, this agency fully supports the development of its personnel, and would entertain the attendance of the OSH Manager at appropriate safety and health conferences.

Self-Evaluations

Currently, the agency does not have a formal program in place to self-evaluate the effectiveness of its occupational safety and health programs. For this reason, we are making the establishment of this type a program one of our goals for FY 2010.

Despite the lack of a formal self-evaluation tool, the agency is serious in its approach to the safety of its employees. Each of the agency's domestic and overseas transmitting stations is required to have a safety plan in place and the plan is reviewed annually. As part of the safety program, these transmitting facilities are required to conduct quarterly safety inspections and to correct any problems found as a result of these inspections. In addition, each facility has a safety committee that meets at regular intervals to discuss safety at the facility and to recommend actions to improve the overall safety of the facility. As part of their fiscal year closeout, each facility submits an annual safety report to Headquarters.

Accomplishments for FY 2009

The agency made good progress in achieving the agency's goal for FY 2009. We were able to certify 17 employees in Washington on the use of our automated external defibrillators. We also updated our occupant emergency plan for the Cohen Building. In addition to achieving these two goals identified in our FY 2008 report, the Safety Office was actively involved in the agency's pandemic flu planning. In addition, we established two "eTraining" courses on the Agency's training web page.

Resources

There were no significant resource allocations to the Safety Office during FY 2009.

Goals

The agency's goals are to continue normal safety operations and planning for emergency situation, improve our documentation of safety actions during the year to facilitate year-end reporting, and establish a self-evaluation process to document the adequacy of the agency's program. The agency will also update its OSH poster.

JAMES MADISON FOUNDATION

Statistics

Injury and Illness Statistics None

OSH Initiatives

SHARE-Safety, Health, and Return-to-Employment Initiative $\rm N/A$

Employee & Contractor Support

OSH Training N/A

MARINE MAMMAL COMMISSION

Statistics

Injury and Illness Statistics None

OSH Initiatives

SHARE-Safety, Health, and Return-to-Employment Initiative N/A

Motor Vehicle / Seat Belt Safety

The Commission does not have any government vehicles. Over half the staff commute to and from work via Metro. Staff metro to meetings. The Commission encourages staff to follow seat belt safety laws. No employee was involved in a motor vehicle accident in FY 2009.

Pandemic Flu Preparations

The Commission has a Pandemic Plan that focuses on the health and safety of staff. Each staff member has received a copy of the plan.

Employee & Contractor Support

OSH Training

The Commission's Safety Manager attended OSHA training during FY 2009. 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.

OSH Conferences/Seminars

Commission staff will view an OSHA training presentation. The OSHA training presentation will increase staff awareness of OSHA requirements.

MORRIS K UDALL FOUNDATION

Statistics

Injury and Illness Statistics None

OSH Initiatives

SHARE-Safety, Health, and Return-to-Employment Initiative $\rm N/A$

Employee & Contractor Support

OSH Training N/A

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

Statistics

Injury and Illness Trends

In Fiscal Year 2009, the average size of the National Archives and Records Administration (NARA) workforce increased from the FY08 employment level to 3213 employees. NARA reported 145 injury and illness cases in FY09 of which 73 were lost time cases. This represents a 22.3% increase and 15.9% increase, respectively, over FY08 numbers.

The associated injury and illness case rate was 4.51 and the lost time case rate was 2.27. This represents a 16.2% increase and a 9.6% increase respectively, over FY08 numbers. NARA's workman's compensation cost for chargeback year 2009 was \$1,046,909.53. This is a decrease of 11.3% compared to chargeback year 2008.

Slips, trips, and falls and back sprains and muscle pulls from lifting/handling boxes were the leading cause of injuries nationwide.

The significant increases above are based on the assumption we have an increase of reporting by all personnel as a total revision of the program matures and emphasis the new Archivist of the United States has place on safety in the workplace. We are developing new base lines with these increases which is a truer picture of our injuries rate, and we will continue to stress mitigation of these injuries with increased training and awareness.

Fatalities and Catastrophic Accidents NARA has not experience any fatalities in FY09.

Overseas Employees

NARA had no overseas employees in FY09.

OSHA Initiative

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

Progress toward the SHARE initiative goals for FY09 have been particially successful. NARA has exceeded some of the goals set for the year. (See detailed report below) The Lost Production Days has increased beyond the 1% per year reduction goal to 58.6. This represents a 7.7% decrease over FY08 numbers but still is below the FY09 target of 74.3%. The Total Case Rate for FY09 showed a 16.2% increased to 4.51 compared to FY08, which is not in line with the FY09 SHARE improvement goal of 3% reduction per year compared with the FY06 baseline.

Although our Total Lost Time Case Rate increased, our CA-1/CA-2 Timeliness did not improve as hoped. CA-1/CA-2 timeliness shows a decrease to 70.4% which is below the FY09 improvement goal of 80%. The Lost Time Injury and Illness Case Rate was 2.27 which is an increase of 9.6%. The Safety and Occupational Health Program Manager (SOHPM) and the NARA National Safety and Health Committee (NSHC) have completed NARA Safety and Health Program Directive (NARA Directive 235) and the associated Safety and Health Handbook. The NARA Directive 235 and handbook will be the beginning of an effective safety and health program that will enable NARA to meet and possibly exceed these goals in the future.

Motor Vehicle Accidents/Seatbelt Use

NARA has not had any reported motor vehicle accidents involving government vehicles in FY09. Seatbelt usage has not been tracked agency wide. It is NARA policy for employees to follow all applicable Federal, state and local transportation laws while on the road. This includes transportation seatbelt laws. With the NARA Directive 235 and Handbook that the NSHC had developed, these vehicle safety issues will be addressed and tracked nationally for government vehicles.

Pandemic Flu Planning

NARA has just completed the development of a mandatory Pandemic Influenza Briefing presentation. The pandemic training is required to be taken by all NARA employees through the online learning management system. Also an Interim Guidance 300-39, "Telework Arrangements During Pandemic Flu and Other Emergency Situations" has just been completed. This guidance establishes NARA policy for using telework during pandemic flu or other emergency situations.

Employee & Contractor Support

NARA's OSH training effort and program accomplishments consist of 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 Local Safety and Health Committee's, which include contractor representation, are required through their Charters to receive Collateral Duty Safety Training. NARA has provided funding for in house training of its NSHC members and identified free online training for LSHC members. The number of local committee members receiving this training is not tracked nationally. This year NSHC has promoted NARA's First Annual Safety and Health Awareness Week (May 3-7, 2010). Each of NARA's 40 facilities has been encouraged to participate in this nation-wide event by organizing their local safety awareness observance.

Accomplishments and Goals

FY 2009 Accomplishments

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Evaluations
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The newly established NARA OSH program (NARA Directive 235) is scheduled to be evaluated on a six month cycle for the first two years. The accompanying handbook is completed and will also be evaluated on the schedule.

Return-to-work

The return to work and disability case management program is administered by the human resources department. Information is shared with the Safety and Occupational Health Manager as needed.

Performance Standards

NARA has not established safety and health performance standards for managers, supervisors, and employees.

Recognition

NARA does not have a program to provide recognition for outstanding performers and enhanced employee participation in the OSH program.

Achievement of Fiscal Year 2009 Goals

- NARA finalized the National Safety and Health Program and Policy (NARA 235) and accompanying handbook to standardize safety procedures and requirements throughout all NARA facilities.
- National Safety and Health Committee (NSHC) has successfully organized NARA National Safety Week for February 2-6, 2009 so that all employees can conduct local safety promotions and training activities at the same time to raise safety awareness. The NSHC is currently planning the second annual safety week scheduled for May 3-7, 2010.
- The NARA NSHC monitors all safety inspection reports and tracking hazard abatement activity.
- We continue to conduct scheduled security and safety inspections of all NARA facilities annually.
- We are still conducting a NARA awareness campaign to inform all NARA facilities about the latest OSHA recordkeeping requirement changes.
- The NARA Safety and Occupational Health Manager has continued to participate in the Metropolitan Washington Federal Safety and Health Council (MWFSHC) and the Interagency Working Group on Federal Workplace Emergencies (IWG-FWE) to gain insight into how other federal agencies are addressing common safety issues and to coordinate and participate in Washington Area safety initiatives.
- All of the NSHC members successfully completed OSHA required "Collateral Duty Safety Training" that was provide in-house.
- The NSHC is planning its third face-to-face meeting of all its members nationwide, scheduled for March 29-31, 2010.
- We established Local Safety Committee Standard for all NARA facilities. Local committees are still being established throughout NARA 40 facilities.
- We standardized the Federal Agency OSHA Poster and made it available for download on the NARA@work website.
- We found a free resource for our local safety committees to meet the OSHA training requirement (OSHA 6000) through online training and we are exploring the possibility of creating in-house online safety training system so that the OSHA 6000 training can be tailored to NARA specific safety issues.
- NARA has established a Pandemic Flu Working Group as part of it Continuation of Operations (COOP) planning, to provide guidance in preparing NARA facilities and employees in the case of a flu pandemic national emergency.
- The Pandemic Working Group has developed a Mandatory Pandemic Influenza Briefing presentation that all NARA employees are required to take.

- The NSHC in conjunction with the Pandemic Working Group has initiated a NARA National Influenza awareness campaigns with an online flu information page. The flu information page includes a hand hygiene power point presentation, CDC video, downloadable posters, NARA policy statements, and online links to additional information.
- NARA has purchased Hand sanitizer dispensers, personal hand sanitizer bottles, Desk top hand sanitizer pump bottles, disinfectant wipe bottles, bathroom hand hygiene mirror clings, and flu information pamphlets for all of its facilities.
- After a number of complaints from employees, NARA proactively initiated a campaign, in all of its facilities, to remove from service all defective ladder stands.

NATIONAL CAPITAL PLANNING COMMISSION

Statistics

Injury and Illness Statistics None

OSH Initiatives

SHARE-Safety, Health, and Return-to-Employment Initiative N/A

Motor Vehicle / Seat Belt Safety

NCPC leases one mini-van through the General Services Administration. All NCPC employees who drive or are passengers in the agency van use seatbelts. There were no accidents in FY 2009.

Pandemic Flu Preparations

OSH Manager via email, kept NCPC staff abreast of the latest pandemic flu preparations. These updates included H1N1 Pandemic flu notices from the Federal Occupational Health (FOH) Center such as H1N1 Disinfection Procedures, the FOH H1N1 Vaccine Distribution Plan/Target Group 2009 Update and prevention notices from the Center for Disease Control (CDC). In addition, several portable soap dispensers with antibacterial hand sanitizer were purchased and placed in common areas throughout the Agency.

Employee & Contractor Support

OSH Training

NCPC effectively leverages inter-agency resources to conduct on-site training for the workforce. Such training has resulted in improved office ergonomics and mitigation of related injuries.

OSH Conferences/Seminars N/A

Other Support Activities

As reported in our 2008 Report, NCPC is in a commercial building with an onsite fitness facility. All agency employees are eligible to participaate at not cost. The NCPC HR staff provides the necessary paperwork to all interested employees. NCPC staff receives Let's Talk quarterly. This publication produced by the Federal Occupational Health discusses healthy bodies and work place safety.

Self Evaluations

Throughout the year, NCPC conducted drills to evaluate the effectiveness of emergency evaction procedures. These drills proved to be successful. On an ongoing basis, the DASHO and OSH Manager monitored safety and health conditions in the workplace to avoid injuries. As noted above, there were no workplace related injuries or illnesses in FY 2009.

Due to the size of NCPC as well as the fact that no workplace related injuries or illnesses occurred in FY 2009, a copy of an evaluation report is not required.

Accomplishments for FY 2009

In order to comply with Green policies, NCPC owns two bicylces that are used in the downtown area for persons attending meetings. All employees who use the bicycles are required to wear a halmet and to observe all traffic laws.

NATIONAL CREDIT UNION ADMINISTRATION

Statistics

Injury and Illness Statistics Injury and illness rates None

Significant Trends and Major Causes or Sources of Lost Time Disabilities

- NCUA provides ergo dynamic workstations.
- Training on the utilization and implementation of the work stations is provided to all employees.
- Reasonable accommodations are provided to employees to meet their needs.

OSH Initiatives

SHARE-Safety, Health, and Return-to-Employment Initiative SHARE Analysis

There was a decrease 0.21 total case rate for FY 2009. NCUA continuously performs safety checks, briefs employees about safety precautions and encourages employees to report all potentially hazardous conditions.

There was a decrease of 2 lost time case rate. NCUA trains supervisors on the importance of reviewing medical documentation to support injury and illness claims.

Increase the timely filing of injury and illness claims by 5% per year; and NCUA encourages the electronically transmission of claims, from injured employees and supervisors, which has resulted in positive results for all parties involved.

There was a decrease of 297 lost production days. NCUA notifies employees of their responsibility to return to work as soon as they are able and to provide medical documentation to support their work absence. NCUA makes it a priority to advice supervisors to encourage employees to provide medical documentation to support light duty assignments.

SHARE Programs/Initiatives

In FY 2009, NCUA transmitted OWCP forms electronically to injured employees and their supervisors to reduce the filing time. Supervisors electronically transmit the completed forms to NCUA's OWCP coordinator for review who immediately forwards the claim to the Department of Labor for adjudication.

Motor Vehicle / Seat Belt Safety

Number of motor vehicle accidents experienced by employees in FY 2009. 1

Mechanisms in place to track the percentage of seat belt usage by employees. There are no mecahnisms in place. NCUA employees are spread out over five regional areas with the majority not reporting to a central location on a regular basis.

Efforts taken to improve motor vehicle safety and seat belt usage.

NCUA's employees are reminded to follow safe driving practices, including using seat belts and following speed limits at group and/or regional metting and conferences.

Pandemic Flu Preparations

The focus of NCUA pandemic flu program is the health, welfare and well-being of its employees, their family members, NCUA's clients and customers. NCUA hosted a flu clinic where both the seasonal and H1N1 vaccines were available to NCUA employees and their family members. NCUA also established a policy that authorized reimbursement to employees for the cost the H1N1 vaccination.

Employee & Contractor Support

OSH Training Ensuring staff are trained We did not have OSHA training in 2009. We plan to invite an OSHA consultant to discuss a suitable safety program.

All facility related contracts are managed by our property management company. It is the responsibility of the management company to enforce compliance and to provide safety and health information and training.

NATIONAL ENDOWMENT FOR THE ARTS

Statistics

Injury and Illness Statistics Injury and illness rates NEA continues to enjoy a very safe working environment. While the number of staff grew by 2, the number of injuries remained at 2 for the year and the number of work days lost due to injury dropped from 4 to 3.

Facilities with high injury and illness rates Not applicable.

Fatalities and Catastrophic Incidents Not applicable. The NEA experienced no fatalities or catastrophic events.

Fatality and Catastrophic Accident Investigations Not applicable.

Overseas Employees Not applicable. The NEA has no overseas employees.

Significant Trends and Major Causes or Sources of Lost Time Disabilities

Tracking accidents The two incidents experienced were the result of missteps. All Agency employees are routinely reminded that the building's marble floors are slippery and stairs should be negotiated carefully.

Controlling Trends Not applicable. No trends noticed.

Contract Workers and Volunteers

During FY 2009 12 volunteers/interns and 5 contractors worked at NEA for various periods throughout the year. There were no injuries/illnesses in these groups.

OSH Initiatives—SHARE & Motor Vehicle and Seat Belt Safety

SHARE—Safety, Health, and Return-to-Employment Initiative SHARE Analysis Reduce total injury and illness case rates by 3% per year; Although NEA had 2 injuries again this year, the increase of 2 employees reduced our overall injury and illness rate. Reduce lost time injury and illness case rates by 3% per year; Even though incidents remained at 2 in FY 2009, our overall rate remains at only 1.2%.

Increase the timely filing of injury and illness claims by 5% per year; Timely submission of claims is not a problem at the NEA.

Reduce the rate of lost production days due to injury and illness by 1% per year:

Lost production days due to injury fell from

SHARE Programs/Initiatives

Historically, NEA has had extremely few workplace injuries and illnesses. We are a small agency of about 167 employees all located on approximately three floors of The Old Post Office, an historic Federal building in Washington, DC under the control of the General Services Administration for all building-related services and security. We maintain a safe working environment by diligently monitoring workspace conditions on a daily basis and updating employees on hazardous conditions as they occur.

Motor Vehicle / Seat Belt Safety

Number of motor vehicle accidents experienced by employees in FY 2009. The NEA operates 3 vehicles. During the past 4 years there were no accidents experienced by employees.

Mechanisms in place to track the percentage of seat belt usage by employees. The agency driver is responsible for ensuring everyone in the vehicle is properly buckled into their seatbelt.

Efforts taken to improve motor vehicle safety and seat belt usage. NEA has had a flawless vehicle record for the past 4 years.

Pandemic Flu Preparations

Pandemic Flu Planning efforts within the NEA were spearhead by the Office of Human Resource Management supported by the Information Management & Technology Division as well as the Administrative Services Office. Employees were provided with educational materials on hygiene methods conducive to preventing the spread of the H1N1 virus. They were also provided with several resources for coping with the disease. NEA offices were also provided with guidance to help them ensure that vital functions could be supported in the event of severely reduced staff levels. The Information Management & Technology Division ensured Agency COOP plan for coping with a potential pandemic were in place and functional. The Office of Administrative Services ensured that all Agency employees were supplies with personal hygiene items such as antiseptic wipes, hand sanitizer, etc.

Employee & Contractor Support

OSH Training

Ensuring staff are trained

Because the NEA is a very small agency, we do not have 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 was Red Cross classes in use of Cardio Pulmonary Resuscitation (CPR) and proper use of automatic defibrillation devices (AED).

Impact of Training

NEA now has a cadre of staff trained in the use CPR AEDs.

OSH Conferences/Seminars Not involved

Field Federal Safety and Health Councils Not involved

Involvement Not involved

Field Council Support Not involved

Contractor Safety

Describe whether any of your agency's contracts include standard language addressing workplace safety requirements. Not currently included.

Explain if the agency has established a means for enforcing compliance with these contract provisions. None established.

Submit the standard OSH language included in your agency's contracts. Not currently included.

Are contractors required to notify agency personnel if a contractor experiences a recordable injury? No. If so, how does the agency use this information? Not Applicable.

Other Support Activities None noted.

Self-Evaluations

As a tenant of a GSA building, NEA has no control over factors such as air and water quality, the presence of toxins, lighting standards, safety of mechanical equipment such as elevators, trash compactors or hazards generated by the physical condition of the building. Historical preservation requirements also dictate placement of electrical, phone and LAN connections. Because of the hazards inherent in our tenancy in the Old Post Office, NEA closely monitors and self evaluates the safety of all office spaces on a daily basis to minimize employee exposure to potentially hazardous situations. Our focus is on mitigating any situation which is within our control and keeping staff aware of any building environment related issues which should be avoided. The majority of the items in our safety evaluation are assessed daily to ensure a maximally safe working environment.

Accomplishments for FY 2009

As outlined above, the NEA is housed in an aging building with precarious infrastructure. The slippery marble floors, inadequate lighting, leaking roof, etc. constantly challenged the NEA's ability to provide a safe and healthy environment. NEA continued to monitor the agency's work environment and identify potential issues which might cause incidents/accidents and abate any unsafe or unhealthful conditions as soon as possible. Foremost among the accomplishments of

this year was the replacement of all staff office chairs. The previous chairs were more than 15 years old and provided little ergonomic support. We also continued to press GSA for resolution of building conditions which were hazardous or generated unhealthy situations. As a result, several rooms which for several years have been plagued with large areas of peeling and flaking plaster, were repaired allowing employees to reoccupy these spaces.

Resources

None.

Goals

Due to our size and stable environment no specific issues have been identified at this point that require attention. We will certainly respond to any situations that do develop.

NATIONAL ENDOWMENT FOR THE HUMANITIES

Statistics

Injury and Illness Statistics

Facilities with high injury and illness rates-Not Applicable

Fatalities and Catastrophic Incidents

Overseas Employees NEH does not have any overseas employees.

Significant Trends and Major Causes or Sources of Lost Time Injuries Tracking accidents All injuries were caused by falls

Controlling Trends Work with GSA Building management to eliminate potential slipping hazards to the extent possible. Sometimes people spill water on the marble floors and do not wipe it up themselves, nor contact anyone to have it cleaned up.

Contract Workers and Volunteers

During FY 2009 there were 11 volunteers and 14 contractors worked at NEH for various periods throughout the year. There were no injuries/illnesses in these groups.

OSH Initiatives – SHARE and Motor Vehicle Safety

SHARE—Safety, Health and Return-to-Employment Initiative SHARE Analysis

Reduce total injury and illness case rates by 3% per year- Number of injuries increased four-fold

Reduce lost time injury and illness case rates by 3% per year – Lost time cases increased three-fold

Increase the timely filing of injury and illness claims by 5% per year Injury and illness claims are filed on a timely basis.

Reduce the rate of lost production days due to injury and illness by 1% per year. Lost production days doubled

SHARE Programs/Initiatives

Historically, NEH has had extremely few workplace injuries and illnesses. We are a small agency of about 180 staff all located on approximately three floors of The Old Post Office, an historic Federal building in Washington, DC which is under the control of the General Services Administration for all building-related services and security.

Workplace hazards.

The work of NEH itself is essentially sedentary conducted in a setting that provides minimal opportunity for worker injuries or illnesses within our delineated office areas.

However, the internal building environment outside our delineated office areas provides numerous safety challenges and has been a cause of some of the injuries that have occurred here over the past years [prior to the periods covered by this report]. This has been a focus of our attention for safety matters. GSA's ability to provide a safe environment is extremely difficult to do in a building as old as this one is.

Examples of potential hazards:

The hallways and stairwells, which are the major arteries of the building, are marble and create potential slipping hazards when wet. They were the cause of all the injuries during FY 2009.

The general water distribution system was identified as a source of lead contamination a few years ago [no detectable illnesses have occurred] so drinking water taken from the sinks in the restrooms had been prohibited for several years.

In addition the water fountains themselves were shut down for an extended period [bottled water was provided] until the distribution system that feeds them could be redesigned. The fountains have since been replaced with filtered fountains which are periodically tested for lead and other contaminants and the filters are replaced at recommended intervals.

Tenant Committee. Since the general building environment is the most likely cause of injury, the several tenant agencies in the building are all represented on the OPO Tenant Committee that meets monthly with the OPO GSA building management. This is an excellent forum where all types of building-related concerns are discussed, particularly existing or potential safety issues.

Emergency situations are immediately brought to GSA's attention and resolved as quickly as possible.

Because of pressure put on GSA by the committee over the years GSA is in the final stages of completely replacing the five building elevators which were last renovated in 1983.

Inspections

Being such a small agency located on only a few floors it has proven most effective to simply rely on supervisors and staff occupying the space to identify actual or potential hazards. Anyone can informally notify the Administrative Services Office where the DASHO is located so the situation can be abated as soon as possible. Most often this means contacting the GSA management office.

It should be noted that the GSA Safety Office does conduct periodic inspections of the building areas under their specific control.

Motor Vehicle / Seat Belt Safety

The National Endowment for the Humanities has no Government vehicles or work-related motor vehicle usage.

Pandemic Flu Preparation. Because of its size NEH was not involved in any pandemic flu initiatives.

Employee and Contractor Support

OSH Training

Ensuring staff are trained.

Due the extremely low number of incidents which occur here and the fact that they are isolated in nature really does not warrant any specific training that would be useful. The most important factor is ensuring that all staff are aware that they should immediately notify the Administrative Services Office if an unsafe situation exists and report any incidents/accidents to their supervisor and the Human Resources Office.

Impact of Training.

There was minimal impact of training. There have been no safety related concerns within the agency that required specific training.

Staff Trained.

NEH provided building-wide professional defibrillator and CPR training to approximately 32 people.

OSH Conferences/Seminars. None

Field Federal Safety and Health Councils

Involvement: None

Field Council Support: None

Contractor Safety

Because of its size NEH rarely uses its own contracts but instead relies almost exclusively on GSA Schedules to obtain supplies and services.

Other Support Activities: None

Self Evaluations

The occupational safety and health program at NEH is appropriate for our size and potential risk of injury and illness which is extremely low as historical data confirms. Supervisors are aware of their responsibility to ensure a safe and healthful environment. The DASHO closely monitors situations in the building that could produce potential hazards.

Individual employees are cognizant of the fact that they should immediately report any unsafe or unhealthful conditions to their supervisor and to the Safety Officer. The AFGE local that represents the employees is aware of their role in the safety and health program and works with agency management to maintain towards a work environment that is free of potential hazards.

As mentioned previously the building tenant committee monitors and acts on any situations which could injury or illness within the confines of the building proper.

FY 2009 Accomplishments

Nothing specific for FY 2009 other than to continue to monitor the agency's and building-wide work environment to identify potential issues which might cause incidents/accidents and abate any unsafe or unhealthful conditions as soon as possible.

Achievement of Fiscal Year 2008 Goals - Not Applicable

Resources: None

Goals

Due to our size and stable environment no specific issues have been identified at this point that require attention. We will certainly respond to any situations that do develop.

NATIONAL LABOR RELATIONS BOARD

Trends

- *Injury/Illness Trends* When compared to the prior fiscal year 2008, the NLRB's total injury/illness cases remained constant at eight. The rate per 100 employees remained the same as last year's at 0.5 cases per 100 employees.
- Lost Work Day Trends When compared to the prior fiscal year 2008, the number of lost work days decreased from 319 to zero days this year. The lost day rate per 100 employees subsequently reduced from 0.19 to zero this year.

OSHA Initiatives

- Safety, Health and Return-to-Employment (SHARE) Initiative As detailed above, NLRB made significant progress in meeting all of the SHARE goals during FY 2009, as the Agency exceeded the goals set by OSHA for all of the SHARE initiatives, thus reducing costs associated with continuation of pay and chargeback.
- *Motor Vehicle/Seatbelt Safety* There were three property-damage-only motor vehicle accidents in FY 2009. NLRB requires the use of seat belts for all employees operating or riding in a motor vehicle while on official Agency business. Employees are required to indicate their use of seat belts at the time of the accident or incident. We have continued to promote the use of seat belts since Executive Order 13043 was established, which instituted a Government-wide policy requiring seat belt usage in Government-owned or operated vehicles.

Employees involved in motor vehicle accidents/incidents state in their Motor Vehicle Accident (MVA) reports if they have met the requirements set forth by the NLRB and GSA regarding seat belt usage when riding or operating a motor vehicle while on official Agency business.

Employee Support

NLRB's Collateral Duty Safety and Health Designees are urged to attend Federal safety and health council training sessions. Also, the Agency continues its membership with the National Safety Council, which encourages its members access its web site for on-line training. The Agency continues to encourage the use of the NLRB Safety and Health website to disseminate vital information on a variety of safety- related topics and issues.

During Fiscal Year 2009, NLRB provided CPR, first aid and AED training to Headquarters and field emergency coordinators. At Headquarters, CPR and AED training was provided to 50 employees, and in the field, CPR and AED training was provided to 356 employees. A total of 406 Agency employees are currently certified to perform CPR and First Aid, which represents 24% of the employee population.

The Agency holds meetings and refresher training sessions annually for the emergency coordinators at Headquarters. This year, we expanded the Agency's AED program to include all

46 field offices for a total participation of 52 locations across the nation including Headquarters. The Agency made available a training video entitled "Medical Emergencies - Citizen Responder." The film provided information on the six most common medical emergencies that are encountered in the work place, including information on how to recognize the symptoms of each, and what to do and not do in order to provide assistance.

When conducting periodic safety inspections or responding to employee reports of potential safety hazards, we use this opportunity to also educate employees on hazards in the workplace. The required annual safety inspections are performed Agency-wide and employees are also instructed on safety and health prevention measures during these inspections.

NATIONAL MEDIATION BOARD

Statistics

Injury and Illness Statistics None

OSH Initiatives—SHARE, Motor Vehicle and Seat Belt Safety, Recordkeeping, Workplace Violence, and Establishments SHARE—Safety, Health, and Return-to-Employment Initiative

None

Motor Vehicle / Seat Belt Safety

The National Mediation Board does not have a motor vehicles program. The employees use local taxi cabs. The employees are encouraged to wear seat belt at all times in the local taxi.

Employee Support

OSH Training

The National Mediation Board conducts a two year certification HeartSaver First-Aid/CPR/AED training. In August of 2008 the First-Aid/CPR/AED training was conducted. The re-certification training will be conducted in August 2010. Also, the agency has a defibrillator that is tested monthly and the system version is updated as it becomes available. In addition, Hines the building management company offers semi-annually training on fire hazards and prevention to one person in each department. Hines also conducts quarterly fire drills at 1301 K Street, NW.

Other Support Activities

The National Mediation Board has an Employee Assistance Program membership with COPE, Inc. Cope offers a range of services, including short-term counseling and referral for both jobrelated and personal issues, for employees at every level in the organization. Cope offers service for employees such as self stress test, enhanced web services, counseling services, COPEline articles, childcare guidebook, dependent care services, legal/financial services. The services offered for Managers are management consulting, critical incident stress debriefing, supervisory briefing, training, and practical management articles.

FY 2009 Accomplishments

The National Mediation Board purchased individual first-aid safety kits and they are available in the event of an emergency. Also, the NMB purchased a First-Aid station and it is installed in a visible and accessible location to all employees in the event of an emergency. The first-aid station is replenished on a monthly basis.

Resources

The National Mediation Board allocated funds in FY 2009 for training and safety supplies.

Goals, Objectives, and Strategies

The National Mediation Board annual goals and significant OSH-initiatives planned for FY 2010 are:

- Ensure that employees attend fire hazards and prevention training
- Train all employees on health problems that could occur from driving
- Train all employees on prevention of spreading bacteria in the work place
- Provide training to staff to assist them with their health and safety responsibilities.
- Provide employees with training on wheelchair safety and hazards
- Plan and perform safety auditing in house quarterly
- Attend DASHO and OSH manager training offered by U.S. Department of labor-OSHA
- Maintain compliance with legal requirements by reviewing and updating the NMB's health and safety procedures annually
- Develop a staff handbook outlining the NMB's safety, health and environmental requirements
- Reestablish NMB's Self-evaluation program

National Science Foundation

Statistics

Injury and Illness Statistics None

Overseas Employees

There are four employees in three satellite offices (Beijing, Paris, Tokyo). All OSHA-related policies at NSF headquarters are applies in the same manner at these offices.

Contract Workers and Volunteers

Approximately 400 contractors are supervised by Federal employees at NSF. There are no volunteers. No injuries for FY 2009.

OSH Initiatives—SHARE & Motor Vehicle and Seat Belt Safety

SHARE—Safety, Health, and Return-to-Employment Initiative None

Pandemic Flu Preparations

In the Fall of 2009, NSF conducted a comprehensive effort to inform employees of the H1N1 flu. A web page was prepared on NSF's intranet with a link off the main page. The page is entitled "Flu? Know What to Do!" The following is available on this page:

- Links to the latest flu news.
- Key facts and FAQs on employee communication, telework, technology use at home, etc.
- Tips on how to be healthy and prevent flu contraction.
- Links to OPM guidance, CDC information, NSF COOP procedures and relevant websites (e.g., flu.gov).

In addition, NSF displays relevant HHS public service announcements on its internal television communications system, which is located on each floor near the elevators and in other common areas.

Employee & Contractor Support

Contractor Safety NSF is an "office-only" environment and has not experienced any issues in this arena.

Self-Evaluations

NSF has not set-up evaluation protocols or produced evaluation reports to-date due to immateriality. We are committed to doing this in FY 2010.

Goals

Not identified due to immateriality.

NATIONAL TRANSPORTATION SAFETY BOARD

Statistics

Injury and Illness Statistics Injury and illness rates The source of the data used was provided by the agency's OWCP representative.

Significant Trends and Major Causes or Sources of Lost Time Disabilities Tracking accidents

The NTSB did not experience any specific trends, major causes, or sources of lost time disabilities in any of the FY 2009 reported cases.

Controlling Trends

The number of injuries and lost-time cases at the NTSB increased in FY 2009 over the previous year. Of the ten cases reported in FY 2009, two involved reported lost time. Each of the lost-time cases used the full 45 days, resulting in 90 days of lost time for the agency. Monetary increases in both medical payments and compensation resulted from long-term worker compensation cases and expenses related to new FY 2009 cases. Some of long-term cases had increases in both medical bill payments and compensation.

Although the NTSB did not suffer any fatal or catastrophic accidents in FY 2009 or in previous years, the agency continues to be proactive by offering training and orientation to employees, and also by providing equipment appropriate to the region of the country in which they work. To do so, the agency targets certain injuries and illnesses that are potentially harmful owing to the nature of employee work and exposures.

Contract Workers and Volunteers

The NTSB had 23 contract workers and 13 volunteers supervised by federal employees during FY 2009, with zero injuries and illnesses experienced by either group.

OSH Initiatives

SHARE-Safety, Health, and Return-to-Employment Initiative SHARE Analysis

Provide a detailed analysis of your agency's progress in achieving each of the four SHARE goals listed below:

- 1. Reduce total injury and illness case rates by 3% per year; 1%
- 2. Reduce lost time injury and illness case rates by 3% per year; 1%
- 3. Increase the timely filing of injury and illness claims by 5% per year; and 3%
- 4. Reduce the rate of lost production days due to injury and illness by 1% per year. 1%

SHARE Programs/Initiatives

The NTSB instituted the automated external defibrillator (AED) program and the ergonomics program in FY 2002 in support of SHARE. A total of 86 employees participated in the AED and CPR training program in FY 2009. We strive for 100% participation by providing AED and CPR awareness and education to employees through electronic safety alerts that are e-mailed

periodically. In FY 2009, 16 ergonomic assessments were conducted, all with successful results. The ergonomics program continues to show positive trends each FY, with zero workers compensation claims filed.

Motor Vehicle / Seat Belt Safety

Number of motor vehicle accidents experienced by employees in FY 2009 1

Mechanisms in place to track the percentage of seat belt usage by employees. In FY 2009, an employee was stationary at a stoplight when he was rear-ended by another vehicle. A seatbelt was used and the employee claimed no lost time with medical expenses.

Efforts taken to improve motor vehicle safety and seat belt usage.

Seatbelt usage awareness is provided to employees through electronic safety bulletins that are emailed periodically. The NTSB also participates in numerous safety events around the country that promote materials on child seat safety and seatbelt usage.

Pandemic Flu Preparations

The NTSB's pandemic flu plan addresses the OSH office in the FLU-COOP Functions Section: "OSH office evaluation of supplies and health and wellness information: Work with OSH Program Manager to get information from OPM and Public Health Services (HHS, CDC, FDA, etc.) and disseminate via telecommunications and NTSB Intranet to employees."

Employee & Contractor Support

Field Federal Safety and Health Councils

Involvement

NTSB has an internal Occupational Safety and Health Committee that consists of management staff, nonmanagement staff, union representatives, and staff representing headquarters and all 10 regional locations. The committee has 18 members and is facilitated by the OSH program manager. It meets quarterly.

Field Council Support

On a quarterly basis, the draft committee meeting agenda is electronically forwarded for employee input to encourage active participation at committee meetings. The committee meeting minutes are available on the NTSB Intranet, and all staff members are alerted of new minutes electronically. Travel and per diem expenses are funded for members in the agency's regional offices to attend the quarterly meetings.

Contractor Safety

Describe whether any of your agency's contracts include standard language addressing workplace safety requirements.

The NTSB includes standard Federal Acquisition Regulation (FAR) clauses in all contracts. Depending on the services and supplies ordered, the NTSB includes the following clauses:

o FAR 52.222-20 Walsh-Healey Public Contracts Act. This clause incorporates by reference regulations issued by the Secretary of Labor at 41 CFR 50, which includes safety and health

standards for federal supply contracts. FAR 12.503(a)(1) states that the Walsh-Healey Act is not applicable to Executive agency contracts for the acquisition of commercial items.

o FAR 52.222-41 Service Contract Act of 1965. Paragraph (h) Safe and sanitary working conditions requires compliance with 29 CFR 1925, safety and health standards for federal service contracts.

o FAR 52.236-13 Accident Prevention. Paragraph (b)(2) requires compliance with the standards issued by the Secretary of Labor at 29 CFR Part 1926 and 29 CFR Part 1910, safety and health regulations for construction.

o FAR 52.223-3 Hazardous Material Identification and Material Safety Data. This clause is required for contracts requiring the delivery of hazardous materials. Since OSHA requires government activities to apprise their employees of all hazards to which they may be exposed, certain information must be obtained relative to the hazards which may be introduced into the workplace by the supplies being acquired. Accordingly, offerors and contractors are required to submit hazardous material data, as identified by the criteria contained in Federal Standard No. 313.

The individuals responsible for contract administration are aware of the OSHA contract provisions and will take necessary action to enforce these contract provisions.

The contractor notifies its Contracting Officer's Technical Representative (COTR) and/or Immediate Supervisor as well as the contractor's company of the injury. If the NTSB provides day-to-day direct supervision of the injuried contractor, a mishap investigation would be conducted, the recordable injury would be filed within our OWCP system and logged on the 300 Log. If the NTSB does not provide day-to-day direct supervision, the contracting company would file the claim, but the NTSB would still conduct a mishap investigation and file the report internally.

Other Support Activities

Due to fiscal year funding issues, the OSH Program Manager was denied OSH training for FY 2009. However, the OSH Specialist received a certification in General Industry Safety and Health from the Rochester Institute of Techology in New York.

Accomplishments for FY 2009

The following is a list of accomplishments for FY 2009:

Accomplishment: Completed risk assessment analysis for 96 accident investigations for all modes of transportation.

Challenge: Having modal offices fill out the risk assessment form before and during an accident investigation and submitting the risk assessment form to the OSH office upon their return.

Action Taken: In addition to creating an Operations Bulletin to provide staff with policy, procedures, and guidance related to the risk assessment program, OSH provided training to modal offices in filling out the form and recognizing hazards.

Results: OSH received 20% more risk assessment forms in FY 2009 than in FY 2008, which is a success. However, the ultimate goal is receive a risk assessment form for each accident investigation.

Accomplishment: Procuring a contract to receive OSHA training online for all agency employees.

Challenge: Over 20% of our workforce telework from home and live all over the country. In past fiscal years, we have either had them travel to headquarters to receive the required OSHA training or travel to their nearest NTSB local office to receive the training, which has not been cost-effective or easy to schedule.

Action: A collaborative decision was made between upper management, the OSH program manager, and the training officer to use available funds for an online training contract that would Results: A contract was procured for OSHA and other available online training courses for all agency employees and is currently used by several offices in the agency to provide required training to employees in OSHA, computer security awareness, contractor officer's technical representative (COTR) training, Privacy Act training, workplace harassment training, etc. The feedback from both teleworking staff and staff working in offices has been positive.

Resources

In FY 2009, funding was allocated to contract for OSHA online training to provide for more cost-effective and time-sensitive training not only for teleworking employees but also for employees who launch on accident investigations and are difficult to schedule for classroom training. The agency continues to support the OSH program by budgeting for personal protective equipment (PPE), the ergonomics program, the automated external defibrillator (AED) program, the health and wellness interagency agreement with Federal Occupational Health (FOH), the OSH Committee initiatives, and training the OSH specialist to receive certifications in Occupational Safety and Health.

Goals

- Develop an Operations Bulletin that will provide safety policy, procedures, and guidelines on launching to accident investigations in an "observer" mode for noninvestigative staff. This Operations Bulletin will be drafted and forwarded for final review by 2nd quarter of FY 2010.
- Provide more effective communication to agency employees on safety program topics by drafting, disseminating, and updating documents and requesting feedback. This means of communication will begin with the new safety bulletin format in 3rd quarter of FY 2010.
- Set up an evaluation system to include an audit of our internal inspection program and the overall safety and health program. During the next OSH committee meeting, committee members can discuss the need to conduct and annual audit/evaluation of the OSH program. The next OSH meeting will depend on OSH member schedules and accident investigation launches but is due 3rd quarter FY 2010.

OCCUPATIONAL SAFETY AND HEALTH REVIEW COMMISSION

Statistics

Injury and Illness Statistics Injury and illness rates No workplace injuries or illnesses were reported during Fiscal Year 2009.

Fatalities and Catastrophic Incidents The Review Commission has no fatal and catastrophic incident cases to report for FY 2009.

Contract Workers and Volunteers

OSHRC has a total of five (5) contract workers supervised by federal employees. No injuries were reported in FY 2009.

OSH Initiatives—SHARE, Motor Vehicle and Seat Belt Safety

SHARE – Safety, Health, and Return-to-Employment Initiative SHARE Analysis

The Review Commission had no injuries or illnesses for FY 2009. Employee participation in various health fairs to include: blood pressure monitoring, vision and hearing testing, flu shots, cardiac risk profile (cholesterol/glucose), and wellness programs.

SHARE Programs/Initiatives

The Review Commission has indicated in the past that we do not have any SHARE initiatives. Given OSHRC's remarkable record of no illnesses or injuries that occurred on its premises, there is no need to establish goals for improvement.

Motor Vehicle / Seat Belt Safety

There were no motor vehicle accidents by employees in FY 2009.

Mechanisms in place to track the percentage of seat belt usage by employees. There were no motor vehicle accidents reported in FY 2009.

Efforts taken to improve motor vehicle safety and seat belt usage.

The Agency recognizes that seat belts are extremely effective in preventing injuries and loss of life. Agency policy requires that seat belts 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.

Pandemic Flu Preparations

Seasonal flu shots are provided through contract with the Federal Occupational Health (FOH) program. Initial supplies of the H1N1 vaccine were insufficient to meet demand. The H1N1 vaccine was first made available to the high risk target groups.

Employee Support

OSH Training

Safety and health awareness information is distributed via email to all staff employees. Posted materials can also be found on the bulletin board in the agency break room.

OSH Conference/Seminars

The Review Commission has made an Agency Technical Assistance Request (ATAR) through OSHA area offices to provide assistance with the implementation of an OSH training program for its employees.

Accomplishments

FY 2009 Accomplishments OSHRC maintained excellent record in preventing workplace injuries and illnesses.

Achievements of Fiscal Year 2009 Goals

Employees renewed their CPR/AED certificate training from The American Red Cross.

OFFICE OF NAVAJO AND HOPI INDIAN RELOCATION

Statistics

Injury and Illness Statistics

During FY 2009, the Office of Navajo and Hopi Indian Relocation (ONHIR) had one (1) OWCP claim which was initially reported as a one time traumatic injury. The source of the injury was described as pain in the wrist joint and forearm which was related to the employee's computer use. Traumatic injury is considered a short term claim which occurs in a single work day or shift at a specific time and place. The claim in this case was originally filed as a one time traumatic injury, however, the claimant then asked to convert the claim to an occupational injury which is a long term injury that occurs over a period of time, but that claim was later denied by OWCP.

Total Case Rate: 2.22 Lost Time Case Rate: 1

Contract Workers and Volunteers

The number of contract workers supervised in FY2009 by federal employees at this office was two (2). There were no volunteer workers employed during FY 2009

OSH Initiatives

SHARE-Safety, Health, and Return-to-Employment Initiative In FY 2009, did your agency file any injury and illness claims with the Department of Labor's Office of Workers' Compensation Programs (OWCP)? YES

SHARE Analysis

- The total number of injury/illness claims in FY 2009 was 1. The total number of injury/illness claims in FY 2008 was 2. This represents a 50% reduction in total injury and illness case rates which exceeds the 3% SHARE goal established.
- The total time for injury and illness case rates was 5 days for FY 2008. The total time for injury and illness case rates was 6 days fpr FY 2009. The lost time of injury and illness case rates increased by one (1) day or 20% which exceeded the target case rate objective set by OSHA. Considering that this is a very small agency, we feel that this is not an unreasonable percentage.
- The claim for FY2008 was filed 1/10/2008 one day after it was reported to the Agency. The original claim for FY 2009 was filed with OWCP on 1/9/2009 one day after it was reported to the Agency. The claim was transferred to an occupational injury on 2/26/09 and the timely filing of injury and illness claims as the filing of claims was completed within one day of being reported to the Agency for both FY 2008 and FY 2009 thus meeting and exceeding the OSH goal.
- The number of lost production days for FY 2008 was five (5) days. The number of lost production days for FY 2009 was six (6) days. The rate of lost productuion days due to injurty and illness increased by one (1) day or 20% in FY 2009. Considering that this is a very small agency, we believe that this is not an unreasonable percentage.

SHARE Programs/Initiatives

Programs established by the Agency are flu emmunization clinics, provision of safety equipment for staff at all office locations, and posting safety measure information for Agency staff. The initiatives the Agency has launched in support of SHARE are an annual safety training for all staff, small group specilized trainings as needed, and coordination of an annual flu clinic for all staff. The general safety and health care training is presented at the annual all staff meetings, flu immunization clinics are coordinated with the County Health Department and paid by the Agency for the staff. Program successes are a high participation rate by staff in the annual flu immunization clinic as well as consistently low injury and sickness rates annually. The Agency is currently working on the preparation of an Agency emergency response plan which should be completed in FY 2010.

The Agency also follows OPM guidelines in protecting employees and maintaining operations for the 2009-2010 flu season. The Agency utilizes OPM guidance and recommendations to help the Agency workforce to prepare for the flu season through provision of website information, fact sheets, and e-mail updates and policies as well as coordinating an annual flu emmunization clinic for Agency staff. The Agency maintains communication with employees and supervisors on flu recommendations and guidance for Agency staff.

Motor Vehicle / Seat Belt Safety

The Agency has a strict standing policy on safe operations of government vehicles. In general, this includes use of seat belts (Executive Order 13043), driving at safe speeds for the road conditions, prohibition of using cell phones while driving, and properly maintaining the vehicles. In 2009, our Agency had GSA present a vehicle safety program for all staff members. When an employee receives a cell phone from our Agency, they are required to sign an agreement which, among other items, prohibits them from using either a personal or a government cell phone in a government vehicle. In addition the agreement states that they may not use a government cell phone while driving their personal vehicle.

As required by Executive Order 13043, our Agency does have a requirement for all vehicle passengers to wear seat belts regardless where they are seated in the government vehicle. This issue was address at our recent GSA vehicle training. Since this is a very small Agency, we do not have a specific program in place to monitor this issue so it is the responsibility of the driver to monitor this requirement. The general operations of our Agency are such that it is very seldom that more than one or two people occupy a vehicle. We plan to modify our travel logs this year to specifically address this requirement. During both FY 2008 and FY 2009, our Agency had no vehicle accidents so we are at zero percent increase over the past two years.

Pandemic Flu Preparations

The Agency also follows OPM guidelines in protecting employees and maintaining operations for the 2009-2010 flu season. The Agency utilizes OPM guidance and recommendations to help the Agency workforce to prepare for the flu season through provision of website information, fact sheets, and e-mail updates and policies as well as coordinating an annual flu emmunization clinic for Agency staff. The Agency maintains communication with employees and supervisors on flu recommendations and guidance for Agency staff.

Employee & Contractor Support

OSH Training

The Agency's overall plan for ensuring that all staff receive appropriate OSH awareness and hazard recognition and training consists of posting OSHA flyers and information at all field and office locations. It also consists of individualized staff training with staff directly involved in those duties which pose a hazard. Field personnel have routine safety reviews on various subjects related to their work at regularly scheduled staff meetings and as needed in the field.

OSH Conferences/Seminars

List any safety seminars or conferences the agency is planning for FY 2010: During FY 2009, this Agency provided safety and health training at our annual all staff meeting. The next such meeting and training is planned for November 2010.

Field Federal Safety and Health Councils Has your agency participated on any FFSHCs? YES

Contractor Safety

Due to the small size of this Agency and the fact that during the past five years our budget and needs have been significantly reduced, there are very few new contracts issued which exceed the simplified acquisition threshold limits. Depending on the type, size, and complexity of the contract, most ONHIR contracts contain one or more references to various safety and drug free requirements. Generally, these requirements are simply covered by the Federal Acquisition Regualation (FAR) clauses however the attached copies are typical of the related paragraphs which have beenincluded in the contracts' Administrative sections.

Other Support Activities

The Agency has paid for and continues to pay for costs associated with safety related training.

Accomplishments for FY 2009

The Agency's achievements beyond program requirements for FY 2009 include:

- Zero serious injuries or deaths in FY 2009
- The Agency provided a variety of health and safety trainings to all Agency employees.
- The Agency DASHO conducted a comprehensive on site safety evaluation of the office and building premises which resulted in implementing many safety corrections and improvements.
- The Agency DASHO conducted an Agency wide assessment to insure that our facilities met handicap access standards for our clients, vendors, and staff.
- An annual fire inspection of the office premises was conducted for the local fire department which fully met the city requirements.
- All office fire extinguishers were tested and certified approved by a licensed fire protection company.

OFFICE OF PERSONNEL MANAGEMENT

Statistics

Injury and Illness Statistics

Injury and illness rates

The workplace injuries for the agency for FY 2009 are higher than in FY 2008. We believe this is a direct result of an aggressive recruiting event and the hiring of 200 new Federal investigators onboard in the agency. Since they work in a field environment, and are driving and walking throughout the work day, conducting interviews outside of an office environment, injuries are more likely to occur (e.g., due to car accidents, dog bites, bee stings, etc.)

Facilities with high injury and illness rates

OPM identifies facilities with high injury case rates by keeping an excel spreadsheet of all workrelated injuries. Every injury is required to be entered, along with all specific data to the case to include the Facility code. OPM's Federal Investigative Services Division is the facility with the highest incidence of injuries and this is due to the nature of the work and the location of work in field environments.

Fatalities and Catastrophic Incidents OPM experienced no fatalities or catastrophic incidents during FY 09.

Fatality and Catastrophic Accident Investigations OPM did not have any fatalities or Catastrophic events in FY-2009

Overseas Employees OPM has no overseas civilian employees.

Significant Trends and Major Causes or Sources of Lost Time Disabilities

Controlling Trends A new database is being developed to track trends and create solutions and enact preventive measures.

Contract Workers and Volunteers OPM did not employee any volunteers in FY 2009

OSH Initiatives—SHARE & Motor Vehicle and Seat Belt Safety

SHARE—Safety, Health, and Return-to-Employment Initiative SHARE Analysis

All workplace injury statistics for the agency for FY 2009 are slightly higher than in FY 2008. We believe this is a direct result of an aggressive recruiting event and the hiring of 200 new Federal investigators onboard in the agency. Since they work in a field environment, and are driving and walking throughout the work day, conducting interviews outside of an office environment, injuries are more likely to occur (e.g., due to car accidents, dog bites, bee stings, etc.)

SHARE Programs/Initiatives

In FY 2009 OPM has hired a full-time Occupational Safety and Health Manager to aid in the reduction of all injury-illness rates. Due to previous staffing shortfalls the program needed to be revamped, this going to be accomplished by the Occupational Safety and Health Manager in conjunction with the Safety and Health Committee.

Motor Vehicle / Seat Belt Safety

Number of motor vehicle accidents experienced by employees in FY 2009. OPM had 178 vehicle accidents during FY 09. 69% of the accidents were caused by GOVs (Government Owned Vehicles) and 31% were caused by POVs (Privately Owned Vehicles).

Mechanisms in place to track the percentage of seat belt usage by employees. OPM does not currently have a means to track this information; however we have asked supervisors of employees who routinely drive to check drivers as they leave the office to verify that they are wearing seat belts.

Efforts taken to improve motor vehicle safety and seat belt usage.

OPM has drafted a Policy & Procedures Guide which includes requiring all OPM investigators (who collectively make up over 95% of all OPM employees who drive routinely) to take a defensive driving course and adhere to the new Executive Order regarding "texting". OPM is also exploring the possibility of acquiring the "Defensive Driver's Training Program" from the National Safety Council. Budgetary constraints prevented OPM from implementing this program in FY 2009, and hopes to do so in FY 2010.

Pandemic Flu Preparations

OPM's Pandemic Influenza Operational Plan has been attached.

Employee & Contractor Support

OSH Training Ensuring staff are trained This staff became contractor employees at the end of FY 2006, the contractor has since assumed this responsibility.

Impact of Training N/A

Staff Trained N/A

OSH Conferences/Seminars

List any safety seminars or conferences the agency is planning for FY 2010: National Safety Council Congress and Expo, OSHA 501 Course, Indoor Air Quality Association Annual Meeting and Expo. Various seminars/conferences around the greater metropolitan area. Field Federal Safety and Health Councils

Involvement

OPM attends FACOSH committee meetings and was an active participant on the FACOSH emergining issues working group.

OPM participates in the Safety Director's Fourm which is hosted monthly by the DOC.

OPM sends a repersenative to Metropolitan Washington Federal Safety and Health Council functions.

Field Council Support

OPM managers have encouraged employees to attend the monthly meetings of the Metropolitan Washington Federal Safety and Health Council meetings.

Contractor Safety

Describe whether any of your agency's contracts include standard language addressing workplace safety requirements. No

Explain if the agency has established a means for enforcing compliance with these contract provisions. $N\!/\!A$

Submit the standard OSH language included in your agency's contracts. N/A Are contractors required to notify agency personnel if a contractor experiences a recordable injury? If so, how does the agency use this information? No N/A

Other Support Activities

All members of the Safety and Health committee are encouraged to attend at a minimum GSA's annual safety conference and one additional conference/workshop annually.

Self-Evaluations

OPM's Facilities Management Group reviewed OPM's Safety and Health program to ensure that it continues to meet the requirements of E.O. 12196.

Accomplishments for FY 2009

OPM has drafted a Policy & Procedures Guide which includes requiring all OPM investigators (who collectively make up over 95% of all OPM employees who drive routinely) to take a defensive driving course and adhere to the new Executive Order regarding "texting". OPM is also exploring the possibility of acquiring the "Defensive Driver's Training Program" from the National Safety Council. Budgetary constraints prevented OPM from implementing this program in FY 2009, and hopes to do so in FY 2010.

Resources

OPM has an active presence in the Neighborhood Planning Committee, which builds teamwork between the private and public sector emergency planners.

OPM hired a Safety and Occupational Health Manager in FY 2009 who should be able to make an impact during the FY 2010 and FY 2011 statistics.

Goals

- Reduce total injury and illness case rates by 4% in FY 2010.
- Reduce lost time injury and illness case rates by 5% in FY 2010.
- Increase the timely filing of injury and illness claims by 6% in FY 2010.
- Reduce the rate of lost production days due to injury and illness by 2% in FY 2010.

OVERSEAS PRIVATE INVESTMENT CORPORATION

Statistics

Injury and Illness Statistics None

Fatalities and Catastrophic Incidents

OPIC had no fatalities or catastrophic incidents during the reporting period.

Overseas Employees

OPIC does not have any employees stationed overseas.

Significant Trends and Major Causes or Sources of Lost Time Disabilities Controlling Trends OPIC had no fatalities or catastrophic incidents during the reporting period.

Contract Workers and Volunteers

OPIC does not make wide use of volunteers. No volunteer injuries were reported for FY2009.

OSH Initiatives—SHARE & Motor Vehicle and Seat Belt Safety

SHARE—Safety, Health, and Return-to-Employment Initiative SHARE Analysis OPIC had no fatalities or catastrophic incidents during the reporting period.

Motor Vehicle / Seat Belt Safety

Number of motor vehicle accidents experienced by employees in FY 2009. OPIC had no motor vehicle accidents during FY2009

Mechanisms in place to track the percentage of seat belt usage by employees. Usage is tracked by observation and immediate enforcement.

Efforts taken to improve motor vehicle safety and seat belt usage. Remind staff that seat belt usage is mandatory while operating motor vehicles in the performance of official duties.

Pandemic Flu Preparations

Pandemic planning has been incorporated in COOP planning. Information on pandemic and H1N1 has been posted on OPIC's intranet and via agency-wide emails. This year's health fair included vaccination for the seasonal and H1N1 flu.

Employee & Contractor Support

OSH Training

Ensuring staff are trained

OPIC provides safety information through its intranet. Occupant Evacuation training and protective hood training was conducted during this reporting period. Fire safety training is

provided to floor wardens and emergency personnel. OPIC conducts an annual health fair and provides a subsidized fitness program for employees.

Impact of Training

Training ensures staff know how to respond in event of emergencies.

OSH Conferences/Seminars

OPIC plans to provide first aid training to floor wardens and emergency personnel in FY2010.

Field Federal Safety and Health Councils Field Council Support Safety personnel are encouraged to participate in Council activities at the local level.

Contractor Safety

OPIC does not have any specific clauses it uses in its contracts, as the contracts are almost always for commercial off the shelf products or services. Any contractor work-related injuries/illness would be reported and addressed.

Other Support Activities

OPIC held its annual health screening.

Goals

Continue to maintain a healthy and safe work environment.

PEACE CORPS

In FY 2009, the Peace Corps had 0 total illness and injury cases and 0 lost time cases. The total case rate was 0 in FY 2009 and the lost time case rate was 0. The total injury and illness cases fell by 100 percent as compared to FY 2008, and the lost time cases decreased by 100 percent.

The Peace Corps has taken the following measures to make the workplace as safe as possible.

- Raised safety awareness by placing OSHA posters throughout the agency.
- Sent out safety messages.
- Continued a partnership with Federal Occupational Health to provide a health clinic for employees to utilize free of charge.
- Worked with Federal Occupational Health to provide flu vaccinations.
- Provided ergonomic chairs to those employees who need them.
- Retained a full-time maintenance person to clean up spills promptly and to ensure that facilities are kept clear and free of obstacles.
- Worked closely with the building engineer to maintain building facilities.
- Provided first aid kits on every floor of the building.
- Provided emergency supplies on every floor of the building.
- Conducted periodic fire drills.

There were no fatality cases during FY09.

There were 200 overseas civilian employees in FY 2009 and 100 percent of them were covered by the State Department.

OSHA Initiatives

Motor Vehicle/Seat Belt Safety

- Safety, Health, and Return to Employment (SHARE) Initiative The Peace Corps met the four SHARE goals.
- Motor Vehicle/Seatbelt Safety In FY 2009 there were one motor vehicle accident involving federal civilian employees. In FY 2009, percentage of seat belt use was 100%. Seat belt use is required and this requirement is listed in the Peace Corps Manual.

Pandemic Flu Planning

Peace Corps has planned health and safety strategies in response to the pandemic influenza. These strategies include 1) travel restrictions, in which all Peace Corps events and official travel will be canceled during a pandemic; and 2) social distancing techniques in order to contain activities and limit the spread of a virus by reducing the frequency of contact between people. Furthermore, Peace Corps will employ a phased response plan in accordance to the six pandemic phases outlined by the World Health Organization (WHO).

Employee & Contractor Support

Peace Corps acknowledges that a safe, healthy and adequate work environment is essential to the most effective performance of the Agency's work. The Agency works in partnership with Federal Occupational Health (FOH), a service within the US Department of Health and Human Services, to deliver comprehensive occupational health solutions that improve the health, safety, and productivity of our workforce. It is also important to note, Peace Corps takes immediate action to correct all reported hazardous or unsafe working conditions. In cases where an on-the-job injury to an employee results in time lost from duty, Management advises employees of their rights under the Federal Employees Compensation Act within three (3) days after notification. It also provides advice and assistance to employees in preparing and processing compensation claims.

Supervisors attend a safety session during New Supervisor Training. Health education lectures and health screenings have been offered to employees.

Accomplishments and Goals

During FY 2009, Peace Corps lowered the number of workplace injuries and days away from work. We have furthered our efforts in establishing a viable and cohesive program by continuing to establish procedures to protect employees from unhealthy working environments. During FY 2010, Peace Corps plans to continue its efforts to provide safety and health training to employees and to provide a safe working environment for all employees.

PENSION BENEFIT GUARANTY CORPORATION

PBGC is a small agency, in a standard office environment. We have very few accidents or incidents, we conduct regularly scheduled safety inspections, communicate safety tips and requirements on at least a quarterly basis, and have a robust Pandemic Influenza Plan that is a component of our agency Contingency Plan. Because of the inflexible format of this report we are unable to indicate which of the documents listed above are not applicable to the PBGC environment. Summary statistics and details follow.

Statistics

Injury and Illness Trends

A comparison of the data for Injury and Illness Rates of FY2008 and FY2009, shows a steady state from FY2008 to FY2009. In addition, the agency's Total Case Rate FY2009 and Total Lost Time Case Rate FY2009 are still well below the Federal Total Case Rate FY2009 (3.94) and Total Lost Time Case Rate FY2006 (1.64) The agency continues taking positive steps to invigorate its OSHA Program as stated in Sections II. S.H.A.R.E Initiatives.

Fatalities and Catastrophic Accidents

The PBGC did not experience any fatal or catastrophic accident cases during FY2009.

Overseas Employees

The PBGC does have any overseas employees for FY2009 reporting period.

OSH Initiatives

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

PBGC has so few injuries or loss of time claims than any decrease would be statistically insignificant. However, the DASHO, Collateral Duty Safety Officer and the Occupational Workers Compensation Coordinator will continue to provide PBGC personnel with relevant and timely information on the latest health and safety trends and issues via informative emails and informational posters.

Motor Vehicle/Seat Belt Safety

PBGC has one leased vehicle that is used for the official business of the Agency Director. There have been no accidents or injuries with this leased vehicle for the FY 2009 reporting period. The drivers and all passengers understand the importance of, and comply with all seatbelt safety regulations.

Pandemic Flu Planning

The PBGC has a well-defined and robust Pandemic Influenza Plan that is a primary component of the agency's Contingency Management Plan. The agency's COOP Manager and DASHO work closely to ensure the flow of relevant Pandemic Flu Planning, to include the development and dissemination of Flu Prevention brochures, newsletters, email and posters, as well as, the tracking of employee absences due to illness.

Employee & Contractor Support

During FY2009 the OSH Coordinator attended two FFHSC meetings, as scheduled by the Metropolitan DC FFHSC office, to enhance the agency's network of Federal OSH managers, establish resources and keep apprised of all new developments in OSH regulations, guidelines and practices.

The OWCP Coordinator conducted OSH training during a Human Resource Departmentsponsored workshop " OWCP." The target audience for this training were PBGC Supervisors, Managers and Directors. This was a voluntary workshop. The Collateral Duty Safety Officer and the Occupational Workers Compensation Program Coordinator will develop and implement training for Management and for Federal and Contract personnel by the end of FY2010. For the interim, the following is provided:

- 1. Information on Occupational Safety and Health regulations, guidelines and protocols, appropriate to a non-industrial office environment, have been posted in conspicuous locations such as break rooms/pantry areas, and in the reception area of the Human Resources Department
- 2. CPR/First Aid and AED training was offered numerous times throughout the fiscal year to ensure there are trained employees onsite to use an AED unit, if applicable.
- 3. Senior and Mid-Level Management, to include Directors, Division Managers, Team Leaders and Supervisors continue to attend Occupant Emergency Team training and play an active leadership role on the Occupant Emergency Team. PBGC holds the view that as supervisors, they are responsible for the safety and health of their employees while at work and should help facilitate safe and orderly building evacuations or shelter-in-place scenarios.

Accomplishments and Goals

Accomplishments for FY2009:

- 1. The Collateral Duty Safety Officer attended applicable FFSHC meetings throughout the fiscal year, enhancing and reinforcing their knowledge of OSH issues and government initiatives.
- 2. Successfully conducted a full-building Shelter-In-Place drill, including a Hot Wash immediately following the SIP drill, facilitated by the agency's Collateral Duty Safety Officer.
- 3. Overall reduction in the occurrences of work-related injuries/illnesses and days away from work, as indicated in the Injuries and Illnesses Statistics table above.
- 4. The agency's Collateral Duty Safety Officer participated on the agency Pandemic Influenza Planning(PIP) Work Group. The Work Group's accomplishments include the implementation of the PIP's Employee Absentee Tracking Mechanism, in answer to the WHO Pandemic Level, as well as, conducting a week long Lobby Event during which informational brochures, pocket-size tissues and hand sanitizers were disctributed to the agency's federal and contract employees.

Goals for FY2010

- 1. Development and Implementation of a "Self-Evaluations" Program. The agency's Collateral Duty Safety Officer will utilize OSHA and FFHSC resources to develop and implement this program by September 2010.
- 2. Continue to encourage employees that self-identify as "Persons That Require Assistance" during an occupant emergency event to work with the Collateral Duty Safety Officer and the Reasonable Accommodations Coordinator to develop a "Personal Emergency Event Plan (PEEP)." The Collateral Duty Safety Officer intends to have all PEEP plans developed and tested by May 2009.
- Continue to consolidate and streamline the agency's OSH and OWCP Programs to ensure timely reporting and processing of employee injury or illness incidents and their resulting claims.

POSTAL REGULATORY COMMISSION

Statistics

Injury and Illness Trends The Commission is pleased to report that no lost time injury or illness occurred during FY 2009.

Fatalities and Catastrophic Accidents

The Commission is pleased to report that no fatal or catastrophic accidents occurred during FY 2009, and thus, no investigations were initiated.

Overseas Employees

The Commission did not have any overseas employees during FY 2009.

OSH Initiatives

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

Regarding SHARE goals 1 and 2, in FY 2009, the Commission reported no injury or illness cases and no loss time injury or illness cases. Thus, SHARE goals 3 and 4 are not applicable.

Motor Vehicle/Seat Belt Safety

The Commission neither maintains a fleet of vehicles nor employs drivers.

Pandemic Flu Planning

The Commission allows its employees to telework, it offers free vaccines, sends out reminders on how to avoid spreading viruses or the flu, and has monthly nurse visits for consultations.

Employee & Contractor Support

The Commission's headquarters is located in a privately operated building with sprinklers and other fire safety provisions. The building management company held quarterly fire drills which all employees successfully participated.

The Commission has standard language used in contracts relating to (1) Health and Safety, (2) Indemnification for injuries, and (3) a drug abuse policy.

Accomplishments and Goals

In FY 2009, the Commission reported no lost time injury or illness, and no fatalities or catastrophic accidents. The Commission will strive to maintain these rates for FY 2010.

The Commission considers safety on the job an important issue. We continue to conduct workplace assessments and make workstation modifications as necessary. The Commission is vigilant in conducting building surveys for safety and health hazards, and takes corrective action whenever necessary. Any actions taken are conveyed to supervisors and employees.

For FY 2010, the Commission has established a Safety Committee to help ensure a safe and healthful work environment and to promote awareness in these areas among PRC staff.

SECURITIES AND EXCHANGE COMMISSION

The U.S. Securities and Exchange Commission (SEC) is an independent regulatory agency with statutory responsibility to protect investors; maintain fair, orderly, and efficient markets; and facilitate capital formation. The SEC consists of five presidentially-appointed Commissioners, with staggered five-year terms. One of them is designated by the President as Chairman of the Commission — the agency's chief executive. The agency's functional responsibilities are organized into five divisions and 16 offices. The Commission is headquartered in Washington, DC and has <u>11 regional offices</u> located throughout the country.

During the FY 2009 reporting period, the SEC had 3,673 federal employees and approximately 900 on-site contractors who perform primarily sedentary, white-collar office duties. Workplace incidents and illnesses are reported to the Office of Human Resource's workers' compensation program.

Although the number of SEC employees increased in FY 2009, the SEC is pleased to report a 62 percent decrease in both the total number of injuries and illnesses, and a 71 percent decrease in its cases involving days away from work. In addition, the number of lost production days decreased by 6 percent, which may be attributed to a greater awareness of safety precautions as a result of our recent training initiative. In addition to the workers' compensation program, the SEC maintains other programs and support systems to aid in improving occupational safety and health. These include the following:

- A Safety Program that supports current Occupational Safety and Health (OSH) policies and procedures
- Annual OSH employee training course
- An active employee Work/Life Program
- An Employee Assistance Program

Statistics

• Injury and Illness Trends

In FY 2009, there were a total of five injury cases that resulted in 66 lost production days. Chargeback costs during the reporting period were \$583,779.00. These numbers are lower than past years and indicate that injury rates are declining. The SEC attributes this trend to employee and contractor training, awareness and outreach.

- *Fatalities and Catastrophic Accidents* The SEC had no fatalities or catastrophic accidents in FY 2009.
- Overseas Employees

The SEC has no overseas employees. The SEC occasionally sends employees on official travel to overseas locations.

OSH Initiatives

Safety, Health, and Return-to-Employment (SHARE) Initiative The SEC has met all four SHARE goals:

- The SEC reduced the total injury and illness case rates by 62 percent.
- The SEC reduced lost time injury and illness case rates by 71 percent.
- The SEC continues to submit 100 percent of its injury and illness claims in the required time frame.
- The SEC reduced the rate of lost production days due to injury and illness by 6 percent.

The SEC continues to provide an occupational health and safety program that supports SHARE objectives. This program incorporates employee and contractor safety and awareness training, incident reporting procedures, and driver safety initiatives.

Motor Vehicle/Seat Belt Safety

There were zero SEC motor vehicle accidents 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.

Pandemic Flu Planning

The SEC has established an agency-wide Pandemic Flu Plan that emphasizes safety and health program aspects. This plan is available on the SEC intranet and is accessible by all employees and contractors.

Employee and Contractor Support

The SEC has established an agency-wide occupational safety and health training program training program that is mandatory for all employees and contractors and includes topics on safety, emergency preparedness and Continuity of Operations (COOP). The SEC does not participate in Field Federal Safety and Health Councils because it is more efficient to manage this program from our headquarters office. In relation to acquisition practices, the SEC references standard safety regulations and code in its Environmental Services contract for annual Air and Water testing. The SEC is currently developing contract language and policies regarding green purchases. These policies will reference the use of environmentally safe products and require contractors to provide Material Safety Data Sheets (MSDS) for all products and services.

Accomplishments and Goals

FY 2009 Accomplishments

- The Office of Human Resources hired a full-time human resource specialist in the Benefits Office. This employee collects, monitors and reports on occupational safety and health incidents as a collateral duty;
- The agency continued the annual computer-based occupational health, safety, and emergency preparedness training program for employees;

• The agency continued employee safety awareness training with safety awareness articles printed in in-house publications, and displays of safety awareness posters on employee bulletin boards and in work areas. The safety program manager participated in the pandemic flu work group by preparing and distributing posters reminding staff about proper handwashing techniques and other measures to prevent the spread of the flu.

FY 2010 Goals

The SEC plans to continue initiatives associated with the goals established in FY 2009. Additionally, the SEC will:

- Develop a self evaluation protocol to include the following:
 - Developing policies that provide clear priorities for safety and health
 - Ensuring that annual safety and health training is provided
 - Developing workplace injury/illness analysis methodology
 - Providing safety and health information at new employee orientation and in periodic notices to all staff.
- Continue the annual computer-based occupational health, safety, emergency preparedness, and COOP training program for employees;
- Develop additional driver requirements and provide signage in vehicles to ensure drivers and passengers are aware of vehicle safety and the importance of seatbelt usage;
- Provide adequate, safe and efficient buildings, facilities, vehicles, and equipment by conducting a formal safety self-evaluation at SEC headquarters.

SELECTIVE SERVICE SYSTEM

Statistics

- In FY 2008, the size of the Selective Service System decreased (136) from its FY 2006 (154) employment levels and decreased (139) from its FY 2007 employment levels with a ceiling of 136 FTEs in FY 2009.
- The SSS reported two (2) injuries and illness cases in FY 2008, none of which were lost time cases. The actual injury and illness case rate for FY 2009 was four cases, two resulting in lost time.
- The SSS' workers' compensation costs for charge-back year 2009 decreased by less than 1percent (.59%) from charge-back year 2008.

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

The FY 2009 SHARE Goals:

- Reduce total injury and illness case rates:
- The President's SHARE Initiative by at least 3 percent per year: SSS injury rate remained the same in 2007 and 2008. We did not meet our FY 09 goal of 1 case in that there were four (4) cases in FY-09.
- Agency SHARE Initiative reduce to 1 injury. Not met.

Reduce lost time injury and illness case rates:

- The President's SHARE Initiative by at least 3 percent per year accomplished. The goal was met.
- The Agency's SHARE Initiative reduce to zero cases of lost time injuries and illnesses: Goal met in 2007 and there were no lost cases in 2008, not met in 2009.

Improve the timely filing of notices of injuries and illnesses:

- The President's SHARE Initiative by at least 5 percent per year was accomplished.
- The Agency's SHARE Initiative achieve 75 percent of filings within the deadline was accomplished.

Reduce lost production day rates due to injuries or illnesses:

- The President's SHARE Initiative by at least 1 percent per year was not met.
- The Agency's SHARE Initiative reduce rate of loss to 45 days was accomplished. Lost days totaled 14.

Summary:

- The SSS did not meet its FY 2008 goal in reducing the number of injury cases received to one, the rate of injury cases remained the same in FY-07 (two) and FY-08. Injury cases increased to four in FY-09.
- We did not achieved our goal of zero as the case rate for lost time injuries and illnesses in that we had two cases that resulted in lost time for FY 2009.
- The Timelines for submission of cases reflect the accomplishment of our FY 2009 SHARE goal by submitting 100 percent of cases on time.

• There were two no case with lost time, which do not reflect the accomplishment of our FY 2009 goal.

The SSS' Initiatives in Support of SHARE:

The SSS will again download the Department of Labor'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 2009, we saw that four injuries resulted in mission failure. Since we fell short of our FY 2009 goals, we are setting the same goals for the next two fiscal years and will strive to reach zero injuries, Agency-wide by FY 2010 and FY 2011. It is believed that the continued requirement for our managers to review the on-line OWCP training annually will assist us in reaching our goal.

Motor Vehicle/Seat Belt Safety:

- 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 seat belts 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. Tele-work 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, Virginia, and parking is provided for vanpools and handicapped drivers.

Training:

All Agency drivers are encouraged to maximize the free on-line GSA training on motor vehicle operation. Use of the Agency's Employee Assistance Programs 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.

Accomplishments:

There were no vehicle accidents in the last two years as a result of enforcing strict compliance with GSA standards.

Resources:

The SSS utilizes the General Service Administration's and Department of Labor's online resources.

SHARE Goals for FY 2010 and 2011:

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 2010 and 2011 that will move the Agency towards a safer work environment by:

- Reducing the total case rate 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 percent, and,
- Maintain a reduction rate of loss production days by 10 percent, to less than 41 days.

SOCIAL SECURITY ADVISORY BOARD

Statistics

Injury and Illness Statistics None

OSH Initiatives

SHARE—Safety, Health, and Return-to-Employment Initiative None

Motor Vehicle / Seat Belt Safety None, the Board has no vehicles.

Pandemic Flu Preparations We did no planning.

Employee & Contractor Support

OSH Training

Please see the report filed by the Social Security Administration. SSA provides these services for the Social Security Advisory Board.

OSH Conferences/Seminars

SSA provides these services for the Social Security Advisory Board.

Contractor Safety

SSA provides these services for the Social Security Advisory Board.

Other Support Activities

The Social Security Administration offers these programs.

Self Evaluations

SSA provides these services for the Social Security Advisory Board.

Accomplishments for FY 2009

Please see the report filed by the Social Security Administration. SSA provides these services for the Social Security Advisory Board.

Resources

Please see the report filed by the Social Security Administration. SSA provides these services for the Social Security Advisory Board.

Goals

Please see the report filed by the Social Security Administration. SSA provides these services for the Social Security Advisory Board.

THE SMITHSONIAN INSTITUTION

Statistics

Injury and Illness Trend

- OWCP Total Cases Created are down over 30%
- OWCP Lost Time Cases are down almost 10%

Fatalities and Catastrophic Accidents

The Smithsonian Institution (SI) did not experience fatalities or catastrophic accidents in FY 2009.

Overseas Employees

During FY 2009, over 1,800 personnel (Federal, Trust, Volunteers, Interns, etc.), were employed at the Smithsonian Tropical Research Institute (STRI) located in Panama. The Institution conducts annual compliance Management Evaluation And Technical Reviews (METRs) at STRI to the same level of detail as is applied to US SI units. Additionally, STRI employs a full-time Occupational Safety and Health Specialist on staff that is responsible for developing, implementing and ensuring the administration of the day-to-day Safety Program.

In addition to Panama, smaller concentrations of Smithsonian Institution employees are located overseas in Australia, Belize, China, Costa Rica, Israel, and the United Kingdom. In each instance, the employee(s) receives safety, health, and environmental support through the parent establishment's safety coordinator.

OSH Initiatives

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

- Exceeded its goal for the Lost Time Case Rate by more than 54%
- Exceeded its goal to cut the Total Case Rate by more than 48%
- Fell short of our goal for Timeliness by -23.6%
- Exceeded our goal to reduce Lost Production Day Rate by 36.4%.

Motor Vehicle/Seat Belt Safety

During FY 2009, Federal employees experienced 31 motor vehicle accidents. Establishment safety coordinators reported that the SI vehicle occupants in all 31 incidents were wearing seat belts.

The Smithsonian continues to promote aggressively seat belt use through training, tool box talks, flyers, and e-mails. In FY 2009, the SI Transportation Services Branch deployed the revised Transportation Management Directive 421 and on accompanying handbook that delineated the Institution's new policy on driver qualifications, training, and drivers license checks. The Smithsonian has increased the number of Defensive Driving classes provided to staff and has piloted the use of a web based training program to reach an increased number of employees who drive.

Pandemic Flu Planning

Pandemic flu preparations throughout the Smithsonian have been extensive and continuous throughout FY 2009. Both public and occupational safety and health are strongly emphasized at all levels of pandemic flu planning. The Directors of the Office of Protection Services (OPS) and the Office of Safety, Health and Environmental Management (OSHEM), together with their respective disaster preparedness manager and medical officer, meet frequently as a group with museum directors and senior Smithsonian leaders and managers to ensure that all preparedness planning is well reviewed and understood before being implemented locally and then executed remotely. The Institution has both a general pandemic plan and a unit/critical office a pandemic plan that is specific to their needs and requirements.

Employee & Contractor Support

Occupational safety and health training continued to be a major focus for increasing hazard recognition and safety awareness. This was accomplished by a combination of OSHEM staff, field Safety Coordinators, and outside vendors who provided instruction to all appropriate levels of management and staff throughout the SI.

During FY 2009, OSHEM identified a need for safety leadership and management training to enable the Institution to realize its "zero injury" goal. IAs a result, three Proactive Safety Leadership training sessions were conducted for and well received by the Institution's supervisors. To further aid in safety leadership training, OSHEM has developed and will deploy in FY 2010 a Supervisor Safety training package to unit Safety Coordinators in FY 2010.

Contract specification and requirement safety language for Non-Indefinite delivery/indefinite quantity (IDIQ) contracts has been included as Attachment 4.

Accomplishments and Goals

Over the past six years, overall injury and illness statistics have shown a progressive and marked downward trend. This downward trend is illustrated by the SI's performance successes exceeding three (3) of the four (4) President's SHARE goals.

In FY 2009, CA1/CA2 submission timeliness saw a slight increase. Current SI procedure requires Office of Human Resources (OHR) personnel to e-mail "manual" reminders to supervisors requesting them to forward signed copies of the CA1/CA2s to OHR. In the 2nd quarter of FY 2010, an automated reminder system to supervisors will be deployed to increase the supervisory response times so that our timeliness goals can be met.

This past FY, the Office of Chief Information Officer (OCIO) and OSHEM were aggressive in deploying and/or updating three different software systems; 1) METR Manager, a system that captures deficiencies in a Smithsonian-wide computer tracking system and allows Safety Coordinators and Institution officials the ability to assign, track and monitor the progress of corrective actions in a real-time environment. 2) A new hazardous materials tracking software database system developed that will allow "real time" tracking of hazardous chemicals throughout the Institution. The software will also enable ready access to and retrieval of chemical Material Safety Data Sheets (MSDSs) and facilitate sharing of chemicals where

appropriate. 3) The SI Automated Incident Reporting System (AIRS) was updated to enable each establishment's safety coordinator the ability to manage their occupational injury/illness information on-line.

The Institution's Safety Manual was also updated and revised in preparation for migration to web 2.2 format.

During FY 2010, the SI 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.

U.S. ACCESS BOARD

Statistics

Injury and Illness Statistics

The Access Board Injury and Illness statistics can be summarized as follows:

- The Board has 28 regular employees and none of these individuals was either injured or experienced work-related illness during 2009;
- The Board has thirteen Presidentially-appointed members. One of these members was injured while on travel for the Access Board and had to go on Worker's Compensation during 2009;
- Finally, the Board has three separate contracts which total nine employees who perform a variety of duties for the Board; none of these employees experienced injury or illness during 2009.

Contract Workers and Volunteers

Here is a list of our contract workers along with the number of employees:

- L3 EITS—which provided our computer support—has 3 employees
- CIC—which helped remodel the Board's offices---had 6 employees on site
- Canon Copier sends one repair person
- Netco phone provides one support person
- Surround Art—assisted with decorating our office space; had two employees; none were injured on the job

OSH Initiatives

SHARE Analysis

Because the Access Board is a "micro-agency" and because we have very few work-related illnesses and/or injuries we have not completed a SHARE analysis.

Motor Vehicle / Seat Belt Safety

The Access Board does not have any motor vehicles. However, our employees have been instructed to use their seat belts when they are driving for agency business. We've also informed staff that texting while driving for agency business is prohibited pursuant to E.O. 13513.

Pandemic Flu Preparations

The Access Board has made our employees aware of the seriousness of a pandemic flu outbreak by distributing printed materials provided to us through our EAP. We have also made our employees aware that the agency's healthcare unit will provide flu shots to employees free of charge.

Employee & Contractor Support

Contractor Safety

The Board requires that our contractors comply with those laws that apply to Government contracts, including the Contract Work Hours and Safety Standards Act [41 U.S.C. §§ 51-58]. Accomplishments for FY 2009

The Access Board prides itself in accommodating its employees, and 2009 was no exception. We were able to provide the following accommodations to staff: a Jabra wireless headset with amplifier for an employee with a hearing impairment; a large 28" computer monitor and adjustable computer monitor arm for an employee with a visual impairment; a Microsoft ergonomic keyboard and Workrite keyboard tray; and a Penmouse. Finally the Access Board also readily embraces teleworking and all of our employees are encouraged to do this as their schedules permit. The Board has found that allowing such teleworking promotes a family-friendly work environment.

Resources

The Access Board spent approximately \$2,500 making the above-mentioned modifications.

Goals

Within the next few months, the Access Board is obtaining new space on the 8th floor of our current office building. This space will provide us with meeting space, more workstations, as well as additional storage space. Once we have moved into this space, we would like for someone from the OSHA office, to come and walk though our office and help us improve our OSHA compliance.

UNITED STATES AFRICAN DEVELOPMENT FOUNDATION

Statistics

Injury and Illness Statistics Facilities with high injury and illness rates There were no facilities with high injury illness rates in 2009.

Fatalities and Catastrophic Incidents

USAID did not experience any fatalities or castrophic incidents in 2009.

Fatality and Catastrophic Accident Investigations

USAID did not experience any fatalities or castrophic incidents in 2009.

Overseas Employees

The agency employs 1,000 employees overseas. These employees' occupational safety and health issues are managed by the Department of State Safety and Health Professionals through the Ebassies. In addition, each Mission has the direct consult of USAID's Occupational Safety and Health Manager.

Significant Trends and Major Causes or Sources of Lost Time Disabilities

Controlling Trends

We continue to promote safety through safety talks, safety web page, employee involvement and management commitment.

Contract Workers and Volunteers

There are approximately 300 contract employees supervised by federal employees in the Agecny. There were no injuries to these employees.

OSH Initiatives—SHARE & Motor Vehicle and Seat Belt Safety

SHARE—Safety, Health, and Return-to-Employment Initiative SHARE Analysis

- The increase of the total case rates from FY 2008 to FY 2009 is 14%.
- The increase of the case rates for lost time injuries and illness from FY 2008 to FY 2009 is -25%.
- On time filing increased from 9.1% in 2003 to 30% in 2009. USAID plans additional publicity of the ready availability on its intranet website of workers' compensation information, procedures, timelines and forms.
- LPD rate was 17.7 which was 18% above the target of 15 or less.

SHARE Programs/Initiatives

USAID will seek to reduce lost production time by improving communications with injured employees and their supervisors to facilitate early returns to work. In addition, USAID anticipates that its renewed emphasis on workplace safety and safe work practices should contribute to the reduction of lost time. USAID plans additional publicity of the ready availability on its intranet website of workers' compensation information, procedures, timelines

and forms. USAID plans additional publicity of the ready availability on its intranet website of workers' compensation information, procedures, timelines and forms.

Motor Vehicle / Seat Belt Safety

There were zero motor vehicle accident in the USAID/Washington agency during FY 09 which is one less than last year. Seat belt policy overseas is generally the same as in Washington, DC; however, some military vehicles do not include seat belts.

Seat Belt Policy

All Agency passenger vehicles must be equipped with seat belts. Seat belts must be maintained in good working condition. When so equipped, while driving or riding in a motor vehicle used for USAID official business, employees must have their seat belt properly fastened at all times.

Mechanisms in place to track the percentage of seat belt usage by employees. Employees are trained on the use of seat belts and supervisors are required to enforce our seat belt use safety rules. We also track motor vehicle accident reports.

Efforts taken to improve motor vehicle safety and seat belt usage.

USAID will continue to provide training and will use incident histories to implement continuing improvement to adherence to our seat belt rules.

Pandemic Flu Preparations

Please see attached Pandemic Flu Document.

Employee & Contractor Support

OSH Training

Ensuring staff are trained

All employees must be trained in proper work procedures and must be educated to work safely and to understand that they are responsible for doing so. Management is responsible for the adequate safety training and education of employees. However, all employees are responsible for working safely, and, in doing so, they benefit not only their organization but also themselves in a very real way.

USAID has developed an e-learning platform which includes a plethora of safety training topics. Employee safety orientation is given to all new employees as part of their in-processing requirements. USAID has trained 300 employees who will act as members of the agency's emergency evacuation team. The Agency uses an "Agency Notice" system to communicate Safety & Health information. Every employee has access to this system and is prompted by an e-mail when information is available. In FY 2009, an Agency Safety & Health Web site was used to offer a one stop forum for OSHA/Safety information and training documents and videos. The Agency uses employee safety and health bulletin boards to communicate vital information on hazard recognition and reporting, emergency response standard operating procedures, accident/injury data and current events. Please note that this agency has been involved with responding to international disasters and emergency for over 30 years. All of our people, direct hire and contractor alike, are given extensive training before, during and after events. The list of training requirements is extensive. If OHSA requires a list of the training documentation, a comprehensive document will be sent.

The Agency has recently developed and distributed to every employee an Agecny Safety Guide. The guide outlines all SOP's for specifice emergency situations and injury reporting rules. We also use a safety and health bulletin board on every floor located in each galley.

Impact of Training

The impact of the Agency's safety training program is best noted in our low injury rates during 2009. Our struggles in implementing the overall safety and health program is increasing the quality of management commitment and employee involvement. The onset of a new adminstration requires a 2010 initiative to train all senior management. Employees will be contiued to be actively involved in the safety and health program through their unions and increasing the number of trained volunteers on our EAP teams and AED/CPR response teams. This year the Agency implemented a Health and Wellness committee to address the specific needs of employees.

Staff Trained

Senior management officials, Supervisors and Employees and employee representatives

Other Support Activities

The agency is currently a team member on the Department of State's Pandemic Flu inter agency working group and a member of the federal agency emergency response inter agency working group. We participate in meetings of the DC safety council.

Self-Evaluations

A safety and health performanc guide/evaluation was created in 2009 (please see attached). The plan for 2010 is to implement the evaluation comencing in USAID/W.

At USAID programs are evaluated by our Safety Manager and by work teams. To date we have evaluated our Emergency Evacuation Program through a drill and an employee feedback survey. Results of the evaluation were reviewed by senior management and follow up actions have been accomplished. The Agency's Hazard Recognition program is managed by our Safety Manager and employees are directly responded to by our Safety Manager.

Accomplishments for FY 2009

We have accomplished improvement in our Emergency Action Plan procedures. Employees are more aware and compliance has been measure by a Process Management Tool. The results of the training and communication efforts by the agency are illustrated in the positive feedback from the surveys and on the spot inspections by management, employees and our Safety Manager. The establishment of an Agency wide Staff Care team in FY 2009 is an attempt to innovatively create a forum for safety and health instead of a conventional S & H committee

Resources

The safety and health budget has been increased. The purchase of Emergency Escape Hoods, Emergency Assist Chairs for employees with disabilities. The Agency has formally included safety training for all of our new Foreign Service Officers as part of our Leadership Initiative.

UNITED STATES HOLOCAUST MEMORIAL MUSEUM

Statistics

As of September 30, 2009, the Museum had 382 Federal and Donated employees* combined. There are approximately 483 contracted staff and 573 volunteers that are an integral part of the Museum's workforce. The number of contract staff and volunteers fluctuate throughout the year. Contractor companies are responsible for recording their contract employee's work-related injuries/illnesses on their OSHA Form 300. Contract employees include the special police officer force and the Museum's housekeeping staff.

There were six lost time incidents and six injuries reported in FY 2009. All six of the injury reports were forwarded to the DOL, OWCP for processing. One of the six claimants did not receive COP because the incident was categorized as an "occupational injury". The lost time incidents totaled 78 hours and 12 days of Continuation of Pay (COP).

The most frequent type of injuries/illnesses occurring in FY 2009 was slips, trips, and falls. Slips, trips and falls accounted for 80% of the time lost cases. A single thumb injury accounted for 10% of lost time cases and, and a repetitive motion injury accounted for another 10%.

Facilities with high injury and illness rates

The Museum does not have a history of high injury and illness rates. However, all cases of injury or work related illness are reported to the Occupational Safety and Health Specialist and are immediately investigated to determine the cause of the accident and corrective actions needed.

Fatalities and Catastrophic Incidents

There were no fatalities or catastrophic incidents involving USHMM Federal or donated employees during FY 2009. A Wackenhut Services Incorporated Special Police Officer providing security for the Museum was shot and killed when an avowed white supremist attempted to enter the Museum with a rifle.

Overseas employees

During FY 2009 there were seventy two (72) Museum staff members that traveled internationally. None of the staff members resided on State Department posts. The Museum's Division of Protection Services (DPS) receives notification on all Museum staff travelling internationally. A travel and risk assessment report is prepared by the Museum's Security Specialist (Intelligence) and provided to all staff travelling internationally that is specific to the area or country visited which includes:

- Referral to the Museum Health Unit for information regarding immunizations.
- Information regarding terrorism.
- Information on crime and safety.
- Traveler specific concerns and issues.
- Police response information.
- Medical information.
- Miscellaneous information to include the phone number of the American Consulate.

• Office of Worker's Compensation Programs Costs

The OWCP chargeback for CBY 2009 was \$19,354.35. The Continuation of Pay (COP) costs from the lost time injuries were \$5835.97. The OWCP chargeback increased from CBY 2008 to CBY 2009 by \$15,729.05. The COP costs for CBY 2009 decreased by \$299.03. The OWCP cost increase was due to one serious knee injury incurred by an employee resulting in 45 lost work days. The knee injury was reported on the 2008 OSHA report however, the employee had knee surgery and an additional hospital stay in CBY 2009.

Contract Workers and Volunteers

The Museum utilized 483 Contractors and 573 Volunteers in FY 2009. The number of Contract personnel and Volunteers can fluctuate throughout the year. There were no volunteer accidents/injuries reported.

There were three accidents/injuries reported by Contractors including one fatality. The fatality was incurred by Wackenhut Services Incorporated of Camp Springs, Maryland when a Special Police Officer was shot and killed by an avowed white supremist who attempted to enter the Museum with a rifle.

Slips, trips and falls accounted for 67% of the injuries/illnesses incurred by Contractors cases. A review of the accidents by the OSH specialist revealed that there were no contributing factors or sources that resulted in trends.

OSHA Initiatives

Safety, Health, and Return-to-Employment (SHARE) Initiative The first goal of the SHARE Initiative is to reduce the total injury and illness case rates by at least three percent per year. In FY 2008, there were five OSHA- reportable injury cases. In FY 2009, there were six reportable injury cases.

The second goal of the SHARE Initiative is to reduce lost time injury and illness case rates by at least 3% per year. In FY 2008 the Museum had four cases leading to lost time and in FY 2009 the Museum had six cases leading to lost time. Although the total reportable injury cases increased by one and the lost time case rate increased by two cases in FY 2009, the number is so low that there is no reasonable expectation of further reducing lost time injuries.

The third goal of the SHARE Initiative is to improve the timely filing of notices of injury and illness by at least 5% per year and achieve at least a 50% timely filing rate. All claims were forwarded to OWCP within five days of receipt in Human Resources. In FY 2009, the six injury/illness cases were sent to the DOL within the five day period. The Museum met this goal and achieved a 100% timely filing rate.

The fourth goal of SHARE is to reduce the lost production day rates due to injury and illness by at least 1% per year. In FY 2008, there were four lost time injuries that totaled 404 hours or 51 days COP. In FY 2009, there were six lost time injuries that totaled 78 hours and 12 days of COP. Since there were only six lost time injuries, there is no specific plan to reduce lost

production day rates due to injury and illness. OSHA training and analysis of injuries to document any trends and prevent accidents or injuries will continue.

In light of the Museum's low injury and illness rates, there are no established or proposed programs or initiatives in support of SHARE.

Motor Vehicle/Seat Belt Safety

There was one accident involving a motor vehicle in FY 2009. Five (5) Museum employee's returning from a business meeting were involved in a single car accident. There were no injuries and all occupants of the vehicle were wearing seatbelts.

All employees are required to wear safety belts while travelling in a Museum vehicle. The Museum did not institute any specific program for automobile safety/seat belt usage however, Museum policy mandates that seat belts are to be used 100% of the time and that all automobile rules, regulations and laws are to be followed.

Pandemic Flu Preparations

In FY 2009, the Museum developed a Pandemic Influenza Plan. The emphasis of the Museum's Pandemic Flu Plan is the occupational safety and health to all staff. Preventative measures were taken to protect staff by the acquisition of hand sanitizer stations, free H1N1 vaccinations, information posted on the Museum's Intranet Website and an influenza awareness campaign for employees through emails.

Employee and Contractor Support

OSH Training

Safety training at the Museum is performed by the Division of Protection Services, Occupational Safety and Health (OSH) Specialist, and the Emergency Preparedness Coordinator. The OSH Specialist worked with supervisors to schedule employees for training appropriate for their positions. Initial training and refresher training is provided. In FY 2009, DPS provided training in twenty safety and health topics. The Safety Office also reviewed procedures for using, disposing, and storing toxic/hazardous materials.

The overall impact of the safety training is an increased awareness of better work practices and of engineering controls, a familiarity with standard operating procedures, OSHA regulations, and appropriate response actions to emergency incidents resulting in decreased accidents and illnesses.

Classroom training is provided for the following subjects:

- Fire Extinguisher
- Hazard Communication
- Respiratory Protection
- Blood Borne Pathogens
- Lockout/Tagout
- Walking/ Working Surfaces & Ladder
- Emergency Evacuation

- Warden training
- Workplace Violence
- Fall Protection & Roof Harness System
- Personal Lift Safety
- Scaffolding Safety
- Forklift Safety
- Power Tool Safety & Machine Guarding
- Spill Control & Regulated Waste
- Electrical Safety
- Confined Space
- Safety Training for Supervisors and Contracting Officer's Technical Representatives
- Personal Protective Equipment
- Back Injury Prevention
- Laboratory Safety
- Welding Safety
- Hazard Communication Refresher
- Respiratory Protection Refresher
- Blood borne Pathogens Refresher
- Fire Extinguisher Refresher
- Lockout/Tagout Refresher

Contractors are responsible for providing safety training to their employees. The Museum does not provide or track Contractors' staff training. During Fiscal Year 2009, the Museum provided the following OSH training:

OSH Conferences/Seminars

The Museum conducts a Health, Wellness and Safety Fair annually. Representatives of the Division of Human Resources, Division of Protection Services, to include the Safety and Health Specialist and the Emergency Preparedness Specialist participate in the program. Participation of the Safety Officer and Emergency Preparedness Specialist consists of the distribution of literature, seminars, and question and answer sessions. There are also emergency preparedness training courses that focus on emergency evacuation, proper fire extinguisher use and warden training.

The Museum promotes staff involvement in other Safety and Health support activities. The Museum is a member of the National Safety Council and supports involvement in local and national safety and health conferences and has attended the Federal Advisory Council on Occupational Safety and Health (FACOSH) meetings. The Museum participates as a member of the Interagency Working Group on Federal Workplace Emergencies.

Field Federal Safety and Health Councils

The Museum is not currently involved with the Field Federal Safety and Health Councils (FFSHC). There is no FFSHC available in Region III at this time. However, participation in the Field Federal Safety Councils will be a goal for 2010 if one becomes available.

Contractor Safety

The Museum's Procurement Office provides language in each proposal as part of the bidding process. The Museum performs regular safety inspections throughout the contract period. Contractors are required to report recordable injuries to their Contracting Officer's Technical Representative (COTR) and the information is sent to the Safety Specialist. The Museum's Health Unit nurse is also responsible for reporting injuries to Supervisors, Human Resources, Protection Services and the Safety Specialist. The Safety Specialist investigates each report to determine the cause of the accident and to make safety recommendations to the COTR if necessary. The specific language is included in Appendix C.

Other Support Activities

The Museum promotes staff involvement in other Safety and Health support activities. The Museum is a member of the National Safety Council, supports involvement in local and national Safety and Health conferences and has attended Federal Advisory Council on Occupational Safety and Health (FACOSH) meetings. The Museum participates as a member of the Interagency Working Group on Federal Workplace Emergencies.

Self Evaluations

The Museum has continued its evaluation program in accordance with 29 CFR 1960.79. During the month of February 2009, 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.

All reported safety hazards are investigated by the OSH Specialist in a timely manner and corrected on the spot or reported to the appropriate individual for correction. Hazards are also investigated and reported by the Security Officer force, the Federal Occupational Health Unit Nurse, the Safety Specialist, and Facilities Management staff, as appropriate.

Accomplishments

In FY 2009, the Division of Protection Services provided training in twenty safety and health topics. The Safety Office reviewed procedures for using, disposing, and storing toxic/hazardous materials. The Safety Office also evaluated procedures for the operation of a shrink wrap machine and developed work practices and engineering controls to minimize fumes. Procedures and personal protection equipment (PPE) were evaluated for the confined space program. The Safety office and the Museum's Health Unit streamlined the procedures for medical review of the respiratory protection program. The Museum continues to conduct quarterly safety committee meetings that emphasize safety through employee involvement and communication. The Safety Office continues to provide program support to Museum Divisions to include: Facilities Management, Operations, Collections, Exhibitions and Museum Services to minimize exposure to occupational health and safety hazards.

The Museum Emergency Preparedness Specialist provided warden training, fire extinguisher, and evacuation training to over 300 staff members, interns and volunteers. In FY 2009, the Museum conducted five (5) emergency evacuation drills, four (4) "shelter in place" exercises,

and three (3) communications exercises. The Emergency Preparedness Specialist also ordered and installed hand sanitizers in all of the Museum properties in order to minimize the risks of H1N1 and other contagious diseases.

Newsletters and hazard alerts were developed and focused on issues like slips, trips and falls, H1N1 Influenza, ergonomics, and repetitive motion injuries. The Division of Human Resources, Division of Protection Services, and Museum's Health Unit conducted the annual Health, Wellness and Safety Fair that encourages the development of health and well being through the dissemination of health information. The Museum's Health Unit remains certified by DC Fire and EMS Department as a "Public Access Defibrillation" Program.

The establishment of a return to work/disability case management program is not practical for an agency as small as the Museum. During the last eight years, the Museum has not experienced a situation requiring such a program. If it becomes necessary, Human Resources will work with OWCP's staff to return an employee back to work as soon as possible.

The Museum has not implemented any new programs to control injury trends because of the extremely low injury rate; and analysis of the types of injuries does not indicate that a trend exists. In FY 2009, there were six OSHA-reportable incidents, compared to five in FY 2008. All incidents were unrelated.

The Museum has no official program for recognizing outstanding achievers in the area of safety and health; however the Museum does have an annual awards program as well as a Peer Award Program that can recognize accomplishments in the areas of safety and health.

Resources

The Museum continues to provide resources to the safety and health program in the form of financial resources and personnel to perform the tasks. The Museum provides a Safety Specialist to manage the efforts of the Safety and Health program along with a Security Specialist to manage the Emergency Preparedness program. The Museum has also provided financial resources for the operation of programs such as medical surveillance and the maintenance of technical documents such as standards, periodicals and publications and training.

The Museum maintains a safety website for employee access to the Museum Safety and Health Policies, Emergency Preparedness Policies, the safety manual, and the building emergency evacuation plan (BEEP) for each Museum site. A variety of safety and health training classes, as well as emergency management training are provided regularly to the Museum staff. Annual inspections are performed to evaluate the safety and health program.

The Museum maintains a Health Unit to provide medical services to staff including immunizations. The Health Unit also provides a wellness program that provides staff wellness information through programs sponsored by the Museum. The Health Unit also offers an annual health fair to further its wellness program.

Goals

The Museum will continue its commitment to achieving the President's SHARE Initiative by meeting or further decreasing FY 2009 injury and illness rates and associated costs. The Museum plans to further increase participation of employees in the Health Risk Appraisal by a minimum of 5% through its efforts with the Federal Occupation Health Unit on site and the Museum's Wellness Committee.

The Safety Office will continue to strive to reduce employee injury and illness by investigating accidents, providing training, and developing safety awareness programs that encourage employee communication and participation. Another goal of the Safety Office is to increase further participation in interagency councils. The Safety Office also plans to develop a program to recognize outstanding achievers in the area of safety and health.

The Safety Office plans to provide a proactive program by performing the following services: (1) Conducting supervisor training regarding the prompt notification and recording of injuries/illnesses (2) Providing additional training to the Security force regarding documentation of visitor and staff accidents and (3) Holding training sessions with Facilities Management (FM) and Visitor Services (VS) regarding hazard identification, recognition and reporting of potential hazards.

Another goal is to increase awareness regarding the Ergonomics program by providing information to staff through emails, bulletin boards, and the Museum's intranet site and the wellness program. The Safety Office plans to re-evaluate all of the safety and health programs.

The Safety Office also plans to develop health and safety information that can be used in new employee orientation to acquaint them with the Safety program.

The Museum's Health Unit will continue to monitor the Automated External Defibrillator Program (AED) program and provide regular refresher training.

In FY 2010, the Museum plans to re-introduce an online computerized training program. The program will enable staff to take safety training in their offices. The goal is to increase safety training attendance and interest.

U.S. NUCLEAR WASTE TECHNICAL REVIEW BOARD

Statistics

Injury and Illness Statistics None

OSH Initiatives

SHARE-Safety, Health, and Return-to-Employment Initiative $\rm N/A$

Employee & Contractor Support

OSH Training N/A

U.S. RAILROAD RETIREMENT BOARD

Statistics

Injury and Illness Trends

In Fiscal Year (FY) 2009, the size of the Railroad Retirement Board's (RRB) workforce decreased by 1.5% from 2008 levels at 966 employees. RRB reported a decrease of 14.3% in the number of injury and illness cases in FY 2009. The total number of lost time injury cases reported showed a slight increase from three cases to five; although the percentage increase appears high as shown in the table below, it still represents an extremely low number of lost time injury cases as compared to the total number of agency personnel. It should also be noted that this slight increase in lost time injury cases reported represents a total case rate which is well below the Federal agency average. This low number of lost time cases can be attributed to the RRB's effectiveness in identifying potential safety issues and promptly correcting them.

	FY 2008	FY 2009	Change
Number of Federal Civilian Employees, including			
full-time, part-time, seasonal, intermittent workers	981	966	-1.5%
Total Cases Injury/Illness (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities)	7	6	-14.3%
Total Case Rate (rate of all injury/illness cases per 100 employees)	.71	.62	-14.3%
Lost Time Cases (number of cases that involved days away from work)	3	5	+67%
Lost Time Case Rate (rate of only the injury/illness cases with days away from work per 100 employees)	.31	.52	+67%
Lost Work Days (number of days away from work)	19	30	+57.9%
Lost Work Day Rate (per 100 employees)	1.85	2.96	+60%

Office of Workers' Compensation Programs Costs

Total chargeback for workers compensation costs increased by 18.7% in CBY 2009. In addition, the agency chargeback costs for cases that occurred in the chargeback year decreased by 38% from the previous chargeback year.

	CBY 2008	CBY 2009
Total Chargeback	\$152,890	\$181,497
Total Continuation of Pay (COP)	\$4,195	\$ 7,339
Total Chargeback + COP	\$157,085	\$188,836
Chargeback for Cases that occurred in the CBY	\$ 2,171	\$ 1,352

The agency had seven reported accidents during FY 2009. No noticeable trends were reported. The agency continues to control trends and lost time accidents by reviewing all reported accidents quarterly through the agency Safety and Health Committee.

Fatalities and Catastrophic Accidents

The agency reported no fatalities or catastrophic accidents this fiscal year.

Overseas Employees

The Railroad Retirement Board does not have any civilian employees working overseas.

OSHA Initiatives

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

The RRB is fully committed in its implementation of the Safety, Health and Return-to-Employment (SHARE) initiative as directed by the Department of Labor and the President of the United States. It was the RRB's goal for FY 2009 to reduce its total injury case rates and lost time case rates by 3% each per year; increase the timely filing of claims by 5% per year; and reduce and/or maintain the rate of lost production days due to injury to 15 days or less. The RRB did meet its goal in increasing the timeliness in filing of injury and illness cases. All reported cases were filed timely. The RRB did not meet its goal of reducing lost production days. The RRB did not meet its goals in reducing its total injury case rates and lost time case rates. These total case rates and lost time injury rates continue to rank considerably lower than those of other Federal Executive Branch agencies and the Federal Government as a whole.

Motor Vehicle/Seatbelt Safety

The RRB experienced no motor vehicle accidents by our agency's civilian employees in FY 2009 while on official Government business. This perfect record is exactly the same as was previously reported in FY 2008. All RRB employees are required to follow all State and Federal laws including those that require all drivers and passengers to wear seat. Seat belt usage is tracked through copies received of vehicle accident reports which are submitted to Human Resources and reviewed by the agency Safety and Health Committee. The agency Safety and Health Committee periodically sends out reminders to agency personnel regarding seat belt usage.

Pandemic Flu Planning-

The agency has taken an active role in the implementation of a comprehensive Pandemic Flu Preparation plan to help ensure the health and safety of both the public and the RRB staff when involved in RRB activities. The RRB has developed a comprehensive Pandemic Flu Preparation Plan which has been distributed to all employees via the RRB intranet web site.

Employee Support

The RRB Employee Health Service offers a range of safety and health programs for employees' education and training throughout the year. In addition all agency headquarters employees receive training in evacuation procedures and emergency response. As part of the agency emergency response program, an 80 member emergency response team receives annual refresher training on emergency response procedures. All health and safety training described above had a positive effect on reducing work-related safety and health. In addition, members of the RRB Occupational Safety and Health Committee participated in various safety and health seminars sponsored by the Chicago Federal Safety and Health Council. In FY 2009, the RRB continued to provide a complete Automated External Defibrillation program at the RRB

headquarters facility. This included the on-going training and implementation of a medical emergency response team. It required that over 60 participants be trained and certified in AED/CPR training. Members of the agency Safety and Health Committee participated in seminars sponsored by the Chicago Federal Safety and Health Council and were active members of the council.

Accomplishments and Goals

FY 2009 Accomplishments

The RRB Safety and Health Committee is responsible for the continuous monitoring and evaluation of the agency safety program for effectiveness. The success of the agency's Occupational Safety and Health program review process is demonstrated through the relatively low total case rate, which continues to be demonstrated by the agency in FY 2009 as compared with the average total case rate for all Federal agencies.

The RRB continued an automated external defibrillator (AED) medical emergency response program throughout the facility. This program included the development, training, and implementation of a medical emergency response team. It included practice AED response drills which were performed quarterly in FY 2008. These on-going practice drills were a required part of the AED program.

The RRB Occupational Safety and Health Committee reviewed contingency plans for an evacuation drill. In addition, the facilities staff updated the names on the emergency response teams as well as the list of employees needing assistance during an emergency evacuation. The committee also inspected safety closets, fire extinguishers, and working areas. Monthly meeting minutes included safety hazard reminders, and a quarterly review of all reported accidents.

FY 2010 Goals

The RRB plans to continue to focus on hazard recognition, as well as employee and supervisor safety and health responsibilities, encourage broader use of the agency Occupational Safety and Health Committee to evaluate incidents and identify risk factors that cause injuries, and conduct quarterly reviews of all accidents and present these findings to the agency's Executive Committee for recommendation and action. The RRB plans to continue to participate in the Chicago Federal Safety and Health Council Seminar training as well as specific OSHA training courses. The RRB plans no changes to the SHARE initiative goals established in FY 2003.

U.S. TRADE AND DEVELOPMENT ÅGENCY

Statistics

Injury and Illness Statistics None

OSH Initiatives

SHARE—Safety, Health, and Return-to-Employment Initiative n/a

Motor Vehicle / Seat Belt Safety

USTDA does not own any motor vehicles and does not have a motor vehicle program.

In FY 2009, USTDA reports no motor vehicle accidents. The agency ensures that all travelers are notified of the necessity to wear seat belts while on official travel as required by Executive Order 13043. This requirement is stated on all travel authorizations. Any employee involved in any motor vehicle accident while conducting government business, whether as a driver or a passenger, is required to report the incident to the OSH Manager.

Pandemic Flu Preparations

USTDA has focused on prevention and education and in the past year has conducted briefings at all staff meetings, sent periodic email notifications regarding vaccinations, posted information on the intranet, and posted pandemic flu information and flu symptoms extensively through out the office and in all restrooms. For public safety, social distancing is emphasized and employees who are ill are strongly encouraged to not come to work. The availabily of telework is emphasized to all staff. Hand sanatizer and antiseptic sprays are available in all common areas.

Employee & Contractor Support

OSH Training

Work conducted at USTDA is primarily sedentary with some walking and carrying of books and papers in a leased GSA space. The Agency is sensitive to, and provides OSH awareness to, all staff with regards to lifting and exending physical exertion in moving heavy objects within the office. This growing awareness is evident in the increased requests for moving services. Emergency response training has been available and provided to all staff, including contractors and volunteers. This includes periodic emergency evacuation drills and ergonomics in the workplace training.

Contractor Safety

USTDA contracts for technical services for feasibility studies that do not require contractors to work in U.S. locations that do not comply with OSH workplace safety and health standards.

Other Support Activities

Outside memberships in professional safety and health organizations and other activities by employees, including those involved with health and safety, are acknowledged by the agency at an annual awards ceremony. Agency staff led groups that promote physical activity such as

running, Yoga and Pilates are an active extra curricular occurrence. USTDA continues to provide accommodations to individuals as needed to encourage staff participation in such activities. USTDA also sponsors certification classes in first aid and CPR for all employees.

Self Evaluations

As a micro agency with an office setting, USTDA does not have a formal OSH program or selfevaluation 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. USTDA has provided a Comment Box to encourage staff to send directly to the Deputy 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.

Accomplishments for FY 2009

Fiscal Year 2009 goals continue to be related to encouraging improved office computer work habits and general employee wellness in the workplace. Flexibilities were provided for staff with health issues who need time to attend to health and exercise regimins and to those who were desirious of establishing extracurricular exercise groups. Various staff led exercise sessions were initiated for Yoga, Pilates and jogging and a discount price for staff membership at a local gym was negotiated.

Resources

USTDA is very responsive to employee input regarding the comfort of chairs and computer workstation issues. During FY2009 USTDA provided ergonomic keyboards and mouse pads to encourage good posture and good computer work habits for all users and provided training to all staff reiterating good posture and computer placements. All new incoming staff receives a workstation audit to ensure that each person has a comfortable and ergonomic set up. The agency also purchased keyboard trays and special chairs and other office equipment as needed by staff. Flexibilities were adopted regarding the business travel as needed. The agency is also sensitive to building conditions with regard to climate control, lighting and noise that impact on the overall stress levels of the staff while on duty. USTDA also has contracted with an EAP to provide individual and group training and services for mental, physical and emotional health as needed and that provides quarterly newsletters on general wellness.

VIETNAM EDUCATION FOUNDATION

Statistics

Injury and Illness Statistics None

OSH Initiatives

SHARE-Safety, Health, and Return-to-Employment Initiative $\rm N/A$

Employee & Contractor Support

OSH Training N/A

APPENDIX D: SHARE REPORT

REPORT ON THE PRESIDENTIAL SAFETY, HEALTH, AND RETURN-TO-EMPLOYMENT (SHARE) INITIATIVE

FISCAL YEAR 2009

The Presidential Safety, Health, and Return-to-Employment (SHARE) Initiative was established in 2004 to challenge federal Executive Branch agencies to improve their safety, health, and injury case management programs through four measurable goals: 1) lower total injury and illness case rates; 2) lower lost time injury and illness case rates; 3) increased timely submission of injury reports; and 4) lower rates of lost production days due to workplace injury and illness. The SHARE Initiative was originally set to expire at the end of fiscal year (FY) 2006, but due to the progress made by the agencies in meeting the initiative's goals and the potential for further improvements, the President extended it for a second three-year period through FY 2009. The Secretary of Labor was tasked to lead this initiative; the Occupational Safety and Health Administration (OSHA) and the Office of Workers' Compensation Programs (OWCP) have monitored performance results and assisted the agencies in achieving desired outcomes.

The sixth and final year of the SHARE Initiative was an overall success. As in prior three fiscal years, the federal government as a whole (less the U.S. Postal Service)⁵ achieved all four goals in FY 2009. Six departments also met each of the goals, as did three independent agencies (Attachment A). They are the Departments of Homeland Security, Housing and Urban Development, Interior, Labor, Transportation and the Navy, and the Environmental Protection Agency, Farm Credit Administration, and Peace Corps. The Department of Homeland Security, which began the SHARE Initiative with some of the highest injury and illness case rates, continued to make significant progress in improving its workplace safety and health record.

The first SHARE goal directs federal departments and independent agencies to reduce their Total Case Rates (TCRs) by a minimum of 3% per year. For the fourth year in a row, the federal government (less the U.S. Postal Service) exceeded this goal. The FY 2009 TCR performance target was no more than 3.49 injury and illness cases per 100 employees and the actual TCR was 3.22, a reduction of 23% compared to the FY 2003 base year rate of 4.19. In FY 2009, 13 of 18 federal departments met the goal (Attachment B). During the year, 35 of 53 independent agencies for which performance is tracked also achieved this goal. Of the departments and largest independent agencies, three had incident rates of less than one per 100; the Department of Housing and Urban Development, the Environmental Protection Agency and the National Aeronautics Space Administration incidence rates were 0.77, 0.62 and 0.48 respectively. The Department of Homeland Security, General Services Administration and Tennessee Valley Authority experienced the greatest cumulative rate decreases from their FY 2003 baselines, with reductions of 50%, 55% and 62%, respectively.

⁵ 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, it is not included as part of the SHARE Initiative.

The second SHARE goal directs federal departments and independent agencies to reduce their Lost Time Case Rates (LTCRs) by at least 3% per year. Lost time cases are those that result in employees losing time from work beyond the day or shift of a work-related injury, and commonly represent the most serious incidents. As with Goal 1, the federal government (less the U.S. Postal Service) met the LTCR goal in FY 2009 for the fourth consecutive year. The goal was no more than 1.61 lost time injury and illness cases per 100 employees, while the actual rate was 1.48, representing an approximate decrease of 23% below the FY 2003 baseline of 1.93. In total, 8 federal departments and 31 of 53 independent agencies met the goal in FY 2009 (Attachment B). As in FY 2008, both the National Aeronautics Space Administration and the Tennessee Valley Authority had the lowest FY 2009 LTCRs (0.17 and 0.2 respectively) among the departments and largest independent agencies. The Department of Homeland Security experienced the greatest cumulative rate decrease, at 58%.

With the extension of the initiative, modifications were made to the measures related to the timely filing of workers' compensation claims (Goal 3) and the reduction of lost production day (LPD) rates (Goal 4), in order to recognize consistent and superior performance and, at the same time, to hold low-end performers to more significant and challenging performance levels. The third SHARE goal calls upon agencies to improve the timeliness of reporting injuries and illnesses by at least 5% per year. In FY 2009, all agencies were required to achieve at least a 66.5% timely filing rate. Those agencies for which a 5% per year improvement from their FY 2003 baseline resulted in a FY 2009 goal higher than 66.5%, continued to have their performance measured against that formula-driven target, except that no agency's goal was required to exceed 95%. The federal government (less the U.S. Postal Service) far exceeded this goal for the sixth consecutive year by filing 80.1% of its injury and illness notices with OWCP within 14 days. FY 2009's performance represents more than a 61.5% improvement over the government's FY 2003 base year timely filing rate of 49.6%. In FY 2009, each of the 18 federal departments increased their timeliness over their FY 2003 baseline (Attachment C). Of those, 16 of 18 met or exceeded established performance targets for FY 2009. The Department of Labor again achieved the highest timely filing rate by reporting 99.0% of injury and illness notices within OWCP's 14-day limit. By filing 72.64% of its injury and illness notices within 14 days, the Department of State exceeded the goal and had the greatest cumulative increase over its FY 2003 base year timely filing rate of 7.7%. During the year, 13 of 53 independent agencies for which performance is tracked also met or exceeded this goal. (Note: 12 of the 53 independent agencies measured did not submit any injury claims during FY 2009). The increased timeliness of injury reporting continued to yield improved performance in the prompt payment of injured workers' medical bills and overall service delivery.

The fourth SHARE goal directs the departments and independent agencies to reduce LPD rates due to work injury by 1% per year. Under the SHARE extension, FY 2006 LPD figures were revised due to a data system change which yielded a more accurate compilation of lost production days; accordingly, the revised FY 2006 figures were used as the new baseline to track agency performance results in this area of emphasis. Agencies with FY 2006 baseline LPD rates at or below 15 days were charged with maintaining their rates at 15 or less. All other agencies continued to have their progress measured against the formula-driven target of reducing LPD rates by 1% per year. The federal government (less the U.S. Postal Service) exceeded the goal

for the fourth year in a row by averaging 35.8 lost production days per 100 employees. Seventeen of the 18 federal departments and 45 of 53 independent agencies met or exceeded the FY 2009 goal (Attachment C). For the second time under the initiative, the Department of Homeland Security exceeded the goal by averaging 89.4 lost production days per 100 employees; this represents a reduction of 48% below its FY 2006 base year rate of 173.3. The continued downward trend in LPD rates demonstrates that agencies are making the necessary long-term changes to improve disability case management.

The SHARE Initiative provided a strong framework from which agencies focused their attention and efforts on improving their safety, health, and injury case management programs. As the performance results highlighted in this report show, the federal government as a whole (less the U.S. Postal Service) and many departments and independent agencies achieved consistent and rather substantial improvements in the initiative's four areas of emphasis. Their combined progress has contributed to a safer and healthier federal workforce. In FY 2009, the final year of the SHARE extension, federal departments and independent agencies are well positioned to achieve even greater success in accomplishing the program's goals.

While the SHARE Initiative has left federal departments and independent agencies well positioned to continue to make improvements in these critical areas, agencies may well need further guidance. Therefore the Secretary of Labor has proposed a successor program with seven new and enhanced goals. Three goals focus on lowering total and lost time injury and illness case rates and analyzing the causes of the most frequent and severe cases; two require that agencies speed the filing of workers' compensation and wage-loss claims; one focuses on returning the most seriously injured employees to their jobs as soon as possible; and one tracks the amount of time employees lose from work when they are injured, as well as the efficacy of all of the initiative's strategies. Such a program would underscore the Administration's commitment to improving workplace safety and health conditions by preserving the government's valuable human resources and establishing workplace safety as a core employment value. In addition, reducing the financial expenditures associated with workplace injuries, while also lessening the pain and suffering of workers and their families that often result from such accidents would support the Administration's efforts to identify cost saving opportunities during these troubled economic times.

Attachment A

SHARE Goal Outcomes for Fiscal Year 2009

Executive Branch	Goal 1	Goal 2	Goal 3	Goal 4	Met all 4 Goals
All Government less USPS	•	•	•	•	•
Departments					
Department of Agriculture			•	•	
Department of Air Force	•		•	•	
Department of the Army	•		•	•	
Department of Commerce			•		
Department of Defense	•		•	•	
Department of Education			•	•	
Department of Energy	•		•	•	
Department of Health and Human Services	•			•	
Department of Homeland Security	•	•	•	•	•
Department of Housing and Urban Development	•	•	•	•	•
Department of Interior	•	•	•	•	•
Department of Justice	•		•	•	
Department of Labor	•	•	•	•	•
Department of Navy	•	•	•	•	•
Department of State			•	•	
Department of Transportation	•	•	•	•	•
Department of Treasury	•	•		•	
Department of Veterans Affairs		•	•	•	
Independent Agencies					
Agency for International Development					
American Battle Monuments Commission	•	•		•	
Armed Forces Retirement Home Board			•	•	
Commission on Civil Rights		•		•	
Commodity Futures Trading Commission	•	•		•	
Consumer Product Safety Commission				•	
Corporation for National and Community Services	•	•		•	
Environmental Protection Agency	•	•	•	•	•
Equal Employment Opportunity Commission	•	•			
Executive Office of the President	•	•		•	
Export/Import Bank of the U.S.	•	•		•	
Farm Credit Administration	•	•	•	•	•
Federal Communication Commission	•	•		•	
Federal Deposit Insurance Corporation	•		•	•	
Federal Election Commission	•			•	
Federal Housing Financial Board	•	•		•	
Federal Labor Relations Authority	•	•		•	
Federal Maritime Commission			•	•	
Federal Mediation and Conciliation Services		•		•	
Federal Reserve System-Board of Governors			•		
Federal Trade Commission	•	•		•	
General Services Administration	•	٠		•	
Holocaust Memorial Council				•	
International Boundary and Water Commission			•	•	
International Broadcasting Bureau - Board of Governors				•	
International Trade Commission	•			•	
Merit Systems Protection Board		٠	•	•	
National Aeronautics and Space Administration	•	•		•	
National Archives and Records Administration				•	
National Credit Union Administration					
National Endowment for the Arts	•	•		•	
National Endowment for the Humanities			•	•	
National Gallery of Art	•	•	•		
National Labor Relations Board			•	•	
National Mediation Board	•	•		•	

Attachment A (Cont'd) SHARE Goal Outcomes for Fiscal Year 2009

Executive Branch	Goal 1	Goal 2	Goal 3	Goal 4	Met all 4 Goals
Occupational Safety and Health Review Commission	•	•		•	
Office of Navajo and Hopi Indian Relocation	•	•		•	
Office of Personnel Management				•	
Overseas Private Investment Corporation	•	•		•	
Peace Corps	•	•	•	•	•
Pension Benefit Guaranty Corporation				•	
Postal Regulatory Commission	•	•		•	
Presidio Trust	•	•			
Railroad Retirement Board	•			•	
Securities and Exchange Commission	•	•		•	
Selective Service System				•	
Small Business Administration	•	•		•	
Smithsonian Institution	•	•		•	
Social Security Administration	•	•	•		
Tennessee Valley Authority	•				
Total Number of Agencies Meeting SHARE Goals	47	39	29	62	9

Attachment B

SHARE Total and Lost Time Case Rate Statistics for Fiscal Year 2009

				Goal 1 -	Total Cas	se Rate ¹			Goal 2 - Lost Time Case Rate ²									
Executive Branch	FY 2003 Baseline	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2009 Target	Met Goal or Target	FY 2003 Baseline	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY2009 Actual	FY 2009 Target	Met Goal or Target
All Government less USPS	4.19	4.43	3.96	3.49	3.32	3.37	3.22	3.49	X	1.93	2.03	1.88	1.71	1.61	1.57	1.48	1.61	x
Departments																		
Department of Agriculture	4.12	3.48	3.65	3.67	3.92	5.53	5.50	3.43		1.75	1.50	1.56	1.63	1.70	1.88	1.85	1.46	
Department of Air Force	3.59	3.34	3.09	2.80	2.78	2.91	2.73	2.99	x	1.46	1.52	1.55	1.41	1.47	1.47	1.49	1.22	
Department of the Army	3.72	3.25	3.67	3.37	3.68	3.38	3.02	3.10	x	1.67	1.67	1.81	1.66	1.76	1.64	1.56	1.39	
Department of Commerce	1.46	1.39	1.23	1.17	1.06	1.06	2.36	1.22		0.70	0.60	0.57	0.57	0.50	0.52	1.03	0.58	
Department of Defense	3.66	3.32	3.26	3.02	2.92	2.97	2.76	3.02	x	1.75	1.71	1.70	1.60	1.53	1.52	1.48	1.44	
Department of Education	1.11	1.16	1.05	0.80	0.67	1.17	1.00	0.87		0.54	0.60	0.51	0.40	0.50	0.79	0.63	0.42	
Department of Energy	2.14	2.37	1.96	2.03	2.26	2.93	1.66	1.72	x	0.73	0.73	0.73	0.86	0.81	0.74	0.67	0.61	
Department of Health and Human									x									
Services	2.00	2.01	1.90	1.70	1.59	1.47	1.43	1.67		0.86	0.88	0.90	0.84	0.86	0.78	0.73	0.72	
Department of Homeland Security	13.51	16.64	14.02	9.30	8.17	7.12	6.79	11.25	x	5.90	6.83	6.16	4.51	3.72	3.10	2.48	4.91	x
Department of Housing and Urban Development	1.18	1.00	1.12	0.84	0.96	1.12	0.77	0.98	x	0.79	0.54	0.57	0.52	0.58	0.66	0.41	0.66	x
Department of Interior	7.30	6.94	6.70	6.27	6.41	6.64	6.43	6.03	x	2.78	2.64	2.85	2.64	2.45	2.27	2.08	2.32	x
Department of Justice	5.07	5.55	4.93	4.71	4.18	4.31	4.14	4.22	x	2.09	1.94	2.05	2.09	2.04	2.38	2.35	1.74	~
Department of Labor	2.50	2.35	2.23	1.98	1.94	1.95	1.87	2.08	x	1.23	1.13	1.03	0.76	0.78	0.74	0.85	1.02	x
Department of Navy	4.03	3.59	3.23	3.07	2.93	2.87	2.77	3.36	x	2.13	1.90	1.76	1.75	1.60	1.44	1.44	1.77	x
Department of State	0.80	1.01	1.04	1.04	1.03	1.06	1.02	0.67		0.38	0.45	0.46	0.54	0.52	0.58	0.52	0.32	
Department of Transportation	2.59	2.39	2.13	2.02	2.28	2.02	1.64	2.16	x	1.68	1.54	1.35	1.24	1.37	1.20	0.98	1.40	x
Department of Treasury	1.88	1.65	1.44	1.28	1.33	1.23	1.22	1.43	x	1.24	1.11	0.92	0.80	0.80	0.74	0.73	0.94	x
Department of Veterans Affairs	4.43	4.64	4.62	4.24	4.06	4.08	3.70	3.69		2.19	2.17	2.15	1.92	1.87	1.81	1.71	1.82	x
Independent Agencies											•							
Agency for International Development	0.38	0.30	0.26	0.32	0.28	0.76	0.87	0.32		0.17	0.04	0.13	0.16	0.12	0.32	0.40	0.14	
American Battle Monuments									x									x
Commission	0.00	0.26	0.00	0.00	0.25	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.25	0.00	0.00	0.00	
Armed Forces Retirement Home Board	8.69	5.60	4.39	4.53	4.78	4.81	9.03	6.80		5.70	3.25	2.64	3.68	4.78	4.47	6.50	4.46	
Commission on Civil Rights	1.33	4.48	1.47	2.08	0.00	0.00	2.27	1.11		0.00	2.99	0.00	2.08	0.00	0.00	0.00	0.00	x
······································									x									x
Commodity Futures Trading Commission	0.75	1.33	0.94	0.59	0.45	0.44	0.00	0.62		0.56	0.76	0.94	0.20	0.45	0.44	0.00	0.47	
Consumer Product Safety Commission	0.83	0.42	0.21	1.18	0.25	0.76	0.92	0.69		0.41	0.21	0.21	0.95	0.00	0.76	0.92	0.34	
Corporation for National and Community Services	1.50	10.23	1.73	0.69	1.05	1.41	0.52	1.25	x	1.00	3.81	0.35	0.35	0.53	0.88	0.17	0.83	x
Environmental Protection Agency	0.92	0.91	0.77	0.03	0.74	0.70	0.62	0.77	x	0.39	0.46	0.33	0.36	0.33	0.43	0.29	0.32	x
Equal Employment Opportunity Commission	1.95							1.62	x	0.86		0.52	0.91		0.63			x
0000000	1.95	1.95	1.41	1.56	0.78	1.45	1.05	1.62		0.86	0.88	0.52	0.91	0.50	0.63	0.32	0.72	

Attachment B (Cont'd) SHARE Total and Lost Time Case Rate Statistics for Fiscal Year 2009

				Goal 1 -	Total Cas	se Rate ¹			Goal 2 - Lost Time Case Rate ²									
Executive Branch	FY 2003 Baseline	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2009 Target	Met Goal or Target	FY 2003 Baseline	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2009 Target	Met Goal or Target
Executive Office of the President	1.18	0.46	0.99	0.65	0.00	0.64	0.59	0.98	x	0.47	0.35	0.64	0.65	0.00	0.47	0.30	0.39	x
Export/Import Bank of the U.S.	0.00	0.00	0.00	0.26	0.54	0.00	0.00	0.00	x	0.00	0.00	0.00	0.26	0.27	0.00	0.00	0.00	x
Farm Credit Administration	0.70	0.00	0.34	0.00	0.00	0.00	0.00	0.58	x	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	x
Federal Communication Commission	0.63	0.40	0.44	0.38	0.71	0.55	0.22	0.52	x	0.39	0.30	0.39	0.27	0.60	0.33	0.22	0.32	x
Federal Deposit Insurance Corporation	0.82	0.59	0.76	0.61	0.53	0.43	0.60	0.64	x	0.40	0.33	0.46	0.42	0.33	0.26	0.39	0.31	
Federal Election Commission	0.54	0.00	0.26	0.00	1.68	0.29	0.28	0.45	x	0.27	0.00	0.00	0.00	1.12	0.00	0.28	0.22	
Federal Housing Financial Board	1.85	0.88	0.00	0.00	1.48	2.14	0.00	1.54	x	1.85	0.00	0.00	0.00	0.74	1.43	0.00	1.54	x
Federal Labor Relations Authority	0.51	1.58	0.00	0.71	2.22	0.00	0.00	0.42	x	0.51	0.53	0.00	0.71	1.48	0.00	0.00	0.42	x
Federal Maritime Commission	0.00	2.31	0.00	0.00	0.82	0.00	1.69	0.00		0.00	1.54	0.00	0.00	0.82	0.00	1.69	0.00	
Federal Mediation and Conciliation Services	0.70	0.71	0.35	0.00	0.77	0.80	1.21	0.58		0.00	0.36	0.00	0.00	0.39	0.00	0.00	0.00	x
Federal Reserve System-Board of																		
Governors	0.97	1.21	1.38	1.56	1.44	1.07	1.28	0.81		0.28	0.55	0.94	1.45	1.33	1.07	1.23	0.23	
Federal Trade Commission	0.28	0.65	0.37	0.50	0.37	0.27	0.09	0.23	x	0.19	0.28	0.09	0.50	0.37	0.09	0.09	0.16	x
General Services Administration	2.34	1.63	1.51	1.33	1.25	1.19	1.06	1.95	x	1.17	0.80	0.97	0.85	0.75	0.76	0.69	0.97	x
Holocaust Memorial Council	0.87	3.04	2.17	0.45	0.95	2.49	3.66	0.72		0.87	0.87	1.30	0.45	0.95	1.49	3.14	0.72	
International Boundary and Water																		
Commission	7.66	6.44	6.06	7.59	4.18	6.44	9.52	6.38		4.38	3.03	3.03	4.02	1.67	4.72	7.14	3.65	
International Broadcasting Bureau -																		
Board of Governors	0.64	0.96	0.48	0.88	0.73	0.58	0.87	0.53		0.38	0.43	0.22	0.42	0.39	0.49	0.66	0.32	
International Trade Commission	2.00	0.00	0.54	0.53	0.53	0.00	0.54	1.67	x	0.00	0.00	0.00	0.27	0.26	0.00	0.27	0.00	
Merit Systems Protection Board	0.44	0.90	1.35	0.00	0.44	0.00	1.86	0.37		0.00	0.90	0.90	0.00	0.00	0.00	0.00	0.00	x
National Aeronautics and Space									x									x
Administration	0.75	0.61	0.49	0.48	0.57	0.45	0.48	0.59		0.22	0.18	0.18	0.20	0.22	0.18	0.17	0.18	
National Archives and Records																		
Administration	4.79	3.33	4.63	3.80	3.93	3.88	4.51	3.99		2.05	1.58	2.45	2.59	2.22	2.07	2.27	1.71	
National Credit Union Administration	0.75	0.99	0.55	0.85	0.85	0.95	0.74	0.62		0.43	0.77	0.22	0.53	0.43	0.74	0.53	0.36	
National Endowment for the Arts	2.63	5.03	3.82	3.18	0.63	1.23	1.20	2.19	x	1.32	1.89	0.64	2.55	0.00	0.61	0.60	1.10	x
National Endowment for the Humanities	1.23	1.23	0.00	0.63	1.90	0.62	1.88	1.02		0.62	0.62	0.00	0.00	0.63	0.62	1.88	0.52	
National Gallery of Art	4.17	3.90	3.53	2.73	3.11	2.83	2.97	3.47	x	3.28	2.64	1.26	1.73	2.24	2.09	1.85	2.73	x
National Labor Relations Board	0.72	0.67	0.77	1.04	0.95	0.42	0.74	0.60		0.36	0.41	0.41	0.38	0.17	0.18	0.31	0.30	
National Mediation Board	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	x	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	x
National Science Foundation	0.75	0.53	0.38	0.68	0.52	0.44	0.50	0.62	x	0.53	0.30	0.23	0.61	0.30	0.15	0.43	0.44	x
National Transportation Safety Board	1.15	1.86	0.23	1.51	2.09	0.77	0.75	0.96	x	0.23	0.93	0.23	1.26	1.04	0.00	0.75	0.19	
Nuclear Regulatory Commission	0.73	0.80	0.74	0.55	0.64	0.48	0.51	0.61	x	0.20	0.48	0.39	0.31	0.42	0.37	0.34	0.17	
Occupational Safety and Health Review Commission	1.59	0.00	0.00	0.00	0.00	1.64	0.00	1.32	x	1.59	0.00	0.00	0.00	0.00	1.64	0.00	1.32	x
Office of Navajo and Hopi Indian									x									x
Relocation	3.57	5.56	3.64	4.17	2.17	2.22	0.00	2.97		3.57	5.56	1.82	0.00	2.17	2.22	0.00	2.97	
Office of Personnel Management	1.29	1.00	1.65	1.13	1.08	0.80	1.18	0.91		0.59	0.53	0.85	0.77	0.65	0.50	0.59	0.46	

Attachment B (Cont'd)

SHARE Total and Lost Time Case Rate Statistics for Fiscal Year 2009

				Goal 1 -	Total Cas	e Rate ¹				Goal 2 - Lost Time Case Rate ²										
Executive Branch	FY 2003 Baseline	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual		Met Goal or Target		FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual		Met Goal or Target		
Overseas Private Investment									х									x		
Corporation	0.00	0.46	0.46	0.00	0.00	0.52	0.00	0.00		0.00	0.00	0.46	0.00	0.00	0.00	0.00	0.00			
Peace Corps	0.54	0.36	0.45	0.84	0.37	0.19	0.00	0.45	x	0.09	0.36	0.27	0.65	0.28	0.00	0.00	0.07	x		
Pension Benefit Guaranty Corporation	0.38	0.25	0.12	0.60	0.36	0.34	0.44	0.32		0.13	0.00	0.00	0.48	0.36	0.34	0.33	0.11			
Postal Regulatory Commission	0.00	0.00	2.13	0.00	0.00	0.00	0.00	0.00	x	0.00	0.00	2.13	0.00	0.00	0.00	0.00	0.00	x		
Presidio Trust	9.07	10.30	9.51	5.09	11.11	5.34	4.55	7.56	x	5.10	6.36	4.91	2.69	5.25	3.86	3.94	4.25	x		
Railroad Retirement Board	0.79	0.81	0.81	0.10	0.81	0.71	0.63	0.66	x	0.61	0.54	0.54	0.10	0.71	0.31	0.52	0.51			
Securities and Exchange Commission	0.54	0.41	0.20	0.50	0.40	0.37	0.14	0.45	x	0.35	0.25	0.17	0.40	0.37	0.28	0.08	0.29	x		
Selective Service System	2.21	3.37	2.25	2.48	4.46	2.65	2.14	1.84		0.00	0.56	0.00	1.24	3.82	0.66	2.14	0.00			
Small Business Administration	1.60	1.62	1.92	1.91	1.07	1.35	1.27	1.33	x	0.89	0.77	0.95	0.70	0.40	0.63	0.49	0.74	x		
Smithsonian Institution	6.06	3.18	3.86	3.43	3.40	3.44	2.40	5.05	x	2.74	1.53	1.75	1.93	2.06	1.69	1.27	2.28	x		
Social Security Administration	2.11	1.90	1.72	1.54	1.48	1.31	1.27	1.76	x	1.15	1.06	1.04	0.92	0.94	0.81	0.82	0.96	x		
Tennessee Valley Authority	5.81	4.72	3.80	4.06	3.17	3.18	2.18	4.84	x	0.18	0.17	0.10	0.28	0.20	0.18	0.20	0.15			
Total Number of Agencies Meeting SHARE Goals																		39		

¹The Total Case Rate (TCR) measures the number of total injuries and illnesses, per 100 employees, filed with the Employment Standards Administration's Office of Workers' Compensation Programs (OWCP). Total cases inlcude first aid, no lost time, lost time, and fatality claims. ² The Lost Time Case Rate (LTCR) measures the number of lost time injuries and illnesses per 100 employees.

Attachment C

SHARE Timeliness and Lost Production Day Statistics for Fiscal Year 2009

				Ti	meliness	1 5					Lost Production Days ²							
Executive Branch	FY 2003 Baseline	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY2009 Actual	FY 2009 Target	Met Goal or Target	FY 2006 Revised Baseline	FY 2007 Actual	FY 2008 Actual	FY2009 Actual	FY 2009 Target	Met Goal or Target			
All Government less USPS	49.6%	61.4%	70.9%	71.1%	73.9%	77.2%	80.1%	66.5%	Х	49.5	46.3	41.3	35.8	48.0	Х			
Departments																		
Department of Agriculture	29.1%	34.5%	40.5%	40.8%	45.1%	58.2%	65.7%	60.0%	Х	42.4	46.0	43.3	38.4	41.1	Х			
Department of Air Force	56.1%	63.6%	74.5%	77.2%	80.4%	83.2%	83.2%	75.2%	х	25.6	26.9	27.5	24.8	24.8	Х			
Department of the Army	54.3%	64.4%	71.9%	74.1%	76.9%	81.0%	87.3%	72.8%	Х	34.0	31.7	27.2	23.6	33.0	Х			
Department of Commerce	34.0%	40.0%	53.5%	53.0%	54.8%	63.5%	70.7%	60.0%	Х	20.8	14.5	16.6	24.1	20.2				
Department of Defense	52.1%	48.7%	53.1%	58.1%	76.9%	81.2%	84.5%	69.8%	х	34.0	32.6	29.8	26.5	33.0	Х			
Department of Education	43.6%	32.1%	23.9%	19.4%	38.7%	40.0%	83.0%	60.0%	Х	4.7	6.2	7.2	7.7	15 or less	Х			
Department of Energy	47.5%	56.4%	61.3%	62.4%	66.6%	45.7%	63.8%	63.7%	Х	22.1	30.3	14.6	17.0	21.4	Х			
Department of Health and Human Services	34.9%	32.4%	36.8%	43.1%	48.4%	49.3%	45.5%	60.0%		18.8	21.2	18.5	15.3	18.2	Х			
Department of Homeland Security	44.1%	65.5%	76.0%	74.1%	75.0%	75.4%	78.0%	60.0%	Х	171.3	137.6	111.3	89.4	166.2	Х			
Department of Housing and Urban Development	34.2%	51.9%	45.8%	48.3%	58.3%	60.3%	70.0%	60.0%	Х	20.3	31.5	18.8	18.4	19.7	Х			
Department of Interior	41.8%	46.6%	75.2%	76.2%	78.3%	80.0%	84.2%	60.0%	Х	57.2	54.0	56.3	46.8	55.5	Х			
Department of Justice	48.3%	54.5%	61.3%	62.7%	69.1%	75.3%	79.8%	64.7%	х	75.7	80.3	63.3	64.6	73.5	Х			
Department of Labor	83.6%	88.9%	93.2%	98.1%	97.1%	99.5%	99.1%	95.0%	х	38.0	33.2	25.8	26.7	36.9	х			
Department of Navy	53.8%	61.5%	71.2%	72.3%	77.7%	82.7%	84.2%	72.1%	х	48.2	42.6	37.6	34.6	46.8	х			
Department of State	7.7%	22.9%	41.1%	42.0%	62.5%	71.4%	70.5%	60.0%	х	17.8	17.7	16.9	13.5	17.3	Х			
Department of Transportation	57.1%	61.9%	72.1%	75.0%	78.6%	84.4%	81.8%	76.5%	х	37.1	49.4	52.0	35.8	36.0	Х			
Department of Treasury	72.7%	79.1%	81.6%	83.4%	85.6%	88.8%	87.8%	95.0%		30.9	28.6	23.5	22.2	30.0	х			
Department of Veterans Affairs	67.8%	79.0%	86.9%	87.4%	86.2%	90.1%	91.8%	90.9%	Х	57.3	52.0	49.3	42.6	55.6	Х			
Independent Agencies																		
Agency for International Development	9.1%	25.0%	30.0%	8.3%	36.4%	36.8%	33.3%	60.0%		1.6	8.2	0.0	17.7	15 or less				
American Battle Monuments Commission	N/A	0.0%	No Claims	No Claims	0.0%	No Claims	No Claims	60.0%		0.0	0.0	0.0	0.0	15 or less	Х			
Armed Forces Retirement Home Board ³	0.0%	20.5%	43.5%	18.8%	57.1%	61.1%	74.1%	60.0%	х	218.6	61.1	57.6	157.9	212.1	Х			
Commission on Civil Rights	0.0%	33.3%	100.0%			No Claims		60.0%		11.0	0.0	0.0	0.0	15 or less	х			
Commodity Futures Trading Commission	0.0%	57.1%	100.0%	0.0%	50.0%		No Claims	60.0%		3.8	1.7	8.1	0.0	15 or less				
Consumer Product Safety Commission	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	60.0%		1.2	2.5		1.9	15 or less	X			
Corporation for National and Community Services	5.0%	8.1%	4.7%	5.4%	0.0%	7.9%	15.6%	60.0%		20.0	6.7	4.0	0.0	19.4				
Environmental Protection Agency	20.3%	43.4%	43.8%	29.9%	53.1%	46.6%	60.9%	60.0%	х	4.1	9.1	12.7	7.8	15 or less	X			
Equal Employment Opportunity Commission	32.2%	35.2%	50.0%	41.5%	29.2%	53.8%	44.0%	60.0%		24.0	34.0	26.5	33.6	23.3				

Attachment C (Cont'd) SHARE Timeliness and Lost Production Day Statistics for Fiscal Year 2009

				Ti	meliness	1					Lost Production Davs ²							
Executive Branch	FY 2003 Baseline	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY2009 Actual	FY 2009 Target	Met Goal or Target	FY2006 Revised Baseline	FY 2007 Actual	FY 2008 Actual	FY2009 Actual	FY 2009 Target				
Executive Office of the President	0.0%	12.5%	33.3%	0.0%	33.3%	25.0%	28.6%	60.0%		0.6	7.8	1.7	0.0	15 or less	Х			
Export/Import Bank of the U.S.	N/A	0.0%		No Claims		No Claims	No Claims	60.0%		8.2	0.0	0.0	0.0	15 or less	Х			
Farm Credit Administration	N/A	0.0%	100.0%	No Claims	No Claims	No Claims	100.0%	60.0%	Х	1.7	0.0	0.0	0.0	15 or less	х			
Federal Communication Commission	50.0%	22.2%	36.4%	60.0%	40.0%	50.0%	50.0%	67.0%		2.6	9.1	17.6	2.5	15 or less	Х			
Federal Deposit Insurance Corporation	42.9%	36.8%	37.0%	32.1%	50.0%	62.5%	77.4%	60.0%	Х	2.9	5.7	6.5	2.5	15 or less	Х			
Federal Election Commission	0.0%	0.0%	0.0%	No Claims	33.3%	66.7%	0.0%	60.0%		0.0	0.0	0.0	0.0	15 or less	х			
Federal Housing Financial Board	0.0%	0.0%	No Claims	No Claims	0.0%	50.0%	No Claims	60.0%		0.0	22.2	0.0	0.0	15 or less	Х			
Federal Labor Relations Authority	0.0%	0.0%	No Claims	0.0%	100.0%	No Claims	No Claims	60.0%		1.9	12.0	0.0	0.0	15 or less	Х			
Federal Maritime Commission	N/A	66.7%	No Claims	No Claims	0.0%	0.0%	100.0%	60.0%	Х	0.0	0.0	0.0	6.9	15 or less	х			
Federal Mediation and Conciliation Services	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	60.0%		5.0	0.8	0.0	0.0	15 or less	Х			
Federal Reserve System-Board of Governors	47.1%	51.5%	61.5%	69.0%	85.7%	85.0%	73.1%	63.1%	Х	12.4	13.8	12.9	17.4	15 or less				
Federal Trade Commission	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	50.0%	60.0%		23.9	0.9	0.0	3.4	23.2	Х			
General Services Administration	32.7%	34.7%	29.3%	36.7%	54.8%	58.6%	54.5%	60.0%		34.8	31.2	28.8	22.2	33.8	Х			
Holocaust Memorial Council	0.0%	0.0%	0.0%	50.0%	50.0%	60.0%	0.0%	60.0%		0.4	0.0	0.0	10.8	15 or less	х			
International Boundary and Water Commission ³	47.6%	56.3%	73.3%	70.6%	54.5%	86.7%	79.2%	63.8%	Х	549.8	88.4	123.7	141.7	533.5	Х			
International Broadcasting Bureau - Board of Governors	5.9%	25.0%	7.1%	20.0%	37.5%	50.0%	37.5%	60.0%		9.3	4.3	11.7	10.9	15 or less	х			
International Trade Commission	N/A	0.0%	0.0%	50.0%	100.0%	No Claims	0.0%	60.0%		0.0	0.0	9.5	4.0	15 or less	х			
Merit Systems Protection Board	0.0%	100.0%	0.0%	100.0%	0.0%	No Claims	66.7%	60.0%	Х	1.5	0.0	0.0	0.0	15 or less	Х			
National Aeronautics and Space Administration	47.9%	44.3%	66.3%	45.9%	66.0%	62.2%	62.5%	64.2%		4.6	6.2	4.7	2.8	15 or less	х			
National Archives and Records Administration	60.3%	62.1%	60.9%	55.8%	73.3%	70.6%	70.4%	80.8%		76.6	49.2	63.5	58.6	74.3	х			
National Credit Union Administration	37.5%	14.3%	16.7%	71.4%	28.6%	40.0%	50.0%	60.0%		9.8	3.8	12.0	23.0	15 or less				
National Endowment for the Arts	50.0%	12.5%	60.0%	25.0%	50.0%	66.7%	0.0%	67.0%		8.9	8.9	1.9	1.2	15 or less	Х			
National Endowment for the Humanities	0.0%	50.0%	No Claims	0.0%	33.3%	100.0%	66.7%	60.0%	Х	0.2	2.5	1.9	2.5	15 or less	Х			
National Gallery of Art ³	28.9%	0.0%	50.0%	42.3%	66.7%	47.6%	80.0%	60.0%	Х	42.3	108.8	74.6	91.2	41.0				
National Labor Relations Board	6.7%	21.4%	31.3%	11.8%	6.7%	83.3%	60.0%	60.0%	х	13.3	9.0	1.6	1.0	15 or less	Х			
National Mediation Board	N/A	0.0%	No Claims	No Claims	No Claims	No Claims	No Claims	60.0%		0.0	0.0	0.0	0.0	15 or less	Х			
National Science Foundation	10.0%	12.5%	60.0%	28.6%	42.9%	57.1%	50.0%	60.0%		2.7	4.9	5.0	3.2	15 or less	X			
National Transportation Safety Board	25.0%	12.5%	0.0%	16.7%	57.1%	0.0%	50.0%	60.0%		0.0	2.1	0	4.8	15 or less	X			
Nuclear Regulatory Commission	26.3%	57.1%	36.4%	31.6%	33.3%	17.6%	40.0%	60.0%		1.5	2.2	2.9	1.3	15 or less	X			
Occupational Safety and Health Review Commission	100.0%	0.0%		No Claims			No Claims	95.0%		0.0	0.0		0.0	15 or less	X			
Office of Navajo and Hopi Indian Relocation	0.0%	66.7%	50.0%	100.0%	0.0%	100.0%	0.0%	60.0%	1	8.2	0.0		0.0	15 or less	X			
Office of Personnel Management	14.9%	5.1%	31.6%	20.0%	34.4%	31.1%	43.2%	60.0%		26.3	16.5	15.3	9.0	25.5				

Attachment C (Cont'd)

SHARE Timeliness and Lost Production Day Statistics for Fiscal Year 2009

				Ti	imeliness	1					L	ost Prod	uction Da	vs ²	
Executive Branch	FY 2003 Baseline	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY2009 Actual	FY 2009 Target	Met Goal or Target	FY2006 Revised Baseline	FY 2007 Actual	FY 2008 Actual	FY2009 Actual		Met Goal or Target
Overseas Private Investment Corporation	N/A	0.0%	0.0%	No Claims	No Claims	0.0%	No Claims	60.0%		0.0	0.0	0.0	0.0	15 or less	Х
Peace Corps	56.7%	92.4%	65.8%	95.2%	93.4%	96.6%	96.9%	76.0%	x	53.8	53.6	64.3	51.6	52.2	х
Pension Benefit Guaranty Corporation	0.0%	0.0%	0.0%	0.0%	40.0%	0.0%	20.0%	60.0%		4.4	0.0	0.3	11.7	15 or less	Х
Postal Regulatory Commission	N/A	0.0%	100.0%	No Claims	No Claims	No Claims	No Claims	60.0%		0.0	0.0	0.0	0.0	15 or less	Х
Presidio Trust ³	57.6%	42.9%	46.2%	68.4%	67.6%	70.0%	53.3%	77.2%		142.6	174.0	29.0	144.6	138.4	
Railroad Retirement Board	0.0%	22.2%	55.6%	0.0%	30.0%	42.9%	0.0%	60.0%		0.4	3.3	1.5	3.2	15 or less	Х
Securities and Exchange Commission	10.5%	11.1%	33.3%	18.2%	20.0%	35.7%	28.6%	60.0%		5.6	10.6	2.6	1.4	15 or less	Х
Selective Service System	50.0%	33.3%	25.0%	20.0%	14.3%	0.0%	66.7%	67.0%		62.3	27.6	3.7	0.7	60.4	Х
Small Business Administration	26.2%	38.8%	25.4%	16.3%	38.3%	37.7%	50.0%	60.0%		22.1	20.9	18.2	16.2	21.4	Х
Smithsonian Institution	30.9%	21.2%	13.5%	23.7%	30.2%	42.7%	45.8%	60.0%		63.1	52.2	58.3	38.9	61.2	Х
Social Security Administration	41.2%	48.7%	58.8%	56.0%	65.3%	67.9%	75.7%	60.0%	Х	22.9	25.6	27.7	23.4	22.2	
Tennessee Valley Authority	81.2%	80.6%	79.3%	72.0%	81.0%	85.2%	89.7%	95.0%		26.7	24.4	31.3	26.3	25.9	
Total Number of Agencies Meeting SH	Fotal Number of Agencies Meeting SHARE Goals														62

¹The timeliness percentage represents the proportion of total cases filed within OWCP's 14-day limit. FY 2009 targets reflect a minimum timely filing rate of 60% and a maximum rate of 95%.

²The Lost Production Day (LPD) Rate measures the number of lost work days per 100 employees. FY 2009 targets reflect the determination that no agency is required to attain a LPD rate below 15.

³The LPD formula utilizes continuation of pay (COP) data reported to OWCP for a given quarter, which is then added to the number of days for which wage-loss compensation was paid. The total LPDs are divided by the number of

APPENDIX E: RESOURCES

OSHA Website – www.osha.gov

OSHA Office of Federal Agency Programs 200 Constitution Avenue, N.W., Rm. N3622 Washington, DC 20210 (202) 693-2122 (202) 693-1685 FAX

OSHA Compliance Assistance eTools and Electronic Products OSHA Regional and Area Offices (map with links) OSHA Consultation OSHA Laws and Regulations OSHA Standards OSHA's Cooperative Programs OSHA Construction Industry Information and Assistance OSH-related Statistics and Data

 National Institute for Occupational Safety and Health (NIOSH)

 NIOSH Health Hazard Evaluations

 NIOSH Pocket Guide to Chemical Hazards

 NIOSH Chemicals Page

 NIOSH Safety and Prevention Topics

American Society of Safety Engineers (ASSE)

American Society of Safety Engineers Customer Service 1800 E Oakton St. Des Plaines, IL 60018 Phone: 847-699-2929 (8:30 - 5:00 Central Time) Fax: 847-768-3434 (24 Hours) E-mail: <u>customerservice@asse.org</u>

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: <u>infonet@aiha.org</u> 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

<u>Material Safety Data Sheets (MSDSs) and Related Information</u> (Note: A Google search for "Free MSDS" returns nearly 300,000 links. As a service to federal agencies, a few links are provided below. 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.)

MSDS Online Library MSDS Solutions MSDSs Online MSDS Exchange Free MSDSs

APPENDIX F: LIST OF NON-RESPONDERS

The following independent agencies did not provide an annual report to the Secretary as required under the Act, EO 12196, and 29 CFR Part 1960. Those listed in bold also failed to provide an annual report for FY 2008.

- American Battle Monuments Commission
- Armed Forces Retirement Home Board
- Council on Environmental Quality
- Federal Election Commission
- Federal Housing Finance Authority
- Federal Mediation and Conciliation Service
- Merit System Protection Board
- Millennium Challenge Corporation
- National Gallery of Art
- Office of Government Ethics
- Office of Special Counsel
- Presidio Trust
- Small Business Administration
- The Harry S. Truman Scholarship Foundation
- The White House Commission on Remembrance
- U.S Arctic Research Commission
- U.S. Commission of Fine Arts
- U.S. Commission of International Religious Freedom
- U.S. International Trade Commission