DEPARTMENT OF DEFENSE

ANNUAL OCCUPATIONAL SAFETY & HEALTH REPORT

TO THE SECRETARY OF LABOR

CALENDAR YEAR 2019

4000 Defense Pentagon

Washington, DC 20301-4000

AGENCY INFORMATION:

1. Describe your agency and its mission.
The Department of Defense (DoD) is a department within the executive branch of the Federal Government. The mission of the DoD is to provide military forces to deter war and protect the security of the United States. The DoD is the largest employer in the world, with over 810,000 civilian employees, approximately 1.4 million men and women on active duty, and 800,000 National Guardsmen and Reservists. The DoD is composed of three Military Departments; four national intelligence services (Defense Intelligence Agency, National Security Agency, National Geospatial Intelligence Agency, National Reconnaissance Office) and 20 other Defense Agencies, each with a distinct and specialized capability in support of the Department's overarching mission. The Defense Agencies are as follows: Defense Logistics Agency, Defense Contract Audit Agency, Defense Contract Management Agency, Defense Counterintelligence and Security Agency, Defense Commissary Agency, Defense Finance and Accounting Service, Defense Health Agency, Defense Information Systems Agency, Defense Media Activity, DoD Education Activity, Defense Threat Reduction Agency, Missile Defense Agency, Army and Air Force Exchange Service, Washington Headquarters Services (WHS), and the Uniformed Services University. All of these DoD Components' Occupational Safety and Health (OSH) Programs were reviewed in order to complete this annual report. Those Defense Agencies not listed obtain their OSH support from WHS.

2. Where is the OSH function located within your agency's organizational structure?
In 2019, the OSH function within the Office of the Secretary of Defense (OSD) was realigned from the Office of the Under Secretary of Defense for Acquisition and Sustainment (OUSD(A&S)) to the Office of the Under Secretary of Defense for Personnel and Readiness (OUSD(P&R)). This realignment unified policy and oversight functions relating to both operational safety and occupational safety and health. As part of this new organizational structure, a new position was created — the Deputy Assistant Secretary of Defense for Safety and Occupational Health within the Office of the Assistant Secretary of Defense for Readiness (OASD(R)). This position allows for a more concise and direct chain of communication to the Secretary of Defense and greater visibility of the link between safety and readiness within the Department. OASD(R) is now the office that develops OSH policy, provides OSH oversight of the DoD Components, develops defense planning guidance, and provides resource advocacy for the DoD Components' OSH programs in order to implement OSHA and DoD OSH policies. The ASD(R) is the DoD Designated Agency Safety and Health Official (DASHO). Each of the DoD Components have appointed a DASHO to provide executive-level oversight of OSH programs and responsibilities. The locations of the DoD Agency DASHOs and the descriptions of their organizational structure are contained within their individual OSH reports, included as Appendices to this report.

3. Describe how your agency engages employees in safety and include examples.
Employee engagement is a key component of effective DoD OSH programs and safety and health management systems. Employee participation is encouraged and solicited from individuals throughout all levels of the agency. Examples of opportunities for employee OSH engagement include:

- Serving as collateral duty safety representatives or assistants for their workplace.
- Serving as Voluntary Protection Program (VPP) team members at their work site or as Special Government Employees mentoring and assessing work sites for other employers.
- Performing workplace inspections to identify and report hazards to supervisors.
- Using leaders' open door policies to quickly report unsafe conditions or acts.
- Using anonymous hotlines, supported by strong whistleblower protection programs, to report unsafe conditions.
- Using command web portals to report hazards and submit ideas, observations, and concerns.
- Completing general and safety-specific organizational climate surveys.
- Serving as employee representatives on safety advisory councils.
- Providing direct feedback during training sessions and safety stand-down activities.

4. Describe your agency's goals and discuss how your occupational safety and health (OSH) program aligns with the organizational mission.
 The National Defense Strategy provides for three lines of effort:

- Build a More Lethal Force
- Strengthen Alliances and Attract New Partners
- Reform the Department for Greater Performance and Affordability

The DoD OSH program directly supports all of these objectives. The Department's Safety and Occupational Health (SOH) Strategic Plan described specific goals, all of which support the National Defense Strategy, and which represent a collaborative, enterprise approach to target areas for improvement.

- Promote a Positive DoD SOH Culture
- Ensure SOH Information is Accessible across the DoD
- Reduce SOH Risks across all DoD Operations
- Resource SOH Program
- Advocate for SOH Technologies and Solutions

Reduced mishaps and associated losses of personnel and material availability from worksites builds and maintains a more lethal force. Support for the VPP and other safety and occupational health management systems strengthens alliances with other federal agencies like the Department of Labor and attracts relationships with industry. These alliances expand the DoD's technical consultative network, which in turn helps address shared OSH challenges and promote the development of technical solutions to reduce mishaps and innovative safety and occupational health management systems (SOHMS). Applying SOHMS continuously and consistently improves performance and cost-effectiveness.

5. *Describe and provide examples of any uniquely hazardous work activities that your agency performs, which impact employee safety and health.*

DoD personnel engage in a variety of activities with physical, chemical, and biological hazards with the potential to impact employees' safety and health. Examples of hazardous work activities with physical and chemical hazards include aircraft, ship, and heavy weapon systems maintenance; ship building and breaking; armament demilitarization; underwater testing and maintenance; testing of new equipment and weapons systems; operation and maintenance of historic properties and equipment; and support to tactical ground, surface, sub-surface, and aviation operations in austere environments inside and outside the United States. DoD personnel are exposed to biological hazards during workplace operations such as medical treatment, dental care, veterinary care, and research and development in both fixed and temporary facilities. Protection of worker health involves well-trained and engaged leaders, supervisors, and employees.

6. *If your agency has employees working overseas, how does your agency ensure their safety and health and advise them of applicable OSHA mandated programs?*

DoD policy in DoD Instruction (DoDI) 6055.01, "DoD Safety and Occupational Health (SOH) Program," (available at: https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/605501p.pdf?ver=2018-11-19-110543-180) directs the DoD Components to follow OSHA standards in all DoD operations worldwide where feasible. Personnel who work overseas are assigned within the framework of a geographic combatant command. Each of these combatant commands are supported by DoD Component commands and their respective safety offices who provide safety program management support and oversight. In foreign countries where the DoD employs local national employees, DoD applies host-nation OSH requirements and OSHA standards where feasible. When compliance with OSHA standards is impracticable, infeasible, or inappropriate, the DoD Components must apply risk management procedures. Leaders and supervisors must communicate the results of risk management decisions to all affected personnel.

INJURY AND ILLNESS REPORTING AND REVIEWS:

7. *Describe how your agency encourages employees to report hazards and include examples.*

DoDI 6055.01 directs the DoD Components to establish procedures for supervisors and employees to identify and promptly report unsafe or unhealthful working conditions. Each of the Components have specific reporting procedures that are unique to their work locations and provide the most efficient process for reporting workplace hazards. Supervisors and employees are trained in local procedures for reporting workplace hazards and encouraged to report hazards without fear of reprisal. This is often a highlighted topic during employee and supervisor orientation training. Reporting procedures include provisions for streamlined reporting, employee anonymity if desired, prompt and impartial investigation of reprisal allegations if they occur, and administrative action when allegations are substantiated. Many

of the Components have published specific policies and procedures for reporting hazards — typically involving the use of the supervisory chain or organizational safety staff. Examples of ways employees are encouraged to report hazards include: recognition programs to acknowledge those who collaborate with safety professionals in mitigating and identifying workplace hazards, installation safety offices that advertise reporting methods on bulletin boards throughout assigned organizations; and on-line, web-based hazard reporting systems made available to employees and supervisors through unit intranet.

8. *Describe the top two types of injuries/illnesses at your agency, and the actions that your agency has taken to prevent future occurrences of these injuries/illnesses.*

The DoD has some of the lowest civilian employee injury and lost time case rates among all federal agencies. Since 2009, DoD's total injury and lost time case rates have steadily declined by approximately 60% and 52%, respectively; see Table below. The DoD Components attribute these reductions to engaged, well-trained, and motivated employees, supervisors, and SOH staff; a commitment to continuous improvement at all levels in implementing SOHMS; and OSHA VPP and other SOHMS recognition program implementation at major industrial installations with the largest concentration of civilian employees and most significant hazards.

Table. DoD Injury and Illness Rates, 2009-2019

Fiscal Year	Total Case Rate	% Change from Previous Year	% Change from 2009	Lost Time Case Rate	% Change from Previous Year	% Change from 2009
2009	2.76	--	--	1.48	--	--
2010	2.58	↓ 6.5	↓ 6.5	1.41	↓ 4.7	↓ 4.7
2011	2.44	↓ 5.4	↓ 11.6	1.33	↓ 5.7	↓ 10.1
2012	2.27	↓ 7.0	↓ 17.8	1.23	↓ 7.5	↓ 16.9
2013	2.08	↓ 8.4	↓ 24.6	1.11	↓ 9.8	↓ 25.0
2014	2.10	↑ 0.96	↓ 23.9	1.15	↑ 3.6	↓ 22.3
2015	1.89	↓ 10.0	↓ 31.5	1.06	↓ 7.8	↓ 28.4
2016	1.63	↓ 13.8	↓ 40.9	1.05	↓ 1.0	↓ 29.1
2017	1.50	↓ 8.0	↓ 45.6	1.02	↓ 2.9	↓ 31.1
2018	1.40	↓ 6.7	↓ 49.3	0.95	↓ 6.9	↓ 35.8
2019	1.10	↓ 21.4	↓ 60.1	0.71	↓ 25.3	↓ 52.0

Data source: Federal Agency Program Injury and Illness Statistics.
(https://www.osha.gov/enforcement/fap/statistics)

Upper and lower extremity injuries associated with slips, trips, and falls remain the most commonly recorded injuries across the DoD workforce. In order to understand these hazards

and to learn common prevention approaches, many DoD units and activities participate in OSHA's annual Fall Prevention Campaign. Additionally, the ASD(R) conducted a Fall Protection Program review in 2019 in response to a congressional inquiry into the effectiveness of DoD's Fall Protection Programs. The results of this review identified program gaps and shared lessons-learned across the DoD. Specific actions taken as a result of the review included: site-specific education of employees in fall hazard recognition, development of job hazard analysis, fall prevention training, and information briefings conducted during town hall meetings and via email. Many DoD Components track and monitor their top injuries and illnesses through trend analysis, which allows for the establishment of command-specific mitigation strategies. Additional actions to prevent slips, trips, and falls have included:

- Publishing seasonal safety messages to increase employee awareness.
- Posting of warning signs in high hazard areas.
- Adjusting snow and ice removal contract requirements and employee work schedules to allow clearing of sidewalks and parking lots before employee arrival.
- Modifying housekeeping procedures based on ambient conditions rather than a defined schedule.
- Conducting Fall prevention awareness activities as part of Safety Stand-Downs.

9. Provide examples of tracking the abatement of hazards and adhering to correction dates.
DoD policy outlined in DoDI 6055.01 provides guidance for installations to track prioritized hazard abatement requirements in an installation hazard abatement plan. The plan prioritizes abatement by risk level as measured by a Risk Assessment Code (RAC). RACs are assigned to each hazard based on the hazard severity and likelihood of mishap occurrence. DoD Components prioritize abatement based on the assigned RACs; the higher the RAC, the higher the risk priority and the shorter the abatement timeline. The abatement timeline goal for those hazards assigned the highest RAC is 30 days. DoD Components have individual procedures and information management systems to track hazard abatement plan completion. Most often, at the local installation and unit level, safety and occupational health committees composed of commanders, workplace supervisors, and facilities management, safety and health representatives (e.g., OSH, facilities and engineering, fire and life safety, human resources, bargaining unit representatives) actively track the status of hazard abatement actions. DoD reviews the timeliness of hazard abatement during annual SOH Program Management Reviews.

10. Describe what reviews were conducted in CY 2019 to identify improved methods for ensuring the safety and health of your agency's employees; and, discuss how these methods were or are being implemented.
DoDI 6055.01 requires DoD organizations at all organizational levels to annually conduct internal assessments of their Safety and Occupational Health Program Management Systems and to receive an external assessment at least every four years. The DoD DASHO uses this OSH report to assess all the DoD Components' OSH Programs annually. In addition, the DoD DASHO receives a detailed Program Management Review briefing from each of the DoD Components' DASHOs annually. During these reviews, the DoD Components report

program effectiveness using leading indicators of program performance (e.g., safety and health management system implementation and formal recognition, completion of workplace inspections, timeliness of hazard abatement, occupational medicine examination completion rates) and lagging indicators (e.g., number of mishap fatalities, total cases of injuries, total cases of injuries resulting in job restriction or days away, rate of permanent threshold shifts for hearing loss). Components also identify challenges for leadership resolution. During these briefings, resourcing issues are commonly identified. In 2019, the reviews identified that the Components use different information management systems to record and report mishaps. This resulted in a project to review various information management systems with the intent of capturing best practices for use within the DoD. In addition, many of the Components had developed safety information campaigns for topics such as fall prevention and safe driving, and made this information available for sharing with other DoD Components.

11. Provide an overall assessment of your agency's approach to root cause analysis, and identify who is responsible for implementing changes based on the findings from investigations.

The DoD approach to the investigation of DoD mishaps is described in DoDI 6055.07, "Mishap Notification, Investigation, Reporting and Recordkeeping," (available at http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/605507p.pdf). This policy describes the specific DoD requirements and procedures for mishap investigation, reporting, and recordkeeping, and provides for consistency in mishap investigation procedures throughout the enterprise. All mishap investigators are trained, as a standard practice, to perform cause analysis (which includes the consideration of root causes) and to develop mishap findings, conclusions, and recommendations. For fatalities within the Military Departments, mishap investigation actions are tracked by their respective Service Safety Centers with oversight by the DoD DASHO. Mishap findings and recommendations are provided to the affected unit leaders for implementation of recommendations and corrective actions. In addition to the standard DoD mishap investigation process, the DoD is conducting a comprehensive mishap data reform initiative to aid in mishap data collection and reporting resulting in investigation consistency and completeness.

12. Describe how your agency ensures employees are aware of, and use, engineering controls.

DoDI 6055.05, "Occupational and Environmental Health," (available at https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/605505p.pdf?ver=2019-04-04-095234-197) requires DoD Components to apply the hierarchy of workplace hazard controls in order of priority: elimination; substitution of less hazardous materials, work processes, operations, or equipment; engineering controls; warnings; administrative controls; and personal protective equipment (PPE). The DoD places a high priority on identifying and employing feasible interim and permanent engineering controls to eliminate or control workplace hazards. Worksite managers and supervisors are responsible for educating and training employees on job hazards, obtaining the appropriate controls to reduce or mitigate workplace hazards, training employees on the proper use of all assigned controls, and ensuring the evaluation of the effectiveness of controls. Employees are introduced to engineering controls through a number of processes. For example, in the Army, all operators

require certification on large Army equipment. During this certification process, engineering controls are discussed in detail. Additionally, job hazard analysis is performed on workstations with the employees that will be using the workstation. The employees receive an introduction to the engineering controls associated with the processes at their workstation.

In addition, assigned Industrial Hygienists complete routine worksite characterizations by working with employees and supervisors to identify workplace hazards and appropriate engineering controls to mitigate those hazards. Safety and/or Industrial Hygiene professionals complete annual SOH inspections to ensure the effectiveness of engineering controls. Inspection reports are provided to supervisors and managers at the worksites for use in recordkeeping and training of employees.

13. Describe how your agency handles housekeeping issues.
The DoD Components have procedures for the completion of routine workplace inspections where the need for housekeeping is identified and where the effectiveness of housekeeping activities is assessed and reported through the supervisory chain if corrective actions are needed. Employees and first-line supervisors establish and enforce good housekeeping practices such as routine cleaning of work areas, break rooms, and bathrooms; routine maintenance of equipment; early reporting of facilities issues (e.g., water leaks, plumbing failures, inadequate heating, ventilation, air conditioning, etc.); enforcement of proper waste management and collection procedures; and use of workplace controls to manage process emissions and exposures. Throughout the DoD, housekeeping activities are often completed through facilities maintenance and operations contracts with OSH managers performing quality control oversight through the completion of routine workplace inspections. If issues are identified through routine workplace inspection or reports, the contracting officer's representative is notified for response and corrective action.

14. Describe how your agency ensures safety in its kitchens and cafeterias.
Kitchens and cafeterias, along with all other workspaces, are routinely inspected by employees, supervisors, and qualified OSH personnel. Inspections allow for the identification of workplace hazards, and ensure employees are aware of these areas' occupational hazards, that the hazards are appropriately controlled, and that employees are properly trained on control use. Kitchens and cafeterias often have physical hazards relating to sharp surfaces, noise, heat, cold, heavy lifting, and ergonomics, in addition to chemical hazards associated with cleaning activities and biological hazards associated with food and waste handling. These areas have some of the highest risk activities and require close supervisory engagement. DoDI 6055.01 requires annual inspections of all workspaces by supervisors, managers, and OSH personnel. As with all other workspaces, this inspection process requires the identification and reporting of hazards to supervisors and facilities managers and the development of hazard control plans for the management and mitigation of hazards and associated risks.

15. What are your agency's smoking/vaping policies?
Currently, DoD's smoking policy does not include vaping products. DoDI 1010.10 "Health Promotion and Disease Prevention," (available at
https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/101010p.PDF?ver=2019-04-08-

104413-847) and DoD Tobacco Policy Memorandum 16-001 (available at
https://www.med.navy.mil/sites/nmcphc/Documents/health-promotion-wellness/tobacco-
free-living/INCOMING-CARTER-Tobacco-Policy-Memo.pdf) restrict the use of tobacco
products to designated smoking areas. These areas must be at least 50 feet from building
entrances and building air intakes. Some DoD Components have extended their tobacco use
restriction policies to include vaping products.

16. How does your agency address worker safety and health in its contracts?
DoD Components use Federal Acquisition Regulation (FAR) 52.236-13, "Accident
Prevention," when establishing contracts for installation support functions, maintenance of
real property, construction sites, and operation of government-owned facilities. OSH
professionals assist contracting officials as they oversee contractor safety and health
performance. OSH personnel help contracting officers identify circumstances that pose a
threat to the health and safety of employees and government personnel for corrective action.
A contractor found to violate an OSHA standard is also determined to be violating their
contract.

DoDI 6055.01 directs that contractors are directly responsible for their employee's OSH
except where DoD has contractually agreed to assume responsibility for contracted
employees' health and safety. The DoD Components provide additional oversight of DoD
contractor operations when they determine it is in DoD's best interests and include this in the
contractual agreements. In making this determination, DoD policy requires the Components
to consider: 1) the merits of DoD oversight leading to lower mishaps, improved services, and
savings to the government, and 2) the potential for the contractor to perceive a decreased
responsibility for the safety and health of their employees. For construction and demolition
contracts, the FAR provides for more direct oversight by requiring contractors to comply
with U.S. Army Corps of Engineers Manual 385-1-1. These contractors are required to
submit a safety and health plan for approval by the contracting office before commencing
work. Contracting oversight by the U.S. Army Corps of Engineers and Naval Facilities and
Engineering Command oversight ensures contractor compliance with the approved plan. For
explosives manufacturing, DoD contractors are required to comply with DoD Manual
4145.26, "DoD Contractors Safety Manual for Ammunition and Explosives," (available at
https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/414526m.pdf?ver=2018
-12-03-081135-727). The Defense Contract Management Agency performs oversight of
contractor compliance with this Manual.

INJURY AND ILLNESS PREVENTION INITIATIVES:

17. Summarize the initiatives that your agency implemented to prevent slips, trips, and falls.
See response to Item #8.

18. Summarize the initiatives that your agency implemented to prevent exertion injuries.
DoDI 6055.01 requires the completion of annual workplace inspections to identify those hazards that can result in exertion injuries. Employees are encouraged to report exertion hazards to their supervisors and safety offices. The DoD Components conduct trainings and use safety awareness materials to educate employees on both proper lifting techniques and the selection and use of material handling equipment to reduce exertion injuries. Information for proper lifting techniques and other ergonomic information for use by DoD employees and supervisors is available on the Defense ESOH Network and Information Exchange website at https://www.denix.osd.mil/ergoworkinggroup/home/employees. In addition, the DoD Components publish employee and supervisor training to prevent exertion injuries on Agency safety web portals, in safety messages, and online training.

19. Summarize what your agency has done in terms of Prevention through Design.
The DoD employs safety engineers within the DoD Components to ensure both newly acquired and legacy equipment are engineered with consideration to design out occupational hazards. The work of the safety engineers helps mitigate the chance of injuries as a result of insufficient man, machine, and environment interface. Standard practice for systems safety is as described in MIL- STD-882E, "Systems Safety," (available at http://acqnotes.com/acqnote/tasks/mil-std-882e-system-safety) and MIL-STD-1472G, "Design Criteria Standard Human Engineering," (available at http://quicksearch.dla.mil/qsDocDetails.aspx?ident_number=36903), which provides the requirements and procedures for identifying and assessing safety and health hazards, as well as outlines the requirements for risk management and acceptance in the development, test, production, and use of defense systems and design of military systems, equipment, and facilities.

The Army, Air Force, and Navy address 'Prevention through Design' in Component acquisition policies to establish procedures for OSH risk review as part of their overarching acquisition, facilities design, and review procedures. They rely on safety and occupational health subject matter experts specifically trained in weapon systems, end item and facility design and review, to complete these activities as early in the design process as possible.

20. Summarize other CY 2019 initiatives, including what actions were taken to implement changes and what accomplishments were made.
Significant effort was devoted to the development of common mishap data elements for inclusion in the DoD's business enterprise information technology architecture. Establishing common mishap reporting and recordkeeping data elements will result in disparate information management systems reporting important mishap information in a consistent manner across the DoD. This is an ongoing initiative.

In addition, the DoD's Leading Indicator Task Force worked with the Rand Corporation® to identify relevant leading indicators for use in capturing important OSH program performance metrics with a goal of conducting predictive analytics. This is an ongoing initiative.

The DoD continues to operate the DoD Safety Management Center of Excellence (SMCX) (https://www.smscx.org/). Since 2006, the SMCX has provided tailored, site-specific safety

and health management system support to units and organizations throughout the DoD. The SMCX is composed of subject matter experts who provide support in the following areas: safety management systems implementation, information sharing, safety and health compliance and training, employer-employee relations, and culture change. Specific elements of support this past year have included technical assistance visits, compliance reviews and gap analyses, onsite assessments and audits, safety training, and safety and health management systems workshops. The SMCX helps organizations cultivate their SOHMS and assists organizations through external recognition programs such as OSHA's VPP or the Army or Navy Star Programs. The Figure below provides the current status of organizations (i.e., 161 total as of March 2020) that have achieved external recognition. The figure depicts the locations of organizations that have achieved recognition within the Continental U.S.
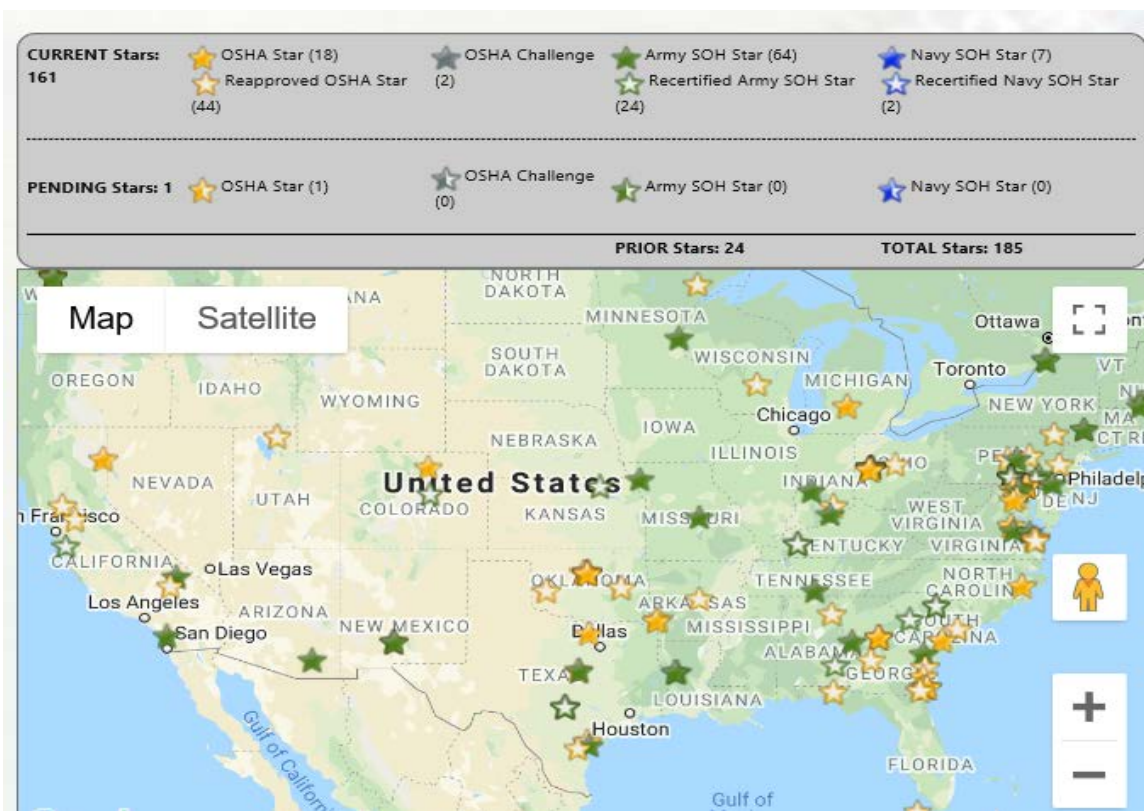

Figure. Military organizations within Continental U.S. whose safety and health management systems have earned external recognition

21. *Describe the initiatives that your agency is planning to implement in CY 2020, including what actions were taken in CY 2019 to prepare for these.*

    All of the initiatives described in Item #20 will continue in CY 2020. In addition, during CY 2020, progress will be made in the re-issuance of a number of policies, to include DoDI 6055.01 (https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/605501p.pdf?ver=2018-11-19-110543-180); DoDI 6055.04, "DoD Traffic Safety Program," (https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/605504p.pdf?ver=20

19-04-04-095235-350); DoDI 6055.05 (as discussed previously); DoDI 6055.07, "Mishap Notification, Investigation, Reporting and Record keeping," (https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/605507p.pdf?ver=2018-11-20-081332-067); DoD Manual (DoDM) 6055.18, "Safety Standards for Microbiological and Biomedical Laboratories," (https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/605518m.pdf); and DoDM 6055.05, "Occupational Medical Examinations and Surveillance Manual," (https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/605505mp.pdf?ver=2018-11-19-150151-020).

All of these policy revisions will reflect updates in federal regulatory requirements and changes to military operational requirements with the goal of reducing the risk of occupational illness and injury. Additionally, the DoD continues progress toward developing DoD occupational exposure limits — which are more protective than OSHA Permissible Exposure Limits — for lead, chromium compounds, and trichloroethylene, based on the DoD's assessment of health risk.

MOTOR VEHICLE SAFETY:

22. Provide the total number of motor vehicle accidents experienced by employees.
There were 943 motor vehicle accidents reported by the DoD Components in CY 2019.

23. Provide the total number of accidents that resulted in personal injury.
There were 266 motor vehicle accidents reported by the DoD Components that resulted in personal injury in CY 2019.

24. Summarize the circumstances of your agency's motor vehicle accidents, including the results of accident investigations, and the corrective measures implemented.
Driver safety is a major element of the DoD Components' safety programs. DoDI 6055.04, "DoD Traffic Safety Program," (https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/605504p.pdf?ver=2018-11-19-123028-643), requires the DoD Components to apply risk management strategies to reduce motor vehicle mishaps and resulting deaths, injuries, and property damage and to investigate mishaps when they occur in accordance with DoDI 6055.07. Mishap investigations completed by the DoD Components identified the following common causes of motor vehicle accidents: speeding, distracted or inattentive driving, backing up without using a ground guide, and driver error in judgement (e.g., failure to judge distances correctly, failure to recognize stopping distances, excessive speed, failure to adapt to changing weather and visibility) while operating a motor vehicle. Corrective measures have included:
- Remedial driver's training for personnel involved in mishaps.
- Increased use of vehicles with engineered car-safety devices. (e.g., lane assist, automatic braking, rear view cameras, and back-up alarms).
- DoD summer and holiday safety messaging reminding drivers of their safe driving responsibilities.

- Mandatory drivers' safety training for personnel whose occupation requires frequent driving and for personnel with known traffic law infractions.

The DoD Motor Vehicle Working Group was established to identify data-driven, benefit-focused safety policies, programs, strategies and efforts to reduce DoD motor vehicle accidents. This working group is composed of senior traffic safety subject matter experts from the military departments' safety centers. They meet to interpret mishap data and conduct hazard analyses to identify leading indicators of motor vehicle mishaps. They aim to develop mishap reduction recommendations that consider demographics, high-risk behaviors, relevant training and training barriers, and appropriate communication and messaging platforms. Their efforts will be instrumental in the revision to the DoD's motor vehicle safety policy, DoDI 6055.04.

25. *Summarize your agency's efforts to educate employees who use personal or rental vehicles to conduct agency business, (including for travel and temporary duty assignments).*

DoD Component leaders, supervisors, and OSH managers encourage DoD personnel to use vehicles that feature safety technologies (e.g., back-up cameras, lane assist). Fortunately, most rental vehicles possess these technologies. DoDI 6055.04 describes the requirements the DoD Components must follow when operating a motor vehicle while performing on-duty activities. Specific requirements described in this policy include proper licensing for the size and type of vehicle being operated, appropriate procedures to reduce driver distractions, impaired driving prevention techniques, occupant protection requirements, and the requirement to obey all traffic rules. These requirements are expected to be followed in the use of both personal and rental vehicles while on duty. Supervisors and managers are responsible for ensuring all employees have been trained on DoD and component-specific requirements for motor vehicle operations.

DoD Components have specific safe motor vehicle operation policies, procedures, and training on the types of vehicles used to support their mission requirements. Motor vehicle safety awareness training is required for all personnel who drive vehicles as part of their job — even for those personnel who work in organizations without a dedicated fleet of vehicles. Training topics have routinely included distracted driving prevention, safe holiday and seasonal driving, accident reporting procedures, driver improvement training for personnel involved in vehicle mishaps, vehicle safety inspection procedures, driver training courses for personnel deployed overseas, use of travel planning tools, and defensive driving training courses.

26. *Summarize the OSH controls your agency uses to ensure compliance with Executive Order 13043, which requires the use of a seatbelt.*

Most vehicles operated by DoD personnel are not only equipped with passenger restraints, but also equipped with audible alarms requiring their use. DoDI 6055.04 prescribes compliance with EO 13043, "Increasing Seat Belt Use in the United States," by requiring all operators and passengers to wear occupant restraint devices (lap and shoulder belts) at all

times and assigns enforcement responsibility to the driver and senior ranking occupant. Many of the DoD Components encourage use of driver planning tools like the Army's on-line, web-based Travel Risk Planning System (TRiPS), through which each employee completes a risk assessment based on their specific driving requirement. (This tool is available at https://trips.safety.army.mil/army/TRiPSAssessment.) The tool helps assess hazards that may be encountered on a planned trip while driving a privately owned vehicle and reinforces driving tenants such as not drinking while driving, speed control, and seatbelt use. There were no reported issues associated with Executive Order (EO) 13043 compliance in CY 2019.

27. Describe how your agency monitors controls that require seatbelt use and what steps are taken when problems are detected.

The DoD, as well as all States, has a universal seatbelt use requirement on all military facilities. Adherence to this policy is monitored at the gates of most military facilities and through the patrol of military law enforcement personnel.   Law enforcement personnel provide warnings and citations for personnel who are non-compliant with seat belt usage requirements.

28. Summarize the OSH controls your agency uses to ensure compliance with Executive Order 13513, which bans texting while driving.

DoDI 6055.04 prescribes the requirements for compliance with EO 13513, "Federal Leadership on Reducing Text Messaging While Driving," and prohibits DoD personnel from text messaging and using cell phones and other hand-held electronic devices while driving unless the vehicle is safely parked. Signs stating this prohibition are posted at the entrances to all DoD installations. Any driver who uses a vehicle assigned to a military fleet or motor pool must sign a statement indicating that they understand the rules for cell phone use while driving. In addition, these rules are often posted inside the military fleet vehicles on the dashboard or the glove compartment.

29. Describe how your agency monitors controls that prevent texting while driving and what steps are taken when problems are detected.

Security personnel staffing entrances to military installations and military law enforcement personnel maintain vigilance to warn and cite drivers who are inappropriately using their cell phone devices while operating a motor vehicle. Any driver on an installation can be ticketed for failure to comply with the 'no use of cell phones' requirement while operating a vehicle. Exceptions include receiving or placing calls in the performance of duties while operating tactical or emergency vehicles or other mission-critical duties (e.g., law enforcement use of in-car mobile data terminals and other electronic devices). Use of hands-free devices is also discouraged to prevent distractions. Supervisors and managers are required to ensure their assigned workforce follow this policy. These rules are normally covered during new employee and supervisor orientation training sessions.

30. Summarize changes made to your agency's motor vehicle safety program in CY 2019 and initiatives your agency will implement in CY 2020.

OSD reports weekly statistics to DoD leaders on motor vehicle (e.g., 4-wheeled, 2-wheeled) mishaps that result in $2.0 million (or more) of damage or that result in a Service member's death. This information is closely tracked for lessons-learned that can be applied throughout the Department. In CY 2019, the DoD Motor Vehicle Working Group and OSD identified specific changes needed in the revision to DoDI 6055.04. Currently, the policy focuses on general traffic safety requirements. Updates to the policy will include mandatory motor vehicle operator safety training, mishap investigation procedures, rules for pedestrians, and traffic safety program metrics. The revision to DoDI 6055.04 will occur in CY 2020-CY2021.

PRODUCT SAFETY:

31. Describe how your agency ensures that the products and services it procures comply with the product safety requirements of 29 CFR 1960.34 including the use of Safety Data Sheets.

DoDI 6050.05, "DoD Hazard Communication Program," (available at https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/605005p.pdf?ver=2019-06-10-101510-927) describes the requirement for the DoD Components to establish a Hazard Communication Program. This program will require the chemical manufacturer or distributor of hazardous chemicals to provide Safety Data Sheets (SDSs) to the Component's HAZCOM official or designated point of contact. The requirement to provide SDSs is found within Defense Federal Acquisition Regulation Supplement Subpart 223.3, "Hazardous Material Identification and Material Safety Data," (available at https://www.acq.osd.mil/dpap/dars/dfars/pdf/r20180530/223_3.pdf). The DLA maintains a "Hazardous Materials Information Resources System," available for use by all DoD Components, which includes SDS information and product safety requirements for over 500,000 hazardous materials in use within the DoD. SDS information is available through this web-based system to users of chemicals throughout the DoD enterprise.

32. What policies does your agency have in place to handle chemicals in fragrances, such as those in perfumes and air-fresheners?

DoD has no specific policy to address the use of perfumes and air fresheners in the workplace. Some of the DoD Components and their subordinate organizations have recently adopted policies that prohibit the use of scented air fresheners, but this has occurred on a case-by-case basis. Personal use of fragrances in the workplace is generally a labor-management issue outside the scope of the OSH program.

WHISTLE BLOWER PROTECTIONS:

33. Does your agency have a written anti-retaliation policy for employees who report unsafe or unhealthy working conditions?

The written anti-retaliation policy for employees who report unsafe and unhealthy working conditions is part of DoDI 6055.01. This policy states that DoD personnel have the right to decline to perform an assigned task without retribution because of a reasonable belief that the task poses an imminent risk of death or serious bodily harm and where there is insufficient time to seek effective redress. DoD policy requires all DoD Components to provide written notification of whistleblower rights and protections pursuant to Public Law 107-174, also known as the "No Fear Act." The DoD Components maintain effective whistleblower protection programs at all organizational levels and workplaces by publishing policies and procedures on websites, providing employee and supervisory training, publishing rights and reporting procedures on posters, and using anonymous reporting hotlines and web-based hazard reporting mechanisms. Employees may file a grievance through supervisory or supporting human resources channels or can contact the DoD Office of the Inspector General (OIG).

34. Describe your agency's process for ensuring that no employee is subject to restraint, interference, coercion, discrimination, or reprisal for filing a report of an unsafe or unhealthy working condition, as required by 1960.46.

As described in Item 33, DoDI 6055.01 provides employee protections from coercion, discrimination, or reprisal for reporting unsafe or unhealthful conditions and participation in OSH programs. This includes the provision for anonymity when requesting prompt and impartial investigation of allegations of reprisal, and regarding administrative actions when allegations are substantiated. OIG channels are often used to investigate allegations of reprisal in accordance with DoD Directive 5106.01, "Inspector General of the Department of Defense (IG DoD)." (https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodd/510601p.pdf). Complaints must be processed through a negotiated grievance process, if available, or through an administrative grievance process in accordance with Volume 771 of DoDI 1400.25, "DoD Civilian Personnel Management System: Administrative Grievance System." (https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/140025/140025_vol771.pdf? ver=2018-06-13-074123-163).

35. How do employees report retaliation?

As described in responses to Items 33 and 34, employees may file a grievance through supervisory or supporting human resources channels (including supporting bargaining units), and to the Equal Employment Opportunity Office. In addition, employees are encouraged to report any instances of retaliation to the DoD OIG.

36. Describe any cases of retaliation that were reported in CY 2019 and explain how they were investigated. Describe the findings and how they impacted the agency's program.

There were no cases of retaliation reported within the DoD in CY 2019.

OCCUPATIONAL SAFETY AND HEALTH COMMITTEES:

37. Describe the internal OSH committees at your agency and explain how employees participate in them.

The Defense Safety Oversight Council (DSOC) is made up of senior leaders at the Under Secretary of Defense level. The DSOC is the DoD's senior departmental governance, decision-making, and oversight body for safety and occupational health. The DSOC provides direction and oversight of DoD-wide efforts to reduce mishaps, incidents, and occupational illnesses and injuries. The Chair of the DSOC is the Under Secretary of Defense for Personnel and Readiness. DSOC membership consists of the Under Secretaries of Defense, Under Secretaries of the Military Departments, Vice Chiefs of Staff of the Army and Air Force, Vice Chief of Naval Operations, Vice Chairman of the Joint Chiefs of Staff, and the Assistant Commandant of the Marine Corps. Subordinate to the DSOC are two additional bodies that provide oversight and integration support to the Department's safety and occupational health programs—the DSOC Integration Group, chaired by the Assistant Secretary of Defense for Readiness (this position also serves as the DoD DASHO), and the DSOC Steering Group (DSOC SG), co-chaired by the Director of Operational Safety and the Director of Occupational Safety and Health of the Force Safety and Occupational Health office. The DSOC SG is composed of senior (GS-15/military grade O-6) OSH personnel from the DoD Components. The group meets monthly to discuss strategic and operational issues relating to OSH policy, oversight, data and information management, strategic communications, resource advocacy, and program management. The DSOC SG routinely reports to the DSOC Integration Group on these key issues. The DSOC Integration Group convenes enduring technical working groups with representatives from the DoD Components to address specific SOH areas including occupational medicine, industrial hygiene, hearing conservation, motor vehicle safety, and safety information management. The DoD Components provide the Chairs and employee representation on all of these working groups. In addition, each of the DoD Components have internal OSH councils, committees, and working groups at multiple organizational levels to address Component-specific OSH-related issues.

38. Summarize how your agency encourages employee involvement in local Field Federal Safety and Health Councils (FFSHCs) and explain how your agency provides support to these councils.

DoDI 6055.01 states that DoD Components will support FFSHCs through the promotion of membership and participation in local councils. This policy also encourages the use of DoD facilities and DoD educational resources (e.g., training materials, libraries, guest speakers) to conduct meetings and training events. The DoD Component Secretariats, OSD, and DLA OSH staff routinely attend Washington Metropolitan Safety and Health Council meetings, and OSH personnel from the Army Corps of Engineers attend meetings of the Chicago Federal Safety Council. DoD OSH personnel serve as the Chairpersons for the Hampton Roads, Coastal Empire, South Florida, and South Texas FFSHCs.

39. Describe your agency's involvement with other external OSH committees and councils, and provide the names of these organizations.

The DoD participates in OSHA's Federal Agency Safety and Health Managers Roundtable meetings. The Acting Deputy Assistant Secretary of Defense for Safety and Occupational Health represents the interests of the DoD within the Roundtable. The DoD Components provide senior OSH managers to directly support agenda items.