



ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE  
3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

JAN 30 2008

Mr. Edwin G. Foulke, Jr.  
U.S. Department of Labor  
Assistant Secretary for Occupational Safety and Health  
200 Constitution Avenue, NW  
Washington, DC 20210

*Ed*  
Dear Mr. Foulke,

Please find enclosed Fiscal Year 2007 Annual Report on Occupational Safety and Health for the Department of Defense as required by Section 19(a)(5) of the Occupational Safety and Health Act (29 USC section 668(a)(5)).

As in past years, the Military Departments are submitting separate reports that provide more detail on their respective programs.

My point of contact for this issue is Art Kaminski, 703-604-1621,  
[art.kaminski@osd.mil](mailto:art.kaminski@osd.mil).

Sincerely,

*Alex Beehler*  
Alex Beehler

Acting Deputy Under Secretary of Defense  
(Installations and Environment)





**DEPARTMENT OF DEFENSE  
ANNUAL OCCUPATIONAL SAFETY & HEALTH REPORT  
TO THE SECRETARY OF LABOR  
FISCAL YEAR 2007**

**3400 Defense Pentagon  
Washington, DC 20301-3400**

# FY 2007 Department of Defense Annual Occupational Safety and Health Report to the Secretary of Labor

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Name of Department/Agency: Department of Defense  
Address: 3400 Defense Pentagon, Washington, DC 20301-3400  
Number of federal civilian employees this report covers: 683,179

|                     | Name           | Official Title  | Telephone    | E-mail                 |
|---------------------|----------------|---|--------------|------------------------|
| <b>DASHO:</b>       | Alex Beehler   | Acting Deputy Under Secretary of Defense (Installations and Environment)                                      | 703-695-2880 | Alex.Beehler@osd.mil   |
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See Appendix I for contact information for all subagencies with 1,000 or more employees.

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## Executive Summary

This report satisfies the requirement of Section 19(a)(5) of the Occupational Safety and Health Act (OSH Act) for Federal Agencies to submit an annual report on occupational safety and health. The Military Departments provide a separate report. This report concentrates on information from DoD organizations that are predominantly agencies and not part of the Military Departments.

## Statistics

- **Injury and Illness Trends** – DoD had an overall decreasing trend from FY 2006 to 2007 in both total and lost-time cases, both decreasing by 3%. An overall decreasing trend from FY 2006 to 2007 was also seen in the total and lost-time case rate per 100 employees within DoD, decreasing 4% and 5%, respectively. The total workers' compensation chargeback costs was \$615,958,549 down \$730,660 or .1% from FY 2006. However, chargeback costs for cases that occurred in the chargeback year 2007 increased \$512,859.16 or .8% from chargeback year 2006.
- **Fatalities and Catastrophic Accidents** – The number of DoD civilian employee fatalities decreased 40% from 24 in FY 2006 to 14 in FY 2007.

## OSH Initiatives

- **Safety, Health, and Return-to-Employment (SHARE) Initiative** – DoD met the Federal SHARE goals.
- **Motor Vehicle/Seat Belt Safety** – The DoD continues to pursue vehicle crash prevention and promote seat belt usage. DoD Instruction 6055.4, "DoD Traffic Safety Program," is being revised to update policy, responsibilities, and procedures for administering the DoD Traffic Safety Program to reduce death, injuries and property damage caused by vehicular crashes. Military Departments and Defense Agencies provided data in their respective reports.
- **Recordkeeping Requirements** – Automated databases and on-line tracking systems were used to meet recordkeeping requirements.
- **Workplace Violence** – The Defense Agencies addressed workplace violence through web-based training, anger management programs, counseling, and the Employee Assistance Program (EAP).

**Employee Support** – OSH training is integral to accomplishing the mission. SOH training is provided at the nonsupervisory level as well as all levels of leadership throughout each Military Department and Defense Agency from executive-level leaders to supervisors. Agency specific efforts and number trained are reported in their respective reports.

## Detailed Report

This report satisfies the requirement of Section 19(a)(5) of the Occupational Safety and Health Act (OSH Act) for Federal Agencies to submit an annual report on occupational safety and health. The Military Departments provide a separate report. This report concentrates on information from DoD organizations that are predominantly agencies not part of the military departments.

- Defense Logistics Agency (DLA) (see Attachment A)
- Defense Commissary Agency (DeCA) (see Attachment B)
- Defense Contract Audit Agency (DCAA) (see Attachment C)
- Defense Finance and Accounting Service (DFAS) (see Attachment D)
- Defense Contract Management Agency (DCMA) (see Attachment E)
- DoD Other:
  - Army and Air Force Exchange Service (AAFES) (see Attachment F)
  - Defense Information Systems Agency (DISA) (see Attachment G)
  - Defense Intelligence Agency (DIA) (see Attachment H)
  - Defense Threat Reduction Agency (DTRA) (see Attachment I)
  - Department of Defense Education Activity (DoDEA) (see Attachment J)
  - Missile Defense Agency (MDA) (see Attachment K)
  - National Geospatial-Intelligence Agency (NGA) (see Attachment L)
  - National Security Agency (NSA) (see Attachment M)
  - Washington Headquarters Service (WHS) (see Attachment N)

### I. Statistics

#### A. Injury and Illness Statistics

##### a. Injury and illness rates

- Total and Lost-Time Cases. DoD had an overall decreasing trend from FY 2006 to 2007 in both total and lost-time cases:
  - Total cases decreased 3%.
  - Lost-time cases decreased 3%.
- Total and Lost-Time Case Rates. DoD showed an overall decreasing trend from FY 2006 to 2007 in the total case rate and the lost-time case rate per 100 employees:
  - Total case rate decreased 4%.
  - Lost-time case rate decreased 5%.

|  | FY 2006  | FY 2007  | Change                  |
|--|----------|----------|-------------------------|
| <b>Number of Federal Civilian Employees</b> , including full-time, part-time, seasonal, intermittent workers         | 675,437* | 683,179* | +7,742<br>1% increase   |
| <b>Total Cases Injury/Illness</b> (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities) | 20,334   | 19,766*  | -568<br>3% decrease     |
| <b>Total Case Rate</b> (rate of all injury/illness cases per 100 employees)  | 3.02     | 2.89*    | -0.13<br>4% decrease    |
| <b>Lost Time Cases</b> (number of cases that involved days away from work)   | 10,771   | 10,373*  | -398<br>3% decrease     |
| <b>Lost Time Case Rate</b> (rate of only the injury/illness cases with days away from work per 100 employees)        | 1.60     | 1.52     | -0.08<br>5% decrease    |
| <b>Lost Work Days</b> (number of days away from work)  | 251,235  | 220,336  | -30,899<br>12% decrease |
| <b>Lost Work Day Rate</b> (per 100 employees)  | 37.20    | 32.47    | -4.73<br>13% decrease   |

\*Employee figures were extrapolated from raw LPD data and do not match OSHA website stats.

- b. Facilities with high injury and illness rates – Each Military Department and Defense Agency tracks facilities with high injury and illness rates and what was done to improve the facilities.

**B. Fatalities and Catastrophic Incidents** – The number of DoD civilian employee fatalities decreased 40% from 24 in FY 2006 to 14 in FY 2007.

| Fatalities/<br>Catastrophic<br>Events | Cause—FY 2007  |
|---------------------------------------|--|
| 1                                     | AAFES experienced one fatality during FY07. An associate suffered a heart attack and fell from an order picker forklift. |
| 2                                     | Each Military Department will report on causes of civilian fatalities.   |

**Fatality and Catastrophic Accident Investigations** – The Military Departments and Defense Agencies will submit accident investigation summary reports separately.

**C. Office of Workers' Compensation Programs Costs – COP costs are tracked separately by the Military Departments and Defense Agencies.**

|  | <b>CBY 2006</b> | <b>CBY 2007</b> |
|--|-----------------|-----------------|
| <b>Total Chargeback</b>                              | \$616,689,209   | \$615,958,549   |
| <b>Total Continuation of Pay (COP)</b>               | Not available   | Not available   |
| <b>Total Chargeback + COP</b>                        | Not available   | Not available   |
|  |                 |                 |
| <b>Chargeback for Cases that occurred in the CBY</b> | \$26,574,918.85 | \$27,087,778.01 |

**D. Significant Trends and Major Causes or Sources of Lost Time Disabilities**

a. Tracking Accidents – Slips, trips, and falls were the consistent source of injury that caused sprains and contusions. Individual Defense Agency reports detail their respective trends.

b. Controlling Trends

| <b>Agency</b> | <b>Controlling Trends</b>  |
|---------------|--|
| <b>AAFES</b>  | Additional training, procurement of equipment, job rotation, and safety product testing has been implemented targeting trend areas.  |
| <b>DCAA</b>   | Because the work of Agency employees is mostly sedentary, the focus is on ergonomics training.   |
| <b>DCMA</b>   | The Agency Safety & Occupational Health Division reflects the product group differentiation that has occurred in the organization. Safety and Health professionals are assigned to particular product groups. The concept was realized in FY 07. Trend monitoring has already improved. Concept application will continue in FY 08.  |
| <b>DeCA</b>   | <ul style="list-style-type: none"> <li>• Comprehensive safety performance statistics enable prompt identification of establishments having higher than average accidents to direct management attention and safety resources to these locations. Each commissary has a safety council and each department within the store has quarterly safety meetings.</li> <li>• DeCA is continuously involved in ergonomic actions to reduce bodily forces that may result in a musculoskeletal disorder.</li> <li>• Slip-resistant vinyl flooring is used in the stores and matting is used at entrance points and at other locations to control slips and falls. Maintaining a clean, dry, and clutter-free work area is a continuous goal.</li> <li>• DeCA stresses the use of personal protective equipment, such as cut-resistant gloves for our meat cutting personnel using knives and steel-toe safety footwear for all personnel exposed to foot hazards.</li> <li>• Safety newsletters, in-house safety posters, and the IMSAFE program provide continuous awareness information. Lessons learned from incidents that have occurred are shared with other facilities. If needed, a special inspection action can be issued from the Headquarters Safety Office to direct a very specific safety action be performed.</li> </ul> |
| <b>DFAS</b>   | <ul style="list-style-type: none"> <li>• When there are specific incidents, such as falls or machine injuries, the supervisor and Safety are contacted to see what could be done to prevent further injuries.</li> <li>• When an employee has carpal tunnel syndrome, we advise the supervisor to contact the Computer/Electronic Accommodations Program for assistance.</li> <li>• The Workers' Compensation Team provides training to supervisors. The training identifies the various injury trends and how to accommodate medical restrictions to aid the employee in a return-to-work program.</li> </ul>   |

| Agency       | Controlling Trends   |
|--------------|--|
| <b>DIA</b>   | <ul style="list-style-type: none"> <li>• During inclement weather, warning cones with built-in fans are deployed on tile floors to decrease the drying time from tracked-in snow and rain.</li> <li>• Carpet runners are maintained in excellent condition and used as directed by the manufacturer.</li> <li>• Stairways are inspected to ensure anti-slip surfaces are maintained and hand rails are in place.</li> <li>• Major custodial procedures on the floors (vacuuming, mopping or waxing) are typically accomplished after business hours.</li> <li>• Aisles and corridors widths are maintained IAW fire codes, and signs are posted to prevent storage and the accumulation of materials in hallways.</li> <li>• A project is funded for FY 2008 to remove uneven pavers at a major building entrance and replace it with textured concrete.</li> </ul>  |
| <b>DoDEA</b> | <ul style="list-style-type: none"> <li>• Safety accidents and injuries were reviewed and monitored through the DoDEA Accident and Injury Reporting system. Conditions or actions that caused accidents/injuries were abated and monitored via coordination with or between District Safety and Security Officers, school administrators and host installation safety support organizations. Employee and student accident/injury trends are briefed to school administration for education and abatement purposes. Risk management is incorporated in organization activities.</li> <li>• Safety education and promotion were emphasized to raise safety awareness to potential accidents, trends, or causes. Some sources included local media outlets, participation in national safety observances, dissemination of safety information via seasonal and community safety messages, and safety bulletin board information. Employee safety educational material was placed on the DoDEA Office of Safety and Security website and disseminated to subordinate organizations to emphasize slips, trips, and falls, as a major cause of accidents/injury in DoDEA.</li> </ul> |
| <b>DTRA</b>  | To assist with controlling DTRA's most common source of injuries/illnesses, an on-line Slips, Trips, and Falls course is provided and available. During one-on-ones, staff meetings, and other chance meetings, slips, trips and falls are stressed as the major cause of recordable accidents within the Agency. Periodically, articles germane to slips, trips, and falls are published on the Agency intranet, outlining preventive measures.   |
| <b>MDA</b>   | Several tools were utilized by the SOH Program to control knee/leg injuries. Potential hazards associated with slips, trips, and falls were primary points for examination during annual facility inspections. Special articles concerning slips, trips, and falls were posted on the MDA SOH website.   |
| <b>WHS</b>   | One particularly significant effort has been updating the WHS safety and health management system. The new system, called the Integrated Safety, Environmental and Fire Management System (ISEFMS), focuses on integrating overall safety and health efforts, improving metrics and performance measurement, and improving consistency with policy implementation.   |

## E. Contract Workers and Volunteers

| Agency      | Contract Workers and Volunteers   |
|-------------|---|
| <b>DeCA</b> | DeCA has 116 contractors located at the Agency's headquarters. No recordable accident experience has been received.   |
| <b>DFAS</b> | DFAS had 2,389 contractors working directly for the agency during FY07. No volunteers were identified. Contractors working for DFAS experienced three accidents: (1) a slip and fall resulting in a sprained ankle; (2) being struck by a door, resulting in a contusion to an arm; and (3) a technician running wire under a desk and striking his head, resulting in a contusion. None of the injuries were serious and none of them resulted in lost time. |



## II. OSH Initiatives – SHARE, Motor Vehicle and Seat Belt Safety, Recordkeeping, Workplace Violence, and Establishments

### A. SHARE – Safety, Health, and Return-to-Employment Initiative

a. SHARE Analysis – The following table summarizes the DoD progress in meeting the four SHARE goals:

| SHARE Goals  | FY 2003  | FY 2007      |        |                  |
|--|----------|--------------|--------|------------------|
|  | Baseline | Federal Goal | Actual | Federal Goal Met |
| Reduce total case rates by 3% per year             | 3.66     | 3.21         | 2.92   | Yes              |
| Reduce lost time case rates by 3% per year         | 1.75     | 1.53         | 1.53   | Yes              |
| Improve timely filing by 5% per year               | 52.25    | 64.12        | 76.97  | Yes              |
| Reduce rate of lost production days by 1% per year | 37.20    | 36.83        | 32.47  | Yes              |

### b. SHARE Programs/Initiatives

| Agency      | SHARE Programs/Initiatives   |
|-------------|--|
| <b>DCMA</b> | <ul style="list-style-type: none"> <li>• Job Hazard Analysis for all DCMA positions.</li> <li>• Developing a Deficiency Abatement Program at CMO/facility level.</li> <li>• Fielded a training program to produce more competent Collateral Duty Safety Advocates (CDSAs).</li> <li>• Entered the SOH program into the POM process.</li> <li>• Performed case-by-case root cause analysis of old DOL charge-back claims.</li> <li>• Working with Army CPOC to implement a back-to-work program.</li> <li>• Conducting root cause analysis, after notification re new OWCP Claims, to give SOH Division a means to determine if the injury/illness/accident was work- related, reportable, and if it was entered into the Agency database.</li> <li>• Measuring performance based on customer outcomes to improve SHARE program initiatives.</li> <li>• Developed promotion campaigns to increase management and employee awareness to reduce slips, trips, and falls, back injury, and safe driving.</li> <li>• Developed a close professional relationship with Collateral Duty Safety Advocates in all product groups.</li> <li>• Mentoring, making Safety operative at remote locations, even when the Safety Manager is not physically there.</li> </ul> |
| <b>DeCA</b> | <ul style="list-style-type: none"> <li>• Maintained the safety program assistance and review (SPAR) evaluation program, site assistance visits, and multiple awareness publications.</li> <li>• Annual facility inspections are conducted by regional safety managers, safety inspectors, and collateral duty safety representative.</li> <li>• The Integrated Monthly Safety Action/Focus Elements (IMSAFE) program is maintained, which highlights specific safety issues.</li> <li>• Regional safety managers have developed a quarterly safety newsletter and a safety poster and brochures, flyers, manuals, etc., are used to aid supervisors and managers with the OWCP process.</li> <li>• The centralized ICPA approach has continued to be used with emphasis on timeliness of reporting.</li> </ul>   |
| <b>DFAS</b> | <ul style="list-style-type: none"> <li>• DFAS focuses on reducing slips, trips, and falls including improved snow/ice removal contracts, employee safety reminders, and installation of “freeze warning” gauges.</li> <li>• The workers’ compensation team provided training on return-to-work initiatives, reducing workers’ compensation costs, preventing accidents, and use of the Electronic Data Interchange (EDI) system.</li> </ul>  |

| Agency       | SHARE Programs/Initiatives   |
|--------------|--|
| <b>DIA</b>   | DIA coordinated the Agency's accident reporting system with OWCP claims. As a result, DIA established a clear and concise tracking hazard abatement system, an accurate method in trending and recording of workplace accidents, and ways to achieve timely posting of the OSHA 300 log IAW OSHA standards.  |
| <b>DLA</b>   | <ul style="list-style-type: none"> <li>• DLA programs launched in support of SHARE include VPP and VPP Challenge. Nine DLA sites are participating with key successes emerging: stronger relationships with union partners and GE, corporate approach to policy and procedure affecting safety and culture, and visible top management support.</li> </ul>   |
| <b>DoDEA</b> | <ul style="list-style-type: none"> <li>• Annual worldwide Chemical Hygiene and Laboratory Safety Program training was implemented.</li> <li>• A new comprehensive and fully automated Accident/Injury Reporting (AIR) and Serious Incident Reporting (SIR) system was launched in FY 2007 to continue to account for student and employee accident occurrence and provide for more rapid accident information notification.</li> <li>• The "DoD PipeLine Reemployment Program" has been used to return DoDEA employees to work via assignment to other designated agencies.</li> <li>• The Agency effectively integrated security, safety, and health focus via programs such as "Safe Schools."</li> <li>• The Logistics Division continued to implement the web-based DoDEA "Corridor - Facility Management Entryway" system, an engineering program to monitor/track hazard abatement implementation.</li> <li>• Top management and school administrators have access to the "Facility Executive Dash Board" to search noted facility safety deficiencies for specific schools, see projected time and cost of these deficiencies, provide pictures of the deficiencies, and provide education facility specifications. An on-line asbestos awareness training course is also available.</li> <li>• DoDEA continues to operate an effective safety program through a worldwide network of Safety and Security Officers.</li> <li>• The Headquarters' Automated External Defibrillator (AED) management program has been effectively implemented throughout FY 2007.</li> </ul>  |
| <b>DTRA</b>  | DTRA initiated a Federal Employees' Compensation Act (FECA) Working Group.   |
| <b>NSA</b>   | <ul style="list-style-type: none"> <li>• The Agency changed the safety and health policy in 2006 to mirror OSHA's OSH management system.</li> <li>• Employees are actively involved in reporting unsafe conditions through a software program called Fix-It. Thousand of items are reported annually by employees and corrected by facilities personnel. The employees are involved as the eyes and ears in identifying and correcting unsafe conditions.</li> <li>• The Agency has a workers' compensation staff, located within the medical organization, that vigorously reviews each case and attempts to get people back to work as soon as possible.</li> </ul>  |
| <b>WHS</b>   | <ul style="list-style-type: none"> <li>• WHS's approach is to implement a comprehensive and integrated safety and health management system that focuses on early hazard identification, and then eliminating and controlling those hazards once found. WHS is looking to more proactive and leading indicators of safety and health.</li> <li>• The first step in this process has been a comprehensive hazard mapping of the high hazard areas of the Pentagon Reservation utilizing a Graphical Information System (GIS) and database. Efforts began in late FY06 and continued into FY07. A database has been developed and provides a graphical software tool that facilitates the identification, risk ranking, control systems, and monitoring of high hazards and permits rapid communication of hazards to affected personnel such as first responders and maintenance staff.</li> <li>• Secondly, WHS has been focusing on developing a hazard tracking system to help assure identified hazards are corrected in a timely manner. One of the metrics that will be developed and reported upon is time responses for hazard correction. This will be an indirect measure of management commitment to safety and health and a direct measure of hazards abated, and how well/quickly. While the database is now in place, a lack of resources is preventing full utilization of this system. Data management, tracking, trending, and monitoring require a significant amount of effort, even with automated data tracking systems, which exceed our available resources for the scope and complexity of operations at the Pentagon and Pentagon Reservation.</li> </ul> |

**B. Motor Vehicle / Seat Belt Safety**

- a. Number of motor vehicle accidents experienced by employees in FY 2007. Each Military Department tracks motor vehicle accidents separately. Related data is provided in their respective reports.
- b. Mechanisms in place to track the percentage of seat belt usage by employees. Each Military Department tracks seat belt usage separately.
- c. Efforts taken to improve motor vehicle safety and seat belt usage. DoD Instruction 6055.4, "DoD Traffic Safety Program," is being updated to improve motor vehicle safety and seat belt usage.

**C. Recordkeeping Requirements** – Automated databases and online tracking systems continued to be used by the various Defense Agencies to meet recordkeeping requirements. Of note was the launching in FY 2007 of DoDEA's new fully automated Accident/Injury Reporting (AIR) and Serious Incident Reporting (SIR) system, which allows direct user input of student and employee accident occurrence and provides more rapid accident information notification. Other Defense Agency recordkeeping systems, and their recordkeeping components, are provided in their respective reports.

## D. Workplace Violence

### a. Workplace Violence Incidents

| Incidents | Cause—FY 2007  |
|-----------|--|
| 1         | <p>AAFES</p> <ul style="list-style-type: none"> <li>• During FY07, AAFES experienced 83 incidents of workplace violence. There were 35 incidents of physical altercations between AAFES employees and 1 incident involving a concessionaire that happened in front of AAFES customers. There were no serious injuries or lost work days involved. There were 46 incidents of verbal threats or threatening gestures involving AAFES employees; and 1 verbal threat incident involving a concessionaire customer. There was 1 workplace violence incident of property damage involving an AAFES employee.</li> <li>• Of the 83 incidents, 32 (39%) occurred in retail facilities, 28 (34%) occurred in distribution centers, 22 (26%) occurred in food facilities, and 1 (1%) occurred in a concession.</li> <li>• Employees involved resigned, attended anger management classes or received disciplinary action up to suspension or termination. The employee involved in the property damage incident made full restitution for the damaged property.</li> </ul>   |
| 2         | <p>DFAS – An incident occurred at DFAS Denver and involved a supervisor employee argument about changes in work procedures. The argument escalated into a physical confrontation with the employee striking the supervisor on the side of the head with an object. A contusion with possible concussion resulted and assault charges were pressed against the employee. Employee Assistance Program counselors were brought in for presentations to all staff about counseling that is available.</p>  |
| 3         | <p>DIA</p> <ul style="list-style-type: none"> <li>• Military member threatened to kill co-worker. Incident happened on station in Turkey. Military member was returned to parent Military service.</li> <li>• Division Chief at Defense Intelligence Analysis Center (DIAC) threatened by employee. Person who was threatened did not provide written details, so case was not pursued due to lack of cooperation by victim.</li> <li>• Contractor at DIAC feared for her safety due to co-worker's aggressive and sometimes sexual comments. Investigation did not substantiate allegation of hostile work environment.</li> <li>• Military member at DIAC felt threatened by co-worker who tilted her chair, invaded her space and "flexed his body towards her." Investigation did not fully substantiate allegations.</li> <li>• Counseled employee at Pentagon became verbally combative with threats. When interviewed (investigators and psychologists), employee did not recall making statements and interview seems to have derailed potential threat.</li> <li>• Clarendon-based DIA employee reported that co-worker had been prevented from leaving her workspace by other DIA employee. Victim filed complaint with Arlington County Police Department, who investigated and declined to prosecute. An administrative investigation is underway as case is still ongoing.</li> </ul> |

### b. Workplace Violence Programs/Initiatives

| Agency | Workplace Violence Programs/Initiatives   |
|--------|---|
| AAFES  | AAFES offers web-based training to all employees on workplace violence; workplace aggression—taking a proactive approach; workplace aggression—recognizing behavior; and workplace aggression-defusing aggressive situations. Anger management assistance is offered through the Employee Assistance Program.   |
| DCMA   | The Agency encourages employees to enroll in the Employee Assistance Program to mitigate any potential cause for workplace violence. Information bulletins are distributed and the Agency provides references for local prevention programs. An Employment Law Network Working Group develops Agency policy and serves as a response team to address workplace violence issues. When a nonreportable incident occurs, disciplinary actions are implemented and EAP counseling is offered. |

| Agency       | Workplace Violence Programs/Initiatives   |
|--------------|---|
| <b>DeCA</b>  | DeCA Directive 30-18, DeCA Security Programs and DeCA Handbook 30-6, Workplace Violence Intervention Handbook address workplace violence. With Federal Occupational Health (FOH), DeCA provides a 24/7 EAP.   |
| <b>DFAS</b>  | As part of the BRAC safety program, safety managers and supervisors are reminded to be aware of employees' behavior during these stressful times, keep communication flowing, and to advise employees of the availability of the Employee Assistance Program.                                     |
| <b>DIA</b>   | The DIA Police Force and Human Capital Office are working to publish a written DIA program on Preventing Violence in the Workplace. DIA is also implementing a pre- and post- deployment psychological screening program to identify potential issues with persons who deploy into hostile areas. |
| <b>DoDEA</b> | Workplace/School Violence information is shared through the DoDEA Safe Schools Program for student safety purposes.   |
| <b>DTRA</b>  | The Agency aggressively promotes and publicizes the Employee Assistance Program, a confidential, professional counseling and referral service for employees who experience personal problems that may adversely affect job performance and/or conduct.  |
| <b>NSA</b>   | NSA has a workplace violence policy signed in 2000 by the Director NSA. Human Resources provides instruction on the forms of work place violence, what to do in the case of violence, and how to prevent it. The HR office also offers a conflict resolution service for employees.               |

**E. Agency Establishments** – The requested listing of all of our establishments as defined for occupational injury and illness recordkeeping purposes will be provided separately.

### III. Employee Support

**A. OSH Training** – OSH training is integral to accomplishing the mission. SOH training is provided at the nonsupervisory level as well as all levels of leadership throughout each Military Department and Defense Agency from executive-level leaders to supervisors. Agency specific efforts and number trained are provided in their respective reports.

## B. Field Federal Safety and Health Councils

| Agency       | Involvement  | Field Council Support   |
|--------------|--|---|
| <b>AAFES</b> | Safety and Health Councils meet monthly. OSH trained Loss Prevention personnel act as advisors but to do sit on the council or have voting rights.   | Associates are allowed paid time to attend meetings. General managers are also in attendance and minutes of the meeting are provided to them for follow-up action.  |
| <b>DCMA</b>  | Director of the Safety and Occupational Division and SOH Product Group managers attend local meetings as available.  | Agency SOH personnel have not had an opportunity to provide support to these councils due to ongoing Agency reorganization efforts.   |
| <b>DeCA</b>  | Safety program manager attended one meeting of the Richmond Area (Virginia) council. The DeCA Europe Safety Support manager participated in the local Kaiserslautern Military Community Federal Safety Council.  | Encourages safety staff personnel to participate in Field Federal Safety and Health Councils. Actual participation is minimal to none due to staffing size, work demands, and conflicting schedules.  |
| <b>DFAS</b>  | DFAS has had minimal involvement with Field Federal Safety Councils. The Cleveland site safety manager serves as an officer on the Cleveland Federal Safety Council. Site Safety Managers will be encouraged to get more involved in their local Federal safety councils in FY08.  | DFAS has not actively promoted the Federal Field Councils in the past.  |
| <b>DIA</b>   | Safety and health professionals attend regular meetings of the Field Federal Safety and Health Council and participate in networking activities with other federal agency safety and health professionals. FY 2008 involvement will continue.  | Professional and collateral duty safety and health personnel are encouraged by the DIA safety manager to attend scheduled council meetings. Flyers of upcoming meetings are distributed among the staff. DIA will continue to participate in future meetings of the DC Chapter as the mission allows.   |
| <b>DLA</b>   |  | Two members of the DLA Safety Team participate on the Executive Committee, one as the vice chair and one as the labor relations advisor. DLA is recognized annually during the council's award ceremony for support shown through the services rendered by the two Safety Team members.   |
| <b>DoDEA</b> | <ul style="list-style-type: none"> <li>• The SOH Manager participates routinely in DoD SOHC meetings held throughout the fiscal year.</li> <li>• The SOH Manager plans to attend formal Field Federal Safety and Health Council forums in the National Capital Region.</li> <li>• The DoDEA Safety Committee is held annually as part of the DoDEA Worldwide Safety and Security Workshop. The SOH Manager chairs the proceedings.</li> <li>• District Safety and Security Officers and/or School Administrators attend host installation safety councils to provide safety information to school staff/faculty.</li> <li>• Subordinate Area Safety and Security Officers convene meetings annually or biannually to address safety and security issues and program implementation.</li> </ul> | <ul style="list-style-type: none"> <li>• Area and District Safety and Security Officers encourage safety committee/ council involvement by school administrators and safety coordination with designated School Liaison Officers (SLOs). SLOs assist with SOH program implementation through host installation safety support organizations.</li> <li>• DoDEA Office of Safety and Security routinely assist subordinate Area annual or biannual Safety and Security Officer Meetings in the capacity of adviser.</li> <li>• School administrators encourage participation in host installation safety committees/councils and local specialized installation employee safety training, e.g., hazardous materials. For example, the Pacific Subordinate Area requires school</li> </ul> |

| Agency      | Involvement   | Field Council Support  |
|-------------|---|--|
|             | <ul style="list-style-type: none"> <li>Subordinate district safety and security officers visit installation safety offices as a formal part of their review of school safety programs.</li> <li>DoDEA personnel convened internal Avian Flu Pandemic planning work groups, participated in host installation sponsored meetings, and disseminated emergency preparedness information.</li> <li>All schools address safety in formal safety, crisis, and/or anti-terrorism-force protection committees or address safety in other existing management meetings.</li> </ul> | administration to attend monthly/quarterly installation safety meetings.   |
| <b>DTRA</b> | ESOH personnel are involved in councils at the local and national level, including the DoD SOH Committee.   | The Chief, DTRA ESOH Office, encourages personnel to participate in the various local field councils at DTRA's Ft. Belvoir and Kirtland AFB locations. |
| <b>MDA</b>  | In late FY07, the Director, MDA Quality, Safety and Mission Assurance designated the SOH program manager and another program employee to serve as representatives for MDA on the Metropolitan Washington, DC, Field Federal Safety and Health Council. MDA SOH personnel participate in the OSD SOHC meetings.  | Further activity is anticipated in FY08.   |
| <b>NSA</b>  | Involvement generally consists of professionals within ES& H and managers of those organizations.   |  |
| <b>WHS</b>  |   | Several employees participated in some local council meetings, including the driver safety symposium held in Arlington Virginia.                       |

### C. Other Support Activities

| Agency       | Other Support Activities   |
|--------------|--|
| <b>AAFES</b> | AAFES membership included the National Safety Council, NFPA, and the American Society of Safety Engineers (ASSE). Safety personnel attended the ASSE Expo in Orlando, FL. Two AAFES safety office managers are Certified Safety & Health Officials (CSHO).   |
| <b>DCMA</b>  | As resources are available, Agency SOH and IH managers and collateral duty personnel have attended the National Safety Congress and the annual meeting of the American Conference of Governmental Industrial Hygienists. Two of the Agency IH managers are professionally certified.   |
| <b>DeCA</b>  | Full-time safety professionals are encouraged to obtain professional certification. The Agency Safety Program Manager attended the National Safety Council Congress and Exposition during the reporting year. The DeCA Europe Safety Support Manager attended the Military Tri-Service Conference.   |
| <b>DFAS</b>  | DFAS safety managers are encouraged by the DFAS SOH Program manager to pursue membership in professional safety and health organizations such as the American Society of Safety Engineers (ASSE), the National Safety Council, the American Red Cross, the National Fire Protection Association, etc. DFAS supports safety managers attending training provided by these organizations. Several of our safety managers have received certification from these organizations. |
| <b>DIA</b>   | DIA participates in Defense Agency Safety Forums, National Safety Congress, and the Intelligence Community Safety, Health, and Environmental Conferences. DIA is also a member of the National Fire Prevention Association.  |

| Agency       | Other Support Activities  |
|--------------|---|
| <b>DoDEA</b> | DoDEA Safety and Security Officers do subjectively attend safety conferences, i.e., Annual National Fire Protection Association (NFPA) Seminar and Exposition. DoDEA's subordinate organizations encouraged and allocated additional resources to ensure staff training attendance for professional development purposes for subjects such as: OSHA, Life Safety Code, National Fire Protection Association fire prevention, playground safety, and school laboratory safety.                               |
| <b>DTRA</b>  | DTRA supports the professional growth and development of ESOH employees by requiring and funding professional and technical courses and workshops. Employees attend training courses during duty hours. Throughout each year, the ESOH Chief has encouraged attendance and membership in professional safety and health organizations. In addition, DTRA has competitive programs available to all employees for a variety of professions that enable them to achieve either a certification and/or degree. |
| <b>MDA</b>   | All system safety engineers are required to be CSP certified. Most safety personnel either attend or support other activities such as the National Safety Council's Congress and the American Society of Safety Engineers.  |
| <b>NSA</b>   | The OHES budget includes funds to provide training for professional staff to maintain professional certifications as well as to enhance skills. All staff members have opportunities for education. In addition, organizations such as NFPA and ASSE are brought in-house to provide seminars to large numbers of staff.  |
| <b>WHS</b>   | Safety staff is encouraged and are allowed to participate in Safety and Health Professional Develop Conferences such as the: National Safety Congress, Voluntary Protection Programs Participants Association and others.   |

#### IV. Accomplishments

**A. FY 2007 Accomplishments** - The DoD continued to integrate SOH management systems into all levels of operations to incorporate a culture of “continuous improvement” in safety and health performance throughout DoD. To emphasize mishap prevention efforts, the Defense Safety Oversight Council (DSOC) worked through its task forces to identify initiatives to decrease mishaps across the entire scope of defense operations. All Defense Agencies continued to pursue the designated performance targets for the SHARE goals.



a. Evaluations and Return to Work

| Agency       | Evaluation  | Return-to-Work   |
|--------------|---|--|
| <b>AAFES</b> | <ul style="list-style-type: none"> <li>• Every direct operation facility received an annual inspection by trained safety and security personnel. Inspection results were provided to the top management official of each exchange/ distribution center for abatement. Follow-up inspections were conducted as needed.</li> <li>• Disability case management is handled through a contracted company in conjunction with AAFES assigned Workers Compensation personnel.</li> <li>• Safety and health standards are based on OSHA, NFPA, NIOSH, and best practice standards.</li> </ul>   |  |
| <b>DCAA</b>  |   | <p>DCAA injury compensation case management is handled by the DFAS Shared Service Center, Indianapolis, Indiana. They monitor the case from filing of the initial notice through return-to-work, working directly with OWCP to identify employees with potential for conversion from compensation payments to full- or part-time employment. Each case is analyzed, with the help of OWCP medical and rehabilitation experts, to determine the individual's potential ability to perform. Cases are handled on an individual basis, considering whether any requested accommodation is feasible and reasonable within the constraints of available positions. Once an individual is identified for potential return to work, the DFAS SSC works through this process in conjunction with DCAA management and the Human Resources Office.</p> |
| <b>DCMA</b>  | <ul style="list-style-type: none"> <li>• The Agency developed and instituted a standardized agency-wide annual safety program review document and inspection program.</li> <li>• Full-time SOH managers conducted 81 Program Evaluations as outlined in 29 CFR 1960.79</li> <li>• Slip, trips, and falls were the leading causes of injuries in 2007; however, back conditions account for most of the costs. The Agency has added these as special interest items during annual program reviews for FY 08.</li> <li>• SOH product group safety managers conducted annual SOH hazard assessments at 122 contractor facilities to ensure government employee safety in industrial environments.</li> </ul> | <p>The Agency contracted with the Department of Army's Civilian Personnel Operations Center (CPOC) to manage the Agency's OWCP/return-to-work program. A committee was formed with Labor and Employee Relations, Army CPOC, and Safety Occupation Health to implement ways to reduce OWCP costs through modified job offers, light duty, vocational rehab, and/or removal from the rolls. During FY 07, claims were challenged; a return-to-work program was initiated for employees in continuation-of-pay status; and several long-term cases were removed from the rolls.</p>   |
| <b>DeCA</b>  | <ul style="list-style-type: none"> <li>• Program performance is measured through the analysis of our accident profile using OSHA Log 300 data.</li> <li>• Added TOO and TOI initiative to the SPAR program, increasing the frequency of site</li> </ul>   | <p>DeCA is committed to the health and welfare of our employees who have been injured. Besides ensuring proper medical attention and treatment, the Agency is dedicated to making accommodations in the workplace to keep the</p>  |

| Agency      | Evaluation   | Return-to-Work   |
|-------------|--|--|
|             | <p>evaluations and assistance at locations that need additional resources and attention to improve their safety performance.</p> <ul style="list-style-type: none"> <li>Incorporated safety program issues within the Agency's IG Commissary Compliance Inspection Program. The IG assessment teams visited commissary activities using a random, no-notice schedule. All management layers including Headquarters and regional level safety offices review the results from these surveys.</li> </ul>   | <p>individual gainfully employed. DeCAD 50-23, Injury Compensation Program, provides Agency requirements for return-to-work and disability case management. DeCA had six pipeline actions during FY 2007: one claimant was returned to full duty; one claimant resigned; one claimant was removed for physical inability; and the remainders are still being worked.</p>   |
| <b>DFAS</b> | <p>During FY07, four safety program evaluations were conducted and all DFAS sites received annual safety inspections.</p>  | <ul style="list-style-type: none"> <li>Requested updated medical documentation on all Periodic Roll (in receipt of compensation every 28 days) cases. Upon receipt of the medical documentation, reviewed it to determine whether or not the claimant is eligible to return to duty, whether a Second Opinion (SECOP) is warranted, or if vocational rehabilitation is the best option; wrote letters to physician informing them of the Agency's ability to provide light or limited duty assignments.</li> <li>For new injuries, DFAS remains in constant contact with the supervisor, the employee and/or the physician.</li> <li>The Workers' Compensation Team (WCT) provides training to supervisors. The training identifies the various injury trends and how to accommodate medical restrictions to aid the employee in a return to work program.</li> <li>The WCT works closely with management to orchestrate a Return to Work Program using programs such as the Pipeline Program (SHARE) initiative and the Computer Accommodations Program (CAP).</li> </ul> |
| <b>DIA</b>  | <ul style="list-style-type: none"> <li>DIA occupies approximately 15 facilities in the National Capital Region covering approximately 1,500,000 square feet. Each facility was inspected and over 300 deficiencies were noted. Recommendations for corrective actions were noted in the reports.</li> <li>Evaluations were conducted during the Agency's Annual Safety Audits. The evaluation included a review of DIA safety instructions and applicable OSHA and National Fire Protection Association (NFPA) standards. Emphasis was placed on NFPA and DoD 6055.7 (accident investigation and reporting) compliance. Agency Directorates identified with compliance discrepancies received written recommendations on how to establish an effective Safety and Health Program.</li> <li>Collateral Duty Safety Representatives were provided with a general inspection template during their refresher training to evaluate their directorate's safety and</li> </ul> | <p>DIA has a full-time contract physician and part of his scope of work includes a role in return to work case management. In FY 2007, the case manager did not identify a case that needed a return-to-work case review.</p>  |

| Agency       | Evaluation   | Return-to-Work  |
|--------------|--|---|
|              | <p>health compliance. This was done as part of the Agency's effort to encourage evaluations at the lowest level.</p>   |   |
| <b>DoDEA</b> | <ul style="list-style-type: none"> <li>• Employee and student safety is addressed through comprehensive scheduled and unscheduled school safety assessments/evaluations conducted throughout the school year by DoDEA personnel and DoD host installation organizations.</li> <li>• The DoDEA SOH manager conducts annual comprehensive safety program reviews for each major subordinate organization area and a select school district(s). A safety program review executive summary and detailed evaluation checklist is provided for abatement or necessary action purposes.</li> <li>• Subordinate Area Safety and Security Officers coordinated with district level Safety and Security Officers to conduct annual physical safety and safety education evaluations for each district.</li> <li>• Subordinate District Safety and Security Officers in certain areas visit installation safety offices as a formal part of their review of school safety programs.</li> <li>• Host installation safety, fire, bio-environmental/industrial hygiene support organizations conducted DoD required biannual school safety evaluations in accordance with DoD Regulation 1342.6-M, "Administrative and Logistic Responsibilities for DoD Dependents Schools." In addition, some areas conducted annual internal and triennial external environmental SOH compliance and management program (ECOH CAMP) inspections.</li> <li>• School administrators, supply technicians, and/or facilities representatives conducted "facilities checks" on a routine basis.</li> </ul> | <p>DoDEA continues to execute a successful return-to-work program. Employees are expeditiously brought back to work in a timely manner. The "DoD PipeLine Reemployment Program" has been used to return DoDEA employees to work via assignment to other designated agencies. The program effectively supports the SHARE initiative.</p> |
| <b>DTRA</b>  | <p>Through internal evaluations, the ESOH office identified strengths and weaknesses in its programs:</p> <ul style="list-style-type: none"> <li>• There still is an inability to properly evaluate DTRA's overall ESOH performance. The implementation of CPTTrack was unsuccessful. The implementation of the ESOHMS is expected to provide the results necessary for ESOH performance and compliance.</li> <li>• Training is still not readily available at many DTRA field sites, especially those outside the continental United States. Online versions have been developed, however it was found that this training is still</li> </ul>   | <p>The FECA Working Group continues to work diligently in developing initiatives to meet the President's goals.</p>   |

| Agency     | Evaluation  | Return-to-Work  |
|------------|---|---|
|            | <p>unavailable at some site. Future plans include distribution of ESOH information via compact disks for those sites without intranet capabilities.</p> <ul style="list-style-type: none"> <li>An online accident reporting tool was developed and deployed. This tool enables all DTRA employees the ability to report accidents and enables the ESOH Office to extract data, develop various charts and reports, analyze data and identify trends. The ESOH Office now tracks the investigation process from cradle-to-grave and has a database of all accidents reported DTRAwide.</li> <li>Online Ergonomic Assessment Request. This tool provides employees a mechanism to request an assessment of their workstation and learn how to adjust their workstation. This enables the ESOH Office to track and analyze assessment data.</li> </ul> |   |
| <b>MDA</b> | <p>Self evaluations are conducted as part of MDA's Internal Control Program, which requires an in-house look a program structures and is intended to report significant deficiencies to the Director.</p>   | <p>Return-to-work data is handled by MDA human Resources (MDA/DOH) through DLA.</p>   |
| <b>NSA</b> | <ul style="list-style-type: none"> <li>The Agency hired a third party consultant to evaluate the OSH program in comparison to Star VPP corporate requirements. The assessment provided guidance on ways to strengthen the system by providing improved tools for organizations to utilize in their development of the OSH management system.</li> <li>The printing services division hired a third party consultant to evaluate their status towards the VPP pursuit. The recommendations from the evaluation are being implemented to strengthen their system.</li> </ul>  | <p>The Agency has a disability affairs office that vigorously works with physically challenged personnel to enhance their work experience. The Workers' compensation staff follows cases closely and attempts to bring workers back to work as soon as possible.</p>  |
| <b>WHS</b> |   | <ul style="list-style-type: none"> <li>In FY07, LMER successfully controverted/questioned 17 claims. Two of the denied claims prevented the employees from going on the FECA long term rolls. The estimated lifetime cost savings to the agency for both cases is \$4,431,140.</li> <li>WHS provided several training classes to supervisors and employees concerning their responsibilities within the Office of Workers' Compensation Program.</li> </ul> |

b. Performance Standards and Recognition

| Agency       | Performance Standards  | Recognition   |
|--------------|--|---|
| <b>AAFES</b> |  | AAFES has an award program to acknowledge those exchanges that have reduced recordable injuries by at least 5%. AAFES also sponsors an MHE rodeo for the distribution centers where participants must be accident free for a year, received no Notices of Violations pertaining to safety issues, received no disciplinary action for the year involved, and passed a written test.   |
| <b>DCAA</b>  |  | For those employees assigned safety and health functions as a collateral duty, the performance of those functions is one of the factors considered by supervisors in the preparation of their performance appraisals.   |
| <b>DCMA</b>  | It is the Agency's policy that all military (officer and enlisted) and civilian employees are to be appropriately evaluated on their SOH duties, responsibilities, and performance.  | The Agency does not have a separate safety awards program; however, it does utilize the DCMA Core Value Awards for employees who exemplify one or more of the Agency core values. The three categories of Core Value Awards are: One Team, Indispensable Partners, and Keeping the Promise.   |
| <b>DeCA</b>  | <ul style="list-style-type: none"> <li>• An Agency policy, DeCAD 50-7, Performance Management System (PMS), April 10, 1992, states the responsibility of safety and health has been determined to be a critical job element for all supervisors/managers and that their appraisal will include how well they discharge safety and health responsibilities, consistent with specifically assigned duties.</li> <li>• DeCAD 50-23, Injury Compensation Program, requires OWCP performance standards to be included in all performance plans of managers and supervisors. A model OWCP standard is contained in the directive.</li> </ul> | <ul style="list-style-type: none"> <li>• DeCA's regional offices provided recognition for outstanding performers by acknowledging establishments with no recordable accidents and significantly reducing accident rates, and by recognizing individuals who performed an extra step towards safety. The awards ranged from monetary to time-off awards. In addition, many stores have their own local safety award programs.</li> <li>• For employee participation, DeCA continues to require regularly scheduled department level safety meetings for all employees and commissary safety council meetings. DeCA has a formal hazard reporting system in place for employees to initiate an electronic report (hard copies are also available at each work site).</li> </ul> |
| <b>DFAS</b>  | Under the National Security Personnel System (NSPS) that DFAS has adopted, a safety performance requirement is included in all supervisory personnel's performance plan.   | Although there is no established SOH award/recognition program for DFAS, SOH managers are individually recognized for exceptional effort and their respective supervisors award them accordingly.   |
| <b>DIA</b>   | The Agency's performance evaluation system has safety management integrated into each supervisor's evaluation report for consideration. DIA supervisors and managers are evaluated annually on their safety and health performance.  | DIA finalized a formal DIA safety and health award program to recognize outstanding performers and encourage involvement in protecting co-worker from accidents. This program is designed to recognize safety and health performance on a noncompetitive basis so extraordinary safe acts get rewarded.   |
| <b>DoDEA</b> | DoDEA Administrator's Manual, 1005.1-M, clearly assigns safety and health standards and responsibility. Adherence to the Manual is one of the measures used to assess performance. Designated school science   | The Office of Safety and Security coins award program was utilized in FY 2007. The program was designed to recognize the stellar or exemplary safety performance of DoDEA Safety and Security personnel or other DoDEA individuals who meet   |

| Agency      | Performance Standards  | Recognition   |
|-------------|--|---|
|             | Department Chiefs and/or teachers were designated as Chemical Hygiene Officers with science safety responsibilities incorporated in performance standards.   | the award criteria. Some subordinate organizations have written policy outlining procedures to take in recognition of schools that receive an excellent rating in safety during program inspections. A few subordinate organizations provide small safety incentive awards for superior safety performance. Monetary or time awards are provided to safety and security personnel in accordance with performance standards. |
| <b>DTRA</b> | While specific ESOH standards have not been incorporated into the new National Security Personnel System (NSPS) job objectives, managers and supervisors can address ESOH concerns in the contributing factors for job objectives. More evaluation will be conducted and this issue will be addressed as NSPS implementation progresses. | An annual DTRA Team Safety Award is presented to the team that embraces and displays attitudes and behaviors which foster a safe and healthful working environment for all.   |
| <b>NSA</b>  | The performance evaluation form requires supervisors to evaluate employees on occupational safety and health responsibilities.   | Employees can and have been given awards for safety and health performance. An OSH awards program has been developed and is being evaluated by senior staff.  |

## B. Achievements of Fiscal Year 2006 Goals

| Agency       | Progress on Achievements  |
|--------------|---|
| <b>AAFES</b> | The AAFES goal for FY06 was to reduce recordable accidents by 10%. The goal was exceeded; actual reduction was over 13%.  |
| <b>DCAA</b>  | <ul style="list-style-type: none"> <li>The overall rate of injury and illness cases, as well as rate of lost time cases, was below both the Federal and DoD targets. In fact, both of these case rates were the lowest of all the Defense agencies.</li> <li>The timely filing of notices on injury and illness has significantly improved from the FY 2003 baseline of 41.5% to the FY 2007 year end timeliness rate of 71.0%. This represents an improvement of 71.1%, significantly above the SHARE goal of 5% per year, or 20% from FY 2003 to FY 2007.</li> <li>The Agency's actual LPD reduction from FY 2006 to FY 2007 was 30.12%. This actual reduction was significantly more than the SHARE target reduction of 1%.</li> </ul>   |
| <b>DCMA</b>  | <ul style="list-style-type: none"> <li>Prevent/Reduce DCMA Employee Mishaps to meet SHARE goals: Met all SHARE goals.</li> <li>Measure the success of customer support and support of the Presidential Goals: Established quarterly metrics for Conduct of Annual Program/Worksite Evaluations and Identification of Hazards (Implementation of Mishap Controls, Training of Customers, Validation of HPD Exposures, Standardization of Agency SOH Programs, and Maintenance and update of SOH Portal).</li> <li>Develop a comprehensive safety training and awareness program: Over 40% of Agency employees received some form of safety training during the fiscal year.</li> <li>Identify hazardous conditions at DCMA leased and contractor facilities: Over 122 contractor facilities evaluated for hazards.</li> <li>Implement site specific mishap/hazard control measures: Trained over 190 employees on site specific mishap and hazard control measures.</li> <li>Establish and implement a standardized Hazard Pay Differential (HPD) Process: Process established and annual hazard analysis conducted to determine ways to mitigate hazards.</li> <li>Standardize SOH Programs across Product Groups: A standardized program evaluation checklist was developed and implemented; a supervisor safety tool box is being fielded to assist in program implementation; and a site-specific collateral duty safety advocate continuity book is in the process of development.</li> </ul> |

| Agency      | Progress on Achievements   |
|-------------|--|
|             | <ul style="list-style-type: none"> <li>• Execute relevant and measurable annual risk evaluations based on risk: Being conducted during standardized evaluations.</li> <li>• Promote internal Safety and Health Partnership's – in process.</li> <li>• Enhance SOH web pages – in process.</li> </ul>   |
| <b>DeCA</b> | <ul style="list-style-type: none"> <li>• Statistically, the Agency bettered each of the SHARE Initiative goals for FY 2006. DeCA will continue its commitment to achieving the goals for the President's SHARE Initiative extension through FY 2009.</li> <li>• The Agency's principal safety policy was finalized and reformatted into a new directive and manual structure. This has been accomplished and both documents are in the coordination process.</li> <li>• To increase the use of the job hazard analysis (JHA) tool, each DeCA safety specialist conducted a JHA during assistance visits to stores to enable two results: (1) training to local personnel on how to do a JHA and (2) providing a "sample" JHA for others to use. Sample JHAs are posted on the Microsoft Outlook public folder site to enable ready access throughout the Agency.</li> <li>• Agency awareness and employee participation campaigns such as IMSAFE, safety newsletters, and posters have been continued.</li> </ul>  |
| <b>DFAS</b> | <ul style="list-style-type: none"> <li>• DFAS safely closed six sites as part of the BRAC process. There were no increases in accident rates or significant injuries related to the BRAC closure process.</li> <li>• A Performance Measurement Program (PMP) for Safety that implements both trailing and leading performance indicators has not yet been implemented across the agency. It is still planned for release in late 2007 or early 2008.</li> <li>• The Agency continued to move forward with program efficiencies. More DFAS sites have developed the expertise and taken on the responsibility for their site's annual safety inspection. DFAS also began a consolidated, all hazards assessment approach that includes not only safety, but security and contingency planning in one team.</li> <li>• After several years of significant mishap rate reductions in excess of 20 percent annually, rate reductions were only in the 6 to 7 percent range for FY06. For FY07 DFAS was able to achieve double-digit (12%) accident rate reductions.</li> </ul>   |
| <b>DIA</b>  | <ul style="list-style-type: none"> <li>• Adopted the DoD SHARE goals from last year. The Agency reduced the lost-time injury and illness case rate by 35% in FY 2007 exceeding the total case SHARE goal. Due to our extremely low rates, a few accidents in FY 2007 caused a disproportionate increase to our lost workday rate over the base year.</li> <li>• Protected the workforce from recognized hazards. Each major DIA facility was inspected and written reports were provided to appropriate supervisory personnel identifying over 300 deficiencies including recommendations for corrections.</li> <li>• Trained over 208 supervisors on their responsibilities for providing a safe work environment and all new employees received a safety orientation during their first week of work.</li> <li>• Conducted sub-element audits pertaining to four internal safety compliance standards and applicable OSHA and National Fire Protection Standards (NFPA). Emphasis was placed on NFPA and DoDI 6055.7, DoD Accident Investigation and Reporting, compliance.</li> <li>• Cross-trained safety and health staff to ensure effective coverage for support and assistance to critical mission programs.</li> </ul>  |
| <b>DLA</b>  | <ul style="list-style-type: none"> <li>• In FY07, DLA evaluated four sites by conducting a VPP gap analysis, comparing current safety programs to VPP. Using the findings, the sites and DLA HQ made changes, identified agency trends, and took corrective action to strengthen safety programs. Progress in closing the VPP gaps has been monitored through routine mentoring visits and monthly phone or video conferences. The Defense Supply Center (DSC) Columbus was awarded VPP Star status in August 2007 and completed their annual self-assessment in September 2007.</li> <li>• Radiation Health and Protection Safety Training radiological hygiene training was completed for all DLA radiation personnel, both continuing government activity and contractors. An estimated 117 individuals received annual refresher and initial training in accordance with the Nuclear Regulatory Commission and Defense Distribution Center's Nuclear Regulatory Commission license.</li> <li>• The Agency continued with its 2-year Ergonomics Awareness campaign. Additional ergonomics training was provided at two DLA sites in FY07. The U.S. Army Center for Health Promotion and Preventive Medicine (USACHPPM) provided seven training classes at DSC Philadelphia</li> </ul> |

| Agency       | Progress on Achievements  |
|--------------|---|
|              | <p>(DSCP) and two at the HQC, reaching a total of 260 employees. The classes included general office awareness, general industrial awareness, and train-the-trainer.</p> <ul style="list-style-type: none"> <li>• The DLA SOH Training Plan implementation guidance continued in 2007 with visits to five additional field activities. Representatives from the DLA Training Center along with an HQ subject matter expert provided implementation instructions at DLA HQ in June, the DSC Richmond in July, the DSCP in September, and the Defense Reutilization and Marketing Service and Defense Logistics Information Service in October. The Training Plan is a tool designed to provide DLA supervisors and employees with the necessary information to accurately reflect the required safety and health training tasks performed.</li> <li>• Select members of the DLA SHIRS Configuration Control Board met in June to populate and create new SHIRS establishment records in the system. The full board met in December to review and approve the recommended changes and perform functional testing on screens developed for the next release.</li> <li>• The DLA Environment, Safety, and Occupational Health Office (DES-E) provided hands-on SHIRS training to safety personnel at five field activities.</li> <li>• DES-E continued to support the Quality of Life Office by performing annual certification inspections at Child Development Centers, School Age Services, and Youth Centers. A shadow program was initiated to provide DLA Field Activity Safety and Health personnel responsible for safety issues at Child Development Centers with on-the-job training.</li> <li>• The existing DLA Hazard Form 1404 was revised to include near-miss events. The DLA Safety and Health Information Reporting System will track all near-miss events and hazardous conditions reported.</li> <li>• The DLA SOH Office worked to improve its communication with supervisors by issuing a monthly DLA Supervisors' Safety News.</li> <li>• The Agency provided 3D safety training to approximately 3,000 employees at 4 sites. The training focused on increasing employee safety awareness by experiencing a realistic accident scenario.</li> </ul> |
| <b>DoDEA</b> | <ul style="list-style-type: none"> <li>• These primary goals for FY 2006 were met: use of the DoDEA Safety and Security Officer network to abate hazards; continued emphasis of Chemical Hygiene/lab safety/hazard communication; improve bloodborne pathogens awareness; enhance visibility of slips, trips, and falls as a primary injury cause in DoDEA; and increase safety promotion through diversified safety resources.</li> <li>• Key initiatives or actions assisted in attaining these goals: effective communication and coordination was established with designated Safety and Security Officers to provide issue abatement, chemical and lab safety was effectively implemented through chemical hygiene officer (CHO) courses, school science staff chemical hygiene instruction from CHOs, and student science safety instruction from teachers. Employee bloodborne pathogens education was enhanced through training accountability by schools and safety/health promotion by school nurse personnel. Emphasis of slips, trips, and falls awareness was incorporated into laboratory chemical hygiene officer training, emphasis during major subordinate organization safety program reviews, and a focus subject during the accident reporting portion of the DoDEA World-wide Safety and Security Workshop. Safety information resources available to employees were increased through a major revision of the safety section of the Office of Safety and Security Web site.</li> </ul>   |
| <b>DTRA</b>  | <ul style="list-style-type: none"> <li>• The FECA Working Group continues to develop achievable strategies to assist with the return-to-work and disability management programs.</li> <li>• The accident reporting system is in place, meets regulatory guidance, is customer-friendly, and improving. The database provides real-time data.</li> <li>• ESOH policy continues to be developed; aligning with the Agency mission and Business Excellence Campaign.</li> </ul>  |
| <b>MDA</b>   | <p>MDA continues to implement the requirements of Public Law 91-596, Executive Order 12196, and 29 CFR 1960. The key initiatives of continuing the organization of a qualified SOH staff, development of a SOH webpage on the MDA Portal, and Inspection Program to include NCR and expansion to all MDA administratively controlled spaces as outlined in FY06 goals were accomplished. Increased participation in SOH orientation visits, inspections and audits also occurred in FY07. As MDA continues to grow, safety awareness through training and publicity efforts have increased, principally through increased numbers of employees during the Agency</p>  |



| Agency     | Progress on Achievements  |
|------------|---|
|            | new employee safety training at the in-processing orientation and on going safety inspections and audits. Improved work conditions were affected by the MDA safety publicity and inspections and hands-on training through inspection programs.   |
| <b>NGA</b> | <p>Minimized risk of injury and occupational illness at NGA facilities and operations:</p> <ul style="list-style-type: none"> <li>• NGA had only 16 lost-time cases during FY06.</li> <li>• NGA met the Presidents SHARE initiative goals for total case rate and lost work day rate.</li> <li>• Awarded a new contract for Occupational Health Clinics at our Washington Navy Yard and Reston facilities to WellChoice Medical LLC.</li> <li>• Improved and updated the Agency's ESOH Web pages resulting in easier viewing for employees, supervisors, and managers.</li> </ul> <p>Complied with Federal, State, and local regulations and best practices:</p> <ul style="list-style-type: none"> <li>• NGA has no known compliance issues.</li> <li>• NGA completed two Environmental SOH self -assessment audits during FY06.</li> </ul>  |
| <b>NSA</b> | <ul style="list-style-type: none"> <li>• Meet the S.H.A.R.E. goals in FY 2007: Increased reduction in work-related injuries and associated costs did not take place in FY 2007, but low incident rates make yearly reductions difficult. Falls were the leading cause of days away from work in FY07.</li> <li>• Complete 90 percent of the established business goals in CY 2007: This objective is expected to be met in CY 2007.</li> <li>• Complete the Construction safety course and deliver it to Agency personnel in FY2007: This was completed and two courses were delivered, and reviews by students were very complimentary.</li> <li>• Complete a Chemical Management safety and health course and deliver the course to Agency personnel: This was completed and one class was delivered.</li> <li>• Add seven more organizations to the VPP process: This task was partially completed as the Agency has two organizations who have attained VPP Star status and two others who have filed applications for evaluation. At this time one other organization has started the process, and one dropped out of the program.</li> <li>• Automate the OSHRep database: The process has been defined; however, execution for total automation is dependent on the activation of People Soft 9.0. The inspection process for OSHReps is in the process of being automated including the storage of inspection reports in a common folder.</li> <li>• Develop an ESH Recognition Program: An SOP has been written, modified, and is moving through the approval process.</li> </ul>  |
| <b>WHS</b> | <ul style="list-style-type: none"> <li>• Goal #1: Update the WHS Safety and Health Policy Statement and clarify roles and responsibilities. This goal was partially met. A new environmental, safety, health and fire prevention policy was drafted and signed by the Director of WHS in January of 07. It was shared with the general populace and a successful awareness campaign was conducted. Since WHS also serves over 17 different agencies and offices in addition to itself, a draft policy clearly stating and delegating authority and responsibility was drafted but has not been signed.</li> <li>• Goal #2: Update and Improve Asbestos Abatement Policies and Procedures, to include escort for secure spaces instructions, permitting, and quality assurance provisions. This goal has largely been met. A new policy was drafted and now undergoing management and peer review. During the drafting process, many improvements that can be applied across the safety and health program were discovered. Of important note was the dealing with security escorts when emergency asbestos abatements needed to occur in secure spaces. The safety office work closely with the Inspector General's Office in developing an escort policy, waiver, and providing appropriate emergency protection for the escort (who is not a WHS employee) in the event of a mishap involving the containment should one occur.</li> <li>• Goal #3: Update and Improve Exposure to Hazardous Energy Sources (Lockout/Tagout) Policies and Procedures, to include identification of the highest hazard areas, hazard assessment, clarify instructions, permitting, and quality assurance provisions. This goal has largely been met. A new policy was drafted and now undergoing management and peer review.</li> <li>• Goal #4: Improve Occupational Safety and Health Training Program. This includes: (a) develop general safety and health training for new employees and for supervisors. This goal has not been met. An effort was made to modify our existing training contract for the development of a supervisor and general safety and health introductory course was rejected, and current in-house resource restrictions and shortfalls, including applicable skill sets, prevented this goal from being</li> </ul> |

| Agency | Progress on Achievements   |
|--------|--|
|        | <p>accomplished and (b) develop and implement an electronic training system that can track all of the training an employee needs that correlates to job description and activities, similar exposure groups for specific hazards, compliance requirements for mandatory training, including refresher training. This goal was met. A summer intern skilled in database programming allowed WHS to build a functional training database and is being populated with past data including recent training activities. The immediate results of this effort yielded a better understanding that WHS needs to improve and provided an insight that a significant amount of additional training beyond what current resources allows needed in order to be in basic compliance with the OSHA standards.</p> <ul style="list-style-type: none"> <li>• Goal #5: Continue Hazard Mapping Efforts of high hazard areas and develop GIS/database. (Long-term) This goal is being met. The effort has continued into FY08 with a significant portion of the high hazard areas of the Pentagon have been mapped and risk ranked.</li> <li>• Goal #6: Benchmark WHS against other VPP Federal Agency Worksites by visiting them with mix of supervisors/management/safety/labor. This goal has largely been met. Several members of the safety and health staff attended the Voluntary Protection Programs Participants annual conference in which they were instructed to benchmark against VPP companies. While labor, supervisors, building managers, and engineers were encouraged to attend they did not. Those that did attend brought back significant lessons learned.</li> <li>• Goal #7: Continue development and implementation of a hazard reporting and hazard tracking system. A system has been put in place, and has the potential to be extremely effective, but currently it is not being used to its full capacity. The desire for improved metrics and performance measures has placed a significant burden for the safety and health staff to input and manage a large amount of data. The scope and complexity of operations at the Pentagon and the significant number of issues on any given day have overwhelmed the resources we have available in order to keep records up-to date, monitor if corrections have been accomplished, and perform needed follow up. Often significant issues are followed up, but taking the time to document the actions often gets pushed aside in order to deal with a current crisis.</li> <li>• Goal #8: Clarify the level of programmatic safety support for all WHS serviced organizations. This goal was not met for all WHS serviced organizations. WHS absorbed management of a large underground installation in FY07 and much effort was spent determining support roles and responsibilities for that facility. Because this was such a large undertaking, the effort to address the other WHS organizations was postponed until FY08.</li> <li>• Goal #9: Form and charter a Safety, Environmental and Fire Prevention Council that will report to WHS/DFD Board of Directors. This goal was not met for the Pentagon Efforts were made to get management approval to change an already chartered council (Pentagon Environmental Council) which had not met since 2003 and expand it's scope to include not only environmental but also safety and fire prevention. Management approved the change and it is anticipated that the first meeting of this revised council will take place in the second quarter of FY08. This council will feed into the parent council, the Pentagon Governance Council. The new underground facility has had a well established council that reports to the Installation Commander, and that facilities Safety and Environmental personnel continued to conduct these councils on a minimum of quarterly.</li> <li>• Goal #10: Form a Safety, Environmental and Fire Prevention working group at the Pentagon that includes representation from the various tenant organizations to provide a forum for issue resolution and information dissemination for Safety, Environmental and Fire Prevention activities. This goal was not met. This goal is tied to the above goal and will be proposed at the revised council meeting in the 2<sup>nd</sup> quarter of FY08.</li> </ul> |

## V. Resources

| Agency       | Significant Permanent Resources to SOH Program in FY 2006   |
|--------------|---|
| <b>AAFES</b> | AAFES increased OSH program resources by increasing the number of OSHA 501 Train-the-Trainer personnel, establishing a Certified Safety Associate training program and linked the Accident Reporting and Risk Management system with the Hyperion system to provide additional trending and injury frequency information.   |
| <b>DCMA</b>  | The Agency authorized the staffing of an additional industrial hygienist to meet the Agency's need in conducting health hazard assessments for over 60 Contract Management Offices managing over 10,000 contractors/facilities, and a third industrial hygienist was added to the staff. In addition, the largest product group was split into east and west components for safety purposes. A fifth Safety Manager was hired because of that product group division. A risk-based hazard analysis system is utilized to ensure employee safety in contractor facilities.   |
| <b>DeCA</b>  | <ul style="list-style-type: none"> <li>• The Agency's one and only vacant regional safety support position was filled during FY 2007.</li> <li>• Prior to FY 2007, DeCA had seven employees in the Injury Compensation Branch—five were full-time and two were part-time. During this fiscal year, all seven employees were changed to full-time. This gives more emphasis to the injury compensation program, resulting in more timeliness and better information to the employee and supervisor. The positive feedback is \$200,000 less in chargeback costs.</li> <li>• The safety manager attended the National Safety Congress and Exposition conference. The DeCA Europe safety specialist attended the Tri-Service Safety conference and the UK Bund (local national insurance carrier in Germany) Supervisory Safety Training for German Safety Laws course. Other training for the Agency Safety specialists included training at the OSHA Institute and attendance at the Navy's Safety conference. One Human Resource clerical staff member attended the Basic Injury Compensation Program Administrator (ICPA) course. Two senior ICPAs also attended the annual OWCP conference held in Southbridge, Massachusetts.</li> </ul> |
| <b>DFAS</b>  | No significant one-time or additional permanent resources are planned for purchase in FY07. DFAS continues to reuse BRAC assets, such as automated external defibrillators (AEDs), emergency evacuation chairs, and ergonomic equipment to reduce purchases of safety-related equipment.  |
| <b>DoDEA</b> | A significant amount of money and time was invested in the development of the new DoDEA Serious Incident Reports (SIR)/Accident Injury Reports (AIR) Reporting System. Monetary resources were provided to subordinate Safety and Security Officers world-wide for safety abatement issues throughout FY 2007. Subordinate Safety and Security Officers used the funding specifically for hazard abatement projects and equipment (i.e., personal protective equipment and safety training resources). Specific safety equipment was designated for potentially high risk areas such as the school laboratory environment and general hazardous materials handling.   |
| <b>DTRA</b>  | <ul style="list-style-type: none"> <li>• ESOH contractual support services were fully funded to provide occupational health, radiation safety and environmental support services.</li> <li>• The Deployment Health Center was expanded to provide medical surveillance and support to DTRA members at all locations.</li> <li>• The Occupational Health Division received additional personnel resources.</li> </ul>  |
| <b>MDA</b>   | MDA has authorized an addition of one SOH specialist (contractor- not supervised by federal personnel on day-to-day basis) in the MDA South region (Huntsville, AL/Redstone Arsenal offices). Other increases are expected in FY08.   |
| <b>NSA</b>   | The Agency annually sets aside funds for correcting infrastructure related occupational safety and health findings. During FY07 approximately \$500,000 were allocated to 8 projects to correct identified findings.  |
| <b>WHS</b>   | <ul style="list-style-type: none"> <li>• WHS has a performance based industrial hygiene contract for the performance of indoor air quality, asbestos, and exposure monitoring. Additionally, this contract is used to accomplish much of it's training programs. This contract provides a man-year equivalency of 5 full-time equivalents. Additionally, as part of the update and implementation of the WHS ISEFMS, a contractor was used to assist in the overall evaluation and development of several updates ISEFMS programs.</li> </ul>   |

| Agency | Significant Permanent Resources to SOH Program in FY 2006   |
|--------|---|
|        | <ul style="list-style-type: none"> <li>The Defense Facilities Directorate of WHS performed a staffing study of the entire directorate. This study reported that the current staff level is at 38% of the current estimated requirement to fully implement a comprehensive safety and occupational health program for WHS and WHS serviced organizations.</li> </ul> |

**VI. Goals, Objectives, and Strategies** - The DoD goal is to eliminate deaths, accidents, and occupational injuries and illnesses by:

- Applying risk management strategies to achieve an annual goal of significant reductions in all accidents and occupational injuries and illnesses.
- Complying with DoD SOH standards and policies.

All Defense Agencies will continue to pursue the designated performance targets for the SHARE goals as indicated below.

| Agency       | FY 2007 and beyond   |
|--------------|--|
| <b>AAFES</b> | The AAFES accident reduction goal for FY 2008 is 25%. As part of our on going training initiative, Video Tele Conferencing methods are being explored. Additional web-based and classroom training is also expected.   |
| <b>DCMA</b>  | <ul style="list-style-type: none"> <li>Conduct 3 programmed/unprogrammed Contractor Health Hazard Assessments monthly.</li> <li>Evaluate 85% of workplace areas designated as "Highly Hazardous."</li> <li>Evaluate 80% of field offices for compliance with basic program elements.</li> <li>Respond to unprogrammed employee complaints within 24 hours.</li> <li>95% of hazard data collection forms (DCF) reviewed within one week of posting to the Medical Surveillance Program Message Board.</li> <li>95% of DCF's validated in less than 30 days.</li> <li>Make control recommendations for 80% of reported accidents.</li> <li>Train 10% of Division Supervisors.</li> <li>Train 80% of Division CDSAs.</li> <li>Train 20 of employees/employee representatives.</li> <li>Deliver a standardized safety program (boilerplate) to each field office safety.</li> <li>Maintain DCMA safety portal with 90% accuracy.</li> </ul>  |
| <b>DeCA</b>  | <ul style="list-style-type: none"> <li>DeCA's safety vision is to obtain the result of ZERO accidents and then sustain it.</li> <li>Plans for FY 2008 and beyond include fielding the Agency's safety directive and manual and training/educating personnel on its content; maintaining our safety program assistance and review (SPAR) program; formalizing the job hazard analysis program by authoring it as an Agency handbook; continually enhancing training efforts, especially through distant learning venues; maintaining the TOO and TOI initiatives; and maintaining our awareness and employee participation campaigns such as IMSAFE, safety newsletters, and posters.</li> <li>Statistically our goals for FY 2008 and beyond are to satisfy the SHARE Initiative extension goals for FY 2008 and FY 2009, and to achieve at least a 4 percent annual reduction target in our accident rates through CY 2011 using Part 1904 criteria.</li> <li>DeCA plans to constantly stress the importance of submission timeliness to employees, supervisors, and managers. The pipeline program continues to be utilized more effectively and this strategy is planned for the future as well.</li> </ul> |
| <b>DFAS</b>  | <p>The primary safety goal for DFAS in FY2007 is the safe closure of seven more DFAS sites. Even though BRAC SOH issues will be a dominant risk factor to manage, other SOH program improvements will be pursued. Some of the SOH initiatives to be implemented are:</p> <ul style="list-style-type: none"> <li>Conduct consolidated safety, security, and contingency planning assessments. This approach will provide a consolidated, all hazards approach to assessments covering all of these programs.</li> </ul>   |

| Agency       | FY 2007 and beyond   |
|--------------|--|
|              | <ul style="list-style-type: none"> <li>• To counteract the increase in lost workdays, site safety managers will be tasked to more thoroughly investigate accidents to identify questionable cases for workers compensation review and minor injuries that are candidates for light duty. They will also engage supervisors on these types of cases and work more closely with the workers compensation team to reduce the number of lost workdays.</li> <li>• The DFAS SOH program will continue to implement program efficiencies that will better match up our resources to the most important risk factors for our agency. Enduring sites will conduct annual safety inspections of their areas of responsibility. Higher Headquarter program audits will be conducted on a three-year cycle in conjunction with the consolidated safety, security, and contingency planning assessments.</li> </ul>  |
| <b>DLA</b>   | <ul style="list-style-type: none"> <li>• Hold SHIRS Configuration Control Board annual meeting to review/approve recommended enhancements and to perform functional testing of improvements.</li> <li>• Continue safety training for supervisors and collateral duty officers.</li> <li>• Continue to make progress with VPP implementation at nine VPP Challenge Sites and four additional sites that completed gap analyses in FY 07.</li> <li>• Fully use the VPP resources provided by General Electric Energy and the DoD VPP Center of Excellence.</li> <li>• Begin working toward an application in OSHA's VPP Corporate Pilot Program.</li> <li>• Develop a roll-out plan for VPP deployment.</li> <li>• Complete review of agency policy documents and promulgate new language covering VPP requirements.</li> <li>• Develop and implement the DLA Resources Training Tool Kit, which will provide resources for completion of safety and health training mandated by the DLA SOH Training Plan.</li> <li>• Develop SHIRS online training for basic entry and for various user roles of the system (e.g., reviewer, commander, etc.).</li> </ul>  |
| <b>DoDEA</b> | <ul style="list-style-type: none"> <li>• In the quest to provide students and staff with a safe and secure learning and working environment, DoDEA will pursue the comprehensive and primary goal to continue to expand the scope of the program elements addressed, ensure program implementation accountability and increase safety program visibility world-wide through conscientious safety promotion/education. The program focus will be to emphasize potentially high risk safety program elements, maintain hazard abatement through the Safety and Security Officer network, ensure administrators are held accountable, focus safety efforts/resources on accident trends (slips, trips, and falls), continue to expand safety training resources available to subordinate organizations and DoDEA Safety and Security Officers, continue to increase pandemic outbreak awareness, and continually solicit host installation safety assessment and hazard mitigation assistance.</li> <li>• Subordinate DoDEA organizations plan to reduce accident's and injuries through continued education, aggressive safety campaigning, standardize chemical hygiene laboratory plans documents, expand ergonomics training, continued emphasis on student related playground safety, and incorporation of semi-annual school safety meetings as a part of annual safety, security, and anti-terrorism reviews of schools.</li> <li>• Additional DoDEA planned organization objectives include: further expansion of safety resources in the safety portion of the DoDEA Safety and Security Web site, maintain high emphasis on CPR/AED/First Aid education for rapid emergency response, exceed basic training certification requirements for Automated Electronic Defibrillator (AED) instruction by offering AED refresher operation training, elevate safety education and information concentrating on employee/student traffic safety prevention, plan the development of a DoDEA customized on-line safety course for DoDEA Safety and Security Officers, and enhance safety visibility through DoDEA Public Affairs media sources.</li> </ul> |
| <b>DTRA</b>  | <ul style="list-style-type: none"> <li>• Conduct an occupational ESOH gap analysis and formulate a plan for addressing any identified shortfalls.</li> <li>• Evaluate the Agency's performance management system and ensure that safety and health performance standards for all DTRA employees are implemented.</li> <li>• Continue to develop the FECA Working Group and develop realistic initiatives to assist with the return-to-work and disability management programs.</li> <li>• Refine the ergonomic assessment process to include a tracking system for equipment</li> </ul>  |

| Agency     | FY 2007 and beyond   |
|------------|--|
|            | <p>purchased and partner with Equal Opportunity and Employee Relations personnel. Ensure that thorough and appropriate assessments are conducted that ensure the interest of both the Agency and the employees.</p> <ul style="list-style-type: none"> <li>• Develop practical ESOH guidance to improve employees' sense of responsibility for ESOH and hold them accountable.</li> <li>• Develop an online hazard reporting tool to capture potential hazards and track abatement.</li> <li>• Develop a mechanized tool to track inspection data including schedules, assignments, findings and discrepancies until closed.</li> </ul>  |
| <b>MDA</b> | <ul style="list-style-type: none"> <li>• Primary goal is to rework safety training strategy not completed due to departure of SOH Manager, BRAC, and Agency reengineering efforts.</li> <li>• Secondary goal is to broaden the mishap prevention effort by expanding the SOH staff and responsibilities during FY 2008.</li> </ul>   |
| <b>NGA</b> | <ul style="list-style-type: none"> <li>• Minimize risk of injury and occupational illness at NGA facilities and operations.</li> <li>• Comply with Federal, State, and local regulations and best practices.</li> <li>• Provide a safe and healthy work environment.</li> <li>• Ensure employees are knowledgeable of the hazards associated with their job and safe operating procedures.</li> <li>• Plan operations to minimize risk of injury or occupational illness and maximize productivity.</li> <li>• Recognize and quickly abate hazards.</li> <li>• Sustain NGA's global mission by providing medical support.</li> </ul>   |
| <b>NSA</b> | <ul style="list-style-type: none"> <li>• The Safety Services division will continue to develop goals and objectives to improve the five key elements of the OSH management system; management commitment, employee involvement, work place analysis, hazard prevention and control, and occupational safety training.</li> <li>• Maintenance, industrial, logistical, and operational organizations (identified as Tier 1 customers) will continue to be the focus of annual safety and health surveys in FY2008.</li> <li>• VPP tools will be improved upon and further developed in FY2008.</li> <li>• Indoor air quality epidemiological studies will be conducted in Hawaii and Texas.</li> <li>• Field support will be increased this year and business methods will be improved in the level of services provided.</li> <li>• An audit of the Agency's Respiratory Protection Program will be completed.</li> </ul>  |
| <b>WHS</b> | <p>WHS recognize significant improvements are still needed for the prevention of injuries and illnesses and compliance with applicable safety and health standards. Our overall documented goal is to: "Help prevent occupational injuries and illnesses through accurate and timely hazard identification, facilitating resourceful and relevant hazard abatement, and providing reliable and responsive communication."</p> <ul style="list-style-type: none"> <li>• Goal #1: Clarify the level of programmatic safety support, authority, responsibility, enforcement, and resource allocation for all WHS Serviced Organizations</li> <li>• Goal #2: Form and charter a Safety, Environmental and Fire Prevention Council that will report to WHS/DFD Board of Directors.</li> <li>• Goal #3: Form a Safety, Environmental and Fire Prevention working group at the Pentagon that includes representation from the various tenant organizations to provide a forum for issue resolution and information dissemination for Safety, Environmental and Fire Prevention activities.</li> <li>• Goal #4: An FY07 goal is to improve and implement general safety and health training for new employees and for supervisors. This new training will cover a broad range of topics including rights and responsibilities, reporting, and hazard identification, etc.</li> </ul> |

## VII. Questions/Comments

| Agency       | Questions/Comments  |
|--------------|---|
| <b>AAFES</b> | The AAFES OSH program is dedicated to reducing employee and customer injuries and illnesses. Early hazard identification and the quick response to correct identified hazards are key elements to make this program a success.  |
| <b>DeCA</b>  | The time periods for data requested by this report mixed FY data (October 1, 2006, to September 30, 2007) and CBY (July 1, 2006, to June 30, 2007). Both of these schedules are in conflict to the Title 29 CFR Part 1904 requirement to maintain accident statistics on a calendar year.   |
| <b>WHS</b>   | When will the Department of Labor reconcile the OWCP compensation system with the OSHA 1904 recordkeeping system? The disparities in recordability, filing requirements require agencies to maintain two separate and distinct systems at increased cost and burden. Accident statistics being displayed on the DoL/OSHA website are still using the compensation system records and it is confusing to many that might not understand loss time cases are now different than days away and restricted or transferred (DART) cases. For example under the OWCP system the most lost time a case can be reported for is 45 days whereas under the 1904 system it is 180 days. Disparities like that can really distort the understanding of the severity of an mishap when doing benchmarking. |

# Appendix I

|                        | Name                                   | Official Title                                  | Telephone    | E-mail                 |
|------------------------|--|---|--------------|------------------------|
| <b>Subagency Name:</b> | Defense Logistics Agency               |   |              |                        |
| <b>OSH Manager:</b>    | Patrick J. Dulin                       | Safety and Health Manager                       |              |                        |
| <b>Other Contact:</b>  | David Hamel                            | Division Chief, Safety & Health                 | 703-767-6276 | David.hamel@dla.mil    |
| <b>Subagency Name:</b> | Defense Contract Audit Agency          |   |              |                        |
| <b>OSH Manager:</b>    | Philip Anderson                        | Assistant Director, Resources                   | 703-767-2248 | DCAA-C@dcaa.mil        |
| <b>Other Contact:</b>  | April Stephenson                       | Deputy Director, DCAA                           | 703-767-3272 | DCAA-DD@dcaa.mil       |
| <b>Subagency Name:</b> | Defense Finance and Accounting Service |   |              |                        |
| <b>OSH Manager:</b>    | Greg Coonfare                          | Safety & Occupational Health Program Manager    | 317-510-3428 | greg.coonfare@dfas.mil |
| <b>Other Contact:</b>  | Bruce Keith                            | Support Services Director                       | 317-510-6967 | bruce.keith@dfas.mil   |
| <b>Subagency Name:</b> | Defense Contract Management Agency     |   |              |                        |
| <b>OSH Manager:</b>    | Mr. Lloyd Roberts                      | Director, Safety & Occupational Health Division | 703-428 1333 | Lloyd.Roberts@dcma.mil |
| <b>Other Contact:</b>  | Mr. Keith Ernst                        | Director, DCMA                                  | 703-428 1701 | Keith.Ernst@dcma.mil   |
| <b>Subagency Name:</b> | Army and Air Force Exchange Service    |   |              |                        |
| <b>OSH Manager:</b>    | Michael Myers                          | Safety and Health Manager                       | 214-312-3940 | myers@aafes.com        |
| <b>Other Contact:</b>  | Gerald Danish                          | Vice President Loss Prevention                  | 214-312-2720 | danishg@aafes.com      |



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|------------------------|------------------------------------|---|--------------|---------------------|
| <b>Subagency Name:</b> | Defense Information Systems Agency |   |              |                     |
| <b>OSH Manager:</b>    | Paul L. Berry                      | Occupational Safety, Health, and Wellness Manager | 703-607-6460 | Paul.Berry@disa.mil |
| <b>Other Contact:</b>  |                                    |   |              |                     |

|                        | Name                        | Official Title                       | Telephone    | E-mail                   |
|------------------------|-----------------------------|--------------------------------------|--------------|--------------------------|
| <b>Subagency Name:</b> | Defense Intelligence Agency |                                      |              |                          |
| <b>OSH Manager:</b>    | James Manzelmann            | Deputy Director for Mission Services | 202-231-8170 | james.manzelmann@dia.mil |
| <b>Other Contact:</b>  | James Peck                  | DIA Safety Officer                   | 202-231-2877 | james.peck@dia.mil       |

|                        |                                 |  |              |                           |
|------------------------|---------------------------------|--|--------------|---------------------------|
| <b>Subagency Name:</b> | Defense Threat Reduction Agency |  |              |                           |
| <b>OSH Manager:</b>    | Sherry Davis                    | Deputy Chief, Environmental, Safety & Occupational Health Office | 505-853-1910 | Sherry.davis@abq.dtra.mil |
| <b>Other Contact:</b>  | Deborah M. Walls                | Acting Chief, Environmental, Safety & Occupational Health Office | 703-767-0318 | Debbie.walls@dtra.mil     |

|                        |                        |  |              |                          |
|------------------------|------------------------|--|--------------|--------------------------|
| <b>Subagency Name:</b> | DoD Education Activity |  |              |                          |
| <b>OSH Manager:</b>    | Keith Mumma            | DoDEA Safety and Occupational Health Manager | 703-588-3255 | Keith.Mumma@hq.dodea.edu |
| <b>Other Contact:</b>  | Wayne Cox              | DoDEA Chief, Office of Safety & Security     | 703-588-3254 | Wayne.Cox@hq.dodea.edu   |

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|------------------------|------------------------|---|--------------|------------------------|
| <b>Subagency Name:</b> | Missile Defense Agency |   |              |                        |
| <b>OSH Manager:</b>    | D. Paul Lewis          | SOH Manager                                   | 703-882-6579 | david.lewis@mda.mil    |
| <b>Other Contact:</b>  | R. Stone               | Director; Quality, Safety & Mission Assurance | 703-882-6354 | randolph.stone@mda.mil |

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|------------------------|---|--|--------------|---------------------------|
| <b>Subagency Name:</b> | National Geospatial-Intelligence Agency |  |              |                           |
| <b>OSH Manager:</b>    | Joseph Radakovich                       | Chief, Quality Assurance Division                          | 703-735-1953 | Joseph.Radakovich@nga.mil |
| <b>Other Contact:</b>  | BGen Joseph Composto, USMC(Ret)         | Director, Security Installation and Operations Directorate | 301-227-2101 | Joseph.Composto@nga.mil   |

|                        |                          |                                   |              |  |
|------------------------|--------------------------|-----------------------------------|--------------|--|
| <b>Subagency Name:</b> | National Security Agency |                                   |              |  |
| <b>OSH Manager:</b>    | James Maley              | Deputy Chief OHESS                | 301-688-8707 |  |
| <b>Other Contact:</b>  | Esteban Lopez            | Deputy Associate Director for I&L | 301-688-3806 |  |

|                        |                                 |                                       |              |                        |
|------------------------|---------------------------------|---------------------------------------|--------------|------------------------|
| <b>Subagency Name:</b> | Washington Headquarters Service |                                       |              |                        |
| <b>OSH Manager:</b>    | Scott Bohnhoff                  | Environmental & Safety Branch Manager | 703-693-3683 | scott.bohnhoff@whs.mil |
| <b>Other Contact:</b>  |                                 |                                       |              |                        |

**Attachment A**

**DEFENSE LOGISTICS AGENCY**

**AGENCY ANNUAL REPORT**

**OCCUPATIONAL SAFETY AND HEALTH PROGRAM**

**FISCAL YEAR (FY) 2007**

**DEFENSE LOGISTICS AGENCY (DLA)**

## DLA Executive Summary

DLA FY 07 Annual Occupational Safety and Health Report highlights the challenges and accomplishments of the safety and health program and summarizes its goals for the coming year.

Both the Safety and Environmental offices are located in the DLA Enterprise Support (DES). The DES Director also serves as the Designated Agency Safety and Health Official. In addition to preparing policy and providing direction for the Agency's safety and occupational health programs, the Headquarters (HQ) safety office also includes the operations staff that is responsible for the safety program at the HQ complex.

The HQ staff consists of the Division Chief, Safety and Occupational Health along with safety and health professionals responsible for successfully completing the office's responsibilities. The Safety and Occupational Health office's staff include an occupational health physician, an occupational health nurse, a health physicist, three safety managers, a safety engineer, a safety technician and a management/program analyst.

DLA civilian injuries and illnesses are processed through the Office of Workers' Compensation. The annual statistics for fatalities and lost time disabilities for the report year compare fatalities and disabilities with similar statistics for the previous year. The FY 07 statistics are based on the Safety and Health Information Reporting System (SHIRS).

DLA's Director and Field Commanders have united their efforts to make employee safety a collaborative and essential corporate value. DLA shares a strong Command emphasis on employee Safety and Health throughout the chain of command, and the integrated efforts have shown solid results

DLA has continued supporting the Corporate Board's interest in Ergonomic Awareness, and reinforcing Field Activities' existing Ergonomic Programs with an agency-wide Ergonomic Awareness Train-the-Trainer training campaign. DLA will focus its emphasis on training large groups of trainers, at our Field Activities, who will in turn educate their co-workers. This initiative will increase the employee's understanding and operational knowledge of ergonomic hazards, and **will facilitate** preventing injuries and **illnesses** caused by these hazards at work and at home. DLA collaborated with the U.S. Army Center for Health Promotion and Preventive Medicine (**USACHPPM**) to tailor the training to DLA's varied work environments.

DLA has launched the Voluntary Protection Program (VPP) and VPP challenge program in support of the Safety, Health, and Return to Employment (SHARE). To reduce accidents, DLA sites are working toward VPP by participating in VPP challenge. DLA serves as a VPP Challenge Administrator for these sites as well as one Army site and three Navy sites. The overall SHARE results were improved. The total injury case rate, lost time case rate and timeliness goals were met.

**I. GENERAL INFORMATION**

a. Report Coverage – Total number of full-time and part-time civilian employees: 21,326

b. Name of Designated Agency Safety and Health Official:

Mr. Patrick J. Dulin  
Director  
DLA Enterprise Support

c. Safety and Health Program Manager:

Mr. David Hamel, Division Chief, Safety and Health  
(703) 767-6276  
david.hamel@dla.mil

**II. STATISTICS**

| <b>Defense Logistics Agency</b>      | <b>FY 06</b> | <b>FY 07</b> |
|--------------------------------------|--------------|--------------|
| Number of Federal Civilian Employees | 21,220       | 21,326       |
| Total Cases Injury/Illness           | 378          | 343          |
| Total Case Rate                      | 1.78         | 1.61         |
| Lost Time Cases                      | 199          | 188          |
| Lost Time Case Rate                  | 0.94         | 0.88         |
| Lost Work Days                       | 4837         | 4429         |
| Lost Work Day Rate                   | 22.98        | 21.04        |

a. Injury and Illness Statistics

- i. Total injury and illness cases are those injuries and illnesses reported to the OWCP, including first aid cases (excluding same day treatment with no follow up), medical expense cases, lost workday cases, and fatalities.
- ii. The Department of Defense (DoD) has set a 75% accident reduction goal for all components and DLA has assigned that goal to all field activities. The goal, which is to be accomplished by FY 08, is benchmarked against FY 02 performance. While 75% is an ambitious goal, the reason behind it is to insure the readiness of DLA employees to serve, supply and support our nation’s war fighters. To improve mishap performance DLA has identified 80% of the workforce, which are working toward the Voluntary Protection Program (VPP). Most DLA sites, including those on DoD’s Top 40 list, are enrolled in VPP Challenge and are in various stages of accomplishment. DLA has top leadership support for safety.

- b. Fatalities – DLA had no fatalities reported in FY 07.
- c. Office of Workers’ Compensation Programs Cost -- Chargeback figures for FY 07 decreased by 4.2%. COP figures are not available due to Privacy Act problems in obtaining information from our payroll system.
- d.

| <b>Defense Logistics Agency</b>               | <b>CBY 2006</b> | <b>CBY 2007</b> |
|---|-----------------|-----------------|
| Total Chargeback                              | \$25,598,840.35 | \$24,533,692.86 |
| Total Continuation of Pay (COP)               | N/A             | N/A             |
| Total Chargeback + COP                        | N/A             | N/A             |
| Chargeback for cases that occurred in the CBY | N/A             | N/A             |

- e. Significant Trends and Major Causes or Sources of Lost Time Injuries

| <b>AGENCY: Defense Logistics Agency</b> |                          |   |
|---|--------------------------|---|
| <b>FY-07 MAJOR TRENDS</b>               |                          | <b>MAJOR CAUSES/SOURCES OF EACH TREND</b> |
| <b><u>Nature of Injury</u></b>          | <b><u>% of Total</u></b> |   |
| Sprain, Strain                          | <b>57%</b>               | - Repetitive Motion and Overexertion      |
| Contusion                               | <b>24%</b>               | - Struck against                          |
| Laceration                              | <b>17%</b>               | - Cuts and Abrasions                      |
| Traumatic Injury (unclassified)         | <b>2%</b>                | - Slips, Trips and Falls                  |

### **III. SHARE – Safety, Health, and Return to Employment**

- a. One of the programs DLA has launched in support of SHARE is VPP and VPP challenge. To reduce accidents, nine DLA sites are working toward VPP by participating in VPP challenge. DLA serves as a VPP Challenge Administrator for these sites as well as one Army site and three Navy sites. One DLA site has gone straight VPP. Several key successes have emerged because of striving for VPP at 9 sites.
- Stronger working relationships with our union partners
  - Corporate approach to policy and procedure affecting safety and culture
  - Strong partnership with our GE mentors helping DLA achieve VPP
  - Visible top management support for safety

b. DLA SHARE results.

**GOAL 1 - Reduce the overall Total Injury Case Rate (total number of injuries/illnesses per 100 employees) by at least 3% per year. FY 03 figures are the baseline.**

| <b>Goal 1 – Reduce the TOTAL Injury Case Rate per 100 employees</b> |       |        |       |        |       |        |                        |    |
|---|-------|--------|-------|--------|-------|--------|------------------------|----|
| FY 03   | FY 05 |        | FY 06 |        | FY 07 |        | Was Goal Met in FY 07? |    |
| Baseline  | Goal  | Actual | Goal  | Actual | Goal  | Actual | Yes                    | No |
| 3.06  | 2.88  | 2.18   | 2.10  | 1.78   | 1.73  | 1.61   | X                      |    |

**GOAL 2 - Reduce Lost Time Case Rate by at least 3% a year. FY 03 figures are the baseline.**

| <b>Goal 2 – Reduce the LOST Time Case Rate per 100 employees</b> |       |        |       |        |       |        |                        |    |
|--|-------|--------|-------|--------|-------|--------|------------------------|----|
| FY 03  | FY 05 |        | FY 06 |        | FY 07 |        | Was Goal Met in FY 07? |    |
| Baseline   | Goal  | Actual | Goal  | Actual | Goal  | Actual | Yes                    | No |
| 1.52   | 1.43  | 1.24   | 1.20  | 0.94   | 0.91  | 0.88   | X                      |    |

**GOAL 3 - Improve the timeliness of reporting of injuries and illnesses to the Department of Labor by 5% per year. (Improvement means the rates increase.)**

| FY 03        | FY 05        |              | FY 06        |              | FY 07        |              | Was Goal Met in FY 07? |    |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|------------------------|----|
| % in 14 Days | % in 14 Days | % in 14 Days | % in 14 Days | % in 14 Days | % in 14 Days | % in 14 Days | Yes                    | No |
| Baseline     | Goal         | Actual       | Goal         | Actual       | Goal         | Actual       | Yes                    | No |
| 73%          | 67%          | 80%          | 76%          | 83%          | 79%          | 87           | X                      |    |

**GOAL 4 - Reduce the lost production day (LPD) rate (i.e., lost production days due to injury or illness per 100 employees) by 1% per year.**

| <b>Goal 4 – Reduce the Lost Production Day (LPD) Rate per 100 employees</b> |       |        |       |        |       |        |                     |    |  |
|---|-------|--------|-------|--------|-------|--------|---------------------|----|--|
| FY 02   | FY 05 |        | FY 06 |        | FY 07 |        | Was FY 07 Goal Met? |    |  |
| LPD Rate  | Goal  | Actual | Goal  | Actual | Goal  | Actual | Yes                 | No |  |
|   |       |        |       |        |       |        |                     |    |  |



|       |       |       |       |       |       |       |          |  |
|-------|-------|-------|-------|-------|-------|-------|----------|--|
| 48.21 | 47.25 | 24.45 | 24.21 | 22.98 | 22.75 | 21.04 | <b>X</b> |  |
|-------|-------|-------|-------|-------|-------|-------|----------|--|

**IV. MOTOR VEHICLE / SEAT BELT SAFETY**

- a. There were 39 civilian motor vehicle accidents (mishaps) for 2006 and 27 for 2007. Seatbelts were worn at all times.
- b. There are mechanisms in place to improve motor vehicle safety and seat belt usage. In addition to including Department of Defense Instruction 6055.4, Department of Defense Traffic Safety Program in the DLA Safety Instructions to the field, we also have implemented a number of programs and initiatives at various field activities. Those programs and initiatives are effective, and we plan to continue their use in the future. A sampling of some of the programs in use includes: Base newspapers and magazines published articles on safety, Motor Fleet Drivers and Straddle truck drivers receive weekly tailgate training sessions geared toward safe driving, conducting random seatbelt usage and monthly safety meetings that include safe driving tips, especially regarding winter driving.

**V. RECORDKEEPING REQUIREMENTS**

- a. DLA implemented the revised recordkeeping requirements for federal agencies. DLA worked in partnership with OSHA to provide the specific recordkeeping training for the DLA Safety and Health professionals and safety monitors. DLA’s decision to follow the private Industry recordkeeping rules brought DLA in proper alignment to apply for VPP status.

DLA sustained success, with the Command’s strong emphasis and advocacy for employee Safety and Health, by continuing to introduce innovative and effective prevention programs. DLA’s commitment to exceeding the Secretary’s reduction goal is paramount, and we are striving for continued progress and proactive improvements.

The DLA Safety and Health Information and Reporting System (**SHIRS**), a web-based recordkeeping application, was enhanced to implement the new Federal recordkeeping requirements. The system does not allow for review at the national level nor does it encompass OWCP filing.

**VI. AGENCY ESTABLISHMENTS**

DLA will provide a list of establishments under a separate cover.

**VII. TRAINING**

- a. DLA Safety personnel again helped develop and attended the DLA Supervisors Safety Training

- b. DLA Safety personnel participate in the Central Ohio Field Federal Safety and Health Council.
- c. System Safety Management – University of Washington, Engineering Professional Programs
- d. Hazardous Waste Management – Environmental Resource Center
- e. Machine Guarding Basics – Bureau of Workers Compensation
- f. Bloodborne Pathogens – OCOSH BWC, Division of Safety & Hygiene Contact Center
- g. VPP Regional and National Conferences

### **VIII. FIELD FEDERAL SAFETY AND HEALTH COUNCILS**

DLA Continues to support the Metropolitan Washington Federal Safety and Health Council. Two members of the DLA Safety Team participate on the Executive Committee; one as the Vice Chair and one as the Labor Relations advisor. DLA is recognized annually during the Council's Award Ceremony for support shown through the services rendered by the two safety team members.

### **IX. ACCOMPLISHMENTS**

- a. In FY 07 DLA evaluated four sites by conducting a VPP gap analysis, comparing current safety programs to VPP. Using the findings, the sites and DLA HQ made changes, identified agency trends, and took corrective action to strengthen safety programs. Progress in closing the VPP gaps has been monitored through routine mentoring visits and monthly phone or video conferences. The Defense Supply Center – Columbus was awarded VPP Star status in August 2007 and completed their annual self-assessment in September 2007.
- b. Radiation Health and Protection Safety Training Radiological Hygiene training was completed for all DLA radiation personnel, both continuing government activity and contractors. An estimated 117 individuals received annual refresher and initial training in accordance with the Nuclear Regulatory Commission and Defense Distribution Center's Nuclear Regulatory Commission License.
- c. The Defense Logistics Agency continued with its two-year Ergonomics Awareness campaign. Additional ergonomics training was provided at two DLA sites in FY07. The US Army Center for Health Promotion and Preventive Medicine (USACHPPM) provided 7 training classes at Defense Supply Center Philadelphia and 2 at the HQC reaching a total of 260 employees. The classes included General Office Awareness, General Industrial Awareness, and Train-the-Trainer.

- d. The DLA Safety and Occupational Health Training Plan implementation guidance continued in 2007 with visits to five additional field activities. Representatives from the DLA Training Center along with a Headquarters' subject matter expert provided implementation instructions at DLA Headquarters in June; the Defense Supply Center Richmond in July; the Defense Supply Center Philadelphia (DSCP) in September; and the Defense Reutilization and Marketing Service as well as the Defense Logistics Information Service in October. A second visit to DSCP was made in December as a follow up to capture those persons not able to attend in September. The Training Plan is a tool designed to provide DLA supervisors and employees with the necessary information to accurately reflect the required safety and health training for tasks performed. All remaining DLA field activities will be scheduled for implementation training.
- e. Select Members of the DLA Safety and Health Information Reporting System (SHIRS) Configuration Control Board met during the week of June 11-15, 2007 to populate and create new SHIRS Establishment records in the system. The full Board met from December 3-7, 2007 to review and approve recommended changes to the data system. During the December meeting, members of the Board also performed functional testing on screens developed for the next release of SHIRS. The next release will provide DLA safety and health monitors with an additional role in SHIRS for entering hazards along with email notification capability. The DLA Environment, Safety, and Occupational Health Office (DES-E) provided SHIRS training upon request to field activity safety personnel. A member of the Safety Team traveled to five DLA field activities to provide hands-on training. DES-E worked with the DLA Training Center to develop computer-based SHIRS training for supervisors and monitors. The course was introduced to DLA Field Activity Commanders and their safety and health managers in July by correspondence sent from the Staff Director of Environment, Safety, and Occupational Health encouraging the use of the online course.
- f. The DLA Environment, Safety, and Occupational Health Office continues to support the Quality of Life Office by performing annual certification inspections at Child Development Centers, School Age Services, and Youth Centers. Assistance is provided with policy development, on-going safety concerns, brief presentations during their Video Tele-Conferencing meetings, inspection instructions, and review of new construction when necessary. Four inspections were conducted in 2007. A shadow program was initiated to provide DLA Field Activity Safety and Health personnel responsible for safety issues at our child development centers with on-the-job training. A member of the DLA Headquarters Safety Team provides instruction and guidance to a designated individual willing to shadow the process during the Agency annual evaluation.
- g. By memorandum dated August 17, 2007, the Director, DLA Enterprise Support (DES) officially announced the Near-Miss Reporting initiative to the Agency Corporate Board and the DES Site Directors. The existing DLA Hazard Report Form, DLA Form 1404, was revised to include near-miss events and the title was changed to "Near-Miss/Hazard

Report.” The correspondence encouraged all employees to actively participate by completing the DLA Form 1404 for any hazardous conditions or events observed, which could result in injury, illness, or property damage and to forward them to their local field activity safety and health office. The DLA Safety and Health Information Reporting System will track all near-miss events and hazardous conditions reported. The form is available electronically in the DLA form system as well as hard copy. Copies of the form will be displayed in locations frequently visited by employees for easy access.

- h. The DLA Environment, Safety and Occupational Health Office worked to improve its communication with supervisors across the agency. They issued a monthly DLA Supervisors’ Safety News to all supervisors. Feedback from the supervisors provided additional topics to be addressed. Articles were a mix of administrative and industrial topics.
- i. The DLA provided 3D Safety Training to approximately 3000 employees at four sites during FY 07. The training focused on increasing employee safety awareness by experiencing a realistic accident scenario in 3D and stereoscopic sound. Based on the exit surveys and follow-on surveys, employees retain more information because of the realistic scenario experienced in the training.

## **X. GOALS**

- a. The SHIRS Configuration Control Board annual meeting will be held to review/approve recommended enhancements and to perform functional testing of improvements.
- b. Safety training for Supervisors and Collateral duty officers will continue.
- c. Continue to make progress with VPP implementation at nine VPP Challenge Sites and four additional sites that completed gap analyses in FY 07.
- d. Fully use the VPP resources provided by General Electric Energy and the DOD VPP Center of Excellence.
- e. Begin working toward an application in OSHA’s VPP Corporate Pilot Program.
- f. Develop a roll out plan for VPP deployment.
- g. Complete review of agency policy documents and promulgate new language covering VPP requirements.
- h. Development and implementation of the DLA Resources Training Tool Kit. The Tool kit will provide resources for completion of safety and health training mandated by the DLA Safety and Occupational Health Training Plan.

- i. Development of SHIRS online training for basic entry and for various user roles of the system, i.e. reviewer, commander, etc.

**Attachment B**

**DEFENSE COMMISSARY AGENCY**

**Defense Commissary Agency  
FY 2007 Annual Occupational Safety and Health Report to the  
Secretary of Labor**

**Name of Department/Agency:** Department of Defense Commissary Agency (DeCA)

**Address:** 1300 E Avenue, Fort Lee, VA 23801-1800

**Number of federal civilian employees this report covers:** 16,353

|                     | <b>Name</b>              | <b>Official Title</b>                        | <b>Telephone</b> | <b>E-mail</b>           |
|---------------------|--------------------------|--|------------------|-------------------------|
| <b>DASHO:</b>       | Colonel Perry R. Chumley | Director, Public Health, Safety and Security | 804-734-8305     | Perry.Chumley@deca.mil  |
| <b>OSH Manager:</b> | R. Mike Corley           | Safety and Occupational Health Manager       | 804-734-8107     | Raymond.Corley@deca.mil |

## Detailed Report

### I. Statistics

#### A. Injury and Illness Statistics

##### a. Injury and illness rates

|   | <b>FY 2006</b> | <b>FY 2007**</b> | <b>Change</b> |
|---|----------------|------------------|---------------|
| <b>Number of Federal Civilian Employees</b> , including full-time, part-time, seasonal, intermittent workers          | 16,587         | 16,353           | -234          |
| <b>Total Cases Injury/Illness</b> (number of injury/illness cases—no lost-time, first aid, lost-time, and fatalities) | 608            | 515              | -93           |
| <b>Total Case Rate</b> (rate of all injury/illness cases per 100 employees)   | 3.67           | 3.15             | -14.2%        |
| <b>Lost Time Cases</b> (number of cases that involved days away from work)  | 400            | 311              | -89           |
| <b>Lost Time Case Rate</b> (rate of only the injury/illness cases with days away from work per 100 employees)         | 2.41           | 1.90             | -21%          |
| <b>Lost Work Days</b> (number of days away from work)   | *              | *                | *             |
| <b>Lost Work Day Rate</b> (per 100 employees)   | 53.59          | 50.00            | -6.7%         |

\* The specified Web site for data source does not provide data for "lost work days."

\*\*Data source was the Department of Labor, Federal Agency Programs Web site at

<http://www.osha.gov/dep/fap/index.html>.

**b. Facilities with high injury and illness rates**

Safety performance statistics are compiled quarterly using the establishment's OSHA Form 300 log. These statistics provide the total accident rate, lost-time accident rate, total accident count, and the lost-time accident count for each site in the Agency. Comprehensive safety performance statistics are staffed through command and reviewed by the Agency Head each quarter.

During this reporting year, two new initiatives were developed: Targets of Opportunity (TOO) and Targets of Interest (TOI). TOO sites were identified using Calendar Year (CY) 2006 accident data. The purpose of the TOO program is to focus safety resources on stores having more total accidents than the Agency average. The value used to categorize primary sites was seven or more accidents. Additional sites, those having six or five total accidents, were added to the list simply because they were approaching this "seven" level. The TOI program continues the TOO format by quarterly identifying sites experiencing accidents at an annualized rate of eight or more for the year (for example, two or more for the 1<sup>st</sup> quarter, four or more for mid-year). The purpose of the TOI program is the early identification of potential sites that need additional resources from all management levels to favorably impact safety.

To improve TOO and TOI facilities safety performance, additional safety resources and management emphasis is provided. A monthly progress report is prepared for each TOO site with a synopsis of any work-related accidents. DeCA safety professionals visit these locations more often than other sites and continuously contact (e-mails and phone calls) the site to provide more interaction, advice, and feedback to assist in the execution of their safety program.

**B. Fatalities and Catastrophic Incidents**

DeCA experienced no fatalities or catastrophic incidents during FY 2006 and FY 2007.

**Fatality and Catastrophic Accident Investigations**—Not applicable.

**C. Office of Workers' Compensation Programs Costs**

|  | <b>CBY 2006</b> | <b>CBY 2007</b> |
|--|-----------------|-----------------|
| <b>Total Chargeback</b>                              | \$16.4M         | \$16.2M         |
| <b>Total Continuation of Pay (COP)</b>               | Not Available   | Not Available   |
| <b>Total Chargeback + COP</b>                        | Not Available   | Not Available   |
|  |                 |                 |
| <b>Chargeback for Cases that occurred in the CBY</b> | \$478,572       | \$241,169.47    |

The total chargeback cost for CBY 2007 is \$16.2M. This is a decrease of approximately \$200,000 from CBY 2006. Annual chargeback cost for cases that occurred in CBY 2007 was not attainable from DoD Civilian Personnel Management Service office at the time of report submission. Costs through the 3<sup>rd</sup> quarter were approximately \$241,000.

**D. Significant Trends and Major Causes or Sources of Lost Time Disabilities**



a. **Tracking accidents**

| FY 2007 Major Trends                                |            |           | Description  |
|---|------------|-----------|--|
| Nature (i.e., sprains, contusions, etc.)            | % of Total | % of Cost |  |
| Strain (Not Back) (TS)                              | 23%        | 21%       | Classified using OWCP Nature of Injury codes (i.e., "TS"). Nearly 39% of these incidents were experienced by our store workers (occupational series 6914). Cashiers (series 2091) experienced approximately 27%, followed by meat cutters (series 7407) with 14%.          |
| Back Strain (TB)                                    | 16%        | 18%       | Classified using OWCP Nature of Injury codes (i.e., "TB"). Nearly 37% of these incidents were experienced by our store workers (occupational series 6914). Cashiers (series 2091) experienced approximately 17%, followed by meat cutters (series 7407) with 16%.          |
| Contusion, bruise, abrasion (TC)                    | 16%        | 8%        | Classified using OWCP Nature of Injury codes (i.e., "TC"). Nearly 39% of these incidents were experienced by our store workers (occupational series 6914). Cashiers experienced approximately 27% of these incidents.  |
| Laceration, Cut (TL)                                | 12%        | 2%        | Classified using OWCP Nature of Injury codes (i.e., "TL"). Nearly 39% of these incidents were experienced by our meat cutters (occupational series 7407). Store workers (occupational series 6914) experienced approximately 36% of these incidents.                       |
| Traumatic Injury (Not Classified) (T8)              | 7%         | 17%       | Classified using OWCP Nature of Injury codes (i.e., "T8"). Nearly 38% of these incidents were experienced by our store workers (occupational series 6914). Meat cutters (occupational series 7407) experienced approximately 26% of these incidents.                       |
| Cause of Injury (i.e., slips, handling tools, etc.) | % of Total | % of Cost |  |
| Material Handling                                   | 33%        | 28%       | Classified using OWCP Cause of Injury codes (i.e., 24-48). Nearly 34% of these incidents were experienced by our store workers (occupational series 6914). Both meat cutters (series 7407) and cashiers (series 2091) each sustained approximately 19% of these incidents. |
| Unclassified  | 31%        | 52%       | Nearly 31% of cases contained the OWCP Cause of Injury Code Unclassified (i.e., 99).   |
| Slip, Trip, Fall                                    | 20%        | 15%       | Classified using OWCP Cause of Injury codes (i.e., 64-83, 91, and 92). Nearly 35% of these incidents were experienced by our store workers (occupational series 6914). Cashiers (series 2091) experienced approximately 21% of these incidents.                            |

The high rate of coding (31 percent) of workers' compensation claims for "Cause of Injury" as being "unclassified" inhibits ability to identify significant trends. Using "OSHA Type" and "OSHA Source" codes, the following source trends were identified:

(a) OSHA Type "Exertion" code series 600 (includes 600, 610, and 620) represented nearly 40 percent of all accidents. Nearly 63 percent of these exertion accidents were sourced to inanimate objects, box/barrel/container, or food (OSHA source codes 800, 810, and 870,

respectively). This relationship between type and source was expected given DeCA's mission as a retail grocer.

(b) OSHA Type "Fell, Slipped, Tripped" code series 200 (includes 200, 210, 220, and 230) represents 20 percent of all accidents. Nearly 57 percent of these fell, slipped, and tripped accidents were sourced to building or working area, and walking/working surface (OSHA source codes 100, and 110, respectively).

**b. Controlling Trends**

The Agency continues to stress voluntary compliance to our safety directive and other safety-related higher authority criteria. Comprehensive safety performance statistics enable prompt identification of establishments having higher than average accidents to direct management attention and safety resources to these locations. Each commissary has a safety council and each department within the store has quarterly safety meetings. These discussions permit employee ownership of and participation in their local safety program.

DeCA is continuously involved in ergonomic actions to reduce bodily forces that may result in a musculoskeletal disorder. Our current point-of-sale (POS) register system is leading edge technology with numerous ergonomic features, such as 270 degree scan window, combination scale/scanner device, reduced horizontal distance between belts, cushion lean pad, and anti-fatigue mats. Corporately, this POS system is being replaced with a system that offers the same ergonomic benefits, plus a better scan window to reduce hand movements and a scan gun to avoid the need to lift and manipulate heavier items. Providing "safe lift" training is required by our principal safety directive and the use of material handling equipment is to be used, if possible, vice manual lifting. In addition, DeCA produced an ergonomic training video tape for our cashier workforce. The OSHA publication #3192, Guidelines for Retail Grocery Stores: Ergonomics for the Prevention of Musculoskeletal Disorders and the NIOSH publication 2007-131, Ergonomics Guidelines for Manual Material Handling are posted on our Microsoft Outlook public folder system to enable ready reference for all our global facilities.

Slip-resistant vinyl flooring is used in our stores and matting is used at entrance points and at other locations (e.g., meat and produce processing area work stations, and produce display area) to control slips and falls. Maintaining a clean, dry, and clutter-free work area is a continuous goal. Very high volume product movements and our inherent wet work environments (meat and produce processing areas, walk-in freezers, loading docks, receiving yards, and open door bay warehousing) makes achieving this goal challenging.

DeCA stresses the use of personal protective equipment, such as cut-resistant gloves for our meat cutting personnel using knives and steel-toe safety footwear for all personnel exposed to foot hazards. Band saw operational requirements and awareness information continuously promotes the use of the saw's safety features (adjustable blade guard and pusher plate). We have implemented band saw safety rules (i.e., 0.5 and 5 inches) to represent the distance the blade guide must be adjusted from the meat being cut and the safe distance an operator's hands must stay away from the blade.

Safety newsletters, in-house safety posters, and the IMSAFE program provide continuous awareness information for individual store use to promote employing safety work procedures and to train and educate all employees on safety items. Lessons learned from incidents that have occurred are shared with other facilities. If needed, a special inspection action can be issued from the Headquarters Safety Office to direct a very specific safety action be performed; for example, review of loading dock procedures.

**E. Contract Workers and Volunteers**

DeCA has 116 contractors located at the Agency's Headquarters and no recordable accident experience has been received.

**II. OSH Initiatives—SHARE, Motor Vehicle and Seat Belt Safety, Recordkeeping, Workplace Violence, and Establishments**

**A. SHARE—Safety, Health, and Return-to-Employment Initiative**

**a. SHARE Analysis**

All Actual FY 2007 data depicted reflects values current on the OSHA Web site at time of report preparation.

**1. Reduce total injury and illness case rates by 3% per year**

DeCA achieved an approximate 37 percent reduction in the total injury and illness case rate during FY 2007 from the FY 2003 baseline value. In addition, the FY 2007 actual rate (3.15) was better than the DoD stretch target (4 percent or 4.27).

| DeCA             | FY 2003 Baseline | FY 2007 SHARE Target (3%) | FY 2007 Actual Total Case Rate | FY 2007 Actual Rate Reduction from Baseline |
|------------------|------------------|---------------------------|--------------------------------|---|
| Total Case Rates | 4.98             | 4.40                      | 3.15                           | 37%   |

Data source is Department of Labor, OSHA Web site: <http://www.osha.gov/dep/fap/index.html>

**2. Reduce lost time injury and illness case rates by 3% per year**

DeCA achieved an approximate 32 percent reduction in the lost time injury and illness case rate during FY 2007 from the FY 2003 baseline value. In addition, the FY 2007 actual rate (1.88) was better than the DoD stretch target (4 percent or 2.37).

| DeCA                 | FY 2003 Baseline | FY 2007 SHARE Target (3%) | FY 2007 Actual Total Case Rate | FY 2007 Actual Rate Reduction from Baseline |
|----------------------|------------------|---------------------------|--------------------------------|---|
| Lost Time Case Rates | 2.76             | 2.44                      | 1.90                           | 31%   |

Data source is Department of Labor, OSHA Web site: <http://www.osha.gov/dep/fap/index.html>

**3. Increase the timely filing of injury and illness claims by 5% per year<sup>1</sup>**

As specified by OSHA's new criteria for establishing the annual target for Goal #3, DeCA is required to achieve at least a 50 percent timely filing rate for FY 2007. The Agency performance bettered this target. During FY 2007, 63.5 percent of all workers' compensation claims were timely submitted (within 10 working days) as compared to only 24.1 percent of claims submitted during the FY 2003 baseline year. The Agency's use of electronic records and filing has been instrumental in significantly improving our timeliness report.

| DeCA                     | FY 2003 Baseline | FY 2007 Target | FY 2007 Actual | FY 2007 Actual Improvement from FY 2007 Target |
|--------------------------|------------------|----------------|----------------|--|
| Timely Filing of Notices | 24.1%            | 50%            | 63.5%          | 13.5%  |

Data source is Department of Labor SHARE Web site:

<http://www.dol.gov/esa/owcp/dfec/share/ca12/FY20074thQtr/Department1.htm>

**4. Reduce the rate of lost production days due to injury and illness by 1% per year.<sup>2</sup>**

The Department of Labor's lost production day data was adjusted to provide a FY 2006 value as the new extension period baseline. Reduction targets are calculated as 1 percent per year. The Agency achieved a 1.2 percent reduction in lost production days during the reporting period.

| DeCA                     | FY 2006 (Baseline) | FY 2007 Target (1%) | FY 2007 Actual | FY 2007 Improvement from Baseline |
|--------------------------|--------------------|---------------------|----------------|-----------------------------------|
| Lost Production Day Rate | 50.6               | 50.1                | 50.0*          | 1.2%                              |

Data source is Department of Labor SHARE Web site:

<http://www.dol.gov/esa/owcp/dfec/share/lpd/FY20073rdQtr/Department1.htm>

\* FY 2007 3<sup>rd</sup> Quarter data is the most current data posted at the time of this report.

**b. SHARE Programs/Initiatives**

The Agency maintained the safety program assistance and review (SPAR) evaluation program, site assistance visits, and multiple awareness publications to support SHARE. The SPAR program is a corporate-wide safety program evaluation tool that identifies the

<sup>1</sup> Under the SHARE extension, which began in FY 2007, all agencies are now required to achieve at least a 50% timely filing rate under Goal 3. Agencies for which a 5% per year improvement from their FY 2003 baseline results in a FY 2007 goal higher than 50% will have their performance tracked against that formula-driven target, except that no agency's goal is required to exceed 95%. In FY 2008 and FY 2009, the minimum thresholds will rise to 55% and 60%, respectively; for each year all agencies must meet the minimum level or their formula-driven goal, whichever is higher, up to a maximum of 95%.

<sup>2</sup> Under the SHARE extension, Goal 4 targets also have been slightly modified. Agencies with a FY 2003 baseline Lost Production Day Rate (LPDR) at or below 15 days are charged with maintaining an LPDR of 15 or less. All other agencies will have their progress measured against the formula-driven target of reducing LPDRs by 1% per year, except that no such target is required to be fewer than 15 days.

implementation level of each applicable safety subprogram and its elements. Program evaluations of subordinate facilities are conducted at least once every 3 years. Our TOO and TOI programs enables us to focus a majority of our safety resources at locations that truly need the additional assistance. Annual facility inspections are conducted by our regional safety managers, safety inspectors from our host installation safety office, and by our site's collateral duty safety representative. The Agency maintained the safety information program called Integrated Monthly Safety Action/Focus Elements (IMSAFE). The IMSAFE program highlights specific safety issues monthly to amplify safety consciousness and to integrate safety into daily operations. These elements are distributed throughout the Agency to cause a standardized direction towards improving the safety function. Regional safety managers have developed a quarterly safety newsletter and a safety poster program to aid in increasing awareness and to provide information that can be expanded upon at department level safety meetings.

DeCA continued to use the brochures, flyers, manuals, etc., that were created during FY 2006 to aid supervisors and managers with the OWCP process. The centralized ICPA approach has continued to be used with emphasis on timeliness of reporting. Periodic meetings with managers and telephonic guidance are given when necessary. During the reporting period, one clerical staff member attended the Basic Injury Compensation Program Administrator (ICPA) course. Two senior ICPAs also attended the annual OWCP conference held in Southbridge, MA.

The impact of these programs is reflected by the Agency's continued success in bettering each annual performance target for the four goals of the SHARE Initiative.

## **B. Motor Vehicle / Seat Belt Safety**

### **a. Number of motor vehicle accidents experienced by employees in FY 2007.**

A review of workers' compensation data indicated that DeCA experienced one motor vehicle accidents during FY 2007, compared to six for FY 2006. This one accident resulted in lost time, but no OWCP costs. This accident type represents less than 1 percent of our total cases. Motor vehicle operations within DeCA are very limited; therefore, accident tracking and analysis associated with this activity is also very limited. DeCA continually stresses motor vehicle safety awareness, such as seat belt usage, fatigue, alcohol, vehicle maintenance, seasonal environmental impacts, and etc., in command messages, Agency safety newsletters, and local safety meetings.

### **b. Mechanisms in place to track the percentage of seat belt usage by employees.**

As a tenant activity on military installations, DeCA vehicle operators are subject to the same random seat belt usage checks conducted by installation police/security forces. DeCA's accident report is designed to query the investigator to determine if "personal protective equipment (seat belt)" was available and used at the time of the event. There was no reported non-use of seat belts. For DeCA establishments not located on military installations, a

requirement has been added to our principal safety directive (currently in coordination) for these sites to randomly conduct seat belt use surveys.

**c. Efforts taken to improve motor vehicle safety and seat belt usage.**

Driving safety and seat belt usage are common subjects addressed throughout the year and especially near major holidays and peak vacation periods. The Agency safety directive requires seat belt usage for all occupants in official vehicles, and assigns the senior occupant/driver responsible for enforcement. The Agency's command communications (e-mail) addressing seasonal and specific holiday periods continually emphasize safety driving, especially seat belt usage. Commissaries are encouraged to participate with their supporting installation during campaigns such as the "Click It or Ticket."

**C. Recordkeeping Requirements**

| Component                                  | YES | NO | Please describe if you checked "YES."  |
|--|-----|----|--|
| Agency Wide                                | X   |    | Agency uses OSHA Form 301, 300 and 300A to report and record accidents.  |
| Web based                                  |     | X  |  |
| Excel based                                | X   |    | The OSHA forms are those as provided by OSHA in Excel format. In addition, the Agency developed facility level safety performance tracker worksheets in Excel format. These worksheets are grouped and linked to consolidate data from single establishment to Agency level. Some manual encoding is required. |
| Access based                               |     | X  |  |
| Paper only                                 |     | X  |  |
| Includes no injury and near-miss accidents |     | X  |  |
| Includes OWCP data                         | X   |    | OWCP data is available upon request from the Agency's Injury Compensation Program Administrator (ICPA). Data request must be made to the DoD Civilian Personnel Management Service (CPMS) office.  |
| Generates OSHA 300 forms                   |     | X  |  |
| Generates OSHA 300A forms                  | X   |    | The OSHA Form 300 and 300A are linked Excel worksheets. The 300 form populates the 300A. Some manual coded on the Form 300A is needed to Agency establishment information.   |
| Generates OSHA 301 forms                   |     | X  |  |
| Generates multiple reports                 | X   |    | The Agency level Excel statistical program is used to sort data by facility and command structure. Plus, facilities can be sorted in value order for the various rates and counts metrics.   |
| Other                                      |     |    |  |

Quarterly, the Agency compiles OSHA Form 300, Log of Work-Related Injuries and Illnesses, data from each establishment to complete Agency level safety performance statistics. These statistics are routed through command channels and are reviewed by the Agency Head. This information process breeds our command commitment for the safety program.

The quarterly schedule permits prompt review of accidents counts and types to enable timely resource response to selective facilities. Workers' compensation data aids in analyzing cases to better determine type, nature, and cause trends.

#### **D. Workplace Violence**

**a. Workplace Violence Incidents**—No incidents that resulted in a Part 1904 recordable accident.

#### **b. Workplace Violence Programs/Initiatives**

The Agency has several programs/initiatives to address workplace violence, such as DeCA Directive 30-18, DeCA Security Programs; DeCA Handbook 30-6, Workplace Violence Intervention Handbook; and DeCA's Employee Assistance Program (EAP). The security directive provides the criteria and guidance to provide a secure facility. The employee handbook provides a broad general perspective of workplace violence and measures to prevent, intervene, and react to workplace violence events. DeCA entered into an agreement with Federal Occupational Health (FOH) to provide a fully comprehensive, 24/7 EAP. The expanded services include: 24 hour, toll free access to licensed counselors; face-to face counseling in more than 200 locations; counseling for family members; Critical Incident Stress Management (CISM), to cover circumstances such as a family death or illness; legal and financial services, to include identity theft services; drug or alcohol abuse; information on child and eldercare resources; and a health and wellness newsletter. DeCA experienced no reported incidents of workplace violence that resulted in a recordable accident as required by Part 1904 criteria.

#### **E. Agency Establishments**

The Agency's listing of establishments will be forwarded to the DoD Safety Office, per their request, as a separate action for their review and consolidation.

### **III. Employee Support**

#### **A. OSH Training**

The Agency's training office, the Center for Learning (CFL), is in the process of transitioning to Distant Learning (DL) using a variety of modes, such as Web-Based Training (WBT), Webinars, and etc. DeCA currently has two external courses listed on the CFL Web site: OSHA 600 Occupational Safety and Health Course, and the Pathways Education program Supermarket Series, Safety and the Retail Environment. While some courses will always be taught primarily in the classroom; we anticipate that there will be some prerequisites or post requisites that will be conducted through DL. As noted below, we have integrated safety instruction into Headquarters sponsored commissary functional training.

The Agency's safety directive (DeCAD 30-17) prescribes training criteria and its recordkeeping. A safety training matrix that specifies the type and frequency for all required safety training was added to the safety directive to aid supervisors in ensuring that training is

provided. Verification of training is reviewed during SPAR evaluations, staff assistance visits (SAV) by our regional safety managers, and by our Inspector General (IG) staff during Commissary Compliance Inspections. The DeCA Form 30-72, Employee Safety and Health Training Record, was revised during FY 2007 to better capture receipt of specialized training and to allow its use for multiple years.

Per Agency safety policy, each commissary conducts quarterly department level safety training/briefings and holds quarterly store-level safety council meetings. Store level training strategies include participation in the host Service installation training programs, safety video lending library programs, periodic safety awareness literature, and one-on-one training during SAVs. Commissary level specific job training, appropriate to the type of jobs performed, is provided by the supervisor to all employees before they are assigned duties. As our Job Hazard Analysis program expands, the safe work procedures developed as a result of the process will aid supervisors in providing this specific job related training. Refresher training on mandatory subjects is also provided on (at least) an annual basis. Generic commissary departmental safety lesson plans have been developed and distributed for produce, meat, grocery, warehouse, front-end, and administrative functions. Specific training is provided based on individual assignments including baler use, hazardous materials, scanning, powered industrial truck operation, personal protective equipment, and lockout/tagout. The Workforce of the Future (WOF) curriculum includes a 2 hour introductory module on general store safety and each department training plan includes a 30 minute department-specific safety refresher. In addition, the position descriptions for the GS-1 through GS-4 Store Associates all require periodic Safety Training (OJT) as the employee advances from GS-1 to GS-4. In addition, several "Supermarket Skills" WBT Modules are now available which include safety training at the most basic level. These are accessed through [www.DeCA.mil](http://www.DeCA.mil). Each DeCA regional safety office has established a periodic safety newsletter/poster to emphasize regional special interest items, seasonal safety topics, and safety performance.

The overall impact of the Agency's training efforts is readily evident by our SHARE accomplishments. DeCA will strive to continually improve our training capabilities as our workforce moves toward a multi-skilled structure in our WOF program.

|   | <b>Types of Training Provided in FY 2007</b>  | <b>Number Trained</b>                           |
|---|---|---|
| <b>Top management officials</b>   | DeCA Operations Store Director  | 62  |
| <b>Supervisors</b>  | DeCA Management Basic Level (Supervisory Course)  | 136   |
|   | Workforce of the Future   | 81  |
|   | Department Operations Produce Management  | 108   |
|   | Department Operations Food Safety   | 103   |
|   | Department Operations Meat Management   | 119   |
|   | Department Operations Produce Quality SME Course  | 134   |
|   | <b>Safety and health specialists</b><br><b>[NOTE: DeCA currently has only 6 full-time safety professionals, GS-0018 series]</b> | National Safety Council Congress and Exposition |
| Tri-Service Safety conference and the UK Bund Supervisory Safety Training for German Safety Laws course |   | 1   |



|   |  |                           |
|---|--|---------------------------|
|   | Navy Safety Conference, Fall Protection  | 1                         |
|   | OSHA Training Institute, # 6010  | 1                         |
| <b>Safety and health inspectors</b><br>[NOTE: DeCA does not have a separate “inspector” level staff, all work is performed by the specialists.] | N/A  | N/A                       |
| <b>Collateral duty safety and health personnel and committee members</b>  | DeCA Web-Based: OSHA 600 Course  | Not Tracked               |
|   | DeCA Web-Based: Pathways Education Program Supermarket Series—Safety and the Retail Environment                                    | Not Tracked               |
|   | Safety, Occupational Health, and Fire Prevention/Protection training from Military Service Installation Support Offices            | Not Tracked               |
|   | Safety, Occupational Health, and Fire Prevention/Protection training from DeCA regional support safety managers during site visits | Not Tracked               |
| <b>Employees and employee representatives</b>   | Cashier Ergonomic Scanning   | All Cashiers              |
|   | DeCA Form 30-72, Employee Safety and Health Training Record, Section 2, Mandatory Items  | All store level employees |
|   | Real Store Experience  | 11                        |
|   | Workforce of the Future  | 471                       |

**B. Field Federal Safety and Health Councils**

**a. Involvement**

DeCA is not active in Field Federal Safety and Health Councils. The Agency Safety Program Manager did attend one meeting of the Richmond Area (Virginia) council. The DeCA Europe Safety Support Manager participates in the local Kaiserslautern Military Community (KMC) Federal Safety Council.

**b. Field Council Support**

DeCA encourages safety staff personnel to participate in Field Federal Safety and Health Councils. Actual participation is minimal to none due to staffing size, work demands, and conflicting schedules.

**C. Other Support Activities**

As stated in the Agency's principal safety directive, full-time safety professionals are encouraged to obtain professional certification. The Agency Safety Program Manager attended the National Safety Council Congress and Exposition during the reporting year. The DeCA Europe Safety Support Manager attended the Military Tri-Service Conference.

## **IV. Accomplishments**

### **A. FY 2007 Accomplishments**

- **Evaluations**

Primarily, program performance is measured through the analysis of our accident profile using OSHA Log 300 data. DeCA's SPAR program was developed to evaluate the implementation level of applicable safety subprograms at establishment level; whereby, systemic and individual program shortfalls can be identified to initiate corrective action. The SPAR evaluation is planned to be conducted every 3 years by our regional safety managers. In addition, each facility has ready access to the SPAR worksheet for self auditing. With a ratio of regional safety staff to subordinate establishments at approximately 1 to 55, coupled with a wide geographical support area, management assistance visits are prioritized by need and augmented by local Military Services' installation OSH staffs. As a tenant activity on the Military Services' installations, our facilities receive periodic visits from their safety, occupational health, and fire prevention offices. Reports of their findings are forwarded back to the site and to the respective DeCA regional safety support specialist for review and action, if needed. Headquarters and regional safety personnel conduct assistance visits to establishments to address specific issues needing attention.

The TOO and TOI initiative add to our SPAR program by increasing the frequency of sites evaluations and assistance at locations that need additional resources and attention to improve their safety performance.

We have incorporated safety program issues within the Agency's IG Commissary Compliance Inspection Program. The IG assessment teams visited commissary activities using a random, no-notice schedule. All management layers including Headquarters and regional level safety offices review the results from these surveys.

- **Return-to-work**

DeCA is dedicated to the health and welfare of our employees who have been injured. Besides ensuring proper medical attention and treatment, the Agency is devoted to making reasonable accommodations in the workplace to keep the individual gainfully employed. DeCAD 50-23, Injury Compensation Program, provides Agency requirements for return-to-work and disability case management. DeCA had six pipeline actions during FY 2007: one claimant was returned to full duty; one claimant resigned; one claimant was removed for physical inability; and the remainders are still being worked.

- **Performance Standards**

An Agency policy, DeCAD 50-7, Performance Management System (PMS), April 10, 1992, states the responsibility of safety and health has been determined to be a critical job element for all supervisors/managers and that their appraisal will include how well they discharge safety and health responsibilities, consistent with specifically assigned duties. DeCAD

50-23, Injury Compensation Program, requires OWCP performance standards to be included in all performance plans of managers and supervisors. A model OWCP standard is contained in the directive.

- **Recognition**

During the reporting year, the Agency did not execute a corporate-wide recognition program for superior safety performance. DeCA's regional offices did provide recognition for outstanding performers by acknowledging establishments with no recordable accidents and significantly reducing accident rates, and by recognizing individuals who performed an extra step towards safety. The regional offices' awards included written recognition, time-off awards, and/or monetary awards. In addition, many stores have their own local safety award programs that recognize an employee's safe act, efforts to elevate safety awareness, an overall contribution to the facility's safety program.

For employee participation, DeCA continues to require regularly scheduled department level—for example, meat, grocery, produce—safety meetings for all employees and commissary safety council meetings (consolidated meeting of representatives from each department). DeCA has a formal hazard reporting system in place and has the form available in electronic media to enable any employee with access to a personal computer to initiate a report (hard copies are also available at each work site).

## **B. Achievements of Fiscal Year 2006 Goals**

Statistically, our goal was to outperform the reduction target for each goal of the SHARE Initiative and we did. The Agency's principal safety policy was finalized and set for release during the second quarter of FY 2007. However, the Agency adopted a new policy format style at that time which required the safety policy to be reformatted into a new directive and manual structure. This has been accomplished and both documents are in the coordination process. We wanted to increase the use of the job hazard analysis (JHA) tool, and we did by specifically tasking each DeCA safety specialist to conduct a JHA during assistance visits to stores to enable two results: (1) training to local personnel on how to do a JHA and (2) to provide a "sample" JHA for other to use. Sample JHAs are posted on our Microsoft Outlook public folder site to enable ready access throughout the Agency. Our awareness and employee participation campaigns such as IMSAFE, safety newsletters, and posters have been continued.

## **V. Resources**

- **Workplace hazard abatement:** During FY 2007 there was no significant one-time or additional permanent resource allocated to the safety program.
- **Research and Development:** No significant research and development actions were taken during FY 2007.
- **Data systems:** DeCA did not deploy any significant one-time or additional permanent safety-related data systems during FY 2007.

- Staffing:** Our one and only vacant regional safety support position was filled during FY 2007. The safety office is organizationally aligned as part of the Office of Public Health, Safety and Security. During FY 2006, the Agency was reengineered to change the command and control of the field level safety specialist positions located within the Agency's regional offices to the Headquarters functional process owner, Director of the Office of Public Health, Safety and Security. DeCA professional safety authorizations were reduced one position during FY 2006 (from seven full-time equivalents [FTE] to six FTEs). The removed position was located at the Agency Headquarters safety office and was abolished as part of a Headquarters-wide budget reduction process. This action reduced the Headquarters safety staff from two positions to one. Resulting from reengineering action during FY 2007, supervisory duties were added to the Headquarters' safety manager position. The remaining five positions are assigned to support specific DeCA regional offices and are geographically placed within their area of support. Staffing mix is as follows: (1) one GS-0018-13 manager position at Headquarters, (2) one GS-0018-12 position supports DeCA Europe and is located in Germany, (3) two GS-0018-12 positions support DeCA East and are located at Fort Lee, Virginia, and (4) two GS-0018-12 positions support DeCA West, one is located in California and the other in Texas. Colonel Perry R. Chumley, Director of Public Health, Safety and Security, serves as the Agency's Designated Safety and Health Official (DASHO) and reports directly to the Agency's Chief Operating Officer. Each of our commissaries, central distribution centers, and Central Meat Processing Plant has one individual assigned as the establishment's additional duty safety representative.

Prior to FY 2007, DeCA had seven employees in the Injury Compensation Branch—five were full-time and two were part-time. During this fiscal year, all seven employees were changed to full-time. This gives more emphasis to the injury compensation program, resulting in more timeliness and better information to the employee and supervisor. The positive feedback is \$200,000 less in chargeback costs.

- Training:** During the reporting year, the Agency's safety manager attended the National Safety Congress and Exposition conference. The DeCA Europe safety specialist attended the Tri-Service Safety conference and the UK Bund (Note: "UK-Bund" is short for "Unfallkasse des Bundes." UK-Bund is the local national insurance carrier in Germany) Supervisory Safety Training for German Safety Laws course. Other training for the Agency Safety specialists included training at the OSHA Institute and attendance at the Navy's Safety conference. One Human Resource clerical staff member attended the Basic Injury Compensation Program Administrator (ICPA) course. Two senior ICPAs also attended the annual OWCP conference held in Southbridge, Massachusetts.

## VI. Goals, Objectives, and Strategies

The Agency's safety vision is to obtain the result of ZERO accidents and then sustain it. Plans for FY 2008 and beyond include fielding the Agency's safety directive and manual and

training/educating personnel on its content; maintaining our safety program assistance and review (SPAR) program; formalizing the job hazard analysis program by authoring it as an Agency handbook; continually enhancing training efforts, especially through distant learning venues; maintaining the TOO and TOI initiatives; and maintaining our awareness and employee participation campaigns such as IMSAFE, safety newsletters, and posters. Statistically our goals for FY 2008 and beyond are to satisfy the SHARE Initiative extension goals for FY 2008 and FY 2009, and to achieve at least a 4 percent annual reduction target in our accident rates through CY 2011 using Part 1904 criteria.

DeCA plans to constantly stress the importance of submission timeliness to employees, supervisors, and managers. The pipeline program continues to be utilized more effectively and this strategy is planned for the future as well.

## **VII. Questions/Comments**

The time periods for data requested by this report mixed FY data (October 1, 2006, to September 30, 2007) and CBY (July 1, 2006, to June 30, 2007). Both of these schedules are in conflict to the Title 29 CFR Part 1904 requirement to maintain accident statistics on a calendar year.

**Attachment C**

**DEFENSE CONTRACT AUDIT AGENCY**

**FY 2007 Defense Contract Audit Agency Annual Occupational Safety and Health Report to the  
Secretary of Labor  
(Comprehensive Report Format)**

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Name of Department/Agency: Defense Contract Audit Agency  
Address: 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219  
Number of federal civilian employees this report covers: 3985

|                         | <b>Name</b>      | <b>Official Title</b>               | <b>Telephone</b> | <b>E-mail</b>  |
|-------------------------|------------------|-------------------------------------|------------------|--|
| <b>DASHO:</b>           | April Stephenson | Deputy<br>Director, DCAA            | 703-767-3272     | <a href="mailto:DCAA-DD@dcaa.mil">DCAA-DD@dcaa.mil</a> |
| <b>OSH<br/>Manager:</b> | Philip Anderson  | Assistant<br>Director,<br>Resources | 703-767-2248     | <a href="mailto:DCAA-C@dcaa.mil">DCAA-C@dcaa.mil</a>   |

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## Executive Summary

### Statistics

- **Injury and Illness Trends** – During FY 2007, DCAA had an average of 3,985 employees. There were a total of 27 injury and illness cases for a total case rate of .68%. Of these cases, 16 resulted in lost time, for a lost time case rate of .4%. DCAA worker's compensation costs for FY 2007 were \$1,234,609.75. Our overall rate of injury and illness cases, as well as our rate of lost time cases, was below both the Federal and DoD targets. In fact, both of these rates were the lowest of all the Defense agencies.
- **Fatalities and Catastrophic Accidents** – During FY 2007, DCAA had no fatalities.

### OSH Initiatives

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

Both our injury and illness case rate and our lost time injury and illness case rate increased from FY 2006 to FY 2007. Because both our number of cases and our resultant case rate is so small, a small change in the number of cases disproportionately impacts our statistics. It is important to note that despite a slight increase, our case rates still remained below both the Federal and the Department of Defense targets and were the lowest of all the Defense agencies.

Our timely filing of notices on injury and illness has significantly improved from the FY 2003 baseline to FY 2007. Our timeliness during this period improved 71.1%, significantly above the SHARE goal of 5% per year. Our lost production days reduction from FY 2006 to FY 2007 was also significantly more than the SHARE target reduction of 1%.

- **Motor Vehicle/Seat Belt Safety**— DCAA's motor vehicle operations are very limited because most agency activities do not involve regular use of motor vehicles. As a result, DCAA had no motor vehicle accidents reported during FY 2007. We have no specific mechanism to document the number of employees who actually wear seatbelts.
- **Recordkeeping Requirements**— DCAA has not implemented any additional recordkeeping requirements. Most of the DCAA statistical data being reported is based on agency injury compensation claims submitted to OWCP and reported by OSHA.

- **Workplace Violence**—DCAA did not have any incidents of workplace violence in FY 2007.

**Employee Support**— In FY 2007, DCAA continued to offer web based ergonomics training to all employees. To date, approximately 26% of DCAA's staff has completed the training. In addition, 10 individuals attended Fire Warden training.



## Detailed Report

### I. Statistics

#### A. Injury and Illness Statistics

##### 1. Injury and illness rates

During FY 2007, DCAA had an average of 3,985 employees. There were a total of 27 injury and illness cases for a total case rate of .68%. Of these cases, 16 resulted in lost time, for a lost time case rate of .4%.

Our total injury and illness cases increased from 22 cases in FY 2006 to 27 cases in FY 2007 for a total of 5 additional cases. The resultant case rate increased from .56% in FY 2006 to .66% in FY 2007. This is a 21.43% increase in the injury and illness case rate. However, because our total number of injury and illness cases is so small, a small change in the number of cases disproportionately impacts our statistics.

Our total lost time injury and illness cases increased from 14 cases in FY 2006 to 16 cases in FY 2007 for a total of 2 additional cases. The resultant case rate increased from .35% in FY 2006 to .40%. This is a 14.29% increase in the lost time injury and illness case rate. Again, because our total number of lost time injury and illness cases is so small, a small change in the number of cases disproportionately impacts our statistics.

Our FY 2006 lost production days (LPD) baseline was 16.6, a LPD rate of .42%. Our FY 2007 LPD target, based on the SHARE 1% reduction, was 16.4, a LPD rate of .41%. Our FY 2007 actual LPD were 11.6, a LPD rate of .29%. Our actual LPD reduction from FY 2006 to FY 2007 was 30.12%. This actual reduction was significantly more than our FY 2007 SHARE target reduction of 1%.

It is important to note that our overall rate of injury and illness cases, as well as our rate of lost time cases, was below both the Federal and Department of Defense target. In fact, both of these case rates were the lowest of all the Defense agencies.

|  | FY 2006 | FY 2007 | Change |
|--|---------|---------|--------|
| <b>Number of Federal Civilian Employees</b> , including full-time, part-time, seasonal, intermittent workers         | 3950    | 3985    | +35    |
| <b>Total Cases Injury/Illness</b> (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities) | 22      | 27      | +5     |
| <b>Total Case Rate</b> (rate of all injury/illness cases per 100 employees)  | .56%    | .68%    | +.12%  |
| <b>Lost Time Cases</b> (number of cases that involved days away from work)   | 14      | 16      | +2     |
| <b>Lost Time Case Rate</b> (rate of only the injury/illness cases with days away from work per 100 employees)        | .35%    | .40     | +.05%  |
| <b>Lost Work Days</b> (number of days away from work)  | 16.6    | 11.6    | -5     |
| <b>Lost Work Day Rate</b> (per 100 employees)  | .42%    | .29%    | -.13%  |

##### 2. Facilities with high injury and illness rates – None.

**B. Fatalities and Catastrophic Incidents – None.**

**C. Office of Workers' Compensation Programs Costs**

|  | <b>CBY 2006</b>     | <b>CBY 2007</b>     |
|--|---------------------|---------------------|
| <b>Total Chargeback</b>                              | \$1,277,435.77      | \$1,234,609.75      |
| <b>Total Continuation of Pay (COP)</b>               | DCPS does not track | DCPS does not track |
| <b>Total Chargeback + COP</b>                        | \$1,277,435.77      | \$1,234,609.71      |
|  |                     |                     |
| <b>Chargeback for Cases that occurred in the CBY</b> | \$1,277,435.77      | \$1,234,609.71      |

**D. Significant Trends and Major Causes or Sources of Lost Time Disabilities**

1. Tracking accidents – We have no automated system to track the nature and cause of agency accidents.
2. Controlling Trends – Because the work of Agency employees is mostly sedentary, we place our focus on ergonomics training.

**E. Contract Workers and Volunteers –** During FY 2007, DCAA had no contract workers supervised by federal employees and no volunteers.

**II. OSH Initiatives—SHARE, Motor Vehicle and Seat Belt Safety, Recordkeeping, Workplace Violence, and Establishments**

**A. SHARE—Safety, Health, and Return-to-Employment Initiative**

1. SHARE Analysis

- a. Reduce total injury and illness case rates by 3% per year.

Our injury and illness case rate increased from .56% in FY 2006 to .66% in FY 2007. Because our case rate is so small, a small change in the number of cases disproportionately impacts our statistics. It is important to note that our rate of injury and illness cases was below both the Federal and the Department of Defense targets. In fact, our injury and illness case rate was the lowest of all the Defense agencies.

- b. Reduce lost time injury and illness case rates by 3% per year.

Our lost time injury and illness cases increased from .35% in FY 2006 to .40%. Again, because our case rate is so small, a small change in the number of cases disproportionately impacts our statistics. And again, our rate of lost time injury and illness cases was below both the Federal and the Department of Defense targets, and was the lowest of all the Defense agencies.

- c. Increase the timely filing of injury and illness claims by 5% per year.

Our timely filing of notices on injury and illness has significantly improved from the FY 2003 baseline of 41.5% to the FY 2007 year end timeliness rate of 71.0%. This represents an improvement of 71.1%, significantly above the SHARE goal of 5% per year.

- d. Reduce the rate of lost production days due to injury and illness by 1% per year.

Our FY 2006 lost production days (LPD) baseline was 16.6, a LPD rate of .42%. Our FY 2007 LPD target, based on the SHARE 1% reduction, was 16.4, a LPD rate of .41%. Our FY 2007 actual LPD were 11.6, a LPD rate of .29%. Our actual LPD reduction from FY 2006 to FY 2007 was 30.12%. This actual reduction was significantly more than our FY 2007 SHARE target reduction of 1%.

2. SHARE Programs/Initiatives

During FY 2007, no new program or initiatives were established in support of SHARE.

## **B. Motor Vehicle / Seat Belt Safety**

1. Number of motor vehicle accidents experienced by employees in FY 2007.

DCAA's motor vehicle operations are very limited because most agency activities do not involve regular use of motor vehicles. As a result, DCAA had no motor vehicle accidents reported during FYs 2006 and 2007, and only one reported in FY 2005.

2. Mechanisms in place to track the percentage of seat belt usage by employees.

We have no specific mechanism to document the number of employees who actually wear seatbelts.

3. Efforts taken to improve motor vehicle safety and seat belt usage.

None.

## **C. Recordkeeping Requirements**

DCAA has not implemented any additional recordkeeping of our own. Most of the DCAA statistical data being reported is based on agency injury compensation claims submitted to OWCP and reported by OSHA.

## **D. Workplace Violence**

1. Workplace Violence Incidents – None.
2. Workplace Violence Programs/Initiatives – None.

## **III. Employee Support**

### **A. OSH Training**

In FY 2007, DCAA's training efforts and accomplishments were to continue to offer web based ergonomics training to all employees. We also provided regular reminders of the availability of the training. DCAA also has an arrangement whereby we can request and receive ergonomic assessments from Federal Occupational Health (FOH) and the furniture vendor to meet specific ergonomic needs. Each DCAA Region has an ergonomics point of contact to assist staff, in their respective Region, on ergonomic matters to include:

- Ensuring that the acquisition of furniture, equipment, and IT hardware considers and includes ergonomic requirements and is Section 508 compliant.
- Ensuring that ergonomics is used in designing workstations/office space.
- Monitoring the effectiveness of the ergonomics program.

In FY 2007, DCAA offered a web based ergonomics training to all employees. Quarterly reminders were sent out to the Agency's staff to remind and encourage employees to take the training. The ergonomics training consists of six lessons: (1) Ergonomics Overview; (2) Risk Factors; (3) Musculoskeletal Disorders; (4) Proper Posture; (5) Work Environment; and (6) Control Measures. Each lesson contains related topics and a quiz is taken at the end of each lesson.

To date, approximately 26% of DCAA's staff has completed the training.

In addition, we sent 10 individuals to Fire Warden training.

#### **B. Field Federal Safety and Health Councils**

DCAA offices are located in buildings managed by other government agencies or private companies. For example, DCAA Headquarters is located in a building owned and managed by DLA. Most OSH program concerns are handled by the respective building management. An illustration of this is that at the DCAA Headquarters building, an annual safety inspection is performed primarily by DLA. Therefore, the information on OSH program accomplishments would be included in the OSH report of the agency responsible for the building management, such as DLA in the illustration provided above for DCAA Headquarters.

1. Involvement – We are not aware of any DCAA employees involved in these councils.
2. Field Council Support – DCAA neither encourages nor discourages staff involvement in these councils.

#### **C. Other Support Activities – None.**

### **IV. Accomplishments**

#### **A. FY 2007 Accomplishments**

1. Evaluations – No evaluations have been conducted.
2. Return-to-work

DCAA injury compensation case management is handled by the DFAS Shared Service Center, Indianapolis, Indiana. They monitor the case from filing of the initial notice through return-to-work. They work directly with the Office of Workers' Compensation Programs (OWCP) to identify employees with potential for conversion from compensation payments to full or part time employment. Each case is analyzed, with the help of OWCP medical and rehabilitation experts, to determine the individual's potential ability to perform. Cases are handled on an individual basis, considering whether any requested accommodation is feasible and reasonable within the constraints of available positions. Once an individual is identified for potential return to work, the DFAS SSC works through this process in conjunction with DCAA management and the Human Resources Office.

3. Performance Standards

Safety and health functions are a collateral duty and are not specifically outlined in performance standards.

#### 4. Recognition

For those employees assigned safety and health functions as a collateral duty, the performance of those functions is one of the factors considered by supervisors in the preparation of their performance appraisals.

#### **B. Achievements of Fiscal Year 2006 Goals**

Our overall rate of injury and illness cases, as well as our rate of lost time cases, was below both the Federal and Department of Defense target. In fact, both of these case rates were the lowest of all the Defense agencies.

Our timely filing of notices on injury and illness has significantly improved from the FY 2003 baseline of 41.5% to the FY 2007 year end timeliness rate of 71.0%. This represents an improvement of 71.1%, significantly above the SHARE goal of 5% per year, or 20% from FY 2003 to FY 2007.

Our actual LPD reduction from FY 2006 to FY 2007 was 30.12%. This actual reduction was significantly more than the SHARE target reduction of 1%.

#### **V. Resources**

No one time or additional permanent resources were allocated to the OSH program in FY 2007.

#### **VI. Goals, Objectives, and Strategies**

Our FY 2008 and beyond performance targets for the share are to:

- Reduction of total injury and illness case cases.
- Reduction of total injury and illness rates.
- Improve the timely filing of notice of injury and illness by at least 5% per year.
- Reduce lost production day rates due to injury and illness by at least 1% per year.

#### **VII. Questions/Comments**

None.

## Appendix I

|                       | Name          | Official Title                                   | Telephone    | E-mail   |
|-----------------------|---------------|--|--------------|--|
| <b>Other Contact:</b> | Gary Simpson  | Deputy Assistant Director, Resources             | 703-767-2241 | DCAA-CC@dcaa.mil   |
| <b>Other Contact:</b> | Gale Davis    | Chief, Administrative Management Division        | 703-767-1038 | <a href="mailto:DCAA-CM@dcaa.mil">DCAA-CM@dcaa.mil</a>   |
| <b>Other Contact:</b> | Tricia Canard | Chief, Information and Records Management Branch | 703-767-1036 | <a href="mailto:DCAA-CMR@dcaa.mil">DCAA-CMR@dcaa.mil</a> |

**Attachment D**

**DEFENSE FINANCE AND ACCOUNTING SERVICE**

**FY07 Defense Finance and Accounting Service Annual Occupational  
Safety and Health Report to the Secretary of Labor  
(Comprehensive Report Format)**

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Name of Department/ Agency: Defense Finance and Accounting Service (DFAS)

Address: 8899 E. 56th Street, Indianapolis IN 46249

Number of federal civilian employees this report covers: 12,751

|                     | <b>Name</b>   | <b>Official Title</b>                        | <b>Telephone</b> | <b>E-mail</b>  |
|---------------------|---------------|--|------------------|--|
| <b>DASHO:</b>       | Bruce Keith   | Support Services Director                    | 317-510-6967     | <a href="mailto:bruce.keith@dfas.mil">bruce.keith@dfas.mil</a>     |
| <b>OSH Manager:</b> | Greg Coonfare | Safety & Occupational Health Program Manager | 317-510-3428     | <a href="mailto:greg.coonfare@dfas.mil">greg.coonfare@dfas.mil</a> |

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**Executive Summary.**

**Statistics.**

- Injury and Illness Trends** – All injury/illness rates, except for lost workdays, were reduced in FY07. These reductions were a result of active Base Realignment and Closure (BRAC) safety measures, increased follow-up efforts by the workers’ compensation team, and continued accident prevention efforts by site safety managers. For FY07, DFAS experienced a total of 200 injury/illness cases, which is a 12.7 percent reduction from FY06 in accidents, resulting in a total case rate of 1.4 (per 100 employees). Our lost time case rate was 1.17, down 3.4 percent. Our workers’ compensation costs were \$3,914,712, down 4.8 percent. The leading cause of injury remains slips, trips, and falls (STFs), accounting for 65 percent of all accidents, whereas in FY06, STFs accounted for 86 percent of all accidents. The number of lost workdays increased by 86 (11.1 percent) even though the number of lost time cases decreased. This increased number of lost workdays is attributed to a rash of weather related accidents at two of our sites which resulted in more serious injuries such as fractures and concussion. Focused STF prevention efforts are in place for these sites in anticipation of the upcoming winter season. In addition, to counteract the increase in lost workdays, site safety managers will be tasked in FY08 to more thoroughly investigate accidents to identify questionable cases for referral to the workers compensation team and minor injuries that are likely candidates for light duty.



They will also engage supervisors on these types of cases and work more closely with the workers compensation team to reduce the number of lost workdays.

- **Fatalities and Catastrophic Accidents** – DFAS experienced no fatalities or catastrophic accidents in FY07.

### OSH Initiatives.

- **Safety, Health, and Return-to-Employment (SHARE) Initiative** – DFAS exceeded all of the Presidential SHARE initiative goals. Our total injury/illness rate was reduced 12 percent (3 percent SHARE goal), the lost time injury rate was reduced 3.4 percent (3 percent SHARE goal), OWCP claims filed timely in FY07 reached 87.09%, an increase of 7.18% (5 percent SHARE goal), and our lost production day rate was 17, which was 11.5 percent below the FY07 target.
- **Motor Vehicle/Seat Belt Safety** – DFAS experienced only one motor vehicle accident by employees while on government business in FY07. The accident involved a motorized “Cushman” cart inside a building. Injuries were minor from this incident. DFAS does not have a mechanism in place to track the percentage of employee seatbelt use because we are not located at installations where we can track seatbelt usage. However, safety reminders are sent out to employees about the importance of wearing seatbelts and the requirement to wear seatbelts while on official business.
- **Recordkeeping Requirements** – DFAS uses a web-based OSHA 300 system that allows each site to access and enter their accident information. The DFAS Safety Program Manager can view the complete log in real time. This web-based, real time system provides the agency the capability to analyze and react to trends in a quick manner.
- **Workplace Violence** – One incident of workplace violence occurred in the agency. The incident involved a supervisor and employee disagreement over changes in work procedures. The argument escalated into a physical confrontation with the employee striking the supervisor with an object. A contusion with possible concussion resulted and assault charges were pressed against the employee. Employee Assistance Program counselors were brought in for promotional presentations to all staff about counseling that is available.

**Employee Support** – Regarding employee SOH training, DFAS’ biggest training effort was the Safety, Protection, Infrastructure, Recovery, Integration Team (SPIRIT) online safety training that reached 11,388 DFAS employees in FY07. This approach has resulted in standardized, readily accessible, annual SOH training across the agency. Other SOH training topics included emergency response, hazard communication, supervisor safety, electrical safety, pandemic awareness, motorcycle safety, newcomers,

fire prevention, and safety monitors. Site safety managers achieved certification in safety management from the American Society of Safety Engineers (ASSE), Advanced Safety Certificate from the National Safety Council (NSC), and the Principles of Occupational Safety and Health (POSH) course from the NSC.

Program accomplishments included significant accident rate reductions (12 percent), the safe closure of six DFAS locations as part of the BRAC process, adding a fitness center at one of our sites, establishing a health and wellness center at another site, conducting several successful outreach wellness programs, and conducting multiple emergency response exercises.

DFAS has had minimal involvement with Field Federal Safety Councils. The Cleveland site safety manager serves as an officer on the Cleveland Federal Safety Council. Site Safety Managers will be encouraged to get more involved in their local Federal safety councils in FY08.

## Detailed Report.

### I. Statistics.

#### A. Injury and Illness Statistics.

- a. Injury and Illness Rates—Injury/illness rates from FY06 to FY07 were down in most categories. Total cases decreased by 12.7 percent, lost time cases decreased 10 percent, but the lost workday rate increased by 14.5 percent. STFs decreased by 12.8 percent and as a percentage of total accidents, decreased from 86 percent to 65 percent. The primary source of our mishap data was from the Defense Portal and Analysis Center (DefPAC) system.

|  | FY06   | FY07   | Change        |
|--|--------|--------|---------------|
| <b>Number of Federal Civilian Employees</b> , including full-time, part-time, seasonal, intermittent workers         | 13,261 | 12,751 | (510)         |
| <b>Total Cases Injury/Illness</b> (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities) | 229    | 200    | (29) (12.7%)  |
| <b>Total Case Rate</b> (rate of all injury/illness cases per 100 employees)  | 1.59   | 1.4    | (0.19) (12%)  |
| <b>Lost Time Cases</b> (number of cases that involved days away from work)   | 161    | 145    | (16) (10%)    |
| <b>Lost Time Case Rate</b> (rate of only the injury/illness cases with days away from work per 100 employees)        | 1.21   | 1.17   | (0.04) (3.4%) |
| <b>Lost Work Days</b> (number of days away from work)  | 689    | 775    | 86 +11.1%     |
| <b>Lost Work Day Rate</b> (per 100 employees)  | 5.19   | 6.07   | 0.88 +14.5%   |

- b. Facilities with High Injury and Illness Rates—DFAS identifies sites with high injury/illness rates by monitoring mishap cases through our web-based, mishap tracking system. Through our payroll system, we also track injury/illness hours by site, allowing us to identify which sites are experiencing the most significant loss of employee productive hours. One of our sites experienced a notable increase in slips, trips, and falls due to snowy/icy conditions. Immediate efforts were taken to improve the snow/ice removal contract and going into this winter season, the snow removal contract has been upgraded to improve the level of service. We will track that site's improvement for this winter.

**B. Fatalities and Catastrophic Incidents.** DFAS experienced no fatalities or catastrophic accidents.

**C. Fatality and Catastrophic Accident Investigations.** DFAS experienced no fatalities or catastrophic accidents.

**D. Office of Workers' Compensation Programs Costs.**

|  | <b>CBY06</b> | <b>CBY07</b> |
|--|--------------|--------------|
| <b>Total Chargeback</b>                              | \$4,110,177  | \$3,914,712  |
| <b>Total Continuation of Pay (COP)</b>               | Unavailable  | Unavailable  |
| <b>Total Chargeback + COP</b>                        | Unavailable  | Unavailable  |
| <b>Chargeback for Cases that occurred in the CBY</b> | \$26,119     | \$47,077     |

**E. Significant Trends and Major Causes or Sources of Lost Time Disabilities.**

a. Tracking Accidents

| <b>FY07 Major Trends</b>                                   |                   |                  | <b>Description</b>   |
|--|-------------------|------------------|--|
| <b>Nature</b> (i.e. sprains, contusions, etc.)             | <b>% of Total</b> | <b>% of Cost</b> |  |
| Contusions   | 33%               | Unk              | Blunt injury to tissue, resulting in bruising and swelling.  |
| Strains/Sprains  | 21%               | Unk              | Acute overextension of muscles and ligaments.  |
| Lacerations  | 6%                | Unk              | Cuts from sharp edges.   |
| Fractures  | 4%                | Unk              | Broken bone(s)   |
| Inflammation   | 3%                | Unk              | Sustained swelling from injury or occupational illness.  |
| <b>Cause of Injury</b> (i.e., slips, handling tools, etc.) | <b>% of Total</b> | <b>% of Cost</b> |  |
| Slips, trips, & falls                                      | 65%               | Unk              | Most common injury cause. Often resulting from employee inattention or lack of caution on irregular or slick surfaces. |
| Struck by/Against  | 9%                | Unk              | Hit by or against objects such as doors, furniture, or equipment.  |
| Strains  | 7%                | Unk              | Overextension or improper handling techniques.   |
| Cut/Puncture   | 4%                | Unk              | Slice, cut, or puncture wound from sharp object.   |
| Cumulative Trauma Disorder                                 | 1%                | Unk              | Repetitive motion injury over the course of time.  |

- b. Controlling Trends–When there were specific incidents, e.g. numerous falls at DFAS Rome, we contacted the site to see what they were doing regarding ice on the grounds. Then here at Indy, when there were two employees injured only a couple of days apart by a machine, we contacted the supervisor and Safety to see what could be done to prevent further injuries.

When it's brought to our attention that an employee has Carpal Tunnel Syndrome (CTS), we advise the supervisor to contact the Computer/Electronic Accommodations Program (CAP) for assistance. Also, when CTS is brought to our attention (through medical documentation) and the physician recommends an ergonomic evaluation, we follow-up with the supervisor to verify that it's done to prevent further injury or complications and time off.

The Workers' Compensation Team provides training to supervisors. The training identifies the various injury trends and how to accommodate medical restrictions to aid the employee in a return to work program.

The Workers' Compensation Team also uses the Pipeline Program, which supports the President's Safety, Health, and Return-to-Employment (SHARE) initiative by assisting each DoD organization to reduce lost days resulting from injuries. The Pipeline Program allows DoD organizations to return recovering employees to duty as soon as they are medically able. The Program removes the barriers of funding and FTE availability by providing both to the DoD organization for a period of up to one year. Returning injured employees to suitable duty as soon as they are able, improves that employee's sense of value to the organization while minimizing the cost of workers' compensation disability payments. This program also provides DoD organizations with over hire authority.

- F. **Contract Workers and Volunteers.** DFAS had 2,389 contractors working directly for DFAS during FY07. No volunteers were identified. Contractors working for DFAS experience three accidents. One accident was a slip and fall resulting in a sprained ankle; another accident was a result of being struck by a door, resulting in a contusion to an arm; and the third accident involved a technician running wire under a desk and striking his head, resulting in a contusion. None of the injuries were serious and none of them resulted in lost time.

## II. OSH Initiatives – SHARE, Motor Vehicle and Seatbelt Safety, Recordkeeping, Workplace Violence, and Establishments.

- A. **SHARE.** Safety, Health, and Return-to-Employment Initiative

- a. SHARE Analysis–DFAS exceeded all of the Presidential SHARE initiative goals for FY07.
1. Reduce total injury and illness case rates by 3% per year. DFAS’ total injury/illness rate was reduced 12 percent.
  2. Reduce lost time injury and illness case rates by 3% per year. DFAS’ lost time injury rate was reduced 3.4 percent.
  3. Increase the timely filing of injury and illness claims by 5% per year<sup>1</sup>. OWCP Claims filed timely rate in FY06 was 79.91%. OWCP Claims filed timely in FY07 was 87.09%. This is an increase of 7.18% which is 2.18% above the 5% SHARE Initiative.
  4. Reduce the rate of lost production days due to injury and illness by 1% per year.<sup>2</sup> The DFAS lost production day rate was 17, which is 11.5 percent below the FY07 target.
- b. SHARE Programs/Initiatives–In support of the SHARE goals, DFAS continues to focus on reducing STF accidents, the leading cause of accidents for DFAS. Some of the fall prevention efforts include improved snow/ice removal contracts, employee safety reminders, and installation of “freeze warning” gauges to alert employees of possible icy conditions. These efforts reduced STF accidents 12.8 percent from FY06 to FY07. Also, the workers compensation team has provided each DFAS site training on return to work initiatives, reducing workers compensation costs, preventing accidents, and use of the Electronic Data Interchange (EDI) system.

**B. Motor Vehicle/Seat Belt Safety.**

- a. Number of Motor Vehicle Accidents Experienced by Employees in FY07 – DFAS experienced only one work-related motor vehicle accident by an employee in FY07.

|   | <b>FY06</b> | <b>FY07</b> | <b>Change</b> |
|---|-------------|-------------|---------------|
| <b>Number of motor vehicle accidents experienced by employees</b>     | 3           | 1           | 2             |
| <b>Number of accidents resulting in personal injury</b>               | 2           | 1           | 1             |
| <b>OWCP costs of accidents</b>  | Unknown     | Unknown     | N/A           |
| <b>Vehicle repair costs due to accidents</b>                          | Unknown     | None        | N/A           |
| <b>Amount of liability claims against the agency due to accidents</b> | None        | None        | N/a           |

<sup>1</sup> Under the SHARE extension, which began in FY07, all agencies are now required to achieve at least a 50% timely filing rate under Goal 3. Agencies for which a 5% per year improvement from their FY03 baseline results in a FY07 goal higher than 50% will have their performance tracked against that formula-driven target, except that no agency's goal is required to exceed 95%. In FY08 and FY09, the minimum thresholds will rise to 55% and 60%, respectively; for each year all agencies must meet the minimum level or their formula-driven goal, whichever is higher, up to a maximum of 95%.

<sup>2</sup> Under the SHARE extension, Goal 4 targets also have been slightly modified. Agencies with a FY03 baseline Lost Production Day Rate (LPDR) at or below 15 days are charged with maintaining an LPDR of 15 or less. All other agencies will have their progress measured against the formula-driven target of reducing LPDRs by 1% per year, except that no such target is required to be fewer than 15 days.

- b. Mechanisms in Place to Track the Percentage of Seatbelt Usage by Employees – DFAS does not have a mechanism in place to track the percentage of employee seatbelt use because we are not located at installations where we can track seatbelt usage.
- c. Efforts Taken to Improve Motor Vehicle Safety and Seatbelt Usage – Regular safety reminders are sent out to employees about required seat belt usage and driving safely. Drivers on official government business are briefed on the requirement to wear seatbelts.

**C. Recordkeeping Requirements.** DFAS uses a web-based OSHA 300 system that allows each site to access and enter their accident information. The DFAS Safety Program Manager can view the complete Agency log in real time. This web-based, real time system has provided the agency the capability to analyze and react to trends in a quick manner. The web-based system not only generates the OSHA 300 log, but also generates the OSHA 300A summary, OSHA 301 incident reports and customized data reports from the mishap data.

| Component                                  | YES                                 | NO                                  | Please describe if you checked "YES."   |
|--|-------------------------------------|-------------------------------------|---|
| Agency Wide                                | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Our web-based OSHA 300 system is required to be used by every DFAS site for tracking of injuries/illnesses.   |
| Web based                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Our web-based OSHA 300 system is accessible by all site safety managers but they can only access their site's data base. The DFAS Program Manager can view and access the consolidated listing of all mishaps.      |
| Excel based                                | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |   |
| Access based                               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |   |
| Paper only                                 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |   |
| Includes no injury and near-miss accidents | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Site safety managers are required to enter injury/illness records of any work-related injury, whether it is recordable or not. This allows us to track near misses or minor injury cases for better trend analysis. |
| Includes OWCP data                         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |   |
| Generates OSHA 300 forms                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Our online system generates OSHA 300 forms enabling hard copy print outs of the OSHA 300 log.   |
| Generates OSHA                             | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Our online system will generate OSHA 300A forms and   |

|                                   |                                     |                          |  |
|-----------------------------------|-------------------------------------|--------------------------|--|
| <b>300A forms</b>                 |                                     |                          | calculate incident rates.  |
| <b>Generates OSHA 301 forms</b>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Our online system will generate OSHA 301 forms from the cases entered into the system. |
| <b>Generates multiple reports</b> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | There are multiple reports that can be generated from our online OSHA 300 system.      |
| <b>Other</b>                      | <input type="checkbox"/>            | <input type="checkbox"/> |  |

**D. Workplace Violence.**

- a. Workplace Violence Incidents – DFAS experienced only one workplace violence incident in FY07. Details of the incident are listed below.

| <b>Incidents</b> | <b>Cause—FY07</b>  |
|------------------|--|
| 1                | This incident occurred at DFAS Denver and involved a supervisor employee argument about changes in work procedures. The argument escalated into a physical confrontation with the employee striking the supervisor on the side of the head with an object. A contusion with possible concussion resulted and assault charges were pressed against the employee. Employee Assistance Program counselors were brought in for presentations to all staff about counseling that available. |

- b. Workplace Violence Programs/Initiatives – As part of the BRAC safety program, safety managers and supervisors are reminded to be aware of employees’ behavior during these stressful times, keep communication flowing, and to advise employees of the availability of the Employee Assistance Program. Considering that DFAS has closed 11 sites thus far with only one workplace violence situation, the program seems to be working. Efforts will continue in this area.

- E. **Agency Establishments.** See Attachment 1 for a list of DFAS establishments and their corresponding site codes.

**III. Employee Support.**

- A. **OSH Training.** Regarding employee SOH training, DFAS’ biggest training effort was the Safety, Protection, Infrastructure, Recovery, Integration Team (SPIRIT) online safety training that reached 11,388 DFAS employees in FY07. This approach has resulted in standardized, readily accessible, annual SOH training across the agency. Other SOH training topics included emergency response, hazard communication, supervisor safety, electrical safety, pandemic awareness, motorcycle safety, newcomers, fire prevention, and safety monitors. Site safety managers achieved certification in safety management from the American Society of Safety Engineers (ASSE), Advanced Safety Certificate from the National Safety Council (NSC), and the Principles of Occupational Safety and Health (POSH) course from the NSC. The impact of this ongoing safety training



has been better informed employees, better trained safety managers, and as a consequence, a continuation of mishap rate reductions for the agency.

|  | Types of Training Provided in FY07  | Number Trained               |
|--|---|------------------------------|
| <b>Top management officials</b>  | 1. SPIRIT online training for managers<br>2.<br>3.  | 828                          |
| <b>Supervisors</b>   | 1. Classroom supervisor safety training.<br>2.<br>3.  | 120                          |
| <b>Safety and health specialists</b>                                     | 1. Certificate in Safety Management (ASSE)<br>2. Advanced Safety Certificate (NSC)<br>3. Principles of Occupational Safety & Health (NSC) | 1<br>1<br>1                  |
| <b>Safety and health inspectors</b>                                      | 1.<br>2.<br>3.  |                              |
| <b>Collateral duty safety and health personnel and committee members</b> | 1.<br>2.<br>3.  |                              |
| <b>Employees and employee representatives</b>                            | 1. SPIRIT online training for employees.<br>2. CPR/AED<br>3. Fire Prevention  | 11,388*<br>316<br>283        |
| <b>*Includes the 828 managers.</b>                                       | 4. Emergency Response<br>5. Hazard Communication<br>6. Electrical Safety<br>7. Pandemic Awareness<br>8. Motorcycle Safety Foundation      | 245<br>81<br>1074<br>56<br>5 |

**B. Field Federal Safety and Health Councils.**

- a. Involvement – DFAS has had minimal involvement with Field Federal Safety Councils. The Cleveland site safety manager serves as an officer on the Cleveland Federal Safety Council. Site Safety Managers will be encouraged to get more involved in their local Federal safety councils in FY08.
- b. Field Council Support – DFAS has not actively promoted the Federal Field Councils in the past.

**C. Other Support Activities.** DFAS safety managers are encouraged by the DFAS Safety and Occupational Health Program manager to pursue membership in professional safety and health organizations such as the American Society of Safety Engineers (ASSE), the National Safety Council, the American Red Cross, the National Fire Protection Association, etc. DFAS supports safety managers

attending training provided by these organizations. Several of our safety managers have received certification from these organizations.

#### **IV. Accomplishments.**

##### **A. FY07 Accomplishments.**

- Evaluations. During FY07, four safety program evaluations were conducted and all DFAS sites received annual safety inspections.
- Return-to-Work. Requested updated medical documentation on all Periodic Roll (in receipt of compensation every 28 days) cases. Upon receipt of the medical documentation, it is reviewed to determine whether or not the claimant is eligible to return to duty, whether a Second Opinion (SECOP) is warranted, or if vocational rehabilitation is the best option; wrote letters to physician informing them of the Agency's ability to provide light or limited duty assignments.

For new injuries, we remain in constant contact with the supervisor, the employee and/or the physician.

The Workers' Compensation Team provides training to supervisors. The training identifies the various injury trends and how to accommodate medical restrictions to aid the employee in a return to work program.

The Workers' Compensation Team (WCT) works closely with management to orchestrate a Return to Work Program. The WCT uses such programs as, the Pipeline Program (SHARE) initiative and the Computer Accommodations Program (CAP), which is funded annually to provide equipment to Federal agencies, such as special keyboards, monitors, voice activated systems, head gears equipped w/ pointers, floor mouse, ergo chairs, and more.

- Performance Standards. Under the National Security Personnel System (NSPS) that DFAS has adopted, a safety performance requirement is included in all supervisory personnel's performance plan.
- Recognition. Although there is no established SOH award/recognition program for DFAS, SOH Managers are individually recognized for exceptional effort and their respective supervisors award them accordingly.

**B. Achievements of FY06 Goals.** The following SOH goals were listed in the FY06 report. Progress toward each goal is addressed below.

1. BRAC Safety. For FY07 we safely closed six DFAS sites as part of the BRAC process. There were no increases in accident rates or significant injuries related to the BRAC closure process.
  2. Performance Measurement Program (PMP) for Safety. A PMP that implements both trailing and leading performance indicators has not yet been implemented across the agency. It is still planned for release in late 2007 or early 2008.
  3. Program Efficiencies. We continued to move forward with program efficiencies. More DFAS sites have developed the expertise and taken on the responsibility for their site's annual safety inspection. We also began a consolidated, all hazards assessment approach that includes not only safety, but security and contingency planning in one team.
  4. Stagnated Mishap Rates. After several years of significant mishap rate reductions in excess of 20 percent annually, rate reductions were only in the 6 to 7 percent range for FY06. For FY07 DFAS was able to achieve double-digit (12%) accident rate reductions.
- V. **Resources.** No significant one-time or additional permanent resources are planned for purchase in FY07. DFAS continues to reuse BRAC assets, such as automated external defibrillators (AEDs), emergency evacuation chairs, and ergonomic equipment to reduce purchases of safety-related equipment.
- VI. **Goals, Objectives, and Strategies -** The primary safety goal for DFAS in FY2007 is the safe closure of seven more DFAS sites. Even though BRAC SOH issues will be a dominant risk factor to manage, other SOH program improvements will be pursued. Listed below are some of the SOH initiatives to be implemented.
- a. Conduct consolidated safety, security, and contingency planning assessments. This approach will provide a consolidated, all hazards approach to assessments covering all of these programs.
  - b. To counteract the increase in lost workdays, site safety managers will be tasked to more thoroughly investigate accidents to identify questionable cases for workers compensation review and minor injuries that are candidates for light duty. They will also engage supervisors on these types of cases and work more closely with the workers compensation team to reduce the number of lost workdays.
  - c. Program Efficiencies. The DFAS SOH program will continue to implement program efficiencies that will better match up our resources to the most important risk factors for our agency. Enduring sites will conduct annual safety inspections of their areas of responsibility. Higher Headquarter program

audits will be conducted on a three-year cycle in conjunction with the consolidated safety, security, and contingency planning assessments.

**VII. Questions/Comments.** No questions or comments.

## Appendix I

|                        | Name              | Official Title                         | Telephone    | E-mail                  |
|------------------------|-------------------|--|--------------|-------------------------|
| <b>Subagency Name:</b> | DFAS Cleveland    |  |              |                         |
| <b>OSH Manager:</b>    | Phyllis Hill      | Safety and Occupational Health Manager | 216-204-4661 | phyllis.hill@dfas.mil   |
| <b>Other Contact:</b>  | Lisa Cervantes    | Administrative Services Manager        | 216-204-7132 | lisa.cervantes@dfas.mil |
| <b>Subagency Name:</b> | DFAS Columbus     |  |              |                         |
| <b>OSH Manager:</b>    | Vacant            |  |              |                         |
| <b>Other Contact:</b>  | Sabrina Larson    | Administrative Services Manager        | 614-693-1351 | sabrina.larson@dfas.mil |
| <b>Subagency Name:</b> | DFAS Indianapolis |  |              |                         |
| <b>OSH Manager:</b>    | Nancy Stagno      | Safety and Occupational Health Manager | 317-510-6679 | nancy.stagno@dfas.mil   |
| <b>Other Contact:</b>  | Janice Richey     | Administrative Services Manager        | 317-510-3151 | janice.richey@dfas.mil  |

**Attachment E**

**DEFENSE CONTRACT MANAGEMENT AGENCY**

# FY 2007 DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA) Annual Occupational Safety and Health Report to the Secretary of Labor

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Name of Department/Agency: Defense Contract Management Agency

Address: 6350 Walker Lane, Alexandria, VA 22310-3241

Number of federal civilian employees this report covers: 9,794

|                         | Name              | Official Title  | Telephone      | E-mail                 |
|-------------------------|-------------------|---|----------------|------------------------|
| <b>DASHO:</b>           | Mr. Keith Ernst   | Director, DCMA  | (703) 428 1701 | Keith.Ernst@dcma.mil   |
| <b>OSH<br/>Manager:</b> | Mr. Lloyd Roberts | Director, Safety<br>& Occupational<br>Health Division | (703) 428 1333 | Lloyd.Roberts@dcma.mil |

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## Executive Summary

### Statistics

#### Injury and Illness Trends –

Total Lost Time Injury/Illness Cases = 49

Total Lost Time Injury/Illness Case Rates = .53%

Total Workers' Compensation Chargeback Cost = \$4,064,876.91

The Total Number of Lost Time Injury/Illness cases increased by 5 cases (+11.36%) during FY 2007. The corresponding case rates increased from .43% to .53% (+23.25%). The Defense Contract Management Agency did not experience any work related fatalities during the year. Slips, trips and falls were the leading causes of injuries in DCMA in 2007; however, back conditions account for the highest costs. The Agency continues to emphasize the prevention of such injury causes.

#### Fatalities and Catastrophic Accidents – None

### OSH Initiatives

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

The Defense Contract Management Agency continues to meet all of the President's SHARE Initiative goals during FY 2007.

### **Motor Vehicle/Seat Belt Safety –**

During FY 2007, Defense Contract Management Agency Federal employees were involved in 47 motor vehicle accidents while performing official business (46 GOVs and 1 POV). Seatbelt use was reported in all 47 accidents. Accident costs and numbers were obtained from a GSA data base. One accident was considered reportable under OSHA 300 standards. Safe driving, including seat belt use, is promoted by way of the agency's new computer based training curriculum. Use of seatbelts is also emphasized in our monthly Safety News info letter, and we participate in the annual Click-it-Or-Ticket seat belt campaign. It is Agency policy that employees who use a GOV, POV, or rental vehicle while performing their duties take a Defensive Driving Course.

### **Recordkeeping Requirements –**

OSHA's revised recordkeeping requirements under the 29 CFR Part 1960, effective January 1, 2005, are being met since we integrated those requirements into the Agency's DCMA Accident Reporting & Tracking System (DARTS). To monitor the completeness of the DCMA accident data base, notifications are being received from the Department of Defense Electronic Data Interchange–Safety First Event Reporting (SaFER) notification system—and compared with DCMA data to ensure accuracy of Agency recordkeeping.

### **Workplace Violence –**

None

### **Employee Support –**

The Agency delivers appropriate OSH awareness and hazard recognition information and training to top management, supervisors, employees, and committee members by way of computer-based learning and on-site, in-person briefings by Agency Safety Professionals. The SkillSoft GoTrain Academy of safety- related Computer-Based Training was instituted in March 2005 with curricula design based on job series. We trained over 2470 employees with an average of 18.6 CBT courses per learner during FY 07 in general work-related safety topics. DCMA is reducing accidents through an intensive safety training program. Refresher training will begin in mid FY08.



# Detailed Report

## I. Statistics

### A. Injury and Illness Statistics

#### a. Injury and illness rates \*

|  | FY 2006 | FY 2007 | Change  |
|--|---------|---------|---------|
| * <b>Number of Federal Civilian Employees</b> , including full-time, part-time, seasonal, intermittent workers         | 10,161  | 9,794   | -3.61%  |
| * <b>Total Cases Injury/Illness</b> (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities) | 85      | 78      | -8.23%  |
| * <b>Total Case Rate</b> (rate of all injury/illness cases per 100 employees)  | .84%    | .86%    | +2.38%  |
| * <b>Lost Time Cases</b> (number of cases that involved days away from work)   | 44      | 49      | +11.36% |
| * <b>Lost Time Case Rate</b> (rate of only the injury/illness cases with days away from work per 100 employees)        | .43%    | .53%    | +23.25% |
| ** <b>Lost Work Days</b> (number of days away from work)   | 1347    | 1151    | -14.55% |
| ** <b>Lost Work Day Rate</b> (per 100 employees)   | 12.7%   | 10.43   | -17.87% |

\* DOL Data

\*\* DMDC Data

#### b. Facilities with high injury and illness rates

At this point, no facility has been identified with a high injury or illness case rate or high lost-time case rate.

### B. Fatalities and Catastrophic Incidents

| Fatalities/<br>Catastrophic<br>Events | Cause—FY 2007 |
|---------------------------------------|---------------|
| 1                                     | None          |
| 2                                     |               |
| 3                                     |               |
| 4                                     |               |

## Fatality and Catastrophic Accident Investigations

### C. Office of Workers' Compensation Programs Costs

|  | CBY 2006       | CBY 2007         |
|--|----------------|------------------|
| <b>Total Chargeback</b>                              | \$4,427,735.86 | \$4,064,876.91   |
| <b>Total Continuation of Pay (COP)</b>               | \$ 69,651.00   | * Not Releasable |
| <b>Total Chargeback + COP</b>                        | \$ 4,514,138   | * Not Releasable |
|  |                |                  |
| <b>Chargeback for Cases that occurred in the CBY</b> | 347            | 255              |

DCMA cannot provide OWCP cost information. Please see the following statement from the Dept. of Defense Injury & Unemployment Compensation Division.

\* The one data element that you requested that we cannot provide to you is Continuation of Pay (COP) costs. The chargeback cost and injury figures noted above are in our data base because they are transmitted to us from the Department of Labor (DOL). COP costs are paid not by DOL, but by us at DoD; more specifically, they are paid and accounted for by the Defense Finance and Accounting Service (DFAS). We actually provide separate data to DOL regarding the number of COP days paid, for the purposes of the President's SHARE initiative, but we do not provide dollar figures to DOL; you will have to get the total amount of dollars paid in COP directly from DFAS.

Thank you.

Ralph Slighter  
Deputy Division Chief,  
Injury and Unemployment Compensation Division

### D. Significant Trends and Major Causes or Sources of Lost Time Disabilities

#### a. Tracking accidents

| FY 2007 Major Trends                    |            |           | Description                      |
|---|------------|-----------|----------------------------------|
| Nature (i.e. sprains, contusions, etc.) | % of Total | % of Cost |                                  |
| Slip/Trips/Falls                        | 45%        | 12%       |                                  |
| Unclassified                            | 20%        | 17%       | Traumatic condition not specific |
| Manual Handling                         | 14%        | 17%       | Muscular Strains                 |
| Transportation                          | 14%        | 7%        | Driver, passenger, pedestrian    |
| Dust, Gas, or Chemical                  | 3%         | 4%        | Exposures                        |

| <b>Cause of Injury (i.e., slips, handling tools, etc.)</b> | <b>% of Total</b> | <b>% of Cost</b> |                    |
|--|-------------------|------------------|--------------------|
| Minor Contusions /Bruises                                  | 28%               | 5%               | Cuts and scratches |
| Muscular Skeletal  | 24%               | 19%              | Back or wrist      |
| Back Condition   | 15%               | 21%              | Overexertion       |
| Fracture   | 6%                | 5%               | Bone               |
| Psych Condition  | 6%                | 14%              | Stress             |

**b. Controlling Trends**

The Agency Safety & Occupational Health Division reflects the product group differentiation that has occurred in the organization. Safety and Health Professionals are assigned to particular product groups. The concept was realized in FY 07. Trend monitoring has already improved. Concept application will continue in FY 08.

**E. Contract Workers and Volunteers**

a. Contract employees supervised by federal personnel. - None (0)

Injuries – None (0)

b. Volunteers—None (0).

Injuries – None (0)

**II. OSH Initiatives – SHARE, Motor Vehicle and Seat Belt Safety, Recordkeeping, Workplace Violence, and Establishments**

**A. SHARE – Safety, Health, and Return-to-Employment Initiative**

a. SHARE Analysis

1. Reduce total injury and illness case rates by 3% per year:

Total injury/illness cases for FY 2006 were 85.

Total injury/illness cases for FY 2007 was 78.

Case rate decrease, FY 2006 to FY 2007, is 8.23%

2. Reduce lost time injury and illness case rates by 3% per year:

Injury/Illness case rate, FY 2006, was .84.

Injury/Illness case rate, FY 2007, was .8.

Case rate decrease, FY 2006 to 2007, is 4.76 %

3. Increase the timely filing of injury and illness claims by 5% per year

FY 2006 Year-End Timeliness Report was 56.11%

FY 2007 Year-End Timeliness Report was 73.59%

Timely filing improved by 30.30 % .

4. Reduce the rate of lost production days due to injury and illness by 1% per year.

Lost production day rate, FY 2006, was 15.3.

Lost production day rate, FY 2007, was 7.21.

Rate decrease, FY 2006 to 2007, was 52.9%.

**b. SHARE Programs/Initiatives**

The following is a list of programs being worked/established to support the SHARE program:

1. Job Hazard Analysis for all DCMA positions: Safety can be assured only by the careful review of the work to be performed. Early recognition of workplace hazards can lead to the provision of appropriate controls that will either eliminate or minimize the potential for injury.
2. Developing a Deficiency Abatement Program at CMO/facility level: A formal, local program will enable CMO's to apply "worst first" attention to workplace deficiencies.
3. Fielded a training program to produce more competent Collateral Duty Safety Advocates (CDSA's). The training provides the knowledge and skills CDSA's need for assisting commanders, directors and supervisors in executing the Agency's SOH program.
4. Entered the SOH program into the POM process: Currently, SOH budget is commingled with the budgets of the other divisions in Human Resources. A stand-alone budget would allow SOH to be independent, significantly increasing its presence through autonomous promotions, advertisements, site visits, program evaluations, etc.
5. Performed case-by-case root cause analysis of old DOL charge-back claims.

6. Working with Army CPOC to implement a back-to-work program.
7. Conducting root cause analysis, after notification re new OWCP Claims, to give SOH Division a means to determine if the injury/illness/accident was work-related, reportable, and if it was entered into the Agency data base. This will result in better trend analysis across the SOH division.
8. Measuring performance based on customer outcomes to improve SHARE program initiatives.
9. Developed promotion campaigns to increase management and employee awareness to reduce slips, trips, and falls, back injury, and safe driving.
10. A close professional relationship has been developed with Collateral Duty Safety Advocates in all product groups.
11. Mentoring is a key element in the professional relationship. Its point is "force multiplication," that is, making Safety operative at remote locations, even when the Safety Manager is not physically there.

## B. Motor Vehicle / Seat Belt Safety

- a. Number of motor vehicle accidents experienced by employees in FY 2007.

|   | FY 2006  | FY 2007  | Change  |
|---|----------|----------|---------|
| <b>Number of motor vehicle accidents experienced by employees</b>     | 55       | 47       | -16.36% |
| <b>Number of accidents resulting in personal injury</b>               | 2        | 1        | -50%    |
| <b>OWCP costs of accidents</b>  | N/A      | N/A      | N/A     |
| <b>Vehicle repair costs due to accidents</b>                          | \$78,393 | \$58,216 | -25.73  |
| <b>Amount of liability claims against the agency due to accidents</b> | 0        | 0        | 0       |

- b. Mechanisms in place to track the percentage of seat belt usage by employees.

During FY 2007, Defense Contract Management Agency Federal employees were involved in 47 motor vehicle accidents while performing official business (46 GOVs and 1 POV). Seatbelt use was reported in all 47 accidents. Accident costs and numbers were obtained from a GSA data base. One accident was considered reportable under OSHA 300 standards. Safe driving, including seat belt use, is promoted by way of the agency's computer based training curriculum. Use of seatbelts is also emphasized in our monthly Safety News info letter, and we participate in the annual Click-it-Or-Ticket seat belt campaign. It is Agency policy that employees who use a GOV, POV, or rental vehicle while performing their duties take a Defensive Driving Course. The agency has no specific mechanism to document the number of employees who actually wear seatbelts other than through accident reporting.

c. Efforts taken to improve motor vehicle safety and seat belt usage.

Safe driving, including seat belt use, is promoted by way of the agency's computer based training curriculum. Use of seatbelts is also emphasized in our monthly Safety News info letter, and we participate in the annual Click-it-Or-Ticket seat belt campaign..

**C. Recordkeeping Requirements**

| <b>Component</b>                                  | <b>YES</b>               | <b>NO</b>                | <b>Please describe if you checked "YES."</b>  |
|---|--------------------------|--------------------------|---|
| <b>Agency Wide</b>                                | X                        | <input type="checkbox"/> | DCMA Accident Reporting and Tracking System (DARTS)<br>DARTS internally hosted by DCMA IT |
| <b>Web based</b>                                  | X                        | <input type="checkbox"/> |   |
| <b>Excel based</b>                                | <input type="checkbox"/> | X                        |   |
| <b>Access based</b>                               | <input type="checkbox"/> | X                        |   |
| <b>Paper only</b>                                 | <input type="checkbox"/> | X                        |   |
| <b>Includes no injury and near-miss accidents</b> | <input type="checkbox"/> | X                        |   |
| <b>Includes OWCP data</b>                         | <input type="checkbox"/> | X                        |   |
| <b>Generates OSHA 300 forms</b>                   | X                        | <input type="checkbox"/> |   |
| <b>Generates OSHA 300A forms</b>                  | X                        | <input type="checkbox"/> |   |
| <b>Generates OSHA 301 forms</b>                   | <input type="checkbox"/> | X                        | OWCP reports automatically generate the OSHA 301 form to a separate safety email account. |
| <b>Generates multiple reports</b>                 | X                        | <input type="checkbox"/> | Ad-hoc reporting capability on hundreds of functions.                                     |
| <b>Other</b>                                      | <input type="checkbox"/> | <input type="checkbox"/> |   |

OSHA's revised recordkeeping requirements under the 29 CFR Part 1960, effective January 1, 2005, were implemented by integrating the new requirements into the Agency's DCMA Accident Reporting Tracking System (DARTS).

The OSHA 300 Recordkeeping system is managed in the DCMA Accident Report Tracking System (DARTS). Individual Contract Management Offices can access this system to obtain all relevant forms within the OSHA 300 recordkeeping system. Additionally, the system updates the OSHA 300 logs for each office as each new mishap entry is submitted. Each Safety Manager is responsible for validating and investigating accidents as they are reported and cataloged. OWCP accident notification through the SaFER process is compared against data within DARTS to ensure completeness of recordkeeping.

- Accidents are tracked and cataloged electronically using the DARTS.
- The system does not allow the data to be aggregated and tracked at the national level except by “pencil, e.g., adding columns”; moreover, the information does not include average number of employees or total hours worked.
- OWCP filing is separate—through Army, our OWCP coordinator.
- The system does track near misses by individual CMOs.
- This Agency would be interested in a government-wide recordkeeping system.
- At each Product Group level, the OSHA 300 logs are used to discuss and mitigate trends within each Contract Management Office. OSHA 300 logs are an element of review for each Product Group level Safety Program Evaluation.

**a. Workplace Violence Incidents**

None

| Incidents | Cause—FY 2007 |
|-----------|---------------|
| 1         | None          |
| 2         |               |
| 3         |               |
| 4         |               |

**b. Workplace Violence Programs/Initiatives**

DCMA has not had any reportable workplace violence incidents during this fiscal year. The Agency proactively encourages employees, when necessary, to enroll in the Employee Assistance Program to mitigate any potential cause for workplace violence. Occasional information bulletins are forwarded to employees and supervisors on what workplace violence is, how to handle it, and the Agency provides references for prevention programs at the local level. Special emphasis was given following the Virginia Tech incident. The Agency has developed a Employment Law Network working group composed of Labor Relation, General Counsel, and EEO—there is no safety involvement—to develop Agency policy and to serve as a response team to address any workplace violence issues. When a non-reportable incident has occurred, disciplinary actions are implemented and EAP counseling is offered.

## **E. Agency Establishments**

List is still being developed.

## **III. Employee Support**

### **A. OSH Training**

The Agency uses computer-based training and classroom instruction by Safety and Occupational Health professionals to assure that workers, supervisors, and committee members receive appropriate OSH awareness and hazard recognition information and training. Overall, the agency is more aware of hazard reporting procedures, supervisors are more aware of their unique safety roles, and employees are better educated on job-related safety issues and obtaining corrective action.

a. In FY 2005, the Safety and Occupational Health Division launched an agency-wide, two-year program to ensure all DCMA employees would receive all safety and occupational health training for which there are regulatory requirements. SkillSoft computer based safety training (CBT) served as the platform for conducting this training for all job series under DCMA.

b. Over 2470 Agency employees completed safety CBTs in FY 07, with an average of 18.6 CBT courses taken per learner in general work-related safety topics.

c. In addition to CBTs, live classroom training was conducted as well. The groups trained, and the numbers of people in those groups, were:

- Top Managers – 89
- Supervisors – 297
- Collateral Duty Safety & Health Advocates – 36
- Automatic External Defibrillator Users – 75
- Ergonomics Trainees – 22

DCMA is reducing accidents through an intensive safety training program. Refresher training will begin in mid FY08.



| Title                             | Series | COURSE COUNT | CUSTOM COURSES | Custom Course, SOP, Procedure, Etc. | SAFETY & HEALTH | Access to Medical and Exposure Records | Accident Investigation and Reporting | Asbestos Awareness | Back Safety | Behavior-Based Safety for Supervisors | Bloodborne Pathogens | Carcinogen Safety | Chemical Process Safety | Cold Stress | Compressed Gas Safety | Computer Ergonomics |   |   |   |   |   |   |   |   |   |    |    |    |
|-----------------------------------|--------|--------------|----------------|-------------------------------------|-----------------|--|--------------------------------------|--------------------|-------------|---------------------------------------|----------------------|-------------------|-------------------------|-------------|-----------------------|---------------------|---|---|---|---|---|---|---|---|---|----|----|----|
|                                   |        |              |                |                                     |                 |  |                                      |                    |             |                                       |                      |                   |                         |             |                       |                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Safety and Health Specialist      | 0018   | 40           |                |                                     |                 | x                                      | x                                    | x                  | x           |                                       | x                    | x                 | x                       | x           | x                     | x                   |   |   |   |   |   |   |   |   |   |    |    |    |
| Management Support Specialist     | 0301   | 14           |                |                                     |                 |  |                                      |                    |             |                                       |                      |                   |                         |             |                       | x                   |   |   |   |   |   |   |   |   |   |    |    |    |
| Administrative Support Specialist | 0303   | 14           |                |                                     |                 |  |                                      |                    |             |                                       |                      |                   |                         |             |                       | x                   |   |   |   |   |   |   |   |   |   |    |    |    |
| Office Automation Assistant       | 0326   | 14           |                |                                     |                 |  |                                      |                    |             |                                       |                      |                   |                         |             |                       | x                   |   |   |   |   |   |   |   |   |   |    |    |    |
| Administrative Officer            | 0341   | 14           |                |                                     |                 |  |                                      |                    |             |                                       |                      |                   |                         |             |                       | x                   |   |   |   |   |   |   |   |   |   |    |    |    |
| Management Analyst                | 0343   | 14           |                |                                     |                 |  |                                      |                    |             |                                       |                      |                   |                         |             |                       | x                   |   |   |   |   |   |   |   |   |   |    |    |    |
| Management Assistant              | 0344   | 14           |                |                                     |                 |  |                                      |                    |             |                                       |                      |                   |                         |             |                       | x                   |   |   |   |   |   |   |   |   |   |    |    |    |
| Logistics Management Specialist   | 0346   | 14           |                |                                     |                 |  |                                      |                    |             |                                       |                      |                   |                         |             |                       | x                   |   |   |   |   |   |   |   |   |   |    |    |    |
| Industrial Hygienist              | 0690   | 40           |                |                                     |                 | x                                      | x                                    | x                  | x           |                                       | x                    | x                 | x                       | x           | x                     | x                   |   |   |   |   |   |   |   |   |   |    |    |    |
| General Engineer                  | 0801   | 30           |                |                                     |                 | x                                      |                                      |                    | x           |                                       |                      | x                 | x                       |             |                       | x                   |   |   |   |   |   |   |   |   |   |    |    |    |
| Mechanical Engineer               | 0830   | 30           |                |                                     |                 | x                                      |                                      |                    | x           |                                       |                      | x                 | x                       |             |                       | x                   |   |   |   |   |   |   |   |   |   |    |    |    |
| Computer Engineer                 | 0854   | 30           |                |                                     |                 | x                                      |                                      |                    | x           |                                       |                      | x                 | x                       |             |                       | x                   |   |   |   |   |   |   |   |   |   |    |    |    |
| Electronics Engineer              | 0855   | 30           |                |                                     |                 | x                                      |                                      |                    | x           |                                       |                      | x                 | x                       |             |                       | x                   |   |   |   |   |   |   |   |   |   |    |    |    |
| Industrial Engineer               | 0896   | 30           |                |                                     |                 | x                                      |                                      |                    | x           |                                       |                      | x                 | x                       |             |                       | x                   |   |   |   |   |   |   |   |   |   |    |    |    |
| Attorney-Advisor                  | 0905   | 6            |                |                                     |                 |  |                                      |                    |             |                                       |                      |                   |                         |             |                       | x                   |   |   |   |   |   |   |   |   |   |    |    |    |
| Legal Assistant                   | 0986   | 6            |                |                                     |                 |  |                                      |                    |             |                                       |                      |                   |                         |             |                       | x                   |   |   |   |   |   |   |   |   |   |    |    |    |
| Program Integration Specialist    | 1101   | 14           |                |                                     |                 |  |                                      |                    |             |                                       |                      |                   |                         |             |                       | x                   |   |   |   |   |   |   |   |   |   |    |    |    |
| Contract Administrator            | 1102   | 14           |                |                                     |                 |  |                                      |                    |             |                                       |                      |                   |                         |             |                       | x                   |   |   |   |   |   |   |   |   |   |    |    |    |
| Lead Industrial Property Manager  | 1103   | 43           |                |                                     |                 | x                                      | x                                    | x                  | x           |                                       | x                    | x                 | x                       | x           | x                     | x                   |   |   |   |   |   |   |   |   |   |    |    |    |
| Procurement Technician            | 1106   | 14           |                |                                     |                 |  |                                      |                    |             |                                       |                      |                   |                         |             |                       | x                   |   |   |   |   |   |   |   |   |   |    |    |    |
| Industrial Specialist             | 1150   | 44           |                |                                     |                 | x                                      | x                                    | x                  | x           |                                       | x                    | x                 | x                       | x           | x                     | x                   |   |   |   |   |   |   |   |   |   |    |    |    |
| Student Trainee                   | 1199   | 14           |                |                                     |                 |  |                                      |                    |             |                                       |                      |                   |                         |             |                       | x                   |   |   |   |   |   |   |   |   |   |    |    |    |
| Quality Assurance Specialist      | 1910   | 45           |                |                                     |                 | x                                      | x                                    | x                  | x           |                                       | x                    | x                 | x                       | x           | x                     | x                   |   |   |   |   |   |   |   |   |   |    |    |    |
| Traffic Management Specialist     | 2130   | 13           |                |                                     |                 |  |                                      |                    |             |                                       |                      |                   |                         |             |                       | x                   |   |   |   |   |   |   |   |   |   |    |    |    |

|  | <b>Types of Training Provided in FY2007</b>   | <b>Number Trained</b> |
|--|---|-----------------------|
| <b>Top management officials</b>  | 1.New Commander's In-briefings<br>2.Top Mngt. (Commanders and Deputies) Duties and Responsibilities<br>3.   | 52<br>46              |
| <b>Supervisors</b>   | 1. Supervisor Safety Responsibilities – on site<br>2. HR Supervisor's Course – with OSH Tng<br>3.   | 132<br>165            |
| <b>Safety and health specialists</b>                                     | 1.Standardized Program Evaluation Methods<br>2.<br>3.   | 9                     |
| <b>Safety and health inspectors</b>                                      | 1.N/A<br>2.<br>3.   |                       |
| <b>Collateral duty safety and health personnel and committee members</b> | 1. Site Specific Training by an OSH Professional<br>2.<br>3.  | 36                    |
| <b>Employees and employee representatives</b>                            | 1. Employees and employee representatives rights and responsibilities<br>2.Persons trained by CBT programs<br>3.Ergonomics/Confined Space/AED – Site Specific | 636<br>2470<br>514    |

## **B. Field Federal Safety and Health Councils**

### a. Involvement

Director of the Safety and Occupational Division and SOH Product Group Managers attend local meetings as available.

### b. Field Council Support

Agency SOH personnel have not had an opportunity to provide support to these councils due to ongoing Agency reorganization efforts which bar the way to outside activities.

## **C. Other Support Activities**

As resources are available, Agency SOH and IH managers and collateral duty personnel have attended the National Safety Congress and the annual meeting of the American Conference of Governmental Industrial Hygienists. Two of the Agency IH managers are professionally certified.

## IV. Accomplishments

### A. FY 2007 Accomplishments

- Evaluations

The Agency developed and instituted a standardized agency-wide annual safety program review document and inspection program. This document has dual purposes: the SOH division uses this document to assess the health of our OSH program; at the same time, directors, commanders, supervisors, and collateral duty safety advocates can use it as a program guide to self-inspect themselves prior to an actual evaluation. Full-time Safety and Occupational Health managers (GS 0018) conducted 81 Program Evaluations as outlined in 29 CFR 1960.79 Slip, trips and falls were the leading causes of injuries in DCMA in 2007; however, back conditions account for most of the costs. The Agency has added these as special interest items during our annual program reviews for FY 08. Additionally, SOH product group safety managers conducted annual safety and occupational health hazard assessments at 122 contractor facilities to ensure government employee safety in industrial environments.

- Return-to-work

The Agency has contracted with the Department of Army's Civilian Personnel Operations Center (CPOC) to manage the Agency's OWCP/return-to-work program. A committee was formed with Labor and Employee Relations, Army CPOC, and Safety Occupation Health to implement ways to reduce OWCP costs through modified job offers, light duty, vocational rehab, and/or removal from the rolls. During FY 07, claims were challenged; a return-to-work program was initiated for employees in continuation-of-pay status; and several long-term cases were removed from the rolls.

- Performance Standards

It is the Agency's policy that all military (officer and enlisted) and civilian employees are to be appropriately evaluated on their Safety and Occupational Health (SOH) duties, responsibilities, and performance.

- Recognition

The Agency does not have a separate safety awards program; however, it does utilize the DCMA Core Value Awards for employees who exemplify one or more of the Agency core values. The three categories of Core Value Awards are: One Team, Indispensable Partners, and Keeping the Promise.

## **B. Achievements of Fiscal Year 2006 Goals**

Prevent/Reduce DCMA Employee Mishaps to meet SHARE goals: Met all SHARE goals.

Measure the success of customer support and support of the Presidential Goals: Established quarterly metrics for:

- Conduct of Annual Program/Worksite Evaluations
- Identification of Hazards
- Implementation of Mishap Controls
- Training of Customers
- Validation of HPD Exposures
- Standardization of Agency SOH Programs
- Maintenance and update of SOH Portal

Develop a comprehensive safety training and awareness program: Over 40% of Agency employees received some form of safety training during the fiscal year.

Identify hazardous conditions at DCMA leased and contractor facilities: Over 122 contractor facilities evaluated for hazards.

Implement site specific mishap/hazard control measures: Trained over 190 employees on site specific mishap and hazard control measures

Establish and implement a standardized Hazard Pay Differential (HPD) Process: Process established and annual hazard analysis conducted to determine ways to mitigate hazards.

Standardize Safety and Occupational Health Programs across Product Groups: A standardized program evaluation checklist was developed and implemented; a supervisor safety tool box is being fielded to assist in program implementation; and a site-specific collateral duty safety advocate continuity book is in the process of development.

Execute relevant and measurable annual risk evaluations based on risk: Being conducted during standardized evaluations.

Promote internal Safety and Health Partnership's – In process.

Enhance Safety and Occupational Health web pages. – In process.

**V. Resources**

During FY 07 the Agency authorized the staffing of an additional Industrial Hygienist to meet the Agency's need in conducting health hazard assessments for over 60 Contract Management Offices managing over 10,000 contractors/facilities, and a third Industrial Hygienist was added to the staff. In addition, the largest product group was split into East and West components for safety purposes. A fifth Safety Manager was hired because of that product group division. A risk-based hazard analysis system is utilized to ensure employee safety in contractor facilities.

**VI. Goals, Objectives, and Strategies**

- Conduct 3 programmed/unprogrammed Contractor Health Hazard Assessments monthly.
- Evaluate 85% of workplace areas designated as "Highly Hazardous"
- Evaluate 80% of field offices for compliance with basic program elements
- Respond to Unprogrammed Employee Complaints within 24 Hrs
- 95% of hazard data collection forms (DCF) reviewed within one week of posting to the Medical Surveillance Program Message Board
- 95% of DCF's validated in less than 30 days
- Make control recommendations for 80% of reported accidents
- Train 10% of Division Supervisors
- Train 80% of Division CDSAs
- Train 20 of employees/employee representatives
- Deliver a standardized safety program (boilerplate) to each field office safety.
- Maintain DCMA safety portal with 90% accuracy.

**VII. Questions/Comments**

None

**Appendix I**

| Name | Official Title | Telephone | E-mail |
|------|----------------|-----------|--------|
|------|----------------|-----------|--------|

|                        |   |                              |                |                             |
|------------------------|---|------------------------------|----------------|-----------------------------|
| <b>Subagency Name:</b> | <b>Naval Sea Systems Division</b>                             |                              |                |                             |
| <b>OSH Manager:</b>    | Mr. Joseph J. Lark  | <b>SOH Manager</b>           | (617) 753 4041 | Joseph.Lark@dcma.mil        |
| <b>Other Contact:</b>  |   |                              |                |                             |
| <b>Subagency Name:</b> | <b>Aeronautical Systems Division</b>                          |                              |                |                             |
| <b>OSH Manager:</b>    | Mr. Clarence Lariviere  | <b>SOH Manager</b>           | (860) 291 7895 | Clarence.Lariviere@dcma.mil |
| <b>Other Contact:</b>  |   |                              |                |                             |
| <b>Subagency Name:</b> | <b>Space &amp; Missile Systems Division</b>                   |                              |                |                             |
| <b>OSH Manager:</b>    | Ms. Cheryl Lewis  | <b>SOH Manager</b>           | (562) 982 7590 | Cheryl.Lewis@dcma.mil       |
| <b>Other Contact:</b>  |   |                              |                |                             |
| <b>Subagency Name:</b> | <b>Ground Systems &amp; Munitions Division</b>                |                              |                |                             |
| <b>OSH Manager:</b>    | Mr. Robert J. Hailstone                                       | <b>SOH Manager</b>           | (410) 962 9753 | Robert.Hailstone@dcma.mil   |
| <b>Other Contact:</b>  |   |                              |                |                             |
| <b>Subagency Name:</b> | <b>International, Special Programs, HQ &amp; DCMA Centers</b> |                              |                |                             |
| <b>OSH Manager:</b>    | Ms. Linda F. Holland  | <b>SOH Manager</b>           | (703) 428 0830 | Linda.Holland@dcma.mil      |
| <b>Other Contact:</b>  |   |                              |                |                             |
| <b>Subagency Name:</b> | <b>International Division</b>                                 |                              |                |                             |
| <b>OSH Manager:</b>    |   |                              |                |                             |
| <b>Other Contact:</b>  | Mr. Larry Pappas  | Contract Safety Manager/CDSA | (703) 428 1743 | larry.pappas@dcma.mil       |
| <b>Subagency Name:</b> |   |                              |                |                             |
| <b>OSH Manager:</b>    |   |                              |                |                             |
| <b>Other Contact:</b>  |   |                              |                |                             |
| <b>Subagency Name:</b> |   |                              |                |                             |
| <b>OSH Manager:</b>    |   |                              |                |                             |
| <b>Other Contact:</b>  |   |                              |                |                             |

## Appendix II

To return to the report please double click on this hyperlink – [Return2](#)

| Fatalities/<br>Catastrophic<br>Events | Cause—FY 2007 |
|---------------------------------------|---------------|
| 5                                     |               |
| 6                                     |               |
| 7                                     |               |
| 8                                     |               |
| 9                                     |               |
| 10                                    |               |
| 11                                    |               |
| 12                                    |               |
| 13                                    |               |
| 14                                    |               |
| 15                                    |               |
| 16                                    |               |
| 17                                    |               |
| 18                                    |               |
| 19                                    |               |
| 20                                    |               |

**Attachment F**

**ARMY AND AIR FORCE EXCHANGE SERVICE**



**2007 AAFES Annual Occupational Safety and Health Report to the  
Secretary of Labor  
(Comprehensive Report Format)**

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Name of Department/ Agency: AAFES

Address: 3911 S. Walton Walker Blvd

Dallas, TX 75236-1598

Number of federal civilian employees this report covers: 35,208

|                         | <b>Name</b>   | <b>Official Title</b>                | <b>Telephone</b> | <b>E-mail</b>     |
|-------------------------|---------------|--------------------------------------|------------------|-------------------|
| <b>DASHO:</b>           | Gerald Danish | Vice President<br>Loss<br>Prevention | 214-312-2720     | danishg@aafes.com |
| <b>OSH<br/>Manager:</b> | Michael Myers | Safety and<br>Health<br>Manager      | 214-312-3940     | myers@aafes.com   |

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## Executive Summary

### Statistics

During FY 07 AAFES experienced a total of 1910 recordable accidents. This is a 330 accident reduction or 14.73% lower than the previous year. There were 1039 lost work day cases representing 14,396 lost work days; and 294 restricted workday cases representing 12,960 restricted work days. Our accident frequency rate is 6.11%.

The leading causes of these accidents are strains from overexertion due to moving or lifting merchandise, cuts from food preparation or box cutter use and sprains from slips/trips and falls.

To combat these accidents we implemented a safe lifting obstacle training course that teaches associates 7 different lifting techniques. We procured hydraulic carts to move heavy merchandise and wheeled carts to assist with bulky merchandise. Cut resistant gloves will be tested in designated facilities. We are in the process of isolating the cause, conditions and locations of slips and falls in order to identify proper measures to reduce these accidents.

AAFES experienced one fatality during FY07. An associate suffered a heart attack and fell from an order picker forklift.

**OWCP Charge Back Cost:** AAFES is a self insured NAFI, whose workers compensation program is covered under the Long Shore and Harbors Workers Compensation Act. There are no charge backs to the OWCP.

### **OSH Initiatives**

- **Safety, Health, and Return-to-Employment (SHARE) Initiative** – All share goals were met or exceeded.
- **Motor Vehicle/Seat Belt Safety** – In FY07 AAFES experienced 429 motor vehicles accidents resulting in damages totaling \$421,377.00. Of the 429 accidents, 6 involved the failure of the driver to wear a seat belt. Seat belt use is monitored by the accident reporting system. Employees cited for failure to wear a seatbelt receive progressive disciplinary action.
- **Recordkeeping Requirements** – The AAFES Accident Report Risk Management System is designed provide a current up-to-date data base on employee, customer and contract employee accidents. The system is designed to collect data for problem area targeting.
- **Workplace Violence** – AAFES experienced 83 workplace violence incidents. Web based training and anger management programs are available and recommended.

**Employee Support** – In FY 07, AAFES paid for 29 Safety & Security Managers to attend the OSHA 501 Train-the-Trainer Course for General Industry. Safety and Security personnel are advisors for all exchange Safety and Health Councils. One Safety and Health Specialist and two Area Loss Prevention Managers began their Certified Safety and Health Official training through the Texas Engineering Extension Service (TEEX).

# Detailed Report

## I. Statistics

### A. Injury and Illness Statistics

#### a. Injury and illness rates

\*Note - The total Number of Federal Civilian Employees for FY 2006 consists of 36,378 US civilian employees and 8,619 Local National employees. The total Number of Federal Civilian Employees FY 2007 consists of 34,706 US Civilian employees and 8,071 Local National employees.

\*Totals for the Total Case Rate, Lost Time Case Rate and Lost Work Day Rate are automatically calculated through an analyzer system based on the number of recordable accidents x 200,000 divided by the number of man hours worked.

|  | <b>FY 2006</b> | <b>FY 2007</b> | <b>Change</b> |
|--|----------------|----------------|---------------|
| <b>Number of Federal Civilian Employees</b> , including full-time, part-time, seasonal, intermittent workers         | 44,997         | 42,777         | -2220         |
| <b>Total Cases Injury/Illness</b> (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities) | 8,682          | 7,706          | -976          |
| <b>Total Case Rate</b> (rate of all injury/illness cases per 100 employees)  | 5.82           | 5.56           | -.26          |
| <b>Lost Time Cases</b> (number of cases that involved days away from work)   | 1159           | 1,039          | -120          |
| <b>Lost Time Case Rate</b> (rate of only the injury/illness cases with days away from work per 100 employees)        | 4.28           | 3.83           | -.45          |
| <b>Lost Work Days</b> (number of days away from work)  | 15,675         | 12,960         | -2,715        |
| <b>Lost Work Day Rate</b> (per 100 employees)  | 3.34           | 2.98           | -.36          |

#### b. Facilities with high injury and illness rates

The AAFES Accident Report Risk Management System (ARRMS) is designed to provide trending information for the types of accidents; types of injuries; first aid, lost work day and restricted work day information, accident locations, type of facility, specific task performance and body part affected. This gives management the capability to identify and target problem areas within their specific location so they can act accordingly. Trending allows management to determine if additional training is needed, additional or

different PPE is required or if modification of the way a task is performed needs to be reviewed/modified.

## B. Fatalities and Catastrophic Incidents

An associate at the Ft. Bragg furniture stockroom was operating a Yale order picker forklift without the use of assigned fall protection safety harness. The associate stepped off the lift platform and fell approximately 10 feet to the concrete floor below. The autopsy determined the cause of death to be sudden cardiac death due to hypertensive cardiomyopathy, secondary to idiopathic systemic hypertension and the manner of death to be natural. However because he failed to wear the appropriate provided fall protection, immediate refresher training was mandated for all forklift operators. An on-line fall protection tutorial was implemented and also required for all operators as part of their forklift training requirements.

## C. Office of Workers' Compensation Programs Costs

AAFES is self-insured and there is no Chargeback involved.

|  | CBY 2006 | CBY 2007 |
|--|----------|----------|
| <b>Total Chargeback</b>                              | N/A      | N/A      |
| <b>Total Continuation of Pay (COP)</b>               | N/A      | N/A      |
| <b>Total Chargeback + COP</b>                        | N/A      | N/A      |
|  |          |          |
| <b>Chargeback for Cases that occurred in the CBY</b> | N/A      | N/A      |

## D. Significant Trends and Major Causes or Sources of Lost Time Disabilities

### a. Tracking accidents

| FY 2007 Major Trends                                |            |           | Description                                 |
|---|------------|-----------|---|
| Nature (i.e. sprains, contusions, etc.)             | % of Total | % of Cost |   |
| Strain  | 24%        |           | Lifting/Carrying/Down Stacking Cases        |
| Cut   | 11%        |           | Food Preparation/Packaging/Serving          |
| Sprain  | 10%        |           | Walking/Climbing                            |
| Bruise  | 8%         |           | Moving/Stacking Merchandise                 |
| Bump  | 7          |           | Slip/Fall                                   |
| Cause of Injury (i.e., slips, handling tools, etc.) | % of Total | % of Cost |   |
| Slips/Trips/Falls                                   | 21%        |           | Wet/Icy Surface/Greasy Surface/Ladder Usage |
| Other   | 12%        |           | Miscellaneous Categories                    |

|                  |      |  |   |
|------------------|------|--|---|
| Improper Lifting | 11%  |  | Moving/Stacking Merchandise/Equipment     |
| Overexertion     | 6.05 |  | Moving/Stacking Merchandise/Equipment     |
| Struck BY        | 5.85 |  | Strains from Moving Merchandise/Equipment |

b. Controlling Trends

Additional training, procurement of equipment, job rotation and safety product testing has been implemented targeting trend areas.

**E. Contract Workers and Volunteers**

AAFES had no contract workers or volunteers supervised by federal employees.

**II. OSH Initiatives – SHARE, Motor Vehicle and Seat Belt Safety, Recordkeeping, Workplace Violence, and Establishments**

**A. SHARE – Safety, Health, and Return-to-Employment Initiative**

a. SHARE Analysis

AAFES exceeded the SHARE goal again for FY 2007. Our goal was to reduce injury and illness case rates by 3%. We exceeded the goal with a total case rate reduction of 4.47%. Our goal of 3% for the reduction of loss work time injury and illness cases was exceeded by a reduction of 10.51%. AAFES met the goal of timely reporting of accidents. Our goal to reduce the rate of lost production days due to injury and illness by 1% was exceeded with a reduction rate of 10.78%.

**B. Motor Vehicle / Seat Belt Safety**

a. Number of motor vehicle accidents experienced by employees in FY 2007.

|   | <b>FY 2006</b> | <b>FY 2007</b> | <b>Change</b> |
|---|----------------|----------------|---------------|
| <b>Number of motor vehicle accidents experienced by employees</b>     | 471            | 429            | -42           |
| <b>Number of accidents resulting in personal injury</b>               | 54             | 26             | -28           |
| <b>OWCP costs of accidents</b>  | N/A            | N/A            | N/A           |
| <b>Vehicle repair costs due to accidents</b>                          | \$688,565      | \$421,377      | -\$267,187    |
| <b>Amount of liability claims against the agency due to accidents</b> | \$60,083       | \$19,628       | -\$40,455     |

b. Mechanisms in place to track the percentage of seat belt usage by employees.

Seat belt usage is tracked in the Accident Reporting Risk Management System. Of the 429 accidents reports in FY07, there were 6 cases (1.39%) where seatbelts were not used.

c. Efforts taken to improve motor vehicle safety and seat belt usage.

Accident Review Boards (ARBs) have been established at each distribution center. The ARB reviews all fleet and forklift accidents. The ARB makes appropriate training recommendations, disciplinary actions, and forklift revocation suggestions.

**C. Recordkeeping Requirements**

| Component                                  | YES                        | NO                         | Please describe if you checked "YES."            |
|--|----------------------------|----------------------------|--|
| Agency Wide                                | X <input type="checkbox"/> | <input type="checkbox"/>   | Coverage provided for all facilities world wide. |
| Web based                                  | X <input type="checkbox"/> | <input type="checkbox"/>   | Internal Data Base                               |
| Excel based                                | <input type="checkbox"/>   | <input type="checkbox"/>   |  |
| Access based                               | <input type="checkbox"/>   | <input type="checkbox"/>   |  |
| Paper only                                 | <input type="checkbox"/>   | <input type="checkbox"/>   |  |
| Includes no injury and near-miss accidents | X <input type="checkbox"/> | <input type="checkbox"/>   |  |
| Includes OWCP data                         | <input type="checkbox"/>   | X <input type="checkbox"/> | N/A  |
| Generates OSHA 300 forms                   | X <input type="checkbox"/> | <input type="checkbox"/>   |  |
| Generates OSHA 300A forms                  | X <input type="checkbox"/> | <input type="checkbox"/>   |  |
| Generates OSHA 301 forms                   | X <input type="checkbox"/> | <input type="checkbox"/>   |  |
| Generates multiple reports                 | X <input type="checkbox"/> | <input type="checkbox"/>   |  |
| Other                                      | <input type="checkbox"/>   | <input type="checkbox"/>   |  |

Regional weekly and monthly accident information to include Injury Frequency Rates is provided to management, loss prevention and safety and health council members. This allows the regions to take a proactive prevention approach to eliminate a discovered problem from another area.

**D. Workplace Violence**

a. Workplace Violence Incidents

During FY07, AAFES experienced 83 incidents of workplace violence. There were 35 incidents of physical altercations between AAFES employees and 1

incident involving a concessionaire that happened in front of AAFES customers. There were no serious injuries or lost work days involved. There were 46 incidents of verbal threats or threatening gestures involving AAFES employees; and 1 verbal threat incident involving a concessionaire customer. There was 1 Workplace Violence incident of property damage involving an AAFES employee.

Of the 83 incidents, 32 (39%) occurred in retail facilities, 28 (34%) occurred in distribution centers, 22 (26%) occurred in food facilities and 1 (1%) occurred in a concession.

Employees involved resigned, attended anger management classes or received disciplinary action up to suspension or termination. The employee involved in the property damage incident made full restitution for the damaged property.

|  | <b>Cause—FY 2007</b>   |
|--|------------------------|
|  | See Above Information. |
|  |                        |
|  |                        |
|  |                        |

b. Workplace Violence Programs/Initiatives

AAFES offers Web Based training to all employees on Work Place Violence; Workplace Aggression-Taking a Proactive Approach; Workplace Aggression-Recognizing Behavior; and Workplace Aggression-Defusing Aggressive Situations. Anger Management assistance is offered through the Employee Assistance Program. Those classes are provided based on upper level management or human resource management recommendations. During FY07, 5,528 employees took web based Work Place Violence training.

**E. Agency Establishments**

The requested listing of all of our establishments as defined for occupational injury and illness recordkeeping purposes will be provided separately prior to the 1 Jan 2008 deadline.

### III. Employee Support

#### A. OSH Training

AAFES stressed safety training to all employees during FY 07. A Certified Safety Associate Program was established and is open to for employee participation. The program requires employees to take and pass 15 safety related on-line courses, a CPR/ AED/First Aid course and pass a 50 question final exam. A total of 94 associates received their certification.

|  | Types of Training Provided in FY2007  | Number Trained                    |
|--|---|-----------------------------------|
| <b>Top management officials</b>  | 1.10 HR General Industry<br>2.<br>3.  | 8                                 |
| <b>Supervisors</b>   | 1.10 HR General Industry<br>2.Back Injury Prevention<br>3.Slips, Trips and Falls                                    | 45<br>400<br>300                  |
| <b>Safety and health specialists</b>                                     | 1.OSHA 2015 Hazardous Materials<br>2. OSHA 7105 Evac.& Emergency Planning<br>3.OSHA 7500 Intro to Saf & Health Mgmt | 1<br>1<br>1                       |
| <b>Safety and health inspectors</b>                                      | 1. 501 Trainer Course – General Industry<br>2.10 HR General Industry<br>3.Slips/Trips and Falls                     | 29<br>20<br>125                   |
| <b>Collateral duty safety and health personnel and committee members</b> | 1.Back Injury Prevention<br><br>2 Slips/Trips and Falls<br>3.Warehouse Safety                                       | 100<br><br>30<br>100              |
| <b>Employees and employee representatives</b>                            | 1.Back Injury Prevention<br>2.Slips, Trips and Falls<br>3.Box Cutter Safety<br>4.Ladder Safety                      | 16,747<br>6,971<br>6,511<br>5,664 |

#### B. Field Federal Safety and Health Councils

##### a. Involvement

Safety and Health Councils meet monthly. Council members include management/non-management associates; union and non-union members. Council members include associates from various types of facilities such as food, retail, service stations, administration, facility maintenance, etc. OSH trained Loss Prevention personnel act as advisors but to do sit on the council or have voting rights.



b. Field Council Support

Associates are allowed paid time to attend meetings. General Managers are also in attendance and minutes of the meeting are provided to them for follow-up action.

**C. Other Support Activities**

AAFES membership included the National Safety Council, NFPA, and the American Society of Safety Engineers (ASSE). Safety personnel attended the ASSE Expo in Orlando, FL. Two AAFES safety office managers are Certified Safety & Health Officials (CSHO).

**IV. Accomplishments**

**A. FY 2007 Accomplishments**

Every direct operation facility received an annual inspection by trained safety and security personnel. Inspection results were provided to the top management official of each exchange/distribution center for abatement. Follow-up inspections were conducted as needed.

Disability case management is handled through a contracted company in conjunction with AAFES assigned Workers Compensation personnel.

Safety and health standards are based on OSHA, NFPA, NIOSH and best practice standards.

AAFES has an award program to acknowledge those exchanges that have reduced recordable injuries by at least 5%. Exchanges are broken down into size categories, distribution centers are acknowledged separately. When the winner is identified, the exchange receives a plaque, a large banner, and each employee is given a lapel pin with the safety logo and quarterly date information. At the end of the fiscal year, an overall winner is identified and the winner receives a plaque, banner, lapel pins for all employees and a free luncheon. AAFES also sponsors an MHE rodeo for the distribution centers. Participants must be accident free for a year, received no Notices of Violations pertaining to safety issues, received no disciplinary action for the year involved, pass a written test and then compete in three obstacle courses operating a forklift. The winner receives a \$600 award and is eligible to compete in a grand MHE rodeo with all of the other winners. The winner of the grand rodeo receives another \$600.

## **B. Achievements of Fiscal Year 2006 Goals**

The AAFES goal for FY06 was to reduce recordable accidents by 10%. The goal was exceeded actual reduction was over 13%.

## **V. Resources**

AAFES increased OSH program resources by increasing the number of OSHA 501 Train-the-Trainer personnel, establishing a Certified Safety Associate training program and linked the Accident Reporting and Risk Management system with the Hyperion system to provide additional trending and injury frequency information.

## **VI. Goals, Objectives, and Strategies**

The AAFES accident reduction goal for FY 2008 is 25%. As part of our on going training initiative, Video Tele Conferencing methods are being explored. Additional web-based and classroom training is also expected.

## **VII. Questions/Comments**

The AAFES OSH program is dedicated to reducing employee and customer injuries and illnesses. Early hazard identification and the quick response to correct identified hazards are key elements to make this program a success.

# Appendix I

|                        | Name | Official Title | Telephone | E-mail |
|------------------------|------|----------------|-----------|--------|
| <b>Subagency Name:</b> |      |                |           |        |
| <b>OSH Manager:</b>    |      |                |           |        |
| <b>Other Contact:</b>  |      |                |           |        |
| <b>Subagency Name:</b> |      |                |           |        |
| <b>OSH Manager:</b>    |      |                |           |        |
| <b>Other Contact:</b>  |      |                |           |        |
| <b>Subagency Name:</b> |      |                |           |        |
| <b>OSH Manager:</b>    |      |                |           |        |
| <b>Other Contact:</b>  |      |                |           |        |
| <b>Subagency Name:</b> |      |                |           |        |
| <b>OSH Manager:</b>    |      |                |           |        |
| <b>Other Contact:</b>  |      |                |           |        |
| <b>Subagency Name:</b> |      |                |           |        |
| <b>OSH Manager:</b>    |      |                |           |        |
| <b>Other Contact:</b>  |      |                |           |        |

|                        | Name | Official Title | Telephone | E-mail |
|------------------------|------|----------------|-----------|--------|
| <b>Subagency Name:</b> |      |                |           |        |
| <b>OSH Manager:</b>    |      |                |           |        |
| <b>Other Contact:</b>  |      |                |           |        |
| <b>Subagency Name:</b> |      |                |           |        |
| <b>OSH Manager:</b>    |      |                |           |        |
| <b>Other Contact:</b>  |      |                |           |        |
| <b>Subagency Name:</b> |      |                |           |        |
| <b>OSH Manager:</b>    |      |                |           |        |
| <b>Other Contact:</b>  |      |                |           |        |
| <b>Subagency Name:</b> |      |                |           |        |
| <b>OSH Manager:</b>    |      |                |           |        |
| <b>Other Contact:</b>  |      |                |           |        |
| <b>Subagency Name:</b> |      |                |           |        |
| <b>OSH Manager:</b>    |      |                |           |        |
| <b>Other Contact:</b>  |      |                |           |        |
| <b>Subagency Name:</b> |      |                |           |        |
| <b>OSH Manager:</b>    |      |                |           |        |
| <b>Other Contact:</b>  |      |                |           |        |

## Appendix II

To return to the report please double click on this hyperlink – [Return2](#)

| Fatalities/<br>Catastrophic<br>Events | Cause—FY 2007 |
|---------------------------------------|---------------|
| 5                                     |               |
| 6                                     |               |
| 7                                     |               |
| 8                                     |               |
| 9                                     |               |
| 10                                    |               |
| 11                                    |               |
| 12                                    |               |
| 13                                    |               |
| 14                                    |               |
| 15                                    |               |
| 16                                    |               |
| 17                                    |               |
| 18                                    |               |
| 19                                    |               |
| 20                                    |               |

**Attachment G**

**DEFENSE INFORMATION SYSTEMS AGENCY**

**Defense Information Systems Agency  
 FY 2007 Annual Occupational Safety and Health Report to the  
 Secretary of Labor**

|                         | <b>Name</b>   | <b>Official Title</b>                                     | <b>Telephone</b> | <b>E-mail</b>       |
|-------------------------|---------------|---|------------------|---------------------|
| <b>DASHO:</b>           |               |   |                  |                     |
| <b>OSH<br/>Manager:</b> | Paul L. Berry | Occupational<br>Safety, Health<br>and Wellness<br>Manager | 703-607-6460     | Paul.Berry@disa.mil |

In FY 2007, the Defense Information Systems Agency (DISA) decreased recordable injuries and lost work days from FY 2006. Highlights include:

|   | <b>FY 2006</b> | <b>FY 2007</b> | <b>Change</b> |
|---|----------------|----------------|---------------|
| <b>Lost Work Days</b>                     | 351            | 201            | -43%          |
| <b>Civilian Recordable Accident Cases</b> | 15             | 11             | -27%          |
| <b>Fatalities</b>                         | 1              | 0              | -100%         |
| <b>Military Accident Cases</b>            | 3              | 2              | -33%          |

The DISA accident case rate is 0.085 and the DISA accident lost-time case rate is 0.085.

**Attachment H**

**DEFENSE INTELLIGENCE AGENCY**



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## FY 2007 Defense Intelligence Agency Annual Occupational Safety and Health Report to the Secretary of Labor

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Name of Department/Agency: Defense Intelligence Agency

Address: 200 MacDill Blvd  
Washington DC 20340

Number of federal civilian employees this report covers: Between 5,000-10,000 (Actual number is classified)

|  | Name             | Official Title                       | Telephone    | E-mail                   |
|--|------------------|--------------------------------------|--------------|--------------------------|
| <b>Designated Agency Safety and Health Official:</b> | James Manzelmann | Deputy Director for Mission Services | 202-231-8170 | james.manzelmann@dia.mil |
| <b>Safety and Health Manager:</b>                    | James Peck       | DIA Safety Officer                   | 202-231-2877 | james.peck@dia.mil       |

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### Executive Summary

#### Statistics

- **Injury and Illness Trends** - "Total case rate" and "lost time rate" are significantly less than one injury per hundred employees. In FY 2007, DIA experienced 47 injury and illness cases and paid out approximately \$1,751,000 in workers compensation. The major cause of injuries at DIA continues to be slips, trips, and falls. Continuous attention to floor surfaces, stairway conditions, and the use of runners are emphasized with our facility maintenance contractors.
- **Fatalities and Catastrophic Accidents** - DIA did not experience any fatalities and catastrophic accidents during FY 2007.

#### OSHA Initiatives

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

DIA adopted four SHARE goals in FY 2007. Of the four goals, one was accomplished, one was not measured, and two were not met. The following describes our FY 2007 goals and results:

Goal 1: 4% per year reduction in total case rates for injuries and illnesses.

Result: DIA did not meet the FY 2007 goal. The DIA FY 2007 total case rate increased slightly over the FY 2006 rate. We continue to experience significantly less than one injury per hundred employees in FY 2007.

Goal 2: Consolidate world wide reports to track the timeliness of submissions.

Result: The Agency processes cases promptly by ensuring all forms are immediately forwarded to the Department of Labor upon receipt from the employee, but we do not have a system for tracking the timeliness of filing notices of injury and illness.

Goal 3: 4% per year reduction in case rates for lost time injuries and illnesses.

Result: DIA exceeded the FY 2007 goal. Our FY 2007 lost time injury and illness case rates decreased from 27 in FY 2006 to 20 in FY 2007, this caused our lost-time rate to decrease by 35%.

Goal 4: 2% per year reduction in lost production days due to injuries and illnesses.

Result: The agency increased its lost production days from 198 days lost in FY 2006 to 221 days lost in FY 2007. This increase is primarily due to two incidents (injuries sustained in a motor vehicle incident and a shoulder injury resulting from physical training) that resulted in extended recuperation throughout 2007.

In support of the SHARE Initiative, DIA aligns the Agency's accident reports with the Office of Worker Compensation Program (OWCP) claims enabling a clear and concise tracking, trending; and recording of work-place accidents. The cross referencing between the accident reporting system and OWCP ensures that all incidents are investigated and corrective actions are implemented. Education is being provided through OWCP to encourage employees to return to work light duty when unable to perform their fully assigned job.

- **Motor Vehicle/Seat belt Safety** - DIA experienced three reportable motor vehicle accidents in FY 2007 while on official government business. Driver training consisting of seat belt usage is conducted through the transportation office by GSA contractors.

DIA has a small fleet of government vehicles and has a dedicated staff that tracks this usage information. Seat belt usage is observed by installation police and is required by law in Virginia, Maryland, and the District of Columbia. DIA promotes seat belt usage by using posters and by placing notices on electronic displays.

- **Recordkeeping Requirements** - DIA implemented the OSHA record keeping requirement consisting of the "Log of Occupational Injuries and Illnesses" format obtained from the OSHA web site. The annual summary log is posted on an internal safety website available to all employees. DIA also incorporated an automated database which includes all pertinent forms for record keeping purposes.

- **Workplace Violence** – The DIA violence in the workplace committee oversee incidents and immediate investigations. Actions are taken to minimize risks. There were six incidents of workplace violence in FY 2007 which are found in the detailed portion of this report.

**Employee Support** - The safety and health of DIA personnel is an inherent leadership responsibility and supervisory training is emphasized. In FY 2007, over 208 supervisors were trained covering safety regulations and supervisor responsibilities in the Agency program. The Agency trained over 1000 new employees, collateral duty safety personnel, and response wardens on techniques for preventing accidents and preparation for emergency response. DIA is continuing these training efforts into FY 2008.

DIA employees receive numerous opportunities for formal safety and health awareness training and hazard recognition. These training opportunities are provided to employees in two ways, direct, and integrated training.

- **Direct Training** - Specific training courses offered at DIA are supervisory safety, collateral duty safety, and emergency response warden training. All these initiatives address specific responsibilities, skill-oriented requirements, and past compliance issues and hazard recognition/abatement. In FY 2007, approximately 300 employees completed these training courses.
- **Integrated training** - These courses are mission related courses that have direct safety information integrated into the courses. Integrated safety information is included in deployment related areas such as protective equipment training, weapon use, defensive/evasive driving techniques, country-specific health and environmental issues, and OCONUS travel safety and security.
- The safety and health training mentioned above directly impacts DIA accident experience and has helped reduce the number of workplace accidents/injuries. Safety training provides confidence in individual mission accomplishment and in Agency dedication to providing employees a safe and healthful work environment.

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## Detailed Report

### I. Statistics

#### A. Injury and Illness Statistics

- a. Injury and illness rates - DIA experienced 47 injury cases of which 20 experienced lost time from work in FY 2007. We have maintained our “total case rate” and “lost time rate” at significantly less than one injury per hundred employees. The total accident cases over last year increased slightly and the major cause of accidents continues to be slips, trips, and falls.

|  | FY 2006    | FY 2007    | Change |
|--|------------|------------|--------|
| <b>Number of Federal Civilian Employees</b> , including full-time, part-time, seasonal, and intermittent employees   | Classified | Classified | N/A    |
| <b>Total Cases Injury/Illness</b> (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities) | 34         | 47         | +13    |
| <b>Total Case Rate</b> (rate of all injury/illness cases per 100 employees)  | Classified | Classified | N/A    |
| <b>Lost Time Cases</b> (number of cases that involved days away from work)   | 27         | 20         | -7     |
| <b>Lost Time Case Rate</b> (rate of only the injury/illness cases with days away from work per 100 employees)        | Classified | Classified | N/A    |
| <b>Lost Work Days</b> (number of days away from work)  | 198        | 221        | +23    |
| <b>Lost Work Day Rate</b> (per 100 employees)  | Classified | Classified | N/A    |

- b. Facilities with high injury and illness rates - DIA does not have any facilities with high injury and illness rates.

#### B. Fatalities and Catastrophic Incidents – The Agency experienced zero fatalities in FY 2007.

**C. Office of Workers' Compensation Programs Costs**

|  | <b>CBY* 2006</b>                                  | <b>CBY 2007</b>                                  |
|--|---|--|
| <b>Total Chargeback</b>                              | \$968k  | \$1,690k   |
| <b>Total Continuation of Pay (COP)</b>               | \$56k   | \$61k  |
| <b>Total Chargeback + COP</b>                        | \$1,024k  | \$1,751k   |
| <b>Chargeback for cases that occurred in the CBY</b> | 9 Medical (one was a long-term compensation case) | 15 Medical (two included long-term compensation) |

\* Chargeback Year (CBY)

**D. Significant Trends and Major Causes or Sources of Lost Time Injuries**

- a. Tracking accidents - the major cause of injuries at DIA continues to be slips, trips, and falls.

| <b>FY 2006 Major Trends</b>                                |                   |                  | <b>Description/Type</b>                              |
|--|-------------------|------------------|--|
| <b>Nature</b> (i.e. sprains, contusions, etc.)             | <b>% of Total</b> | <b>% of Cost</b> |  |
| Sprains  | 41.7              | 40               | Multiple Ankle injuries from slips, trips, and falls |
| Contusions   | 21                | 9                | Bruises from falls.                                  |
| Fractures  | 17                | 21               | Automobile accidents                                 |
| Lacerations  | 8                 | 1                |  |
| Others   | 13                | 29               | Chemical burn, eye conjunctivitis, elbow contusion   |
| <b>Cause of Injury</b> (i.e., slips, handling tools, etc.) | <b>% of Total</b> | <b>% of Cost</b> |  |
| Slips, trips, and falls                                    | 52.4              | 25               | Occurring on multiple walking surfaces               |
| Automobile   | 14.3              | 23               | Two CONUS and one OCONUS                             |
| Physical training  | 19                | 29               | Police training                                      |
| Other  | 14.3              | 23               | Occupational Health issues, Chemical exposures       |

- b. Controlling Trends - During inclement weather, warning cones with built-in fans are deployed on tile floors to decrease the drying time from tracked-in snow and rain. Carpet runners are maintained in excellent condition and used as directed by the manufacturer. Stairways are inspected to ensure anti-slip surfaces are maintained and hand rails are in place. Major custodial procedures on the floors, (vacuuming, mopping or waxing) are typically accomplished after business hours. Aisles and corridors widths are maintained IAW fire codes and signs are posted to prevent storage and the accumulation of materials in hallways. A project is funded for FY 2008 to remove uneven pavers at a major building entrance and replace it with textured concrete.

**E. Contract Workers and Volunteers** – The total number of contract employees employed by the Agency is not available.

- a. Contract employees covered by the OSHA 300 requirements, i.e., those supervised by federal personnel on a day-to-day basis (Not available)
- b. Contract employees who are an integral part of your agency's federal workforce, but not covered by the OSHA 300 requirements (Not available).
- c. Separate but regular contract employees, such as security and housecleaning personnel (Not available).
- d. Volunteers – The Agency has no missions conducive for volunteers.

## **II. OSHA Initiatives - Safety, Health and Return-to-Employment Initiative (SHARE), Seat Belt Safety, and Recordkeeping Requirements**

### **A. SHARE**

- a. SHARE Analysis – DIA maintained a significantly low accident rate in FY 2007. Our rate is significantly less than one injury per hundred employees. DIA met one of the four goals below:

Goal 1: 4% per year reduction in total case rates for injuries and illnesses.

Result: DIA did not meet the FY 2007 goal. The DIA FY 2007 total case rate increased slightly over the FY 2006 rate. We continue to experience significantly less than one injury per hundred employees in FY 2007.

Goal 2: Consolidate world wide reports to track the timeliness of submissions.

Result: The Agency processes cases promptly by ensuring all forms are immediately forwarded to the Department of Labor upon receipt from the employee, but we do not have a system for tracking the timeliness of filing notices of injury and illness.

Goal 3: 4% per year reduction in case rates for lost time injuries and illnesses.

Result: DIA exceeded the FY 2007 goal. Our FY 2007 lost time injury and illness case rates decreased from 27 in FY 2006 to 20 in FY 2007, this caused our lost-time rate to decrease by 35%.

Goal 4: 2% per year reduction in lost production days due to injuries and illnesses.  
 Result: The agency increased its lost production days from 198 days lost in the FY 2006 to 221 days lost in FY 2007. This increase is primarily due to two incidents (injuries sustained in a motor vehicle incident and a shoulder injury resulting from physical training) that resulted in extended recuperation throughout 2007.

- b. SHARE Programs/Initiatives - Information on the worker compensation program and guidelines for reporting is available to all employees on-line. In addition, OWCP briefings are provided periodically to encourage timely filing of claims.

In support of the SHARE initiative, DIA coordinated the Agency's accident reporting system with OWCP claims. This cross referencing between the accident reporting system and OWCP ensures that all incidents are investigated and corrective actions are implemented. As a result, DIA established a clear and concise tracking hazard abatement system, an accurate method in trending and recording of work-place accidents, and ways to achieve timely posting of the OSHA 300 log IAW OSHA standards.

**B. Motor Vehicle / Seat Belt Safety**

- a. Number of motor vehicle accidents experienced by employees in FY 2007.

|   | <b>FY 2006</b>      | <b>FY 2007</b> | <b>Change</b> |
|---|---------------------|----------------|---------------|
| <b>Number of motor vehicle accidents experienced by employees</b>     | 1                   | 3              | +2            |
| <b>Number of accidents resulting in personal injury</b>               | 1                   | 2              | +1            |
| <b>OWCP costs of accidents</b>  | \$1.8k              | \$6.2k         | +\$4.4k       |
| <b>Vehicle repair costs due to accidents</b>                          | No recordable cases | \$21k          | +\$21k        |
| <b>Amount of liability claims against the agency due to accidents</b> | 0                   | 0              | N/A           |

- b. Mechanisms in place to track the percentage of seat belt usage by employees. DIA has a small fleet of government vehicles and has a dedicated staff that tracks this usage information. Seat belt usage is observed by installation police and is required by law in Virginia, Maryland, and the District of Columbia.

- c. Efforts taken to improve motor vehicle safety and seat belt usage. Driver training is conducted by GSA contractors through the DIA transportation office; this training focuses on seat belt usage. DIA also promotes seat belt usage by using posters, and by placing notices on electronic displays.

### C. Recordkeeping Requirements

| <b>Component</b>                                  | <b>YES</b>               | <b>NO</b>                | <b>Please describe if you checked "YES."</b>   |
|---|--------------------------|--------------------------|--|
| <b>Agency Wide</b>                                | X                        | <input type="checkbox"/> | Begins with the Accident Reporting form (DIA form 33) submittal. The report is keyed into the automated data base and assigned a file number.  |
| <b>Web based</b>                                  | X                        | <input type="checkbox"/> | The DIA form 33 is also be completed on the DIA internal computer network which allows future querying when accessed from its storage location.  |
| <b>Excel based</b>                                | X                        | <input type="checkbox"/> | The OSHA 300, injury log, is an excel document used to record all civilian on-the-job accidents.   |
| <b>Access based</b>                               | X                        | <input type="checkbox"/> | DIA maintains an access data base which is used to record accidents, inspections, and to track hazards.  |
| <b>Paper only</b>                                 | X                        | <input type="checkbox"/> | DIA accepts paper copies submittals of all accident reporting and hazard reporting forms. Hard copy forms are input into the automated system by the safety office for processing. The hard copies are then filed for disposition. |
| <b>Includes no injury and near-miss accidents</b> | <input type="checkbox"/> | X                        |  |
| <b>Includes OWCP data</b>                         | X                        | <input type="checkbox"/> | All recordkeeping documents include the required OWCP information as outlined in 29 CFR 1904 standards which includes copies of the CA-1s and CA-2s.   |
| <b>Generates OSHA 300 forms</b>                   | X                        | <input type="checkbox"/> | OSHA 300 excel documents were downloaded from the DOL website for statistical use IAW the DOL recommended format.  |
| <b>Generates OSHA 300A forms</b>                  | X                        | <input type="checkbox"/> | OSHA 300A excel documents were downloaded from the DOL website for statistical use IAW the DOL recommended format.   |
| <b>Generates OSHA 301 forms</b>                   | X                        | <input type="checkbox"/> | OSHA 301 excel documents were downloaded from the DOL website for statistical use IAW the DOL recommended format.  |
| <b>Generates multiple reports</b>                 | <input type="checkbox"/> | X                        |  |
| <b>Other</b>                                      | <input type="checkbox"/> | X                        |  |

The automated OSHA Form 300 was downloaded from the OSHA website to a DIA server to track each civilian on the job or contractor employee injury. Each entry on the



form assigns an independent number to track agency accident cases until they are received and accepted by the safety office. DIA also developed an off-the-shelf automated safety information system to use during the 2007 reporting season that includes the same information on OSHA Form 300. This system is used to track trends and near miss accidents. The system also allows hard copy case submittals to the national level; however, the aggregated information does not include the average number of employees and the total hours worked by employees during the past year. The Agency is not interested in a government wide recordkeeping system.

## D. Workplace Violence

### a. Workplace Violence Incidents

| Incidents | Cause—FY 2007   |
|-----------|---|
| 1         | Military Member threatened to kill co-worker. Incident happened on station in Turkey. Military Member was returned to parent Military service.  |
| 2         | Division Chief @ Defense Intelligence Analysis Center (DIAC) threatened by employee. Person who was threatened did not provide written details, so case was not pursued due to lack of cooperation by victim.   |
| 3         | Contractor @ DIAC feared for her safety due to co-worker's aggressive and sometimes sexual comments. Investigation did not substantiate allegation of hostile work environment.   |
| 4         | Military Member @ DIAC felt threatened by co-worker who tilted her chair, invaded her space and "flexed his body towards her." Investigation did not fully substantiate allegations.  |
| 5         | Counseled Employee @ Pentagon became verbally combative and threats. When interviewed (Investigators and Psychologists), employee did not recall making statements and interview seems to have derailed potential threat.   |
| 6         | Clarendon-based DIA Employee reported that co-worker had been prevented from leaving her workspace by other DIA Employee. Victim filed complaint with Arlington County Police Department, who investigated and declined to prosecute. An administrative investigation is underway as case is still ongoing. |

### b. Workplace Violence Programs/Initiatives

The DIA Police Force and Human Capital Office are working to publish a written DIA program on Preventing Violence in the Workplace. DIA is also implementing a pre- and post- deployment psychological screening program to identify potential issues with persons who deploy into hostile areas.

## E. Agency Establishments

DIA headquarters is located at the Pentagon, Arlington Virginia; however, DIA personnel are located throughout the world. Major U.S. locations include the Defense Intelligence Analysis Center at Bolling Air Force Base, Washington, D.C.; the Armed Forces Medical

Intelligence Center at Fort Detrick, Frederick, Maryland; and the Missile and Space Intelligence Center at Redstone Arsenal, Huntsville, Alabama. A complete listing of DIA establishments is classified and is available upon request to appropriately cleared regulators.

### III. Employee Support

#### A. OSH Training

- a. Employee Training - DIA safety training is diverse and comprehensive. The training below is immediately available for all personnel and is designed to enhance safety and health program implementation and effectiveness. DIA also offers task related courses which incorporates teaching safety methodology as part of an integrated activity. The Agency advertises courses on a central internal web page available to each employee. Emails announcing training dates are sent to each directorate training manager and collateral duty personnel for dissemination.

|  | <b>Types of Training Provided and Attended in FY 2007</b> | <b>Number Trained</b> |
|--|---|-----------------------|
| <b>Top management officials</b>  | Safety Program Briefing                                   | 3                     |
| <b>Supervisors</b>   | Supervisory Safety Training                               | 208                   |
| <b>Safety and health specialists</b>                                     | 1. Safety Management Training                             | 1                     |
|  | 2. Industrial Hygiene Fundamentals                        | 1                     |
| <b>Safety and health inspectors</b>                                      | Fire Inspector 1  | 1                     |
| <b>Collateral duty safety and health personnel and committee members</b> | 1. Basic Collateral duty                                  | 12                    |
|  | 2. Accident Investigation                                 | 8                     |
| <b>Employees and employee representatives</b>                            | Drivers Training  | 5                     |
|  | Hazard Communication/Orientation                          | 1050                  |

- b. Contract Employee Training - DIA safety courses are open for contractor enrollment with the contracting officer's representative approval. Contract employee attendance is not tracked by the Agency's human resource database.

#### B. Field Federal Safety and Health Councils

- a. Involvement – DIA safety and health professionals attend regular meetings of the Field Federal Safety and Health Council and participate in networking activities with other federal agency safety and health professionals. FY 2008 involvement will continue.
- b. Field Council Support – DIA professional and collateral duty safety and health personnel are encouraged by the DIA safety manager to attend scheduled council meetings. Flyers of upcoming meetings are distributed among the staff. DIA will

continue to participate in future meetings of the DC Chapter of the Field Federal Safety and Health Council as the DIA mission allows.

- C. Other Support Activities** - DIA participates in Defense Agency Safety Forums, National Safety Congress, and the Intelligence Community Safety, Health, and Environmental Conferences. DIA is also a member of the National Fire Prevention Association.

#### **IV. Accomplishments**

##### **A. FY 2007 Accomplishments**

- a. Evaluations - DIA occupies approximately 15 facilities in the National Capital Region covering approximately 1,500,000 square feet. Each facility was inspected and over 300 deficiencies were noted. Recommendations for corrective actions were noted in the reports.

Evaluations were conducted during the Agency's Annual Safety Audits. The evaluation included a review of DIA safety instructions and applicable OSHA and National Fire Protection Association (NFPA) standards. Emphasis was placed on NFPA and DoD 6055.7 (accident investigation and reporting) compliance. Agency Directorates identified with compliance discrepancies received written recommendations on how to establish an effective Safety and Health Program.

Collateral Duty Safety Representatives were provided with a general inspection template during their refresher training to evaluate their directorate's safety and health compliance. This was done as part of the Agency's effort to encourage evaluations at the lowest level.

- b. Return-to-work - DIA has a full time contract physician and part of his scope of work includes a role in return to work case management. In FY 2007, the case manager did not identify a case that needed a return-to-work case review.
- c. Performance Standards - The Agency's performance evaluation system has safety management integrated into each supervisor's evaluation report for consideration. DIA supervisors and managers are evaluated annually on their safety and health performance.
- d. Recognition - DIA finalized a formal DIA safety and health award program to recognize outstanding performers and encourage involvement in protecting co-worker from accidents. This program is designed to recognize safety and health performance on a non-competitive basis so extraordinary safe acts get rewarded.

##### **B. Achievement of FY 2007 Goals**

- a. DIA adopted the DoD SHARE goals from last year. The Agency reduced the lost-time injury and illness case rate by 35% in FY 2007 exceeding the total case SHARE

goal. Due to our extremely low rates, a few accidents in FY 2007 caused a disproportionate increase to our lost workday rate over the base year.

- b. DIA protected the workforce from recognized hazards. Each major DIA facility was inspected and written reports were provided to appropriate supervisory personnel identifying over 300 deficiencies including recommendations for corrections.
- c. DIA trained over 208 supervisors on their responsibilities for providing a safe work environment and all new employees received a safety orientation during their first week of work.
- d. DIA conducted sub-element audits pertaining to four internal safety compliance standards and applicable OSHA and National Fire Protection Standards (NFPA). Emphasis was placed on NFPA and DoDI 6055.7, DoD Accident Investigation and Reporting, compliance.
- e. DIA cross-trained safety and health staff to ensure effective coverage for support and assistance to critical mission programs.

**V. Resources** - Resources have remained constant in FY 2007.

**VI. Goals, Objectives, and Strategies -**

- A. DIA's FY 2008 safety and health campaign plan will focus on the following: accident prevention, employee care, environmental stewardship, clinical operations and the achievement of the President's SHARE goals. The plan focuses on five goals:
  - a. Protect the workforce from recognized hazards.
  - b. Provide a safe and healthful work environment.
  - c. Reduce accident rates.
  - d. Comply with OSHA and environmental laws.
  - e. Increase safety, occupational health, and environmental support effectiveness.
- B. The DIA FY 2007 SHARE goals are as follows:
  - a. 4% per year reduction in total case rates for injuries and illnesses.
  - b. 4% per year reduction in case rates for lost time injuries and illnesses.
  - c. Consolidate world wide reports to track the timeliness of submissions.
  - d. 2% per year reduction in the rates of lost production days due to injuries and illnesses

**VII. Questions/Comments - None**

**Attachment I**

**DEFENSE THREAT REDUCTION AGENCY**

## FY 2007 Defense Threat Reduction Agency Annual Occupational Safety and Health Report to the Secretary of Labor

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Name of Department/Agency: Defense Threat Reduction Agency

Address: 8725 John J. Kingman Road, Ft. Belvoir, VA 22060

Number of Federal civilian employees this report covers: 1,130.

|                     | <b>Name</b>      | <b>Official Title</b>  | <b>Telephone</b> | <b>E-mail</b>             |
|---------------------|------------------|--|------------------|---------------------------|
| <b>DASHO:</b>       | Deborah M. Walls | Acting Chief, Environmental, Safety & Occupational Health Office | 703-767-0318     | Debbie.walls@dtra.mil     |
| <b>OSH Manager:</b> | Sherry Davis     | Deputy Chief, Environmental, Safety & Occupational Health Office | 505-853-1910     | Sherry.davis@abq.dtra.mil |

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### Executive Summary

The Defense Threat Reduction Agency (DTRA) is a combat support Agency of the U.S. Department of Defense. Founded in 1998, the Agency is headquartered at Fort Belvoir, Virginia. DTRA employs civilian, military, and contract personnel at various locations around the world. The Agency is fully committed to protecting the environment and ensuring the safety and health of its personnel while safeguarding America's interests from weapons of mass destruction (chemical, biological, radiological, nuclear, and high explosives). The mission of DTRA's Environment, Safety, and Occupational Health (ESOH) Office is to remain vigilant ESOH stewards to protect our workforce, environment, and global community.

DTRA did not experience a significant increase in injuries in 2007 however the injury and lost time rates increased slightly to 0.71 and 0.53 respectively due to the decrease in employee end strength.

DTRA worked aggressively towards meeting the ESOH goals set last year. The ESOHMS, online Ergonomic Assessment Requests tool and expansion of the online Accident Reporting tool are key components in ensuring that DTRA is meeting needs of the customer and complying with regulatory mandates.

## Statistics

- **Injury and Illness Trends** -- In Fiscal Year (FY) 2006, there were 1,161 employees on the payroll; in FY07 this number decreased to 1,130. DTRA recorded 14 injury and illness cases in FY07, of which 6 were lost time cases compared to the 7 injury/illness cases and 3 lost time cases recorded in FY06. Total lost case rate for FY07 was 0.71 and lost time case rate was 0.53. DTRA paid \$738,339 for Chargeback Year (CBY) 2006 and \$351,920 in CBY 2007. The larger chargeback costs in 2006 were due to retroactive payments associated with an existing case. Slips, trips and falls are still the number one cause of DTRA's injury and illness rates.

**Fatalities and Catastrophic Accidents** – There were no fatalities or catastrophic accidents recorded in FY07.

## OSH Initiatives

- **Safety, Health, and Return-to-Employment (SHARE) Initiative**  
DTRA experienced slight increases in the total injury and illness case rates. This was due in part to the decrease in employee end strength. Harsh weather conditions in some locations, the improved accident reporting mechanism, and increased reporting of work-related accidents were factors in the increase. In FY07, the case rate was 0.71, an increase over the FY06 rate of 0.60. The lost time rate for FY07 was 0.53, an increase over the FY06 rate of 0.25. Claims continue to be filed on time, with an average of 7 days for filing. Lost production day rate in FY07 was 100, up from 18 in FY06. Most of this increase was due to a single employee losing 62 days from a severe work-related injury.
- **Motor Vehicle/Seat Belt Safety** – Civilians were involved in four vehicle accidents. All vehicle operators were wearing occupant restraints. The Agency ESOH Office routinely prepares and publishes vehicle safety and defensive driving articles utilizing the Agency's Intranet Website.
- **Recordkeeping Requirements** – DTRA developed and implemented a revised recordkeeping system in FY06. The system which utilizes the Intranet, allows both supervisors and employees located around the world to notify and record employee accidents in a timely, efficient and more accurate manner. This tool allows the ESOH Office to quickly identify accident causes, trends, and better account and record days away from work or physician imposed restricted duty. Agency leadership is briefed monthly and quarterly. An annual summary is produced that provides immediate and comprehensive data concerning accident, injury, illnesses, and hazards.



- **Workplace Violence** – DTRA did not experience any workplace violence incidents. The Agency aggressively promotes and publicizes the Employee Assistance Program (EAP). EAP is a confidential, professional counseling and referral service for employees who experience personal problems that may adversely affect job performance or conduct.

**Employee Support** – DTRA improved its safety education in FY07 by transitioning to almost exclusively online training. In FY07, a total of 1,455 employees received safety training, a considerable increase from the FY06 attendance of 332. In addition, DTRA introduced a revised ergonomics training, and an improved assessment request and evaluation process. The ESOH Office has had great success using these new tools. Future plans include conducting ergonomic assessments for new personnel upon their arrival into the Agency. There is a continued emphasis by the ESOH Office on slip, trip and fall injury avoidance.

Agency ESOH personnel are involved in councils at the local and national level. Several employees instruct and/or speak at various courses, symposiums, and/or conferences throughout the nation, such as the Certified Hazardous Material Management course, the US - French Accident Response Working Group Medical Workshop, NATO CBRN Medical Decontamination Workshop and Exercise Clean Care - 2007, Guam TOPOFF -4 US Army National Guard, Australian Defense Force Medical Office NBCD Course and the American Public Health Association National Meeting.

## Detailed Report

### I. Statistics

#### A. Injury and Illness Statistics

a. Injury and illness rates - In FY07, the number of DTRA employees decreased by 31 to 1,130. DTRA recorded 16 injury and illness cases for FY07, however 2 of the cases filed were denied by the Office of Workers' Compensation Program, thereby leaving a total of 14 recorded injury/illness cases filed. Of the 14 recorded cases in FY07 6 were lost time cases. This is an increase over the 7 recorded cases in FY06, 3 of which were lost time cases. Slips, trips and falls continue to be the most common cause of injury in DTRA.

|  | FY 2006 | FY 2007 | Change |
|--|---------|---------|--------|
| <b>Number of Federal Civilian Employees</b> , including full-time, part-time, seasonal, intermittent workers         | 1161    | 1130    | -31    |
| <b>Total Cases Injury/Illness</b> (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities) | 7       | 8       | +1     |

|   |             |             |              |
|---|-------------|-------------|--------------|
| <b>Total Case Rate</b> (rate of all injury/illness cases per 100 employees)                                   | <b>0.60</b> | <b>0.71</b> | <b>+0.1</b>  |
| <b>Lost Time Cases</b> (number of cases that involved days away from work)                                    | <b>3</b>    | <b>6</b>    | <b>+3</b>    |
| <b>Lost Time Case Rate</b> (rate of only the injury/illness cases with days away from work per 100 employees) | <b>0.25</b> | <b>0.53</b> | <b>+0.28</b> |
| <b>Lost Work Days</b> (number of days away from work)   | <b>18</b>   | <b>100</b>  | <b>+82</b>   |
| <b>Lost Work Day Rate</b> (per 100 employees)   | <b>1.8</b>  | <b>8.8</b>  | <b>+7</b>    |

b. Facilities with high injury and illness rates -- DTRA has the ability to identify facilities with high injury case rates through its online accident reporting database managed by the ESOH Office. While DTRA continues to experience low rates, hazards, injuries and illnesses are reported using the Agency's intranet and are addressed by the ESOH Office. In addition to the online reporting tool, teams consisting of ESOH personnel, Collateral Duty Safety Officers, and facilities managers frequently inspect locations to identify hazards and ensure methods for abatement and preventive measures are in place.

**B. Fatalities and Catastrophic Incidents** - There were no fatalities or catastrophic incidents in FY07.

**Fatality and Catastrophic Accident Investigations -- None**

**C. Office of Workers' Compensation Programs Costs** -- DTRA paid \$751,529 for CBY 2006, to include Continuation of Pay (COP) charges. The payout for CBY 2007 was significantly lower, costing the Agency a total of \$381,000. The decrease from CBY 2006 to CBY 2007 is due to retroactive payments of compensation benefits by the Department of Labor (DOL) in CBY 2006. The retroactive payments were the result of a claim that was initially denied by DOL and later adjudicated after the claimant appealed the decision. During the appeal process the claimant retired from Federal service and was receiving retirement benefits from the Office of Personnel Management. The retirement benefits were reimbursed.

|  | <b>CBY 2006</b> | <b>CBY 2007</b> |
|--|-----------------|-----------------|
| <b>Total Chargeback</b>                              | \$738,339.08    | \$351,920.33    |
| <b>Total Continuation of Pay (COP)</b>               | 13,189.87       | 29,080.63       |
| <b>Total Chargeback + COP</b>                        | \$751,528.95    | \$381,000.96    |
|  |                 |                 |
| <b>Chargeback for Cases that occurred in the CBY</b> | \$751,528.95    | \$381,000.96    |

**D. Significant Trends and Major Causes or Sources of Lost Time Disabilities**

a. Tracking accidents - The significant trend seen in DTRA during FY07, is the continuation of slips, trips and falls, resulting in sprains and strains. There have been no other noticeable trends identified.

| FY 2007 Major Trends                                |            |           | Description   |
|---|------------|-----------|---|
| Nature (i.e. sprains, contusions, etc.)             | % of Total | % of Cost |   |
| Sprains   | 50%        | UNK       | Falling while walking on sidewalk, down corridor, and slipping on ice and falling in parking garage |
| Cause of Injury (i.e., slips, handling tools, etc.) | % of Total | % of Cost |   |
| Slips, Trips, and Falls                             | 50%        | UNK       | Falling while walking on sidewalk, down corridor, and slipping on ice and falling in parking garage |

b. Controlling Trends - To assist with controlling DTRA’s most common source of injuries/illnesses, an on-line Slips, Trips, and Falls course is provided and available. During one-on-ones, staff meetings, and other chance meetings, slips, trips and falls are stressed as the major cause of recordable accidents within the Agency. Periodically, articles germane to slips, trips and falls are published on the Agency intranet, outlining preventive measures, emphasizing that employees be conscious of their surroundings and of potential impacts on their personal safety, and that each individual always be attentive to selected pathway.

E. **Contract Workers and Volunteers** - Not applicable to DTRA.

**II. OSH Initiatives – SHARE, Motor Vehicle and Seat Belt Safety, Recordkeeping, Workplace Violence, and Establishments**

**A. SHARE – Safety, Health, and Return-to-Employment Initiative**

a. SHARE Analysis

The analyses of the Agency SHARE goals are as follows:

1. *Reduce total injury and illness case rates by 3% per year*

The case rate for FY07 was 0.71, an .11 increase from the FY06 rate of 0.60, however still well below the projected DoD rate of 2.96.

2. *Reduce lost time injury and illness case rates by 3% per year*

The lost time injury and illness case rate in FY07 was 0.53, due to 6 lost time recordable cases compared to the lost time injury and illness case rate of 0.25

and 3 lost time recordable cases respectively for FY06. DTRA is still well below the DoD rate of 1.57.

3. *Increase the timely filing of injury and illness claims by 5% per year*

The Electronic Data Interchange provides the necessary assistance in ensuring that claims are filed ahead of mandated timeframes. Currently, DTRA averages 7 days for filing of claims.

4. *Reduce the rate of lost production days due to injury and illness by 1% per year.*

There were 100 lost production days in FY07. This represents a significant increase over the 18 days recorded in FY06. This significant increase was due to one employee incurring 62 days of lost time.

b. SHARE Programs/Initiatives

DTRA initiated a Federal Employees' Compensation Act (FECA) Working Group, which continues to work towards objectives and strategies to meet the SHARE goals.

**B. Motor Vehicle / Seat Belt Safety**

a. Number of motor vehicle accidents experienced by employees in FY07.

There were 6 motor vehicles accidents in FY07. Four of the accidents involved civilian employees and two involved contractors. There were 7 vehicular accidents in FY06. Seatbelts were used in all cases in FY07.

|   | FY 2006         | FY 2007        | Change           |
|---|-----------------|----------------|------------------|
| <b>Number of motor vehicle accidents experienced by employees</b>     | <b>7</b>        | <b>6</b>       | <b>-1</b>        |
| <b>Number of accidents resulting in personal injury</b>               | <b>0</b>        | <b>0</b>       | <b>0</b>         |
| <b>OWCP costs of accidents</b>  | <b>0</b>        | <b>0</b>       | <b>0</b>         |
| <b>Vehicle repair costs due to accidents</b>                          | <b>\$20,147</b> | <b>\$8,000</b> | <b>-\$12,147</b> |
| <b>Amount of liability claims against the agency due to accidents</b> | <b>0</b>        | <b>0</b>       | <b>0</b>         |

b. Mechanisms in place to track the percentage of seat belt usage by employees.

On and off-duty seatbelt usage is emphasized to all DTRA personnel. State and local traffic laws require use. Host DoD Installations conduct seatbelt checks that include DTRA personnel (as tenants). DTRA does not replicate these seatbelt observation points at our global locations. There are no additional mechanisms in place.

c. Efforts taken to improve motor vehicle safety and seat belt usage.

The Agency ESOH Office utilizes the Agency intranet to publish information on motor vehicle safety including the use of seatbelts and defensive driving techniques. Personnel operating vehicles in the line-of-duty are provided an

8-hour driver improvement course that involves 4 hours of classroom instruction and 4 hours of practical defensive driving instruction. As a tenant on DoD installations DTRA does not conduct additional seatbelt inspections.

### C. Recordkeeping Requirements

| Component                                  | YES                                 | NO                                  | Please describe if you checked "YES."  |
|--|-------------------------------------|-------------------------------------|--|
| Agency Wide                                | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Accident and Hazard Reporting can be accomplished on-line 24/7 365 days a year by all employees and contractors.                 |
| Web based                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Access is via the Agency intranet; 24/7.   |
| Excel based                                | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |  |
| Access based                               | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |  |
| Paper only                                 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |  |
| Includes no injury and near-miss accidents | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Employees are able to report near misses and those accidents with no injuries utilizing a drop-down menu via the reporting tool. |
| Includes OWCP data                         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |  |
| Generates OSHA 300 forms                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |  |
| Generates OSHA 300A forms                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |  |
| Generates OSHA 301 forms                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |  |
| Generates multiple reports                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | The online reporting tool provides various charts such as employee category, slips, trips& falls, vehicle accidents, etc.        |
| Other                                      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |  |

DTRA has the ability to identify locations and facilities with injury cases through its online accident reporting database, managed by the ESOH Office. Notification is immediately received in the ESOH Office when an employee populates the online form. In turn, the program manager reviews each report and assigns an ESOH Office employee to investigate the accident. The timely response allows information to be gathered immediately. Investigations occur in a timely manner. Short-term corrective measures can be implemented quickly, and decision makers have the information to make the necessary decisions. All data and information is closely coordinated within ESOH Office.

### D. Workplace Violence

- a. Workplace Violence Incidents - No incidents incurred in FY07.

| Incidents | Cause—FY 2007 |
|-----------|---------------|
| 1         | None          |

- b. Workplace Violence Programs/Initiatives

The Agency aggressively promotes and publicizes the Employee Assistance Program (EAP). EAP is a confidential, professional counseling and referral service for employees who experience personal problems that may adversely affect job performance and/or conduct. Workplace violence has not had an impact on the efficiency and effectiveness of the Agency's OSH programs.

**E. Agency Establishments – See attachment**

**III. Employee Support**

**A. OSH Training**

A total of 1,455 employees received safety training during FY07, a considerable increase from the FY06 attendance of 332.

DTRA improved the availability of online ESOH training and continues to expand this program by adding the Radiation Safety Awareness and Radiation Safety Transportation courses. This will provide refresher training to those whose primary duty consists of managing radiological sources.

In addition, the Environmental, Safety and Occupational Health Management System (ESOHMS) is being implemented. This system will allow DTRA to manage all ESOH elements by identifying the activities of each function, assessing associated hazards and implementing preventive measures, assisting the Agency with integrating ESOH in acquisitions, and mission activities throughout the Agency.

|  | <b>Types of Training Provided in FY2007</b>                                   | <b>Number Trained</b> |
|--|---|-----------------------|
| <b>Top management officials</b>  | <b>1.Environment Safety and Occupational Health (ESOH) for Senior Leaders</b> | <b>16</b>             |
| <b>Supervisors</b>   | <b>1.ESOH for Supervisors</b>   | <b>95</b>             |
|  | <b>2.Supervisor Safety</b>  | <b>69</b>             |
| <b>Safety and health specialists</b>                                     | <b>1.OSHA Construction Standards</b>  | <b>1</b>              |
|  | <b>2.OSHA General Industry Standards</b>                                      | <b>1</b>              |
|  | <b>3.HAZWOPER</b>   | <b>1</b>              |
| <b>Safety and health inspectors</b>                                      | <b>1.AHERA Asbestos Refresher</b>   | <b>1</b>              |
|  | <b>2.Risk Assessment</b>  | <b>1</b>              |
| <b>Collateral duty safety and health personnel and committee members</b> | <b>1.NONE</b>   | <b>0</b>              |
| <b>Employees and employee representatives</b>                            | <b>1.General Employee Safety</b>  | <b>502</b>            |
|  | <b>2.Ergonomics Training</b>  | <b>152</b>            |
|  | <b>3.Slip, Trip, and Falls</b>  | <b>320</b>            |
|  | <b>4.Radiation Safety Awareness</b>   | <b>87</b>             |
|  | <b>5.Radiation Safety Transportation</b>                                      | <b>209</b>            |

## **B. Field Federal Safety and Health Councils**

### **a. Involvement**

ESOH personnel are involved in councils at the local and national level, including the DoD Safety and Occupational Health Committee. ESOH personnel also have membership in professional organizations such as the American Conference of Governmental Industrial Hygienists, and have presented talks at national conferences and meetings.

### **b. Field Council Support**

The Chief, DTRA ESOH Office, encourages personnel to participate in the various local field councils at DTRA's Ft. Belvoir, Virginia and Kirtland AFB, NM locations.

**C. Other Support Activities -** DTRA supports the professional growth and development of ESOH employees by requiring and funding professional and technical courses and workshops. Employees attend training courses during duty hours. Throughout each year, the ESOH Chief has encouraged attendance and membership in professional safety and health organizations. In addition, DTRA has competitive programs available to all employees for a variety of professions that enable them to achieve either a certification and/or degree.

## **IV. Accomplishments**

### **A. FY 2007 Accomplishments**

- Evaluations -Through internal evaluations, the ESOH office identified strengths and weaknesses in its programs:
  1. *There still is an inability to properly evaluate DTRA's overall ESOH performance.* The implementation of CPTrack was unsuccessful. The implementation of the ESOHMS is expected to provide the results necessary for ESOH performance and compliance.
  2. *Training is still not readily available at many DTRA field sites, especially those outside the continental United States.* Online versions have been developed, however it was found that this training is still unavailable at some site. Future plans include distribution of ESOH information via compact disks for those sites without intranet capabilities.
  3. *An online accident reporting tool was developed and deployed.* This tool enables all DTRA employees the ability to report accidents. This process meets OSHA requirements and those mandated by the Under Secretary of Defense and enables the ESOH Office to extract data, develop various charts and reports, analyze data and identify trends. The ESOH Office now tracks the investigation process from cradle-to-grave and has a database of all accidents reported DTRAwide.

4. *Online Ergonomic Assessment Request*. This tool provides employees a mechanism to request an assessment of their workstation and learn how to adjust their workstation. This enables the ESOH Office to track and analyze assessment data.

- Return-to-work - The FECA Working Group continues to work diligently in developing initiatives to meet the President's goals.
- Performance Standards - While specific ESOH standards have not been incorporated into the new National Security Personnel System (NSPS) job objectives, managers and supervisors can address ESOH concerns in the contributing factors for job objectives. More evaluation will be conducted and this issue will be addressed as NSPS implementation progresses.
- Recognition - An annual DTRA Team Safety Award is presented to the team that embraces and displays attitudes and behaviors which foster a safe and healthful working environment for all.

## **B. Achievement of FY06 Goals**

- In working towards achieving the goals set for FY06, the following were accomplished:
  - The FECA Working Group continues to develop achievable strategies to assist with the return-to-work and disability management programs.
  - The Accident reporting system is in place, meets regulatory guidance, is customer-friendly and improving. The database provides real-time data.
  - ESOH policy continues to be developed; aligning with the Agency mission and Business Excellence Campaign.

## **V. Resources**

- ESOH contractual support services were fully funded to provide occupational health, radiation safety and environmental support services.
- The Deployment Health Center was expanded to provide medical surveillance and support to DTRA members at all locations.
- The Occupational Health Division received additional personnel resources.

## **VI. Goals, Objectives, and Strategies**

- Conduct an occupational ESOH gap analysis and formulate a plan for addressing any identified shortfalls.



- Evaluate the Agency's performance management system and ensure that safety and health performance standards for all DTRA employees are implemented.
- Continue to develop the FECA Working Group and develop realistic initiatives to assist with the return-to-work and disability management programs.
- Refine the ergonomic assessment process to include a tracking system for equipment purchased and partner with Equal Opportunity and Employee Relations personnel. Ensure that thorough and appropriate assessments are conducted that ensure the interest of both the Agency and the employees.
- Develop practical ESOH guidance to improve employees' sense of responsibility for ESOH and hold them accountable.
- Develop an online hazard reporting tool to capture potential hazards and track abatement.
- Develop a mechanized tool to track inspection data including schedules, assignments, findings and discrepancies until closed.

**Attachment J**

**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY**

# FY 2007 DoD Education Activity Annual Occupational Safety and Health Report to the Secretary of Labor

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Name of Department/Agency: DoD Education Activity  
Address: 4040 North Fairfax Drive, Arlington, VA 22203  
Number of federal civilian employees this report covers: 17,500

|                         | Name        | Official Title   | Telephone        | E-mail   |
|-------------------------|-------------|--|------------------|--|
| <b>DASHO:</b>           | Wayne Cox   | DoDEA Chief,<br>Office of Safety<br>& Security           | 703-588-<br>3254 | <a href="mailto:Wayne.Cox@hq.dodea.edu">Wayne.Cox@hq.dodea.edu</a>     |
| <b>OSH<br/>Manager:</b> | Keith Mumma | DoDEA Safety<br>and<br>Occupational<br>Health<br>Manager | 703-588-<br>3255 | <a href="mailto:Keith.Mumma@hq.dodea.edu">Keith.Mumma@hq.dodea.edu</a> |

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## Executive Summary

### Statistics

- **Injury and Illness Trends –**

The number of Total Injury/Illness cases decreased by 76 cases and the number of Lost Time Injury/Illness Cases decreased by 27 cases respectively during fiscal year (FY) 2007 compared to the prior FY. The corresponding case rates decreased respectively. The total case rate decreased from 1.82 to 1.44 (%) and the lost time case rate decreased from 1.1 to 1.0 (%). The leading causes of injuries were slips, trips, and falls on the floor, work surface, and aisle way. The second leading cause of injury was handling unpackaged furniture or office equipment. It is noteworthy to mention that the numbers of back sprain/strain related cases were reduced by 49.3%. In the Chargeback Year 2007, DoDEA's workers compensation costs decreased by \$137,243.47 (or 4.9%) compared to the prior year.

- **Fatalities and Catastrophic Accidents –**

DoDEA continues to maintain a long standing record of zero fatality cases and no catastrophic incidents.

### OSH Initiatives

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

DoDEA is continually working to reduce accident injury and illnesses to reach SHARE goals through efforts of a comprehensive network of Safety and Security Officers, safety and health program support, and informative training.

The Safety, Health, and Return-to-Employment (SHARE) Initiative performance target to reduce injury and illness case rates by at least 3% per year was met in FY 07. DoDEA was successful in

reducing the total accidental injury and illness cases by 76 cases. The corresponding total case rate was reduced by 20.9%. The total lost time cases were also reduced by 35 cases. The corresponding total lost time case rate was reduced by 9.1%. DoDEA did meet the timeliness filing goal, by submitting 100% of its new injury cases within the Office of Workers' Compensation Programs' (OWCPs) 14-day limit via the electronic data inter-exchange (EDI). That was a 5% increase from the previous FY. Computer automation for field submission expediency was a primary factor in exceeding this goal. Lost production day data was unavailable.

- **Motor Vehicle/Seat Belt Safety –**

During FY 2007, 5 lost time cases and 1 non-lost time case were recorded involving vehicle accidents while on official duty. The injury types included: back strain, dislocations, and contusions.

Considering DoDEA's tenant status world-wide, seatbelt compliance was predicated on host installation requirements and observed activities, i.e., post/base seatbelt checks.

Vehicle or traffic safety information is periodically acquired at host installation safety committee meetings and Armed Forces Network media outlets. School administration and designated school liaisons also relay traffic/vehicle safety promotional materials and information to school staff.

DoDEA successfully enhanced vehicle and seatbelt safety through safety vehicle operator and passenger security attendant training, school employee and student traffic safety education, vehicle locator tracking system, seasonal safety campaigns sponsored by host military installations, vehicle inspection, vehicle route risk assessments, contractor oversight, transportation newsletter lessons learned, computer based safety training, Armed Forces Network media outlet traffic safety promotion, vehicle safety articles in the DoDEA Public Affairs Office monthly "Digest", and logistic/transportation internal Staff Assistance Visits (SAV's).

- **Recordkeeping Requirements –**

DoDEA operates a new comprehensive and fully automated Accident/Injury Reporting (AIR's) and Serious Incident Reporting (SIR's) system launched in FY 07 to continue to account for student and employee accident occurrence and provide for more rapid accident information notification. The new system allows direct user input at the school level for eventual review by each respective chain of command. The previous system required sending electronic attachments to standard e-mails. System users can now process reports with greater ease and the associated data assists in accident trend analysis and focusing attention on needed resources or assessments.

Employee accident/injury reports are placed on an additional electronic excel Form 300 by DoDEA Headquarters personnel and hard copies are logged in designated Occupational Safety and Health Administration (OSHA) accident reporting files housed in the DoDEA Safety and Occupational Health Manager's office. Form 300A data can be currently extracted from these two distinct accident data repositories.

- **Workplace Violence –**

There were no Workplace Violence incidents reported in FY 2007.

### **Employee Support –**

#### **Training.**

In FY 2007, DoDEA developed and conducted Occupational Safety and Health training that encompassed multiple disciplines to include but not limited to: chemical hygiene officer, bloodborne pathogen, asbestos abatement, hazardous materials handling/management, teacher/staff in-service safety, pandemic awareness, health hygiene, cardiac pulmonary resuscitation (CPR), automated external defibrillator (AED), emergency first aid, school bus operator safety, student school/bus safety, and student/staff fire prevention.

#### **Program Accomplishments.**

DoDEA continues to accomplish safety integration into the education culture through:

- Comprehensive safety and security officer network. The Headquarters Office of Safety and Security and subordinate Safety and Security Officers effectively provided and/or assisted with safety program guidance, direction, oversight, and hazard abatement and resolution throughout FY 2007.
- Organized safety program coordination. Critical joint coordination and communication was initiated between safety and security officers, school administration, applicable host installation safety support service organizations, and other federal agencies, i.e., hazard abatement or program evaluation.
- Implemented primary safety training initiatives. These initiatives targeted areas of potentially high risk operations to include: Chemical Hygiene and Laboratory Safety, Bloodborne Pathogen, and CPR/AED/First Aid.
- New automated system. A new implemented automated accident/injury database system has been helpful in expanding the number of authorized users who can gain accident/injury information access and provides information faster to more administrators or management personnel. The resultant ease of evaluating reports has increased accident/injury awareness and subsequent staff safety knowledge.
- Safety promotion enhancement. Safety promotion and education was effectively increased through subordinate DoDEA organization safety information media sources to include monthly safety publications, installation contractor sponsored information dissemination, safe schools newsletters, safety bulletins, and coordination with

installation safety offices and health services0 personnel to actively cover a variety of safety topics and events.

- Safety and occupational health committee/council activity. Comprehensive safety program guidance and assistance was an integral part of the world-wide Safety and Security Officer Safety Committee, Area/District safety and security officers meetings, and Area/District/school administration participation in internal and/or installation safety meeting forums.

# Detailed Report

## I. Statistics

### A. Injury and Illness Statistics

#### a. Injury and illness rates

|  | FY 2006            | FY 2007            | Change |
|--|--------------------|--------------------|--------|
| <b>Number of Federal Civilian Employees</b> , including full-time, part-time, seasonal, intermittent workers         | 18,000             | 17,500             | - 500  |
| <b>Total Cases Injury/Illness</b> (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities) | 328                | 252                | - 76   |
| <b>Total Case Rate</b> (rate of all injury/illness cases per 100 employees)  | 1.82               | 1.44               | - 0.38 |
| <b>Lost Time Cases</b> (number of cases that involved days away from work)   | 199                | 172                | - 27   |
| <b>Lost Time Case Rate</b> (rate of only the injury/illness cases with days away from work per 100 employees)        | 1.1                | 1.0                | - 0.1  |
| <b>Lost Work Days</b> (number of days away from work)  | Data Not Available | Data Not Available | --     |
| <b>Lost Work Day Rate</b> (per 100 employees)  | " "                | " "                | --     |

#### b. Facilities with high injury and illness rates

High trend accidents and injuries are detected via the fully automated DoDEA Accident and Injury Report (AIR's) and Serious Incident Report (SIR's) database. The database accounts for employee and student accident occurrence and provides for rapid accident information notification. The data is generated at the school level and directly input into the database system at that level. This replaces the previous system that required personnel to fill out an electronic DoDEA accident and injury report form and route the form via e-mails through the chain of command until final input in the reporting database at the DoDEA Headquarters level. Database input generated by school nurses or designated personnel is reviewed by authorized users at each major level of authority. Informative OWCP data is extracted from the DoD Civilian Personnel Management Services, Injury and Unemployment Compensation Division (ICUC) to assist in accident/injury analysis. Conditions or actions that caused accidents/injuries can be abated and monitored via coordination with or between District Safety and Security Officers, school administrators, and host installation safety support organizations (i.e., safety office, industrial hygiene, fire marshal etc.). Accident statistical data drawn from the database is used to identify trends, create statistical data for safety meetings, and assist in focusing attention on needed resources or assessments. Potential high risk hazards have also been initially identified during DoDEA internal safety program or host installation school safety program evaluations. Safety guidance and safety issue resolution may be provided by subordinate Areas at annual or biannual Area Safety and Security Officer meetings and as needed using conference calls. Safety issue

discussion and/or abatement may also be conducted by daily contact from the Area to respective District Safety and Security Officers. Identified trends can also be addressed and abated via school administration coordination with school liaison representatives who work with applicable host installation safety support organizations.

**B. Fatalities and Catastrophic Incidents**

DoDEA continues to maintain a long standing zero fatality case rate and no catastrophic incidents.

| <b>Fatalities/<br/>Catastrophic<br/>Events</b> | <b>Cause—FY 2007</b> |
|--|----------------------|
| <b>1</b>                                       | <b>N/A</b>           |
| <b>2</b>                                       |                      |

**Fatality and Catastrophic Accident Investigations**

N/A

**C. Office of Workers’ Compensation Programs Costs**

Chargeback Year (CBY) 2006 was \$2,774,151.49 and (CBY) 2007 was \$2,648,602.19 respectively. The charge back costs decreased by \$137,243.47 (or 4.9%) compared to the prior year. Continuation of Pay (COP) costs for the period was unavailable.

|  | <b>CBY 2006</b>    | <b>CBY 2007</b> |
|--|--------------------|-----------------|
| <b>Total Chargeback</b>                              | 2,785, 845.66      | 2,648,602.19    |
| <b>Total Continuation of Pay (COP)</b>               | Data not available |                 |
| <b>Total Chargeback + COP</b>                        | “ “                |                 |
|  |                    |                 |
| <b>Chargeback for Cases that occurred in the CBY</b> | --                 | --              |

**D. Significant Trends and Major Causes or Sources of Lost Time Disabilities**

a. Tracking accidents

Major trends continue to mirror trends identified in the previous FY 2006 as indicated below.

| <b>FY 2007 Major Trends</b> | <b>Description</b> |
|-----------------------------|--------------------|
|-----------------------------|--------------------|



| <b>Nature</b> (i.e. sprains, contusions, etc.)                             | <b>% of Total</b> | <b>% of Cost</b> |  |
|--|-------------------|------------------|--|
| (Lost time cases only)<br>Primary Nature:<br>Musculoskeletal<br>Conditions | 26.6%             | Not Available    | A majority of these conditions were dislocation of injured body part.    |
| Secondary Nature:<br>Minor Contusions,<br>Bruise, or Abrasions             | 15.5%             | “ “              | A contusion to injured body part was the most frequent in this category. |
| <b>Cause of Injury</b> (i.e., slips, handling tools, etc.)                 | <b>% of Total</b> | <b>% of Cost</b> |  |
| (Lost time cases only)<br>Primary Cause:<br>Slips, Trips, and Falls        | 44.8%             | Not Available    | Primary falls/slips on floor, work surface, and aisle way.               |
| Secondary Cause:<br>Manual Handling and<br>Equipment                       | 35.3%             | “ “              | Manual Handling and Equipment of unpackaged furniture, office equipment. |

**b. Controlling Trends**

Safety accidents and injuries were reviewed and monitored at the School, District, Area, and Headquarters levels through the DoDEA Accident and Injury Reporting system. Conditions or actions that caused accidents/injuries were abated and monitored via coordination with or between District Safety and Security Officers, school administrators and host installation safety support organizations (i.e., safety office, industrial hygiene, fire marshal etc.). Some potential high risk hazards were also initially identified via internal DoDEA or host installation safety and occupational health evaluations. Any noted trends were addressed through active safety abatement coordination during monthly school Principal/staff meetings, school leadership meetings, host installation safety committees, DoDEA internal safety inspections, and required DoD semi-annual host installation safety, fire, bio-environmental safety inspections. Inspections typically included noted deficiencies with an effective abatement suspense and follow-up process. Multiple inspection/evaluation results include deficiencies noted with strict time abatement accountability. Employee and student accident/injury trends are briefed to school administration for education and abatement purposes. Risk management is incorporated in organization activities. For example, one major subordinate Area must complete a safety risk assessment for any event held on school grounds. Risk assessments are approved by the applicable host installation safety office.

Safety education and promotion was emphasized to raise safety awareness to potential accidents, trends, or causes. Some sources included local media outlets, participation in national safety observances, i.e., fire prevention week, dissemination of safety information via seasonal and community safety messages, and safety bulletin board information. Employee safety educational material was placed on the DoDEA Office of Safety and Security Web site and disseminated to subordinate organizations to emphasize slips, trips, and falls, as a major cause of accidents/injury

in DoDEA. Safety information was provided to the DoDEA Public Affairs Office for dissemination through media channels to include the DoDEA monthly “Digest” publication. Some installation commanders released safety messages specifically addressing slips, trips, and falls, back/lifting procedures, and materials handling. Slips trips and falls education was also incorporated into a part of the Chemical Hygiene Officer course offered by DoDEA to address the potentially high risk/hazard chemical laboratory environment, i.e., chemical spill clean-up and housekeeping. Slips, trips, and falls and other safety education were emphasized during HQ DoDEA Safety and Occupational Health Program evaluations of major subordinate organizations and select school Districts.

### **E. Contract Workers and Volunteers**

Contract employees are supervised by contract personnel and not by DoDEA federal employees.

Contract employee injuries can be accounted for in the DoDEA Accident and Injury Reporting (AIR’s) and Serious Incident Reporting (SIR’s) database system, if they are treated in a school health clinic and DoDEA nurse personnel record treatment on DoDEA accident/injury report forms. This could include contract employees such as information technology or custodial personnel.

Volunteer data not available.

## **II. OSH Initiatives – SHARE, Motor Vehicle and Seat Belt Safety, Recordkeeping, Workplace Violence, and Establishments**

### **A. SHARE – Safety, Health, and Return-to-Employment Initiative**

#### **a. SHARE Analysis**

1. Reduce total injury and illness case rates by 3% per year
2. Reduce lost time injury and illness case rates by 3% per year
3. Increase the timely filing of injury and illness claims by 5% per year
4. Reduce the rate of lost production days due to injury and illness by 1% per year.

DoDEA is continually working to reduce accidents, injury, and illness and meet the President’s SHARE Initiative through the efforts of a comprehensive network of Safety and Security Officers, safety program support, and informative training.

The Safety, Health, and Return-to-Employment (SHARE) initiative performance target to reduce injury and illness case rates by at least 3% per year was met in FY 2006. DoDEA was successful in reducing the total accidental injury and illness cases by 76 cases. The corresponding total case rate was reduced by 20.9%. The total lost time cases were also reduced by 27 cases. The corresponding total lost time case rate was reduced by 9.1%. DoDEA met the timeliness filing goal, by submitting 100% of its new injury cases within OWCP’s 14-day limit via the electronic data inter-exchange (EDI). Lost production day data was unavailable. In the Chargeback Year

2007, DoDEA's workers compensation costs decreased by \$137,243.47 (or 4.9%) compared to the prior year.

b. SHARE Programs/Initiatives

The DoDEA world-wide Chemical Hygiene and Laboratory Safety Program training initiative was implemented with continual success predicated on a Chemical Hygiene Officer training contract with 3 additional option years remaining. The training initiative assisted in complying with public law and OSHA requirements and enhanced safety awareness of a potentially high risk DoDEA operation. The training was instrumental in raising safety awareness for Chemical Hygiene Officers and other designated staff. The training is conducted annually and has been an effective tool in attempting to reduce accident/injury probability through education. Positive feedback about the training and its applicability in the work place has been consistently high.

DoDEA operates a new comprehensive and fully automated Accident/Injury Reporting (AIR's) and Serious Incident Reporting (SIR's) system launched in FY 2007 to continue to account for student and employee accident occurrence and provide for more rapid accident information notification. The new system allows direct user input at the school level for eventual review by each respective chain of command. The previous system required sending electronic attachments to standard e-mails. System users can process reports with greater ease and the associated data assists in accident trend analysis and focusing attention on needed resources or assessments.

The "DoD PipeLine Reemployment Program" has been used to return DoDEA employees to work via assignment to other designated agencies. The program effectively supports the President's SHARE initiative.

DoDEA effectively integrated security, safety, and health focus via programs such as "Safe Schools". The Safe Schools program is a tool school administrators/principals use to assess internal school/student climates to identify the need for various intervention programs that relate to security, safety, and health. The program goal is to effectively reduce threats to students and employees by addressing personal safety and health issues such as: anger management, substance abuse, violence, suicide, and depression.

The DoDEA Logistics Division continued to implement the efficient Web-based DoDEA "Corridor --Facility Management Entryway" system, which is an engineering program that can monitor/track hazard abatement implementation. This engineering tool effectively centralizes safety hazard information that allows engineers and school staff the ability to attain current abatement data.

The DoDEA top management and school administrators have access to the "Facility Executive Dash Board" that allows the individual to search noted facility safety deficiencies for specific schools, see projected time and cost of these deficiencies, provide pictures of the deficiencies, and provide education facility specifications, i.e., chemical laboratories. An on-line asbestos awareness training course is also available on the site for DoDEA management utilization that addresses Asbestos Hazard Emergency Response Act (AHERA) compliance.

DoDEA continues to operate an effective safety program through a world-wide network of Safety and Security Officers to comply with Federal safety laws, abate safety and health issues, and reduce accident/injury probability through safety program implementation. Designated Safety and Security Officers at the Area and District level of authority abate safety issues and coordinate inspections with school safety representatives/administration and host installation safety support services. In addition, issues are handled and abated at the appropriate level of authority to include local, District, Area, and Headquarters. The vigilance of these professionals assists in providing a safe and secure learning environment.

The DoDEA Headquarters' Automated External Defibrillator (AED) management program has been effectively implemented throughout FY 2007. Two CPR/AED/Basic First Aid training sessions were held in FY 2007 and trained 14 primary layman first responders. A new AED Medical Oversight Management Program was initiated with a more capable organization. The results have been better service and consultation to enhance the effectiveness of the program. The program continues to assist DoDEA in providing comprehensive emergency preparedness for federal employees. AED programs were also established or continually developed throughout FY 2007 in all DoDEA school districts world-wide. These programs have had positive response and effect to increase life saving capabilities. The AED program assists DoDEA in providing comprehensive emergency preparedness for DoD students and Federal employees.

All DoDEA safety initiatives increased safety awareness, facility and/or operation hazard abatement, and employee/student protection.

**B. Motor Vehicle / Seat Belt Safety**

a. Number of motor vehicle accidents experienced by employees in FY 2007.

|   | <b>FY 2006</b>     | <b>FY 2007</b>     | <b>Change</b> |
|---|--------------------|--------------------|---------------|
| <b>Number of motor vehicle accidents experienced by employees</b>     | 2                  | 6                  | + 4           |
| <b>Number of accidents resulting in personal injury</b>               | 2                  | 6                  | + 4           |
| <b>OWCP costs of accidents</b>  | Data not Available | Data not Available |               |
| <b>Vehicle repair costs due to accidents</b>                          | " "                | " "                |               |
| <b>Amount of liability claims against the agency due to accidents</b> | " "                | " "                |               |

During FY 2007, 5 lost time cases and 1 non-lost time case were recorded involving vehicle accidents while on official duty. The total number of cases involving vehicles in FY 2007 increased by 4 cases from 2 to 6 compared to the previous FY. No trends were identified to account for this small increase. The type of injuries included: back strain, dislocations, and contusions.

b. Mechanisms in place to track the percentage of seat belt usage by employees.  
 No mechanism is used in DoDEA. Considering DoDEA's "tenant status" world-wide, seatbelt compliance was predicated on host installation requirements and observed activities, i.e., post/base seatbelt checks. Vehicle or traffic safety information is periodically acquired at host

installation safety committee meetings. School administration and designated school liaisons also relay traffic/vehicle safety promotional materials and information to school staff.

c. Efforts taken to improve motor vehicle safety and seat belt usage.

DoDEA successfully enhanced vehicle and seatbelt safety through the following:

- annual bus contractor safety/security training to include safe vehicle operations and passenger security
- biannual extensive safety and security bus attendant training to provide first responder assistance during any emergency
- schools are encouraged to provide student training in school bus safety zones, safe rider ship, and bus evacuation, especially to elementary-aged children
- school vehicle safety education demonstrations are periodically held during the school year for age specific elementary and secondary schools
- utilize Automated Vehicle Locators (GPS tracking) for most routes off installation
- seasonal safety campaigns sponsored by host military installations, which target privately owned vehicle operators
- contract employees are monitored by Contract Officer Representatives (COR) for safety compliance purposes
- dispersal of transportation newsletter lessons learned
- armed forces network media outlet traffic safety promotion
- onboard Video Surveillance Systems on school buses for student and employee safety
- daily vehicle inspections performed by drivers and security attendants
- safety/risk assessments of bus travel routes, stops, and walking/loading zones
- student computer based safety training videos
- student school bus education demonstrations
- logistic/transportation internal Staff Assistance Visits

**C. Recordkeeping Requirements**

| Component                                  | YES                        | NO                         | Please describe if you checked "YES."   |
|--|----------------------------|----------------------------|---|
| Agency Wide                                | X <input type="checkbox"/> | <input type="checkbox"/>   | Authorized users at HQ's, Area, District and Schools levels have access to the system |
| Web based                                  | X <input type="checkbox"/> | <input type="checkbox"/>   | Oracle based with Cold Fusion   |
| Excel based                                | <input type="checkbox"/>   | <input type="checkbox"/>   |   |
| Access based                               | <input type="checkbox"/>   | <input type="checkbox"/>   |   |
| Paper only                                 | <input type="checkbox"/>   | <input type="checkbox"/>   |   |
| Includes no injury and near-miss accidents | <input type="checkbox"/>   | X <input type="checkbox"/> |   |
| Includes OWCP data                         | <input type="checkbox"/>   | X <input type="checkbox"/> | Acquired from DEFPAC database   |
| Generates OSHA 300 forms                   | <input type="checkbox"/>   | X <input type="checkbox"/> | OSHA 300 kept in EXCEL based format by DoDEA Office of Safety and Security            |
| Generates OSHA 300A forms                  | <input type="checkbox"/>   | X <input type="checkbox"/> |   |
| Generates OSHA 301 forms                   | <input type="checkbox"/>   | X <input type="checkbox"/> |   |
| Generates multiple                         | X <input type="checkbox"/> | <input type="checkbox"/>   | Provides capability to do report quick searches by choosing                           |

|                |                          |                          |  |
|----------------|--------------------------|--------------------------|--|
| <b>reports</b> |                          |                          | multiple accident form criteria. i.e. type of accident, nature of injury, etc. |
| <b>Other</b>   | <input type="checkbox"/> | <input type="checkbox"/> |  |

The new automated system has been helpful in expanding the number of authorized users who can gain accident/injury information access and provides information faster to more administrators or management personnel. The resultant ease of evaluating reports has increased accident/injury awareness and subsequent staff safety knowledge.

#### **D. Workplace Violence**

##### **a. Workplace Violence Incidents**

| <b>Incidents</b> | <b>Cause—FY 2007</b> |
|------------------|----------------------|
| <b>1</b>         | <b>N/A</b>           |
| <b>2</b>         |                      |

##### **b. Workplace Violence Programs/Initiatives**

There were no Workplace Violence incidents reported during FY 2007. Workplace/School Violence information is shared through the DoDEA Safe Schools Program for student safety purposes.

#### **E. Agency Establishments**

There is “one” agency establishment that is the central repository for accident/injury reporting via a fully automated database. Accident/injury data is entered by authorized system users at the school level. All levels of authority have designated authorized system users that have access to submitted data and capabilities to do selective accident trend data searches.

### **III. Employee Support**

#### **A. OSH Training**

- DoDEA’s plan is to continue to increase safety awareness, knowledge, and competency through enhanced safety education and training such as, chemical hygiene officer (CHO), school science staff chemical hygiene instruction from CHO’s, student science safety instruction from teachers, bloodborne pathogen, CPR, AED, emergency first aid, school bus operator safety, safety and security bus attendant training, student school bus safety, student/school staff fire prevention safety, installation hazardous materials courses, installation traffic safety briefings for school employees/students, personal protective equipment utilization instruction for school employees, and asbestos coordinator annual on-line training. Emphasis shall continue to be placed on a tandem of host installation and DoDEA sponsored safety training and oversight. Awareness and hazard recognition will continue to be monitored through required safety evaluations by school staff, school management, host installation, and DoDEA Area/District Safety and Security Officer authorities.

- The DoDEA world-wide Chemical Hygiene and Laboratory Safety Program training contract was established to comply with public law and Occupational Safety and Health Administration (OSHA) requirements and enhance DoDEA organization safety awareness. A total of 28 DoDEA Chemical Hygiene Officers were trained in FY 2007. Contractor expertise and consultation was used outside of the class instruction to enhance safety knowledge. The training was critical in educating personnel in one of the potentially higher risk areas of operation in DoDEA. The initiative has been incorporated as annual training for each DoDEA major subordinate Area. This training has proven to be effective in educating chemical hygiene officers to implement safety into science operations and facilities and thus reducing accidents and injury probability.
- The DoDEA Headquarters Automated External Defibrillator (AED) management program has been effectively implemented throughout FY 2007. Two CPR/AED/Basic First Aid training sessions were held in FY 2007 and trained 14 primary layman first responders. A new AED Medical Oversight Management Program was initiated with a more capable organization. The results have been better service and consultation to enhance the effectiveness of the program. The annual review of the medically approved written protocol for this program was completed. AED equipment accessories were replaced in accordance with set replacement schedules to ensure prompt and reliable unit operation. The program continues to assist DoDEA in providing comprehensive emergency preparedness for federal employees.
- Bloodborne Pathogens training is conducted in DoDEA world-wide to meet OSHA annual requirements. Training videos and nurse instruction are an integral part of ensuring employees receive adequate training.
- DoDEA effectively integrated security, safety, and health focus via programs such as "Safe Schools". The Safe Schools program is a tool school administrators/principals use to assess internal school/student climates to identify the need for various intervention programs that relate to security, safety, and health. The program goal is to effectively reduce threats to students and employees by addressing personal safety and health issues such as: anger management, substance abuse, violence, suicide, and depression.
- DoDEA Safety and Security Officers, school administrator's, school liaisons, and host installation support organizations collaboratively assist in enhancing safety awareness through local media, seasonal safety messages, installation safety training, program evaluation consultation, and student activities that focus on safety, i.e., safety poster contests.
- DoDEA subordinate organizations effectively continued to implement installation initiated seasonal safety campaigns such as the 101 Critical Days of Summer Campaign that heightened awareness, provided informative presentations, conducted high risk water safety education and traffic safety spot inspections.

|  | Types of Training Provided in FY2006 | Number Trained |
|--|--------------------------------------|----------------|
|--|--------------------------------------|----------------|

|  |   |  |
|--|---|--|
| <b>Top management officials</b>  | <ol style="list-style-type: none"> <li>1. Chemical Hygiene Officer</li> <li>2. First Aid/CPR/AED</li> <li>3. Bloodborne Pathogens</li> <li>4. Asbestos Abatement</li> <li>5. Hazardous Materials Handling</li> <li>6. Fire Prevention</li> <li>7. Pandemic Awareness</li> <li>8. Environmental</li> </ol>   | <p>2<br/>37<br/>59<br/>25<br/>13<br/>8<br/>24<br/>12</p>   |
| <b>Supervisors</b>   | <ol style="list-style-type: none"> <li>1. Chemical Hygiene Officer</li> <li>2. First Aid/CPR/AED</li> <li>3. Bloodborne Pathogens</li> <li>4. Asbestos Abatement</li> <li>5. Hazardous Materials Handling</li> <li>6. Hazardous materials Management</li> <li>7. Pandemic Awareness</li> <li>8. Custodial Safety</li> </ol>   | <p>7<br/>30<br/>51<br/>11<br/>4<br/>6<br/>15<br/>70</p>  |
| <b>Safety and health specialists</b>                                     |   | <b>N/A</b>   |
| <b>Safety and health inspectors</b>                                      |   | <b>N/A</b>   |
| <b>Collateral duty safety and health personnel and committee members</b> | <ol style="list-style-type: none"> <li>1. OSHA Safety Compliance Course</li> <li>2. NFPA Fire Prevention</li> <li>3. Chemical Hygiene Officer</li> </ol>  | <p>4<br/>1<br/>3</p>   |
| <b>Employees and employee representatives</b>                            | <ol style="list-style-type: none"> <li>1. Chemical Hygiene Officer</li> <li>2. First Aid/CPR/AED</li> <li>3. Bloodborne Pathogens</li> <li>4. Asbestos Abatement</li> <li>5. Hazardous Materials Handling</li> <li>6. Teacher/Staff Safety In-Service</li> <li>7. Fire Prevention</li> <li>8. School Bus Safety</li> <li>9. General Safety Awareness</li> <li>10. Pandemic Awareness</li> <li>11. Hazardous materials Management</li> <li>12. Health Hygiene</li> </ol> | <p>16<br/>815<br/>12,657<br/>30<br/>81<br/>1,100<br/>4,985<br/>294<br/>889<br/>2,881<br/>6<br/>6,000</p> |

**\*\* Total numbers in some cases did not segregate top management/supervisors from employees trained.**

## **B. Field Federal Safety and Health Councils**

### **a. Involvement**

- The DoDEA Safety and Occupational Health Manager participates routinely in Department of Defense Safety and Occupational Health Committee (SOHC) meetings held throughout the fiscal year.



- The DoDEA Safety and Occupational Health Manager plans to attend formal Field Federal Safety and Health Council forums in the Washington, DC/National Capital Region.
- The DoDEA Safety Committee is held annually as a part of the DoDEA World-wide Safety and Security Workshop. The DoDEA Safety and Occupational Health Manager chairs the proceedings that include topics such as: safety funding/budget, DoDEA accident/injury trends, safety training, internal safety program reviews, safety program goals, safety regulation updates, available safety resources, field safety projects/initiatives, safety training options/opportunities, accident reporting, and more. The committee has become an effective venue to address world-wide safety issues, ideas, information sharing and unify DoDEA world-wide Safety & Security Officers at all levels of authority.
- District Safety and Security Officers and/or School Administrators attend host installation safety councils to provide safety information to school staff/faculty. The Pacific subordinate Area requires school administration to attend monthly/quarterly installation safety meetings.
- Subordinate Area Safety and Security Officers convene meetings annually or biannually to address safety and security issues and program implementation.
- Subordinate District Safety and Security Officers in certain areas visit installation safety offices as a formal part of their review of school safety programs.
- DoDEA personnel convened internal Avian Flu Pandemic planning work groups and participated in host installation sponsored meetings. Emergency preparedness information was disseminated to applicable staff employees.
- All schools address safety in formal safety, crisis, and/or anti-terrorism-force protection committees or address safety in other existing management meetings such as weekly/monthly staff meetings or periodic leadership forums where safety is a regular agenda item.

b. Field Council Support

- Area and District Safety and Security Officers encourage safety committee/council involvement by school administrators and safety coordination with designated School Liaison Officers (SLO's). SLO's assist with safety and occupational health program implementation through host installation safety support organizations.
- DoDEA Office of Safety and Security routinely assist subordinate Area annual or biannual Safety and Security Officer Meetings in the capacity of adviser.
- School administrators encourage participation in host installation safety committees/councils and local specialized installation employee safety training, i.e.,

hazardous materials. For example, the Pacific subordinate Area requires school administration to attend monthly/quarterly installation safety meetings.

### **C. Other Support Activities**

DoDEA Safety and Security Officers do subjectively attend safety conferences, i.e., Annual National Fire Protection Association (NFPA) Seminar and Exposition. DoDEA's subordinate organizations encouraged and allocated additional resources to ensure staff training attendance for professional development purposes for subjects such as: OSHA, Life Safety Code, National Fire Protection Association fire prevention, playground safety, and school laboratory safety.

## **IV. Accomplishments**

### **A. FY 2007 Accomplishments**

- The DoDEA Headquarters' Office of Safety and Security and subordinate Safety and Security Officers effectively provided hazard abatement and resolution through out FY 2007, covering a variety of safety topics including: environmental safety, life safety code compliance, American's with Disabilities Act compliance, National Electric code compliance, emergency preparedness, ergonomics, bloodborne pathogens, hazardous materials handling, fire prevention, personal protective equipment, accident reporting, hazard communications, bus/traffic transportation safety, physical security, chemical hygiene, and risk management, etc.
- DoDEA operates a new comprehensive fully automated Accident/Injury Reporting (AIR's) and Serious Incident Reporting (SIR's) system developed to account for student and employee accident occurrence and provide for rapid accident information notification. The new system allows direct user input at the school level for eventual review up each respective chain of command. The previous system required sending electronic attachments to standard e-mails. System users can process reports with greater ease and associated data assists in accident trend analysis and focusing attention on needed resources or assessments.
- DoDEA Headquarters Automated Defibrillator (AED) program was expanded to include more CPR/AED/First Aid classes than the previous FY. New contracted medical oversight management increased the efficiency of AED management and acquisition of expert consultation.
- DoDEA subordinate organizations located overseas effectively handled program abatement procedures in accordance with host installation/U.S. Armed Forces Standards and any applicable host nation governing standards.
- Effective workstation ergonomic safety assessments, and equipment acquisition was conducted throughout areas of DoDEA to continue efforts in preventing repetitive motion injuries and workers compensation costs.
- The Chemical Hygiene Officer link to the DoDEA Blackboard Science Implementation Community was greatly expanded, which resulted in providing essential information for

science and laboratory school staff. It includes a discussion/chat area and serves as a repository for questions/answers and information. The link has been very useful to designated Chemical Hygiene Officers for increased ease in issue resolution.

- Evaluations

- Employee and student safety is addressed through comprehensive scheduled and unscheduled school safety assessments/evaluations conducted throughout the school year by DoDEA personnel and Department of Defense host installation organizations.
- The DoDEA Safety and Occupational Health Manager conducts annual comprehensive safety program reviews for each major subordinate organization area and a select school District or Districts. A safety program review executive summary and detailed evaluation checklist is provided for abatement or necessary action purposes.
- Subordinate Area Safety and Security Officers coordinated with District level Safety and Security Officers to conduct annual physical safety and safety education evaluations for each District.
- Subordinate District Safety and Security Officers in certain areas visit installation safety offices as a formal part of their review of school safety programs.
- Host installation safety, fire, bio-environmental/industrial hygiene support organizations conducted Department of Defense required biannual school safety evaluations in accordance with DoD Regulation 1342.6-M, “Administrative and Logistic Responsibilities for DoD Dependents Schools.” In addition, some areas conducted annual internal and triennial external environmental safety and occupational health compliance and management program (ECOHCAMP) inspections.
- School administrators, supply technicians, and/or facilities representatives conducted “facilities checks” on a routine basis.

- Return-to-work

DoD Education Activity continues to execute a successful return-to-work program. Employees are expeditiously brought back to work in a timely manner. The “DoD PipeLine Reemployment Program” has been used to return DoDEA employees to work via assignment to other designated agencies. The program effectively supports the President’s SHARE initiative.

- Performance Standards

The DoDEA Administrator’s Manual, 1005.1-M, clearly assigns safety and health standards and responsibility. Adherence to the Manual is one of the measures used to assess performance. Designated school science Department Chiefs and/or teachers were designated as Chemical Hygiene Officers with science safety responsibilities incorporated in performance standards. This is critical in a potentially high risk DoDEA operation.

- Recognition

The Office of Safety and Security (OSS) coins award program was utilized in FY 2007. The program was designed to recognize the stellar or exemplary safety performance of DoDEA Safety and Security personnel or other DoDEA individuals who meet the award criteria. Some subordinate organizations have written policy outlining procedures to take in recognition of schools that receive an excellent rating in safety during program inspections. A few subordinate organizations provide small safety incentive awards for superior safety performance. Monetary or time awards are provided to safety and security personnel in accordance with performance standards.

## **B. Achievements of Fiscal Year 2006 Goals**

The primary goals for FY 2006 were met to include: use of the DoDEA Safety and Security Officer network to abate hazards, continued emphasis of Chemical Hygiene/lab safety/hazard communication, improve Bloodborne Pathogens awareness, enhance visibility of slips, trips, and falls as a primary injury cause in DoDEA, and increase safety promotion through diversified safety resources.

Key initiatives or actions assisted in attaining these goals: effective communication and coordination was established with designated Safety and Security Officers to provide issue abatement, chemical and lab safety was effectively implemented through chemical hygiene officer (CHO) courses, school science staff chemical hygiene instruction from CHO's, and student science safety instruction from teachers. Employee bloodborne pathogens education was enhanced through training accountability by schools and safety/health promotion by school nurse personnel. Emphasis of slips, trips, and falls awareness was incorporated into laboratory chemical hygiene officer training, emphasis during major subordinate organization safety program reviews, and a focus subject during the accident reporting portion of the DoDEA World-wide Safety and Security Workshop. Safety information resources available to employees were increased through a major revision of the safety section of the Office of Safety and Security Web site.

## **V. Resources**

A significant amount of money and time was invested in the development of the new DoDEA Serious Incident Reports (SIR)/Accident Injury Reports (AIR) Reporting System. Monetary resources were provided to subordinate Safety and Security Officers world-wide for safety abatement issues throughout FY 2007. Subordinate Safety and Security Officers used the funding specifically for hazard abatement projects and equipment (i.e., personal protective equipment and safety training resources). Specific safety equipment was designated for potentially high risk areas such as the school laboratory environment and general hazardous materials handling.

## **VI. Goals, Objectives, and Strategies**

In the quest to provide students and staff with a safe and secure learning and working environment, DoDEA will pursue the comprehensive and primary goal to continue to expand the scope of the program elements addressed, ensure program implementation accountability and increase safety program visibility world-wide through conscientious safety promotion/education. The program focus will be to emphasize potentially high risk safety program elements, maintain hazard abatement through the Safety and Security Officer network, ensure administrators are

held accountable, focus safety efforts/resources on accident trends (slips, trips, and falls), continue to expand safety training resources available to subordinate organizations and DoDEA Safety and Security Officers, continue to increase pandemic outbreak awareness, and continually solicit host installation safety assessment and hazard mitigation assistance.

Subordinate DoDEA organizations plan to reduce accident's and injuries through continued education, aggressive safety campaigning, standardize chemical hygiene laboratory plans documents, expand ergonomics training, continued emphasis on student related playground safety, and incorporation of semi-annual school safety meetings as a part of annual safety, security, and anti-terrorism reviews of schools.

Additional DoDEA planned organization objectives include: further expansion of safety resources in the safety portion of the DoDEA Safety and Security Web site, maintain high emphasis on CPR/AED/First Aid education for rapid emergency response, exceed basic training certification requirements for Automated Electronic Defibrillator (AED) instruction by offering AED refresher operation training, elevate safety education and information concentrating on employee/student traffic safety prevention, plan the development of a DoDEA customized on-line safety course for DoDEA Safety and Security Officers, and enhance safety visibility through DoDEA Public Affairs media sources.

## **VII. Questions/Comments**

N/A

## **Appendix I**

**Appendix I –Agency Contact Information Continuation Sheet**

|   | <b>Name</b>   | <b>Official Title</b>                      | <b>Telephone</b>                       | <b>E-mail</b>  |
|---|---|--|--|--|
| <b>Sub agency Name:</b>                   | <b>DoDDS-Pacific (Area Office and School Districts)</b>           |  |  |  |
| <b>Area Safety and Security Officer</b>   | Mr. James Bullard   | Chief, DoDDS-P Office Safety and Security  | DSN: 644-5787                          | <a href="mailto:James.bullard@pac.dodea.edu">James.bullard@pac.dodea.edu</a>   |
| <b>Other Contact:</b>                     | N/A   |  |  |  |
| <b>Sub agency Name:</b>                   | <b>DoDDS-Europe (Area Office and School Districts)</b>            |  |  |  |
| <b>Area Safety and Security Officers'</b> | Mr. Bill Heiges and Mr. Tim Krause                                | DoDDS-E Area Office of Safety and Security | (49) 613-460-4694<br>(49) 613-460-4446 | <a href="mailto:Bill.Heiges@eu.dodea.edu">Bill.Heiges@eu.dodea.edu</a><br><a href="mailto:Tim.Krause@eu.dodea.edu">Tim.Krause@eu.dodea.edu</a> |
| <b>Other Contact:</b>                     | N/A   |  |  |  |
| <b>Sub agency Name:</b>                   | <b>DDESS – (U. S.) (Area Service Center and School Districts)</b> |  |  |  |
| <b>Area Safety and Security Officer</b>   | Mr. Lee Adelman   | Chief, DDESS Office of Safety and Security | 678-364-8024                           | <a href="mailto:Lee.Adelman@am.dodea.edu">Lee.Adelman@am.dodea.edu</a>   |
| <b>Other Contact:</b>                     | N/A   |  |  |  |

**Appendix II –Fatality Data Continuation Sheet**

| <b>Fatalities</b> | <b>Cause—FY 2006</b> |
|-------------------|----------------------|
| 5                 | N/A                  |
| 6                 |                      |

**Attachment K**

**MISSILE DEFENSE AGENCY**

**FY 2007 Missile Defense Agency (MDA) Annual Occupational Safety  
and Health Report to the Secretary of Labor  
(Comprehensive Report Format)**

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Name of Department/ Agency: **Missile Defense Agency (MDA)**

Address: **7100 Defense Pentagon, Washington DC 20301-7100**

Number of federal civilian employees this report covers: **1025**

|                         | <b>Name</b>          | <b>Official Title</b>                                  | <b>Telephone</b> | <b>E-mail</b>              |
|-------------------------|----------------------|--|------------------|----------------------------|
| <b>DASHO:</b>           | Mr. R. Stone         | Director;<br>Quality, Safety<br>& Mission<br>Assurance | (703) 882-6354   | randolph.stone@mda<br>.mil |
| <b>OSH<br/>Manager:</b> | Mr. D. Paul<br>Lewis | SOH Manager  | (703) 882-6579   | david.lewis@mda.mil        |

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## Executive Summary

The Missile Defense Agency (MDA) Safety and Occupational Health (SOH) Program, located within the MDA Quality, Safety and Mission Assurance Directorate (QS), continued to develop, provide expanded services and safety support to MDA during FY07. Manning was increased by one in FY07, adding a SOH contract specialist to the growing MDA presence in Huntsville, AL. Further SOH manning increases are planned in FY08 and beyond. MDA is carrying out personnel relocations and consolidation as outlined by the most recent BRAC, as well as its own internal reengineering effort. The duties and overall picture of SOH within MDA is changing, evolving and growing.

### Statistics

- **Injury and Illness Trends** – FY2007 injury/illness data for the Missile Defense Agency (MDA): Five total cases, three of those were lost time cases and involved a total of 15 days away from work. A comparison of overall agency performance over the past two years (FY06 to FY07) shows a small increase in the total case rate (+.12) and the lost time case rate (+.05). However, MDA has increased its exposure with the addition of 205 Federal Civilian employees. As in all past years since inception, MDA continued to remain below the overall average in all case rates in its Federal Injury and Illness Statistics category (DoD other).



**Fatalities and Catastrophic Accidents** – There were no catastrophic accident cases or fatalities for MDA in FY07.

### **OSH Initiatives**

- **Safety, Health, and Return-to-Employment (SHARE) Initiative** – The MDA SOH staff continued the process of building/growing an agency-wide safety and occupational health program based on DoD 6055 series issuances and 29 CFR 1960 during FY07. In building this program attempts were made to apply the safety and health objectives of the SHARE initiative wherever possible; however, within MDA, the return-to-employment portions of this initiative fall under the jurisdiction of the Human Resources Directorate (MDA/DOH) and Defense Logistics Agency (DLA). During FY07 MDA human resource support for activities such as Workers Compensation, etc. transferred from the Washington Headquarters Services (WHS) to the Defense Logistics Agency
- **Motor Vehicle/Seat Belt Safety** – There were no motor vehicle accidents experienced by MDA federal employees in FY07 while on official business; however, a MDA support contractor driving a GSA-leased vehicle assigned to the MDA executive motor pool, was rear-ended by a non-government vehicle operator on a public street. There were no damages or injuries and the MDA contractor was not at fault. Concerning seat belt use, in FY07 the Director, MDA Quality, Safety and Mission Assurance (QS) published a reminder sent to all MDA employees concerning mandatory use of seat belts by federal employees on the job; he also released safety messages prior to long holiday weekends reminding employees of pertinent traffic safety matters surrounding holiday traffic and traveling, always included were reminders on seat belt usage. Emphasis on vehicle safety matters, including the use of seat belts, was also noted on the MDA SOH web community.
- **Recordkeeping Requirements** – MDA maintained on-job accident/injury/illness statistics for all MDA employees (civilian, military and contractor); because the bottom line is creating a safe work environment for all of MDA, preventing accidents and the recurrence of accidents. Data was maintained in designated online folders on secure servers by MDA SOH personnel. Based on our notification system from MDA security and the policy of the QS Director, “no-injury” and “near-misses” are also tracked, follow-up is provided, records are logged and maintained.
- **Workplace Violence** – No workplace violence incidents were reported in MDA for FY07. There were no programs or initiatives established to address this issue within MDA during the reporting period.

- **Employee Support** – As previously noted, the MDA SOH staff continues the process of improving this relatively new agency safety and occupational health (SOH) program. With the MDA SOH program management directive, safety investigation directive and accompanying investigation manual complete, the SOH program is building a broad base of instruction to ensure a successful program. A Collateral Duty Safety Representative (CDSR) program is well under way, with representative appointments made by the various directorates at all MDA locations. Nine hundred and fifty one new employees (contractor, military and government civilians received SOH familiarization training during inprocessing. In January 2007 the Director, MDA Quality, Safety and Mission Assurance realigned the SOH program with the SOH Program Manager and staff reporting to the Director. In late FY07, the SOH program manager and one staff member were assigned to serve as MDA representatives on the Metropolitan Washington, DC Field Federal Safety and Health Council. The SOH staff schedules and conducts facility safety inspections of all MDA administratively controlled spaces. The safety staff also conducts audits of MDA operations and contract supply & manufacturing facilities, often in tandem with MDA Mission Assurance Audits. The staff maintains an SOH web community, which is accessible through the main MDA web portal. This website is a great publicity tool for the evolving SOH program. It is updated frequently with on and off-job safety items and current safety hot topics. It also houses MDA safety access numbers, various program instructions and standards, a safety hazard tracking page, our annual inspection information and OSHA reports (Form 300A) and links to other DoD agency/service safety programs and private sector programs/products.

# Detailed Report

## I. Statistics

### A. Injury and Illness Statistics

#### a. Injury and illness rates

FY 2007 injury/illness data for the Missile Defense Agency (MDA): Five total cases, three of those were lost time cases and involved 15 days away from work. FY 07 reflected a slight increase from FY06 when MDA experienced three cases. Two of those involved lost time (13 days). In FY05 the total case number was five, one of those involved lost time (16 days). In FY07, two of the three lost time cases resulted in doctor's care for knee injuries. The majority of incidents over the past three reporting years were trip/fall in nature, where instability of an individual's footing was involved, resulting in foot/leg/knee injuries. A comparison of overall agency performance over the past two years (FY06 to FY07) shows a small increase in the total case rate (+.12%) and the lost time case rate (+.05%).

|  | FY 2006 | FY 2007 | Change |
|--|---------|---------|--------|
| <b>Number of Federal Civilian Employees</b> , including full-time, part-time, seasonal, intermittent workers         | 820     | 1025    | +205   |
| <b>Total Cases Injury/Illness</b> (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities) | 3       | 5       | +2     |
| <b>Total Case Rate</b> (rate of all injury/illness cases per 100 employees)  | .37     | .49     | +.12   |
| <b>Lost Time Cases</b> (number of cases that involved days away from work)   | 2       | 3       | +1     |
| <b>Lost Time Case Rate</b> (rate of only the injury/illness cases with days away from work per 100 employees)        | .24     | .29     | +.05   |
| <b>Lost Work Days</b> (number of days away from work)  | 13      | 15      | +2     |
| <b>Lost Work Day Rate</b> (per 100 employees)  | 1.59    | 1.46    | -.13   |

#### b. Facilities with high injury and illness rates

There are no specific patterns in regard to facilities. The MDA Facility Directorate reacts favorably to safety hazards identified and works with building owners, GSA and Host organizations to immediately abate unsafe conditions. All identified hazards are tracked by the SOH staff.

### B. Fatalities and Catastrophic Incidents

MDA did not experience any fatal cases for MDA in FY07.

| <b>Fatalities/<br/>Catastrophic<br/>Events</b> | <b>Cause—FY 2007</b> |
|--|----------------------|
| 1  | Not Applicable       |
| 2  |                      |
| 3  |                      |
| 4  |                      |

### **Fatality and Catastrophic Accident Investigations**

Not applicable, no fatality cases for MDA in FY07.

#### **C. Office of Workers' Compensation Programs Costs**

MDA annual Office of Workers' Compensation Program (OWCP) chargeback data is managed by the Defense Logistics Agency (DLA) for MDA; therefore MDA statistics are included in DLA reports. OWCP chargeback data was previously provided by WHS.

#### **D. Significant Trends and Major Causes or Sources of Lost Time Disabilities**

##### **a. Tracking accidents**

The only noticeable trend for lost time incidents in MDA for FY07 is that of knee/leg injuries as a result of loss of footing, whether by external force (due to someone else) or a trip/fall experienced by an individual (see details noted below).

| <b>FY 2007 Major Trends</b>                                |                   |                  | <b>Description</b>  |
|--|-------------------|------------------|---|
| <b>Nature</b> (i.e. sprains, contusions, etc.)             | <b>% of Total</b> | <b>% of Cost</b> |   |
| Knee injury  | 67                | *                | 2 lost time incidents (14 days total) resulted in knee injuries   |
| Possible parasitic infection                               | 33                | *                | 1 lost time incident (1 day) resulted in possible parasitic infection from an insect bite while TDY in a foreign country. |
|  |                   |                  |   |
|  |                   |                  |   |
| <b>Cause of Injury</b> (i.e., slips, handling tools, etc.) | <b>% of Total</b> | <b>% of Cost</b> |   |
| Trip/fall  | 33.3              | *                | Individual tripped on carpet, resulting in knee injury (4 days)   |
| Loss of footing/balance                                    | 33.3              | *                | While TDY, an individual was accidentally shoved while taking seat on airplane, the individual lost balance/footing       |

|             |      |   |   |
|-------------|------|---|---|
|             |      |   | causing knee displacement (10 days)                                       |
| Insect bite | 33.3 | * | Possible parasitic infection due to insect bite while TDY for MDA (1 day) |
|             |      |   |   |
|             |      |   |   |

\*- as noted above, OWCP chargeback/cost data is managed by DLA, unaware of total costs for each case.

b. Controlling Trends

Several tools were utilized by the Safety and Occupational Health (SOH) Program at MDA to control the minor trend noted above. Potential hazards, associated with slips/trips/falls, were primary points for examination during annual facility inspections. Also, special articles concerning slips, trips and falls in the office were posted on the MDA SOH web community, accessible to all MDA employees.

E. **Contract Workers and Volunteers**

There were zero (0) contract employees at MDA supervised by federal personnel on a day-to-day basis, as well as zero volunteers.

II. **OSH Initiatives – SHARE, Motor Vehicle and Seat Belt Safety, Recordkeeping, Workplace Violence, and Establishments**

A. **SHARE – Safety, Health, and Return-to-Employment Initiative**

a. SHARE Analysis

Considering the nature and size of this agency and the fact that our injury/illness and lost time statistics are so minimal, the reductions of rates as outlined in the SHARE initiative are currently not applicable for FY06 and FY07.

a. SHARE Programs/Initiatives

The MDA SOH staff continued the process of building and improving an agency-wide safety and occupational health program based on DoD 6055 series issuances and 29 CFR 1960 during FY07. The SOH program manager has also functioned and the Quality, Safety and Mission Assurance program lead to oversee the directorate’s reengineering effort and ensure appropriate SOH planning and program implementation. In building this program attempts are made to apply the safety and health objectives of the SHARE initiative wherever possible. As mentioned earlier in this report, within

MDA, the return-to-employment portions of this initiative fall under the jurisdiction of the Human Resources Directorate (MDA/DOH) and Defense Logistics Agency (DLA).

**B. Motor Vehicle / Seat Belt Safety**

- a. Number of motor vehicle accidents experienced by employees in FY 2007.  
 There were no motor vehicle accidents experienced by MDA federal employees in FY07, while on official business; however, a MDA support contractor operating a GSA-leased vehicle assigned to the MDA executive motor pool, was “rear-ended” by a non-government vehicle operator on a public street. There were no damages or injuries and the MDA contractor was not at fault.

|   | FY 2006 | FY 2007 | Change |
|---|---------|---------|--------|
| <b>Number of motor vehicle accidents experienced by employees</b>     | 0       | 1*      | 1      |
| <b>Number of accidents resulting in personal injury</b>               | 0       | 0       | 0      |
| <b>OWCP costs of accidents</b>  | 0       | 0       | 0      |
| <b>Vehicle repair costs due to accidents</b>                          | 0       | 0       | 0      |
| <b>Amount of liability claims against the agency due to accidents</b> | 0       | 0       | 0      |

\*- represents accident experienced by MDA support contractor operating a GSA-leased vehicle

- b. Mechanisms in place to track the percentage of seat belt usage by employees.  
 The MDA Employee Safety and Occupational Health (SOH) Guide, provided at MDA new employee orientation, discussed Motor Vehicle Operation and outlined the mandatory use of seat belts when driving a motor vehicle on government business/operating a government vehicle. There were 16 (total) GSA leased government vehicles within the MDA motor pool (9 vehicles in the executive motor pool and 7 vehicles utilized for logistics). Motor pool drivers were contracted through a company that monitors driver licensing, requires mandatory use of seat belts and periodic traffic safety training; tracking of driver performance was a service provided by the contracting company.
- c. Efforts taken to improve motor vehicle safety and seat belt usage.  
 The Director, MDA Quality, Safety and Mission Assurance published a reminder sent to all MDA employees concerning mandatory use of seat belts by federal employees on the job, he also released safety messages prior to long holiday weekends reminding employees of pertinent traffic safety matters surrounding holiday traffic and traveling, always included were reminders on seat belt usage. Emphasis on vehicle safety matters, including the use of seat belts, was also noted on the MDA SOH web community. Also, as noted above, the MDA employee SOH Guide contains a section on motor vehicle operation/seat belt usage.

### C. Recordkeeping Requirements

| Component                                  | YES                                 | NO                                  | Please describe if you checked "YES."  |
|--|-------------------------------------|-------------------------------------|--|
| Agency Wide                                | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Incidents logged/investigated for all MDA employees, in all locations- agency-wide   |
| Web based                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Recordkeeping is done on a joint server, accessible by all MDA SOH program employees; summary of work-related injuries/illnesses (OSHA 300 series) posting is web-based, on the MDA SOH web community- accessible to all MDA employees |
| Excel based                                | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Excel utilized for MDA accident/injury logs/recordkeeping  |
| Access based                               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |  |
| Paper only                                 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |  |
| Includes no injury and near-miss accidents | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Based on notification from MDA security (incident reports) and promotion of "near-miss" notification to the safety program, tracking of "no-injury" and "near-miss" accidents was completed in FY07                                    |
| Includes OWCP data                         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |  |
| Generates OSHA 300 forms                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |  |
| Generates OSHA 300A forms                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |  |
| Generates OSHA 301 forms                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |  |
| Generates multiple reports                 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |  |
| Other                                      | <input type="checkbox"/>            | <input type="checkbox"/>            |  |

MDA recordkeeping has been very beneficial in providing areas of emphasis to examine during annual safety inspections of MDA workspace, as well as providing MDA facilities background information which served as the basis for hazardous condition abatement. Safety recordkeeping information is commonly referred to in holiday messages distributed to all MDA personnel just prior to holiday periods and seasonal publicity campaigns.

### D. Workplace Violence

#### a. Workplace Violence Incidents

In FY07, no workplace violence incidents were reported in MDA.

| Incidents | Cause—FY 2007 |
|-----------|---------------|
| 1         | N/A           |
| 2         |               |
| 3         |               |
| 4         |               |

b. Workplace Violence Programs/Initiatives

There were no programs or initiatives established to address this issue within MDA during the reporting period.

**E. Agency Establishments**

See accompanying listing.

**III. Employee Support**

**A. OSH Training**

Safety training development continues to evolve. Safety and occupational health training is addressed in our MDA Safety and Occupational Health Program Management Directive. Most training being developed is applicable to our contractors as well. Specific safety training that includes safety awareness and hazard recognition information includes the following:

- 1) New MDA employees, including contractors, are provided an informed New Employee Safety Training presentation, by one of our SOH staff, during in-processing. This new employee orientation is held on a bi-weekly basis. Ongoing.
  
- 2) MDA has developed computer based Collateral Duty Safety Representative (CDSR) Training for the CDSR Program. We continue to work on in-house Supervisors Safety and Executive Level Safety training courses that emphasize safety and health responsibilities for those in management and supervisory positions. The safety training in these courses is designed to enable the leadership to fulfill those responsibilities addressed in 29 CFR 1960 and applicable DoD and MDA safety issuances. Ongoing
  
- 3) MDA Safety has provided Emergency Response Awareness/General Hazard Awareness training for its Safety, Quality and Mission Assurance staff (4-hour certification through a third party certifier). Ongoing

|                                      | Types of Training Provided in FY2007 | Number Trained |
|--------------------------------------|--------------------------------------|----------------|
| <b>Top management officials</b>      | 1.<br>2.<br>3.                       |                |
| <b>Supervisors</b>                   | 1.<br>2.<br>3.                       |                |
| <b>Safety and health specialists</b> | 1.<br>2.<br>3.                       |                |



|  |  |                 |
|--|--|-----------------|
| <b>Safety and health inspectors</b>                                      | 1.OJT<br>2.<br>3.  | 1               |
| <b>Collateral duty safety and health personnel and committee members</b> | 1.CDSR Online Training during FY07<br>2.<br>3.   | 2               |
| <b>Employees and employee representatives</b>                            | 1.NCR New Employee Orientation- Safety<br>2.MDA South (Huntsville, AL) New Employee Orientation- Safety<br>3.General Hazard Awareness/Emergency Response Awareness | 612<br>339<br>2 |

## **B. Field Federal Safety and Health Councils**

### a. Involvement

In late FY07, the Director, MDA Quality, Safety and Mission Assurance designated the SOH program manager and another program employee to serve as representatives for MDA on the Metropolitan Washington, DC Field Federal Safety and Health Council. Further activity anticipated in FY08. MDA SOH personnel participate in the OSD SOHC meetings.

### b. Field Council Support

Further activity anticipated in FY08.

## **C. Other Support Activities**

All system safety engineers are required to be CSP certified. Most safety personnel either attend or support other activities such as the National Safety Council's Congress and the American Society of Safety Engineers.

## **IV. Accomplishments**

### **A. FY 2007 Accomplishments**

- Continued to established and improve MDA safety policies and requirements as required by law and DoD regulations.
- Provided safety support to all Missile flight tests and the Ballistic Missile Defense System programs.
- Provided mishap/accident investigation coverage designed to identify causes and to prevent recurrence of similar mishaps involving MDA personnel and property.
- Maintained and updated SOH inspection and mishap reporting hazard logs for tracking unsafe conditions

- Partnered with MDA human resources to provide 951 (612 in the NCR and 339 in Huntsville, AL) new MDA employees (Government, Military and contractor) federally mandated employee safety training.
- Accomplished two (2) safety and mission assurance audits of SOH programs and processes in Government facilities involving MDA operations at Vandenberg AFB, CA and at Pearl Harbor, HI.
- Accomplished one (1) safety and mission assurance audit of SOH programs and processes at supplier facilities located in Maryland in direct support of MDA contracts.
- Conducted five (5) Federally-mandated safety and occupational health inspections to ensure safety of MDA work environment. These inspections included 10 large, primarily administrative, facilities in the National Capitol Region and Huntsville, AL
- Oversaw development and ongoing online production efforts of MDA Safety Investigations and Reporting Training.
- Maintained MDA Collateral Duty Safety Representative (CDSR) program and its computer-based training program, to track training of the appointed MDA employees enhancing safety awareness across the BMDS.
- Maintained MDA SOH web community, providing a regularly updated safety resource on various on-job and off-job safety topics through the MDA portal site.
- Promoted and maintained the MDA Quality and Safety Concerns Reporting Line, which provides 24 hour service for employees/contractors/suppliers to report quality and/or safety issues affecting the MDA mission directly to MDA/QS and subsequently to the Agency Director.
- Drafted and ensured release of MDA/QS holiday safety messages to the entire MDA populace.
- Conducted emergency response awareness/general hazard awareness staff certification course.
- Participated in numerous emergency action and response to ensure a safe evacuations and processes.
- Represented MDA at OSD ATL Safety and Occupational Health Committee (SOHC) meetings and other related Federal safety meeting.
- Completed tasks as requested and assigned from DoD and OSD SOH oversight.

- Evaluations

Self evaluations are conducted as part of MDA's Internal Control Program. This program requires an in-house look a program structures and is intended to report significant deficiencies to the Director.

### **Return-to-work**

As previously mentioned, Return-to-work data is handled by MDA human Resources (MDA/DOH) through the Defense Logistics Agency (DLA).

**Performance Standards**

Not applicable.

- **Recognition**

Not applicable, a SOH recognition program was not active during FY07, further activity anticipated in this area.

**B. Achievements of Fiscal Year 2006 Goals**

MDA continues to implement the requirements of Public Law 91-596, Executive Order 12196 and 29 CFR 1960. The key initiatives of continuing the organization of a qualified SOH staff, development of a SOH webpage on the MDA Portal, and Inspection Program to include NCR and expansion to all MDA administratively controlled spaces as outlined in FY06 goals was accomplished. Increased participation in SOH orientation visits, inspections and audits also occurred in FY07. As MDA continues to grow, safety awareness through training and publicity efforts have increased, principally through increased numbers of employees during the Agency new employee safety training at the in-processing orientation and on going safety inspections and audits. Improved work conditions were affected by the MDA safety publicity and inspections and hands-on training through inspection programs.

**V. Resources**

MDA has authorized an addition of one SOH specialist (contractor- not supervised by federal personnel on day-to-day basis) in the MDA South region (Huntsville, AL/Redstone Arsenal offices). Other increases are expected in FY08.

**VI. Goals, Objectives, and Strategies**

Primary goal is to rework safety training strategy not completed due to departure of SOH Manager, BRAC and Agency reengineering efforts. Secondary goal is to broaden the mishap prevention effort by expanding the SOH staff and responsibilities during FY 2008. Adjustments are noted below.

**SOH Goals Outline & Projected Dates of Completion**

| Main Task/Product | Subordinate Task/Product | Projected Date of Completion | Status/Stage | Comments                      |
|-------------------|--------------------------|------------------------------|--------------|-------------------------------|
| Training          | CDSR                     | Program now in place         |              | CDSR are currently completing |

|  |  |                                    |  |  |
|--|--|------------------------------------|--|--|
|  |  |                                    |  | training   |
|  | Accident Investigation                       | April 08                           | At DOC for development into online application           | Expedite to use with reporting directive and manual              |
|  | Employee/ Supervisor/ Management             | June 08                            | Researching commercial products & HR supervisor training | New Hire SOH Government Specialist to work                       |
|  | Hazard Communication (full course)           | May 08                             | Review previous draft and revise.                        | New SOH Specialist task. CFR 1910.1200 DODI 6050.5 DODI 6050.5.W |
| <b>Standards Development/ Implementation - OSHA &amp; DODI</b> | DODI 6055.7 Safety Investigation & Reporting | Directive and Manual completed     | Working training package to implement within MDA         |  |
|  | Investigation Kit                            | TBD                                | After investigation training is complete                 | All kit items to be purchases by QS                              |
|  | OSHA HAZCOM Pgm. DODI 6050.5                 | Tied to Hazard Communication Above |  | Tied to Hazard Communication Above                               |
| <b>Inspections/ Visits. MDA occupied facilities (08)</b>       | GSU Location                                 |                                    | Primary  |  |
|  | Huntsville, AL                               | 08                                 |  | Includes facilities located on RSA                               |
|  | Kirtland AFB NM                              | 08                                 |  | MDA Facilities only.   |
|  | Edwards AFB CA                               | 08                                 |  | MDA Facilities only.   |

The following entities are: either completed and/or are on-going; included in MDA SOH Program Management Directive; conducted by/at WHS or field level activities:

| <b>Completed</b>  | <b>On-going</b>  | <b>In Directive</b>  | <b>WHS Field Level</b>   |  |
|---|--|--|--|--|
| -Safety Career Path<br>-Metrics SOP<br>-SOH Directive<br>-Investigation Directive<br>-Investigation Manual<br>-Hazard Management/Reporting<br>-Awards<br>-SOPs<br>-Checklists | -Audit Support<br>-NCR<br>Inspections<br>-Needs Assessment<br>-Education/Publicity<br>-Construction Projects<br>-Vehicle Safety<br>-OSHA Recordkeeping | -Operational Risk Management<br>-Hazard Controls<br>-Hazard Abatement<br>-Traffic Safety<br>-Process Safety Management | -Asbestos<br>-Man-made Fibers<br>-Lead<br>-PCBs<br>-Sight Conservation<br>-Hearing Conservation<br>-Respiratory Protection<br>-Blood Borne Pathogens | -Occupational Reproductive Hazards<br>-Energy Control (Lock/Tag Out)<br>-Weight Handling<br>-Confined Space Entry<br>-Industrial Ventilation<br>Indoor Air Quality |

## VII. Questions/Comments

None at this time.

# Appendix I

|                        | Name | Official Title | Telephone | E-mail |
|------------------------|------|----------------|-----------|--------|
| <b>Subagency Name:</b> |      |                |           |        |
| <b>OSH Manager:</b>    |      |                |           |        |
| <b>Other Contact:</b>  |      |                |           |        |
| <b>Subagency Name:</b> |      |                |           |        |
| <b>OSH Manager:</b>    |      |                |           |        |
| <b>Other Contact:</b>  |      |                |           |        |
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| <b>OSH Manager:</b>    |      |                |           |        |
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| <b>Other Contact:</b>  |      |                |           |        |
| <b>Subagency Name:</b> |      |                |           |        |
| <b>OSH Manager:</b>    |      |                |           |        |
| <b>Other Contact:</b>  |      |                |           |        |

|                        | Name | Official Title | Telephone | E-mail |
|------------------------|------|----------------|-----------|--------|
| <b>Subagency Name:</b> |      |                |           |        |
| <b>OSH Manager:</b>    |      |                |           |        |
| <b>Other Contact:</b>  |      |                |           |        |
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| <b>OSH Manager:</b>    |      |                |           |        |
| <b>Other Contact:</b>  |      |                |           |        |

## Appendix II

To return to the report please double click on this hyperlink – [Return2](#)

| Fatalities/<br>Catastrophic<br>Events | Cause—FY 2007 |
|---------------------------------------|---------------|
| 5                                     |               |
| 6                                     |               |
| 7                                     |               |
| 8                                     |               |
| 9                                     |               |
| 10                                    |               |
| 11                                    |               |
| 12                                    |               |
| 13                                    |               |
| 14                                    |               |
| 15                                    |               |
| 16                                    |               |
| 17                                    |               |
| 18                                    |               |
| 19                                    |               |
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**ATTACHMENT L**

**NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY**

**(Available for official use on request)**

**Attachment M**

**NATIONAL SECURITY AGENCY**

**(Available for official use on request)**

**Attachment N**

**WASHINGTON HEADQUARTERS SERVICE**



**WASHINGTON HEADQUARTERS SERVICES  
DEFENSE FACILITIES DIRECTORATE**

**Annual Occupational Safety and Health Report to the Secretary of Labor  
FY2007**

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Name of Department/ Agency: Washington Headquarters Services (WHS) and WHS Serviced Organizations

Address: 1155 Defense Pentagon, Washington, DC 20301

Number of federal civilian employees this report covers: approximately 6,795 employees. It does not cover WHS employees working at the Raven Rock Mountain Complex.

|                     | Name           | Official Title                        | Telephone    | E-mail                 |
|---------------------|----------------|---------------------------------------|--------------|------------------------|
| <b>DASHO:</b>       |                |                                       |              |                        |
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## Executive Summary

### Statistics

- **Injury and Illness Trends**

While not directly comparable to the Office of Workers Compensation Programs (OWCP) Data WHS injury and illness rates (calculated from the OSHA 300 log) remained Injury and illness rates remain well below the Overall Federal Government's rates of 3.3 (TCIR) and 1.6 (DART) and the Department of Defense's 2.9 (TCIR) and 1.5 (DART). WHS's rates remained static whereas the overall DoD's rates increased slightly. The number of covered WHS serviced agencies continues to fluctuate and this fluctuation resulted in a net decrease of employees covered. Injury rates were technically up 9% and 10% but in actual numbers a 0.1 and 0.1 respectively per case. This gives an artificial impression of a significant increase, when in fact the change is very small and more of a function of WHS's baseline injury and illness rates being low initially.

Slips, trips, and falls remain the major hazard among the primarily administrative majority of WHS and WHS Serviced Organizations. Ergonomic (Strains, Sprains/Overexertion) remain the number one type of hazards facing the police force and to some smaller degree the trades. The last major category of hazards involves being Struck-By or person initiated Struck-Against hazards. These were often associated with maintenance tasks or manual material handling.

- **Occupational Injury and Illness Cases and Case Rates**

For the reporting period, The Safety Office total number of OSHA recordable cases for FY07 were 84, down 6 from last year. There were 76 cases involving lost-time or restricted duty, with no change from the previous year. There was an approximate decrease in the number of employees covered of 1,186. The Office of Workers Compensation Program (OWCP) statistics are as follows: Total OWCP Cases were 31 down 16 or 34% from FY06; the Total OWCP Case Cost was \$1,281,990 down \$738,253 or 37% from FY06; and Average Cost per Case was \$5,252 down \$3,865 or 42% from FY06.

- **Fatalities – No reported fatalities in FY07**

### OSHA Initiatives

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

1. WHS Progress in Meeting the Four Goals of the Safety, Health, and Return-to-Employment (SHARE) Initiative. For the reporting period, WHS did not meet 3 of the SHARE goals. 1) WHS did not meet goal #1 of reducing total injury and illness case rates by 3% per year. WHS's Total Case Incident (TCIR) Injury and Illness rate increased 0.1 but an unrepresentative 9%. 2) WHS did not meet goal #2 of reducing lost time injury and illness case rates by 3% per year. WHS's Injury and Illness Days Away, Restricted or Transferred (DART) rate went up 0.1 but an unrepresentative 10%. 3) WHS did meet goal #3 of increasing the timely filing of injury and illness claims by 5% per year. WHS on-time claims filing percentage increased to 59.6%, an increase of 11%. 4) WHS did not meet this goal of reducing the rate of lost production days due to injury and illness by 1% per year. For every 100 employees, WHS and WHS Serviced Organizations lost 7.3 days of productive work. WHS actual Injury and Illness number of days away rate (loss production) went up 0.6 days equating to a 9% increase.

When working with rates this small, percentage changes are not representative and give a false impression of drastic changes when in this case the change is well within the standard of error, and statistically insignificant.

WHS works closely with Safety, DiLorenzo TRICARE Health Clinic (DTHC), Administrative Officers and Supervisors to expedite employee returns to full duty and to minimize worker compensation costs.

- **Motor Vehicle/Seatbelt Safety**

Motor vehicle safety was limited to a general awareness campaign with flyers and reminders handed out at several public events at the Pentagon.

Significant resource limitations and higher hazard priorities do not permit a significant effort to be directed to these activities at this time. Enforcement of these policies is with another agency, and the multiple agency nature of WHS Serviced Organizations makes it difficult to enact policies, track vehicle accidents and associated costs, and to perform outreach and training.

An FY09 goal, contingent on resources and funding, is the development of a written Vehicle and Traffic Safety program, including accident tracking mechanisms for vehicles as part of the larger Integrated Safety, Environmental and Fire Management System.

- **Recordkeeping Requirements**

Implementation of the new recordkeeping standard, and the OSHA Log itself, was not difficult, other than the existing staff was not familiar with the 1904 standard, and had some difficulty understanding/determining recordability of a case. Determining work-relatedness continues to provide some problems, but that is not isolated to the Federal Government.

The greatest difficulties come with trying to integrate the data from the Workers Compensation System. The differences in recordability for loss-time cases, illness cases, and restricted duty cases essentially require two separate systems that impose significant difficulty in trying to reconcile, correlate, and compare cases. Further adding to the complexity, is that the responsibility for maintaining the OSHA log is often with different personnel than populate and maintain the compensation data.

- **Employee Support**

WHS does not have the resources to conduct the approximately 730 mandatory OSHA training and inspection requirements. However, over 1,100 WHS and Pentagon employees were trained in FY07. WHS dedicates a significant amount of resources to the training of workers in a variety of safety and health topics depending on regulatory requirements and the work hazard profile. The primary focus of WHS mandatory training efforts is on the highest hazard workforces within the WHS management structure. Each has a unique mission that requires mission-centric safety training tailored to address hazards identified within their respective workforces. Unfortunately, the agency with the greatest hazardous exposures, and highest accident rates (PFPA) does not have any safety assets, does not provide any funding to WHS for safety training, resulting in compromising WHS's ability to provide necessary safety training.

WHS tries its best to accommodate all the WHS serviced organizations, but it must be recognized that its safety budget is derived from a portion of the rent collected by tenants in the Pentagon and NCR, and secondly there are political difficulties requiring employees from another agency to participate, provide resources, and in worse case scenarios enforce or demand accountability for safety and health issues and non-compliances when they do occur. As a result, the only real consequence is an actual and injury or illness that could have likely been prevented.

WHS does not discourage participation in the Federal Safety and Health Councils, however lack of resources (specifically time and personnel) do not allow the luxury of dedicating a significant amount of time for participation in these endeavors. However, several employees participated in some local council meetings, including the driver safety symposium held in Arlington Virginia.

## Detailed Report

### I. Statistics

#### a. Injury and Illness Statistics

##### i. Injury and illness rates –

Injury and illness rates remain well below the Overall Federal Government's rates of 3.3 (TCIR) and 1.6 (DART) and the Department of Defense's 2.9 (TCIR) and 1.5 (DART). WHS's rates remained statistically static whereas the overall DoD's rates increased slightly. The number of serviced agencies continues to fluctuate covered and this resulted in a net decrease of employees covered. Even though there was a significant reduction in employees covered as compared to last year, the over all rates per 100 employees remain statistically static.

Slips, trips, and falls remain the major hazard among the primarily administrative majority of WHS and WHS Serviced Organizations. Ergonomic (Strains, Sprains/Overexertion) remain the number one type of hazards facing the police force and to some smaller degree the trades. The last major category of hazards involves being Struck-By or person initiated Struck-Against hazards. These were often associated with maintenance tasks or manual material handling.

We believe that many mishaps are not reported. Furthermore, based on a fact finding tour at the Federal Law Enforcement Training Center (where PFPA trains) we learned that cases involving heat stress, heat stroke, and loss of consciousness are not being reported, since they are often not put in for compensation actions. The medical staff at the training center reported to us that these cases do occur frequently based on the nature of the training and the location of the facility.

Uneven walking surfaces, like parking lots, or wet floors continue to pose challenges to injury reduction. Another factor in the rates is the conservative nature of the medical community to place an injured employee on restricted duty for 1 or 2 days for even the slightest first aid injury. WHS is working with the medical community to better educate that duty restriction cases need to be directly related to job function and the impact to perform their jobs in order for restriction of duty cases.

|  | FY 2006 | FY 2007 | Change     |
|--|---------|---------|------------|
| <b>Number of Federal Civilian Employees</b> , including full-time, part-time, seasonal, and intermittent employees     | 7,981   | 6,795   | (-1186)    |
| <b>Total Cases Injury/Illness</b> (number of injury/illness cases – no lost-time, first aid, lost-time and fatalities) | 90      | 84      | -6         |
| <b>Total Case Rate</b> (rate of all injury/illness cases per 100 employees)  | 1.1     | 1.2     | +0.1 (9%)  |
| <b>Lost Time Cases</b> (number of cases that involved days away from work)   | 76      | 76      | 0          |
| <b>Lost Time Case Rate</b> (rate of only the injury/illness cases with days away from work per 100 employees)          | 1.0     | 1.1     | +0.1 (10%) |
| <b>Lost Work Days</b> (number of days away from work)  | 642     | 516     | (-126)     |
| <b>Lost Work Day Rate</b> (per 100 employees)  | 6.7     | 7.3     | 0.6 (9%)   |



ii. Facilities with high injury and illness rates –

Overall injury and illness rates remain well below industry averages. The Pentagon Force Protection Agency has the highest rates (3.7 TCIR, 3.5 DART) among all of the WHS and WHS Serviced Organizations. A majority of their injuries are a strains and sprains as result of training accidents. The police officers training consists primarily with learning various techniques in apprehending criminals. While they wear some personal protective equipment, the physical nature of training to arrest people can result in strains, bumps, and bruises.

b. **Fatalities**– No fatalities during FY2006 reporting period.

c. **Office of Workers’ Compensation Programs Costs** –

The overall Chargeback costs decreased by \$738,253 from CB06 to CB07. There were 16 fewer cases last year. The biggest reduction came from compensation paid. There was a \$519,907 reduction in compensation paid. Over the last 3 years there has been significant fluctuation in costs, but the number of cases remains close in number. Last year the average cost per case was \$9,117 whereas this year it was \$5, 252.

The reason for some of the reductions include a 3rd Party Claim Refund (\$253,980) and a decrease in medical expense (\$158,301). The remaining \$253,980 decrease was due to aggressive case management: WHS emphasized faxing light duty offer letters to doctor to expedite return to duty as soon as possible. All claims were questioned if they were not within regulatory requirements.

|  | CBY 2006    | CBY 2007    |
|--|-------------|-------------|
| <b>Total Chargeback</b>                              | \$1,905,432 | \$1,197,561 |
| <b>Total Continuation of Pay (COP)</b>               | \$111,810   | \$84,429    |
| <b>Total Chargeback + COP</b>                        | \$2,020,243 | 1,281,990   |
|  |             |             |
| <b>Chargeback for cases that occurred in the CBY</b> | 209         | 228         |

d. **Significant Trends and Major Causes or Sources of Lost Time Injuries**

i. Tracking accidents –

WHS adopted the hazard categories described in OSHA’s Job Hazard Analysis Publication and by body part affected. Reviewing the accidents and breaking them down by cost by nature of the injury, such as laceration, contusion, and muscle strain would be burdensome to develop for this report, and in our professional opinion detract from the purpose of the accident investigation, which is to determine the hazard, and the contributing factors that lead to the injury or illness. The hazard categories in the OSHA publication provide standardization, and help investigators focus on the causes in a methodical way. Medical conditions, such as contusions and lacerations can be a misleading measure of hazard severity

**Cases Involving Costs FY07**

| Top Hazards                          | No.       | Medical Costs      | Lost Wages Cost    | Total Cost          | Average Cost/Case | % of \$ Total | %of Injuries |
|--------------------------------------|-----------|--------------------|--------------------|---------------------|-------------------|---------------|--------------|
| <i>Fall (Slip, Trip)</i>             | 30        | \$17,345.38        | \$34,015.82        | \$51,361.20         | \$1,712.04        | 35.6%         | 35.71%       |
| <i>Ergonomics (Overexertion)</i>     | 27        | \$24,479.84        | \$37,404.31        | \$61,884.15         | \$2,292.01        | 42.9%         | 32.14%       |
| <i>Struck Against</i>                | 14        | \$1,093.45         | \$4,217.36         | \$5,310.81          | \$379.34          | 3.7%          | 16.67%       |
| <i>Struck By (Mass Acceleration)</i> | 8         | \$8,880.55         | \$10,989.86        | \$19,870.41         | \$2,483.80        | 13.8%         | 9.52%        |
| <b>Total</b>                         | <b>84</b> | <b>\$53,678.44</b> | <b>\$90,711.95</b> | <b>\$144,390.39</b> | <b>\$1,718.93</b> |               |              |

| Top Body Part       | No.       | Medical Costs      | Lost Wages Cost    | Total Cost          | Average Cost/Case | % of \$ Total | %of Injuries |
|---------------------|-----------|--------------------|--------------------|---------------------|-------------------|---------------|--------------|
| <i>Shoulder</i>     | 15        | \$25,814.78        | \$20,936.61        | \$46,751.39         | \$3,116.76        | 32.4%         | 17.86%       |
| <i>Ankle</i>        | 14        | \$12,801.94        | \$15,478.80        | \$28,280.74         | \$2,020.05        | 19.6%         | 16.67%       |
| <i>Knee</i>         | 14        | \$9,665.11         | \$17,599.25        | \$27,264.36         | \$1,947.45        | 18.9%         | 16.67%       |
| <i>Hand/Fingers</i> | 11        | \$1,168.01         | \$4,217.36         | \$5,385.37          | \$489.58          | 3.7%          | 13.10%       |
| <i>Back</i>         | 8         | \$2,481.85         | \$11,951.50        | \$14,433.35         | \$1,804.17        | 10.0%         | 9.52%        |
| <b>Total</b>        | <b>84</b> | <b>\$53,678.44</b> | <b>\$90,711.95</b> | <b>\$144,390.39</b> | <b>\$1,718.93</b> |               |              |

| Agency       | No.       | Medical Costs      | Lost Wages Cost    | Total Cost          | Average Cost/Case | % of \$ Total | %of Injuries   |
|--------------|-----------|--------------------|--------------------|---------------------|-------------------|---------------|----------------|
| <i>PFPA</i>  | 46        | \$29,492.05        | \$64,345.69        | \$93,837.74         | \$2,039.95        | 65.0%         | 54.76%         |
| <i>OSD</i>   | 15        | \$4,245.39         | \$3,231.57         | \$7,476.96          | \$498.46          | 5.2%          | 17.86%         |
| <i>WHS</i>   | 23        | \$19,941.00        | \$23,134.69        | \$43,075.69         | \$1,872.86        | 29.8%         | 27.38%         |
| <b>Total</b> | <b>84</b> | <b>\$53,678.44</b> | <b>\$90,711.95</b> | <b>\$144,390.39</b> | <b>\$1,718.93</b> | <b>100.0%</b> | <b>100.00%</b> |

ii. Controlling Trends –

During the reporting period, WHS undertook a number of measures to reduce injury and illness rates. One particularly significant effort has been updating the WHS safety and health management system. The new system, called the Integrated Safety, Environmental and Fire Management System (ISEFMS) focuses on integrating overall safety and health efforts, improving metrics and performance measurement; and improving consistency with policy implementation.

e. **Contract employees –**

- i. Contract employees covered by the OSHA 300 requirements, i.e., those supervised by federal personnel on a day-to-day basis

If a temporary employee is injured on the job, they would be added to the WHS OSHA log, but knowing even an approximate number of this classification of a contractor is for all practical purposes impossible to get. Currently WHS has no mechanisms in place in which to capture this information. To obtain this information would require standardization across multiple agencies' procurement processes and having well defined reporting mechanisms. This creates a significant issue with calculating accurate case incidence rates. For purposes of rate calculations, we have made the assumption that temporary employees make up an additional 5% of the total work force.

Contract employees who are an integral part of your agency's federal workforce, but not covered by the OSHA 300 requirements (if available)

If a contractor or visitor is injured while on government property, the Safety office will conduct an investigation and develop controls to prevent recurrence. However, there are no current mechanisms in place to capture this information, in some cases; this would require contractual language to obtain it. This requirement would be extraordinarily burdensome to obtain and manage. This is especially true across numerous agencies, and in areas where there are national security concerns that would make it difficult to obtain this information.

- ii. Separate but regular contract employees, such as security and housecleaning personnel (if available).

There are no mechanisms in place to capture this information, in some cases would require contractual language to obtain it. This requirement would require additional resources to obtain and manage. While we understand this is a requirement of OSHA's Voluntary Protection Programs (VPP), this information is not used in any meaningful way and does not contribute to participation or status within that program. What OSHA's VPP has learned that this information is vital in *selecting* a contractor. VPP site rarely hire contractors with high injury and illness rates, and the Federal Government should be no different. It is our understanding that current Federal Acquisition Regulations do not allow a company's accident history to be a major determining factor in contract award.

f. **Volunteers – Not Applicable**

## II. OSHA Initiatives – SHARE, Seat Belt Safety, and Recordkeeping Requirements

### a. SHARE – Safety, Health and Return-to-Employment Initiative

#### i. SHARE Analysis –

1. Reduce total injury and illness case rates by 3% per year

WHS did not meet this goal. WHS Injury rate went up 0.1 but an unrepresentative 9%. With injury rates around 1 per 100 employees, the ability to reduce this rate further will require resources to exponentially grow for small percentage point gains. This is not to say that improvements cannot be made in the overall safety and health management system, there is significant room to improve in this area. In that regard, the primary efforts WHS is currently involved in are hazard-based, specifically improving hazard recognition and refining a system for hazard tracking abatement to assure hazardous exposures are eliminated or controlled. In addition to reducing exposure to hazardous conditions, this will help demonstrate that safety is a value within the organization, and that top management values a safe workplace.

Secondly, in order for rates to remain consistently below industry averages, the culture of the organization needs to be one in which top management does not compromise safety over mission objectives and that employees feel empowered to actively initiate hazard corrections of unsafe conditions themselves and are rewarded for it. In order to improve in this area WHS will be benchmarking itself against other Federal Agency worksites that have achieved VPP Star status.

2. Reduce lost time injury and illness (otherwise known as Days Away, Restricted or Transferred (DART)) case rates by 3% per year

WHS did not meet this goal. WHS Injury and Illness DART rate went up 0.1 but an unrepresentative 10%. Ninety percent (90%) of the time when WHS experiences an OSHA recordable accident it involves lost time and/or restricted duty. One cause of this is the conservative nature of the medical community to place an injured employee on restricted duty for 1 or 2 days for even the slightest first aid injury. WHS is working with the medical community to better educate our medical service providers that duty restriction cases need to be directly related to job function and the impact to perform their jobs in order for restriction of duty cases. This should reduce the amount of questionable cases and reduce the rates to a truer representation of the exposures.

3. Increase the timely filing of injury and illness claims by 5% per year

WHS did meet goal #3. WHS late claims filing increased by 11%, meeting the third SHARE goal to improve the timely filing of claims by at least 5%. WHS on-time claims filing percentage increased to 59.6%, an increase of 11%..

To improve the timeliness of claims, WHS developed a process change for PFPA injury forms because the majority of claims were not filed within the 14-day time requirement. Forms are now signed on a daily basis and faxed to WHS upon completion. Timeliness statistics are from DOL database and reflect all “other” Defense agencies.

4. Reduce the rate of lost production days due to injury and illness by 1% per year.

WHS did not meet this goal. For every 100 employees, WHS and WHS Serviced Organizations lost 7.3 days of productive work. WHS actual Injury and Illness number of days away rate (loss production) went up 0.6 days equating to a 9% increase.

PFPA mishaps dominate these statistics. For every 100 PFPA employees they experience 27.8 lost and/or restricted workdays. The physical nature of a police officer's job is such that any minor strain or sprain prevents the officer from being able to perform their expected duties.

To improve lost production days LMER continues to fax light duty offer letters to treating physicians and controvert/question claims not within regulatory requirements.

ii. SHARE Programs/Initiatives—

Injury & Illness prevention remains the primary objective and goal of WHS. Under the Occupational Safety & Health goals, no specific programs were introduced to meet these goals. WHS' approach is to implement a comprehensive and integrated safety and health management system that focuses on early hazard identification, and then eliminating and controlling those hazards once found. Successful implementation of the management system should result in superior i.e. a reduction in injury and illness rates. WHS is looking to more pro-active and leading indicators of safety and health rather than after-the-fact injury rates that have no meaningful or direct statistical correlation to actual safety and health efforts.

The first step in this process has been a comprehensive hazard mapping of the high hazard areas of the Pentagon Reservation utilizing a Graphical Information System (GIS) and database. Efforts began in late FY06 and continued into FY07. A database has been developed and provides a graphical software tool that facilitates the identification, risk ranking, control systems, and monitoring of high hazards and permits rapid communication of hazards to affected personnel such as first responders and maintenance staff.

Secondly, WHS has been focusing on developing a hazard tracking system to help assure identified hazards are corrected in a timely manner. One of the metrics that will be developed and reported upon is time responses for hazard correction. This will be an indirect measure of management commitment to safety and health and a direct measure of hazards abated, and how well/quickly. Considering this a significant requirement (prompt abatement of hazards (29CFR1960.30 (a)), it makes a logical choice for goals and metrics. While the database is now in place, a lack of resources is preventing full utilization of this system. Data management, tracking, trending, and monitoring require a significant amount of effort, even with automated data tracking systems, which exceed our available resources for the scope and complexity of operations at the Pentagon and Pentagon Reservation.

The largest shortcoming of the percent reduction approach is that for organizations that have relatively low rates or a rate of zero, it becomes impossible to meet the goal, or exponentially more expensive to achieve smaller and smaller gains. In organizations with high accident rates a percentage rate reduction gives an unintended goal to only hurt 100 employees this year instead of 120. The OSHA VPP program has demonstrated that better and more meaningful goals are ones that focus on quality measures of the safety and health program rather than accidents. For example a goal of senior managers participate in 10% of all safety inspections, or employees can communicate the safety and health policy when asked 85% of the time.

**b. Motor Vehicle/ Seat Belt Safety**

i. Number of motor vehicle accidents experienced by employees in FY 2006.

WHS is aware of only 4 vehicle accident that resulted in an injury in the last fiscal year. Currently there are no mechanisms in place across WHS and WHS serviced organizations to capture this information easily.

Because WHS is a small agency, and the fleet of vehicles it does manage is a relatively small number, WHS has historically relied on DoD Instructions and DoD policies for traffic safety.

|   | FY 2006 | FY 2007 | Change         |
|---|---------|---------|----------------|
| <b>Number of motor vehicle accidents experienced by employees</b>     | 1       | 4       | +3             |
| <b>Number of accidents resulting in personal injury</b>               | 1       | 4       | +3             |
| <b>OWCP costs of accidents</b>  | unknown | unknown | Aprox \$15,000 |
| <b>Vehicle repair costs due to accidents</b>                          | unknown | unknown | unknown        |
| <b>Amount of liability claims against the agency due to accidents</b> | unknown | unknown | unknown        |

ii. Mechanisms in place to track the percentage of seat belt usage by employees.

The Pentagon Force Protection Agency (PFPA) did not conduct regular seat-belt compliance studies the past fiscal year. WHS does not currently have a mechanism in place to correlate the drivers and passengers in motor vehicle accidents and if they were wearing seat belts at the time of an accident.

Last year we reported privately owned vehicles coming onto the Pentagon Reservation drivers were found wearing their seat belts 89% of the time, whereas drivers operating government vehicles are found wearing their seat belt only 66% of the time. Since there were no major efforts to address this area it is likely to assume that the statistics would be similar this year.

The difficulty in enforcing this policy and the lack of consequences for breaking this rule likely contributes to the poor performance of government drivers. The statistics suggest that a majority of people do value and wear seat belts when driving their own vehicles, so in some part it is puzzling that these practices would not transfer to driving government vehicles

iii. Efforts taken to improve motor vehicle safety and seat belt usage.

Significant resource limitations and higher hazard priorities do not permit a significant effort to be directed to these activities at this time. Enforcement of these policies is with another agency, and the multiple agency nature of WHS Serviced Organizations makes it difficult to enact policies, outreach and training.

In traditional safety programs in the private sector, operators of company owned vehicles are required to have to demonstrate acceptably safe driving records (annually) through their local/state moving violation reports before being allowed to operate the vehicles. Currently there appears to be several philosophical, policy, and possible legal impediments to utilizing this standard tool within the government.

**c. Recordkeeping Requirements**

i. Implementation –

Implementation of the new recordkeeping standard, and the OSHA Log itself, was not difficult, other than the existing staff was not familiar with the 1904 standard, and had some difficulty understanding/determining recordability of a case. Determining work-relatedness continues to provide some problems, but that is not isolated to the Federal Government. Safety and Health officers that have never worked with the private sector logs in the past had to face a significant paradigm shift.

The greatest difficulties come with trying to integrate the data from the Workers Compensation System. The differences in recordability for loss-time cases, illness cases, and restricted duty cases essentially require two separate systems that impose significant difficulty in trying to reconcile, correlate and compare cases.

ii. Data—

OSHA 300 Log Systems

- What system(s) were developed to record and track these incidents/accidents? Is this done electronically or manually?

*WHS uses a custom developed Microsoft Excel™ spreadsheet for the OSHA 300 log, 301 Information Sheet as well as for injury and illness metrics. It then converts this information into monthly Dashboards..*

- Does the system allow the data to be aggregated so it can be reviewed at the national level? If yes, does the aggregated information include the average number of employees and the total hours worked by employees in the last year?

*The data is aggregated and manipulated in several different ways. Employee hours are estimated based upon the number of employees the Human Resources department provides. Since no systems are in place to aggregate or even track temporary employees, these are just estimated.*

- Does the system encompass OWCP filing, or is it separate?

*No, it is completely separate system. Reports from the compensation database are e-mailed out of courtesy to the Safety Office, but if the person is sick or out of the office, the information can be significantly delayed or “fall into a crack” and get overlooked.*

- Does the system also track no-injury accidents or near misses?

*Yes, WHS tracks first aid cases, and to a small degree near misses when the information is available to the office. Currently a near miss system does not exist that would allow everyday employees to report near misses, other than by traditional means such as e-mail or a phone call. The multi-agency/organization set up makes this difficult as not all of these groups even have access to WHS web sites.*

- Would your agency be interested in a government-wide recordkeeping system? If yes, please describe what such a system should encompass.

*Yes, past experiences have demonstrated NASA has implemented a very good near-miss program. This would be a good beginning point for future efforts.*

- Describe how the agency has used the data from the new OSHA 300 logs.

*It is used as an indirect measure of the safety and health program's effectiveness. It helps in goal setting, not in terms of rates, but in helping to determine systemic problems that create trends. In a truly successful safety and health program there should be no trends if the hazard controls are adequate. There should only be random, unforeseeable events or failures. Lastly they serve as a benchmark for comparison to other organizations (both public and private).*

Agency Volunteers



- How many volunteers did the agency have in CY 2006 and what types of services did they provide?

*None that we are aware of.*

- Is the agency recording incidents/accidents sustained by volunteers in the OSHA 300 logs? If yes, does the agency flag these entries as volunteers? How does the agency track the hours worked by volunteers to include on OSHA's Form 300A?

*Not applicable*

- If the agency does not include volunteers in its OSHA 300 logs, please explain why not. Please explain if and how the agency is using another method to track these incidents/accidents.

### III. Employee Support

#### a. OSH Training

##### i. Employee Training—

WHS dedicates a significant amount of resources to the training of workers in a variety of safety and health topics depending on regulatory requirements and the work hazard profile. The primary focus of WHS mandatory training efforts is on the highest hazard workforces within the WHS management structure. These workforces work for agencies that would include the Defense Facilities Directorate, PFPA, Pentagon Renovation, and the TRICARE Management Agency. Each has a unique mission that requires mission-centric safety training tailored to address hazards identified within their respective workforces.

An FY07 goal is to improve and implement general safety and health training for new employees and for supervisors. This new training will cover a broad range of topics including rights and responsibilities, reporting, and hazard identification, etc. Last year WHS accomplished its goal in developing electronic training system that can track all of the training an employee needs that correlates to job description and activities, similar exposure groups for specific hazards, compliance requirements for mandatory training, including refresher training. While the system is not perfect, and still undergoing revisions, it is helped assure that refresher training that we do provide will occur and employees receive it when necessary.

A significant training effort is underway under a special grant from the Defense Safety Oversight Council. This special group within the Department of Defense provided funding for the development of a new form of interactive 3D training, in which employees are immersed in a 3 dimensional experience by wearing special headset. The Pentagon was chosen as one of the 4 pilot projects. The primary training will begin in February of 2008; however, several test run classes were conducted in Q4 of FY07. The training focuses primarily on safety and health cultural aspects and improving safety and health values and behavior. It also touches upon traditional hazard awareness training. This training is open to all workers in the Pentagon and its leased facilities in the National Capital Region and is budgeted to accommodate 1500 training slots.

WHS training efforts include but are not limited to the following. Over 1100 WHS and Pentagon employees have been trained in FY07 in these various training courses:

- Initial/Recertification of Worker and Supervisory Asbestos Abatement Training
- Respiratory Protection and Fit Testing

- Electrical Safety (High and Low Voltage)
- Bloodborne Pathogens
- Cardio-Pulmonary Resuscitation (CPR) and AED
- Lock-Out/Tag-Out
- Confined Space Entry and Monitoring
- Hazard Communication
- Fork-Lift and Powered Industrial Vehicle
- Fall Protection
- For construction safety, 10-hour OSHA Construction Safety
- Specialty Hazard Based Training (e.g. Lead, Fall, Emergency Responder)

An FY07 goal is to improve and implement general safety and health training for new employees and for supervisors. This new training will cover a broad range of topics including rights and responsibilities, reporting, and hazard identification, etc.

|   | Types of Training Provided in FY2006  | Number Trained  |
|---|---|---|
| Top management officials  | 1.None<br>2.<br>3.  | None  |
| Supervisors   | 1.Asbestos Supervisory Refresher<br>2.Lead Supervisory Refresher<br>3.  | 7<br>5  |
| Safety and health specialists                                     | 1.None<br>2.<br>3.  | None  |
| Safety and health inspectors                                      | 1.None<br>2.<br>3.  | None  |
| Collateral duty safety and health personnel and committee members | 1.None<br>2.<br>3.  | None  |
| Employees and employee representatives                            | 1. CPR/AED<br>2. Confined Space<br>3. Bloodborne Pathogens<br>4. Electrical Safety<br>5. Ergonomics<br>6. Fall Protection<br>7. Hazcom/Hazwoper<br>8. Respirators/PPE<br>9 Asbestos Related<br>10. Back Injury Prevention<br>11. LO/TO<br>12. Powered Industrial Trucks | 242<br>33<br>74<br>55<br>45<br>57<br>89<br>126<br>14<br>42<br>34<br>248 |
|   |   |   |

### Contract Employee Training

WHS does not track this independently. Depending upon the class, some contractors can participate in training we provide such as training in First Aid/Cardio Pulmonary Resuscitation (CPR).

#### b. Field Federal Safety and Health Councils

- i. Involvement – Attended only on an occasional basis.
- ii. Field Council Support – WHS does not discourage participation in the Federal Safety and Health Councils, however lack of resources (specifically time and personnel) do not allow the luxury of dedicating a significant amount of time for participation in these endeavors. However, several employees participated in some local council meetings, including the driver safety symposium held in Arlington Virginia.

#### c. Other Support Activities –

Safety staff is encouraged and are allowed to participate in Safety and Health Professional Develop Conferences such as the: National Safety Congress, Voluntary Protection Programs Participants Association and others.

d. **FY 2006 Accomplishments –**

i. Evaluations –

WHS did not conduct a formal self-evaluation of its safety and health management system in FY07. Lack of resources prevented it. Regardless, WHS understands that many programs are not as effective as they could be and the process of improving existing programs has been slow due to diminished resources. During the last fiscal year 6 safety and health programs have been substantially changed and updated and are now undergoing senior and safety and health peer reviews. Those programs account for some of WHS greatest at-risk populations and include: Control of Hazardous Energy (Lockout/Tagout); Confined Space Entry, Hearing Conservation, Safe Usage and Management of Self-Propelled Vehicles (SPVs) and Powered Industrial Trucks; Respiratory Protection; Asbestos Management.

ii. Return-to-work –

In FY07, LMER successfully controverted/questioned 17 claims. Two of the denied claims prevented the employees from going on the FECA long term rolls. The estimated lifetime cost savings to the agency for both cases is \$4,431,14.

WHS continues to provide training and operational guidance to supervisors and employees concerning their responsibilities within the Office of Workers' Compensation Program. During FY 2007, WHS provided several training classes last fiscal year.

iii. Performance Standards –

In FY07, safety and health standards were not routinely established for WHS managers, supervisors or employees. Furthermore, if they were, the Safety Office did not have any input into this process, nor knowledge if and when it was a factor in a supervisor's review.

Under the new National Security Personnel System (NSPS) promoting workplace safety and security is a contributing factor in performance evaluations for supervisors. Feedback from the NSPS pay pool was: *instead of "burying" safety within a critical factor, they recommend creating boilerplate language across WHS for a performance objective for supervisors to give proper emphasis to the requirement for the practice of safety.* This year it was a requirement for the safety and health personnel.

WHS cannot comment reliably or intelligently regarding what the WHS Serviced organizations do in this regard. As was discussed elsewhere in the report, lines of authority, responsibility, and enforcement have not been well defined and agreed upon impeding efforts on this area. In all practicality it is unlikely that WHS could affect meaningful change or impose its policies on another agency's human resources department and internal requirements.

iv. Recognition –

Any recognition was done at the supervisory level and not as a result of any specific recognition programs.

## Achievement of Fiscal Year 2007 Goals

Goal #1: Update the WHS Safety and Health Policy Statement and clarify roles and responsibilities.

*This goal was partially met. A new environmental, safety, health and fire prevention policy was drafted and signed by the Director of WHS in January of 07. It was shared with the general populace and a successful awareness campaign was conducted. Since WHS also serves over 17 different agencies and offices in addition to itself, a draft policy clearly stating and delegating authority and responsibility was drafted but has not been signed.*

Goal #2: Update and Improve Asbestos Abatement Policies and Procedures, to include escort for secure spaces instructions, permitting, and quality assurance provisions.

*This goal has largely been met. A new policy was drafted and now undergoing management and peer review. During the drafting process, many improvements that can be applied across the safety and health program were discovered. Of important note was the dealing with security escorts when emergency asbestos abatements needed to occur in secure spaces. The safety office work closely with the Inspector General's Office in developing an escort policy, waiver, and providing appropriate emergency protection for the escort (who is not a WHS employee) in the event of a mishap involving the containment should one occur.*

Goal #3: Update and Improve Exposure to Hazardous Energy Sources (Lockout/Tagout) Policies and Procedures, to include identification of the highest hazard areas, hazard assessment, clarify instructions, permitting, and quality assurance provisions.

*This goal has largely been met. A new policy was drafted and now undergoing management and peer review.*

Goal #4: Improve Occupational Safety and Health Training Program. This includes:

- (a) develop general safety and health training for new employees and for supervisors.

*This goal has not been met. An effort was made to modify our existing training contract for the development of a supervisor and general safety and health introductory course was rejected, and current in-house resource restrictions and shortfalls, including applicable skill sets, prevented this goal from being accomplished.*

- (b) develop and implement an electronic training system that can track all of the training an employee needs that correlates to job description and activities, similar exposure groups for specific hazards, compliance requirements for mandatory training, including refresher training.

*This goal was met. A summer intern skilled in database programming allowed WHS to build a functional training database and is being populated with past data including recent training activities. The immediate results of this effort yielded a better understanding that WHS needs to improve and provided an insight that a significant amount of additional training beyond what current resources allows needed in order to be in basic compliance with the OSHA standards.*

Goal #5: Continue Hazard Mapping Efforts of high hazard areas and develop GIS/database. (Long-term)

*This goal is being met. The effort has continued into FY08 with a significant portion of the high hazard areas of the Pentagon have been mapped and risk ranked.*

Goal #6: Benchmark WHS against other VPP Federal Agency Worksites by visiting them with mix of supervisors/ management/ safety/ labor.

*This goal has largely been met. Several members of the safety and health staff attended the Voluntary Protection Programs Participants annual conference in which they were instructed to benchmark against VPP companies. While labor, supervisors, building managers, and engineers were encouraged to attend they did not. Those that did attend brought back significant lessons learned.*

Goal #7: Continue development and implementation of a hazard reporting and hazard tracking system.

*A system has been put in place, and has the potential to be extremely effective, but currently it is not being used to its full capacity. The desire for improved metrics and performance measures has placed a significant burden for the safety and health staff to input and manage a large amount of data. The scope and complexity of operations at the Pentagon and the significant number of issues on any given day have overwhelmed the resources we have available in order to keep records up-to date, monitor if corrections have been accomplished, and perform needed follow up. Often significant issues are followed up, but taking the time to document the actions often gets pushed aside in order to deal with a current crisis.*

Goal #8: Goal: Clarify the level of programmatic safety support for all WHS Serviced Organizations

*This goal was not met for all WHS serviced organizations. WHS absorbed management of a large underground installation in FY07 and much effort was spent determining support roles and responsibilities for that facility. Because this was such a large undertaking, the effort to address the other WHS organizations was postponed until FY08*

Goal #9: Goal: Form and charter a Safety, Environmental and Fire Prevention Council that will report to WHS/DFD Board of Directors.

*This goal was not met for the Pentagon Efforts were made to get management approval to change an already chartered council (Pentagon Environmental Council) which had not met since 2003 and expand it's scope to include not only environmental but also safety and fire prevention. Management approved the change and it is anticipated that the first meeting of this revised council will take place in the second quarter of FY08. This council will feed into the parent council, the Pentagon Governance Council.*

*The new underground facility has had a well established council that reports to the Installation Commander, and that facilities Safety and Environmental personnel continued to conduct these councils on a minimum of quarterly.*

Goal #10: Goal: Form a Safety, Environmental and Fire Prevention working group at the Pentagon that includes representation from the various tenant organizations to provide a forum for issue resolution and information dissemination for Safety, Environmental and Fire Prevention activities.

*This goal was not met. This goal is tied to the above goal and will be proposed at the revised council meeting in the 2<sup>nd</sup> quarter of FY08.*

#### **IV. Resources –**

Washington Headquarters Services has a performance based industrial hygiene contract for the performance of indoor air quality, asbestos, and exposure monitoring. Additionally, this contract is used to accomplish much of its training programs. This contract provides a man-year equivalency of 5 full-time equivalents. Additionally, as part of the update and implementation of the WHS ISEFMS, a contractor was used to assist in the overall evaluation and development of several updates ISEFMS programs.

The Defense Facilities Directorate of WHS, the Directorate that the Pentagon Safety Office resides, performed a staffing study of the entire directorate. This study reported that the current staff level is at 38% of the current estimated requirement to fully implement a comprehensive safety and occupational health program for WHS and WHS serviced organizations.

#### **V. Goals, Objectives, and Strategies –**

WHS recognize significant improvements are still needed for the prevention of injuries and illnesses and compliance with applicable safety and health standards. Our overall documented goal is to: *“Help prevent occupational injuries and illnesses through accurate and timely hazard identification, facilitating resourceful and relevant hazard abatement, and providing reliable and responsive communication.”*

Goal #1: Clarify the level of programmatic safety support, authority, responsibility, enforcement, and resource allocation for all WHS Serviced Organizations

Goal #2: Form and charter a Safety, Environmental and Fire Prevention Council that will report to WHS/DFD Board of Directors.

Goal #3: Form a Safety, Environmental and Fire Prevention working group at the Pentagon that includes representation from the various tenant organizations to provide a forum for issue resolution and information dissemination for Safety, Environmental and Fire Prevention activities.

Goal #4: An FY07 goal is to improve and implement general safety and health training for new employees and for supervisors. This new training will cover a broad range of topics including rights and responsibilities, reporting, and hazard identification, etc.

#### **VI. Questions/Comments**

When will the Department of Labor reconcile the OWCP compensation system with the OSHA 1904 recordkeeping system? The disparities in recordability, filing requirements require agencies to maintain two separate and distinct systems at increased cost and burden. Accident statistics being displayed on the DoL/OSHA website are still using the compensation system records and it is confusing to many that might not understand loss time cases are now different than days away and restricted or transferred (DART) cases. For example under the OWCP system the most lost time a case can be reported for is 45 days whereas under the 1904 system it is 180 days. Disparities like that can really distort the understanding of the severity of an mishap when doing benchmarking.





Appendix I -Agency Contact Information Continuation Sheet

|                        | Name | Official Title | Telephone | E-mail |
|------------------------|------|----------------|-----------|--------|
| <b>Subagency Name:</b> |      |                |           |        |
| <b>OSH Manager:</b>    |      |                |           |        |
| <b>Other Contact:</b>  |      |                |           |        |
| <b>Subagency Name:</b> |      |                |           |        |
| <b>OSH Manager:</b>    |      |                |           |        |
| <b>Other Contact:</b>  |      |                |           |        |
| <b>Subagency Name:</b> |      |                |           |        |
| <b>OSH Manager:</b>    |      |                |           |        |
| <b>Other Contact:</b>  |      |                |           |        |
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| <b>OSH Manager:</b>    |      |                |           |        |
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| <b>Subagency Name:</b> |      |                |           |        |
| <b>OSH Manager:</b>    |      |                |           |        |
| <b>Other Contact:</b>  |      |                |           |        |

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|-----------------|--|--|--|--|
| <b>Contact:</b> |  |  |  |  |
|-----------------|--|--|--|--|

**Appendix II -Fatality Data Continuation Sheet**

| <b>Fatalities</b> | <b>Cause – FY 2006</b> |
|-------------------|------------------------|
| 5                 |                        |
| 6                 |                        |
| 7                 |                        |
| 8                 |                        |
| 9                 |                        |
| 10                |                        |
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| 20                |                        |