



ENERGY,  
INSTALLATIONS,  
AND ENVIRONMENT

## ASSISTANT SECRETARY OF DEFENSE

3400 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3400

JUN 11 2018

Ms. Loren Sweatt  
Deputy Assistant Secretary of Labor for Occupational Safety and Health  
200 Constitution Avenue, NW  
Washington, DC 20210

Dear Ms. Sweatt:

As the Department of Defense (DoD) designated agency for Safety and Health Official, I am proud to provide you the DoD Calendar Year 2017 Annual Report on Occupational Safety and Health. This report summarizes the performance of the Military Departments – submitted directly to you – and of the Defense Agencies (enclosed as Appendices to this Report).

During the past nine years, DoD has achieved reductions of 46 percent in its total case injury rate, and 31 percent in its lost work time injury rate. We attribute these reductions to engaged, well-trained, and motivated employees, supervisors, and safety and occupational health (SOH) staff throughout DoD; an attitude of continuous improvement at all levels in implementing SOH management systems; and implementation of the Occupational Safety and Health Act (OSHA) Voluntary Protection Programs at our major industrial installations.

DoD uses this report as part of its SOH management systems review and feedback for continuous improvement. We request OSHA similarly host an interagency forum for sharing lessons learned across the federal agencies based on their reports to OSHA.

The DoD expended approximately \$366,000 to produce all of the DoD reports. Portions of this year's report template required considerable effort to complete – for which we did not see value. Request we be provided the opportunity to review and comment on the 2018 report template to maximize return on investment of our time spent completing the report.

My point of contact for this report is Mr. John Seibert, he can be reached at 571-372-6898, or by email at john.f.seibert.civ@mail.mil.

Sincerely,

Lucian Niemeyer

Enclosure:  
As stated

THANKS FOR  
YOUR  
CONSIDERATION!



**DEPARTMENT OF DEFENSE  
ANNUAL OCCUPATIONAL SAFETY & HEALTH REPORT  
TO THE SECRETARY OF LABOR  
CALENDAR YEAR 2017**

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

The estimated cost of this report for the Department of Defense is approximately \$366,000 in Fiscal Year 2018. This includes \$68,000 in expenses and \$298,000 in DoD Labor.

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CY 2017 ANNUAL OCCUPATIONAL SAFETY & HEALTH REPORT TO THE SECRETARY OF LABOR

Agency Name	Department of Defense
Address	1000 Defense Pentagon Washington DC 20301-1000
Number of federal civilian employees covered by this report	769,776
DASHO	OSH Manager
Mr. Lucian Niemeyer	Ms. Maureen Sullivan
703-695-2880	703-695-7957
lucian.l.niemeyer.civ@mail.mil	maureen.sullivan18.civ@mail.mil

Please use Appendix A to add additional OSH Personnel.

Please rate your agency’s OSH performance using the 20 attributes below. For each attribute, select one of the following responses:

- The attribute does not exist.
- The attribute needs major improvements.
- The attribute needs minor improvements.
- The attribute is highly effective.
- The attribute is not applicable.

In addition, please answer the follow-up questions provided with each attribute (unless the attribute is not applicable).

**I. HAZARD ANTICIPATION & DETECTION**

<b>1. A comprehensive, baseline hazard survey has been conducted within the past five (5) years.</b>	The attribute needs minor improvements.
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- Who conducted the most recent hazard survey(s)? Please select all that apply.
  - Qualified agency personnel
  - Private consultant
  - Other [Please describe.](#)
- Was each identified hazard corrected immediately, or scheduled for correction in your agency’s action plan for safety and health?  Yes  No
- Was the survey written?  Yes  No

- Who has access to these surveys?
  - Employees
  - Contractors
  - Employee representatives
  - Other Supervisors, safety personnel, occupational health professionals, facilities maintenance and engineering personnel.
- Please provide examples to support your answers.

The DoD safety and occupational health (SOH) policy, DoD Instruction (DoDI) 6055.01, “DoD Safety and Occupational Health (SOH) Program,” (<http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/605501p.pdf>) requires the annual completion of hazard surveys of all DoD workplaces but does not specifically require a “baseline” hazard survey every five years. The initial hazard survey of a new or modified work activity could be considered a baseline survey. The DoD Components reported completion of baseline and annual hazard surveys in 2017. Their policies generally require workplace hazard surveys to be conducted at routine intervals and upon identification of a new or modified work activity. Findings from the most recent survey are compared to the previous survey to update and document changes in work processes, process materials and equipment, personnel, hazards, controls, and the need to perform exposure characterization. These periodic worksite hazard surveys ensure shop and worker information is current and accurate and risks are appropriately characterized, reported, managed, and documented. The following extracts from the DoD Component reports illustrate their inspection programs.

**Defense Threat Reduction Agency (DTRA).** The DTRA Environmental, Safety, and Occupational Health (ESOH) Office conducted formal ESOH inspections of the agency’s workplaces and unannounced spot inspections throughout the year. In calendar year (CY) 2017, the ESOH Office conducted 24 annual inspections, 159 spot inspections, and 27 follow-up inspections to address open deficiencies from the agency’s initial (baseline) surveys.

**Missile Defense Agency (MDA).** MDA’s overall accident incidence rates have steadily declined and out-performed the federal government and the DoD rates over the past several years. Through an annual inspection program featuring safety, environmental, and facilities professionals, a complete inventory of safety and health hazards has been developed and documented in inspection reports. Hazards are tracked on hazard logs and spot-inspection logs via the SOH web page. Actions taken to abate identified hazards are tracked until final completion. Hazards identified go beyond the physical ones identified during annual and spot inspections but also include risks and deficiencies identified in safety and health program elements during the annual self-evaluation/inspection. For high-interest inspections that have resulted in a high hazard/finding count, the Designated Agency Safety and Health Official (DASHO) effectively communicates with senior management to provide senior leadership attention and funding assistance.

<p><b>2. Effective safety and health self-inspections are performed regularly.</b></p>	<p>The attribute needs minor improvements.</p>
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## CY 2017 ANNUAL OCCUPATIONAL SAFETY & HEALTH REPORT TO THE SECRETARY OF LABOR

- How often are self-inspections conducted?
  - Weekly
  - Monthly
  - Quarterly
  - Other Daily Spot Checks
- Were all workplaces inspected in CY 2017?  Yes  No\*  
Many workplaces were self-inspected in 2017 but not all. Workplace inspections are performed by a combination of SOH staff, collateral duty safety representatives, and supervisors or employees.
- Who conducts these inspections? Please select all that apply.
  - Supervisors and employees trained in recognizing hazards
  - Safety and health staff
  - Other
- Do supervisors and employees from one area inspect other areas?  Yes  No
- Are these inspections sampled over a period of time to see if patterns of recurring hazards or noncompliance exist?  Yes  No
- Are checklists used when conducting these inspections?  Yes  No
- Please provide examples to support your answers.

All of the DoD Components conduct recurring, periodic workplace inspections and surveys to identify hazards and needed risk management actions. In addition, documentation of inspections and surveys provides a formal record to ensure work tasks/processes and worker information is current, accurate, and appropriately characterizes risks. The Military Components have policies that require a comprehensive workplace survey at frequencies that consider the workplace “priority” from a review of hazards and associated risks to employees. The survey interval is determined based on workplace priority. Workplaces where workers are exposed to hazards that have the potential to cause serious occupational injury are categorized as “high” priority (e.g., maintenance and equipment repair and re-build activities, laboratories, health care, dental and veterinary treatment facilities, engineering and facilities maintenance activities, pest control shops). Workplaces with high-risk or high mishap experience are surveyed annually to characterize, manage, and record occupational exposures. Administrative areas and lower risk workplaces are inspected routinely but not as regularly. These inspections are performed by trained collateral duty safety representatives. Given the thousands of varied DoD work processes that exist worldwide, the current population of full-time SOH staff requires augmentation by trained collateral duty safety representatives to ensure all workplaces are routinely and thoroughly surveyed. The following extracts from the DoD Component reports illustrate the completion of regular safety and health inspections.

**U.S. Marine Corps (USMC).** Marine Corps policy requires all commands to evaluate each work location based on hazard severity and risk and follow a methodical process of assigning a numerical risk assessment code (RAC). The RAC is used to prioritize work areas needing regular evaluation. It provides leaders with information for risk acceptance decision-making. Those work areas with the highest risk are assigned the highest RAC and are given the highest priority when assigning the frequency of workplace inspections.

**Defense Security Service (DSS).** Safety Readiness Coordinators (SRCs) are designated at each location. SRCs are required to inspect their areas monthly, annotating the results on a DSS Form 274, “DSS Office Safety Checklist.” During monthly inspections, if a hazard presents imminent danger to life or property, the SRC notifies the responsible supervisor to take immediate action to correct the hazard or apply interim control measures. Any hazards not immediately abated are reported to the SOH Program Manager (SOHPM) for entry into the Enterprise Logistics Management System. All DSS managers are tasked to ensure office-specific hazard reports are available to office personnel. In addition to the SRC monthly self-inspections in the last 5 years, the SOHPM assessed 97 percent of DSS field locations. The SOHPM assessment results are posted on the DSS internal website and available to all DSS employees for review. The SOHPM uses an agency-specific checklist when performing safety assessments. The SOHPM performs the self-inspection of the DSS headquarters (HQ) facility. As a tenant unit on Marine Corps Base Quantico (MCBQ), DSS follows MCBQ guidance by reporting DSS HQ inspection results using the Enterprise Safety Applications Management System.

**3. Effective surveillance of established hazard controls is conducted.**

The attribute needs minor improvements.

- Please describe examples of key safety and health controls associated with different work areas, operations, or job duties (this can include engineering controls, personal protective equipment, safety rules, etc.) and explain how your agency monitors such controls and what steps it takes when it detects problems. **Please specifically include controls that address Executive Orders 13043 (addressing seatbelt use) and 13513 (banning texting while driving).**

Daily walk-throughs by supervisors and vigilance by workplace employees provide the most effective surveillance for the use of established controls within the workplace. Safety and health personnel, assigned to support each activity, routinely conduct workplace inspections and assessments to evaluate hazard control use and effectiveness. Results of these assessments, including information about control requirements and use, are provided to workplace supervisors and occupational medicine physicians and are documented in the Defense Occupational and Environmental Health Readiness System—the DoD’s authoritative occupational and environmental health information management system.

Name of control	How is this control monitored?	What steps occur when problems are detected?
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CY 2017 ANNUAL OCCUPATIONAL SAFETY & HEALTH REPORT TO THE SECRETARY OF LABOR

Name of control	How is this control monitored?	What steps occur when problems are detected?
DoDI 6055.01 establishes requirements for the DoD Components' safety and health programs	DASHO conducts annual SOH program management reviews	Designated DoD Component develops a focused action plan with a timeline to address SOH area(s) requiring improvement and completes follow-up reporting to the DASHO
DoDI 6055.05, "Occupational and Environmental Health (OEH)," establishes requirements and procedures for DoD risk management	DASHO conducts annual SOH program management reviews	Designated DoD Component develops a focused action plan with a timeline to address SOH area(s) requiring improvement and completes follow-up reporting to the DASHO
Executive Order (E.O.) 13043, "Seatbelt Use," is prescribed in DoDI 6055.04, "DoD Traffic Safety Program"	DoD law enforcement and security personnel check at traffic control points; law enforcement personnel enforce traffic safety	Non-compliance results in verbal and written warnings, notification of supervisors, ticketing, driving privileges suspended or revoked
E.O.13513, "Texting While Driving," is prescribed in DoDI 6055.04	DoD law enforcement and security personnel check at traffic control points; law enforcement personnel enforce traffic safety	Non-compliance results in verbal and written warnings, notification of supervisors, ticketing, driving privileges suspended or revoked
DoD Components follow the hierarchy of controls when managing workplace hazards identified during routine inspections with a priority for implementing: (1) engineering controls, (2) administrative controls, and (3) personal protective equipment (PPE) use.	Inspections completed by supervisors, SOH professionals, fire prevention and facilities maintenance personnel, responsible employees	DoD Components follow risk management procedures in accordance with DoDI 6055.05 and Component-specific policies and procedures to manage risks

- Please describe your agency's Motor Vehicle Safety (MVS) program.

DoDI 6055.04, "DoD Traffic Safety Program," revised in October 2017 (<http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/605504p.pdf?ver=2017-10-10-091724-023>), establishes the DoD MVS Program. This policy establishes requirements for DoD vehicle design and inspection programs; design and management of DoD roadways; pedestrian and bicycle safety, restrictions on use of personal listening devices; driver training, education, and licensing; vehicle restraint use; impaired driving prevention; and motorcycle operations. It establishes the DoD goal to eliminate motor vehicle mishaps and resultant injuries, equipment damage, and fatalities. This policy prescribes compliance with:

E.O. 13043, “Increasing Seat Belt Use in the United States,” April 16, 1997, by requiring all operators and passengers to wear occupant restraint devices (lap and shoulder belts) at all times and assigns enforcement responsibility to the driver and senior ranking occupant.

E.O. 13513, “Federal Leadership on Reducing Text Messaging While Driving,” October 1, 2009, by prohibiting DoD personnel from text messaging, using cell phones, and using other hand-held electronic devices in vehicles unless the vehicle is safely parked. Exceptions include receiving or placing calls in performance of duties from tactical or emergency vehicles or other mission-critical duties (e.g., law enforcement use of in-car mobile data terminals and other electronic devices). Use of hands-free devices is discouraged to prevent distractions from safe driving performance.

The following extracts from the DoD Component reports illustrate examples of their MVS Programs.

**Army and Air Force Exchange Service (AAFES).** The AAFES has over 2,300 motor vehicles. The Loss Prevention Office administers the MVS and Accident Prevention Programs. Regional Loss Prevention and other AAFES officials are responsible for the safety management of vehicles and drivers under their jurisdiction. The objective of the program is to reduce traffic violations and accidents through increased safety awareness. Operators of AAFES vehicles must report on-duty traffic accidents and citations to their supervisors. The MVS program is designed in accordance with DoDI 6055.04 and Department of Transportation guidelines contained in Title 49 Code of Federal Regulations (CFR). These regulations are applied to all AAFES vehicles worldwide.

**Defense Finance and Accounting Services (DFAS).** DFAS has a small fleet of General Services Administration vehicles at each location. Before employees use a DFAS fleet vehicle, they must review both E.O.s 13043 and 13513. Drivers receive a comprehensive safety briefing and conduct a vehicle inspection before receiving vehicle keys. The briefing urges drivers to plan the trip, allow for rest prior to departure, and plan breaks at least every 2 hours; requires travelers not to work and/or drive more than 10 hours during any 24-hour period; encourages travelers to check weather forecasts for the intended route; discourages driving during late night hours; and stresses the importance of vehicle condition inspections since vehicle defects can contribute to mishaps/incidents. DFAS added guidance to its agency-level safety policy on the cell phone use of and reprogramming of global positioning systems (GPSs) while traveling. The new policy requires drivers to pull off the road to a safe location to use the phone or update data in a GPS.

- Provide the number of Motor Vehicle Accidents (MVAs) involving federal civilian employees, and the outcome of any resulting investigations.  
The DoD Components reported 543 motor vehicle mishaps in 2017. Mishap investigations identified driver inattentiveness and inclement weather as leading causes. Driver safety is a major element of the DoD Components’ safety programs. The DoD Components have developed motor vehicle mishap prevention policies, strategies, and initiatives that include discontinued use of vehicles that don’t have seatbelt use alerts; formal training and administrative counseling for texting-while-driving violations; participation in local and national

MVS programs such as the American Automobile Association (AAA) Defensive Driving courses; on-line courses that highlight defensive driving and distracted driving prevention; and enforcement on and off military installations by police and security personnel emphasizing safe speed and driving distances.

- Federal agencies that do not have a dedicated fleet of vehicles, but with employees who may operate motor vehicles in some capacity – whether officially or unofficially – must educate all employees on aspects of MVS. Please describe your agency’s efforts to train employees, including temporary duty employees, on MVS.

DoD Components have specific safe motor vehicle operation policies, procedures, and training oriented on the types of vehicles used to support their mission requirements. Motor vehicle training is required for all personnel who drive vehicles as part of their job requirements—even for those personnel who work in organizations without a dedicated fleet of vehicles. Training topics include distracted driving prevention, safe holiday driving, accident reporting procedures, driver improvement training for personnel involved in vehicle mishaps, vehicle inspection procedures and requirements, security driving courses for personnel deploying overseas, use of travel planning tools, and defensive driving courses such as the AAA Defensive Drivers Course. The following extracts from the DoD Component reports illustrate examples of their employee training strategies:

**Defense Intelligence Agency (DIA).** To comply with E.O. 13513, base safety office personnel at Joint Base Anacostia-Bolling provide training to drivers and passengers to decrease the number of distracted drivers and improve MVS throughout the year. The training addresses the dangers of texting and talking on the phone while driving (distracted driving), and promotes hands-free cell phone usage. In addition, the Occupational Safety, Health, and Environmental Compliance Program routinely disseminates information on safe driving practices through command channels.

**Office of Inspector General (OIG).** Employees deploying to Qatar and Kuwait attend a 3-day Security Driving Course emphasizing a proactive approach to protection and safe driving techniques. Employees in most overseas locations attend a traffic safety course or safe driving course such as Army Accident Avoidance training prior to receiving a license for that country.

<p><b>4. An effective hazard reporting system exists.</b></p>	<p>The attribute needs minor improvements.</p>
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- How can employees report hazards? Please select all that apply.
  - Electronic reporting system
  - Inform manager verbally or by email
  - Inform safety personnel verbally or by email
  - Other [Please describe.](#)
- How does your agency encourage employees to report hazards?

DoDI 6055.01 requires DoD Components to establish procedures for employees to report unsafe or unhealthful working conditions and provide employee protections from coercion, discrimination, or reprisals. Procedures include provisions for employee anonymity, prompt and impartial investigation of allegations of reprisal and administrative action when allegations are substantiated. The following extracts from the DoD Component reports illustrate examples of their employee hazard reporting systems.

**Navy.** The Navy encourages hazard reporting and employee involvement in safety at all levels. The Navy's policy, OPNAVINST 5100.23, provides guidance for how to report hazards and what the employee can expect relating to abatement and response. By making the reporting process easy, employees are encouraged to report hazards. Reporting is facilitated by the availability of forms in central locations at each command, and on websites and intranet sites. In addition, reporting procedures are included in various mandatory employee training events and employees are reminded periodically by email, newsletters, the Navy message system, and magazines as to methods of reporting hazards. The Navy reiterates often that reporting is encouraged with no form of reprisal.

**DoD Education Activity (DoDEA).** The online Accident/Incident Reporting (AIR) system is used for students and employees. Managers, facilities, and school administrators have access to the database and are required to report all injuries requiring greater than first aid. This same system is also used to report unsafe conditions and request Safety evaluations. Reports are reviewed daily by SOH personal, acted upon to investigate possible unsafe conditions, and summarized to agency leadership.

- Does your agency have a written anti-retaliation policy for employees who report unsafe or unhealthy working conditions? Yes No
- How can employees report retaliation?

DoD policy requires DoD Components to provide written notification of whistleblower rights and protections pursuant to Public Law 107-174, also known as the "No Fear Act." The DoD Components maintain effective whistleblower protection programs at all organizational levels and workplaces through publication of policies and procedures on websites, in employee and supervisory training, on posters, with anonymous reporting hotlines and other hazard reporting mechanisms. Employees may file a grievance through supervisory or supporting human resource channels or can contact the DoD OIG. The following extracts from the DoD Component reports illustrate examples of their employee retaliation reporting.

**Defense Contract Management Agency (DCMA).** Employees may report retaliation via Equal Employment Opportunity (EEO), through their chain-of-command, DCMA's internal Inspector General, and the agency's new online hotline. DCMA Instruction 611, "Safety and Occupational Health Program," directs supervisors to "protect personnel from coercion, discrimination, or reprisals for participating in SOH activities and to protect the integrity of the hazard identification system and accident investigations." The instruction provides employees "individual anonymity, when requested; prompt, impartial investigation of allegations of reprisal; and appropriate administrative action when such allegations are substantiated."

**Defense Logistics Agency (DLA).** Employees may report retaliation to the EEO Office, the DLA Inspector General Hotline, or the local commander/director, safety manager, or union representative.

- Were any cases of retaliation reported in CY 2017?  Yes  No
- If alleged retaliation was reported, how many cases were investigated?  
None were reported

<b>5. Accidents are investigated for root causes.</b>	The attribute needs minor improvements.
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- Does your agency investigate near misses?  Yes  No
- Does your agency investigate property damage?  Yes  No
- Does your agency have standardized procedures for conducting root cause investigations?  
 Yes\*  No  
\* DoD’s mishap investigation processes include procedures for determining all contributing factors resulting in a mishap or near miss.
- Who is responsible for implementing changes based on the findings from investigations?

DoDI 6055.07, “Mishap Notification, Investigation, Reporting and Recordkeeping” (<http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/605507p.pdf>) describes DoD’s requirements and procedures for mishap investigation, reporting, and recordkeeping including the designation of standard mishap data elements. The DoD Components are responsible for completing comprehensive safety investigations in accordance with DoDI 6055.07 to identify causes and implement corrective actions to prevent mishaps and resulting injuries and illnesses. Each recommendation is assigned to an action office for implementing.

- Please provide an overall assessment of your agency’s approach to root cause analysis.

DoD Component safety investigation policies describe their procedures for the collection and analysis of data and information associated with mishap events. Generally, as part of the accident investigation process, mishap findings and recommendations are developed from an analysis that includes *all identified* contributing causal factors. The following extracts from the DoD Component reports illustrate examples of their mishap root cause analysis.

**USMC.** Marine Corps Order P5102.1D, “Mishap and Safety Investigation, Reporting and Record Keeping Manual,” provides the framework to ensure causes are identified, analyzed, and appropriately addressed through corrective actions. To improve in root cause identification and analysis, the Marine Corps has improved training for accident investigators. One of the major training areas and critical learning objectives of the updated Ground Mishap Investigation and Root Cause Analysis training course is to ensure investigators have the proper knowledge, skills,

and tools to identify and analyze root causes. This course is required for all civilian safety professionals and ground safety officers who conduct accident investigations. With the improvements in mishap investigations, policies and orders are updated to facilitate better documentation, tracking, and monitoring of root causes.

**MDA.** The MDA follows MDA Instruction 6055.02, “Accident & Mishap Safety Investigations and Reporting,” to complete mishap investigations. The agency ensures trained accident investigators are available to conduct investigations. Investigative processes ensure the investigator or team drives a systematic approach that will arrive at root cause(s). Several safety officials have attended the Air Force Mishap Investigation Board training. It is the policy of the agency and the approach of each investigator to identify and abate the root cause(s) of each accident.

- Please describe what your agency is doing to prevent slips, trips, and falls; and exertion-related injuries.

The DoD Components identify slip, trip, and fall hazards during the completion of workplace inspections. They work to reduce slips, trips, and falls through safety messages, warning signs, safety campaigns, education, training, workplace inspections, and a thorough review and monitoring of housekeeping procedures and snow/ice clearing practices on outside working surfaces, walkways, and parking lots. During CY 2017, several DoD Components conducted safety awareness activities with particular focus on slip, trip, and fall hazard identification and prevention. The following extracts from the DoD Component reports illustrate examples of their slip, trip, and fall prevention practices.

**Defense Information Systems Agency (DISA).** The DISA Safety Office mandates that “Slips, Trips, & Falls” computer-based training in the eLearning training system be completed by all government civilians and military personnel. Regarding exertion-related injuries for CY 2017, the DISA Safety Office required all government civilians and military personnel complete “Back Safety” computer based training in the eLearning system, due to an increase in material handling recordable mishaps for fiscal year 2016.

**Washington Headquarters Services (WHS).** WHS expends considerable effort toward reducing risk factors associated with slips, trips, falls, and exertion. Housekeeping services include continuous monitoring of food service locations and all shared walkways (sidewalks, corridors, restrooms, etc.) to remedy wet, slippery floors. WHS maintains a multi-mode hazard reporting process so that employees, tenants, and visitors can quickly report developing hazards. Walk-off rugs are placed at all entrances and housekeeping resources are redirected during inclement weather. Snow and ice cleaning is contracted and closely monitored, with liberal use of ice melting materials. Slip, trip, and fall prevention is addressed in annual training, and numerous outreach notices are published throughout the year. During CY 2018, a programmatic assessment process for exterior walking surfaces is being considered. Preventing falls from heights has remained a focus. The design and installation of engineered walkways has continued for industrial areas where hazard analysis has revealed opportunities for risk-reduction improvements. With respect to exertion-related injuries, the Occupational Safety and Health Branch conducts recurring ergonomics training for all wage-grade employees. Training curricula

is developed based upon common ergonomic principles, as well as developing technologies, tools, and processes. Loss history informs training frequency and content.

- Please summarize your agency’s illness and injury experience, including the most frequently reported work-related illnesses and injuries for the reporting period. Also describe the actions your agency has taken to prevent future occurrences.

The DoD has some of the lowest civilian employee injury and lost time case rates among all federal agencies. Since 2009, DoD’s total injury and lost time case rates have steadily declined by approximately 46% and 31%, respectively, see Table.

Table. DoD Injury and Illness Rates, 2009-2017.

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

Data source: Federal Agency Program Injury and Illness Statistics.

([https://www.osha.gov/dep/fap/statistics/fedrprgrms\\_stats17\\_final.html](https://www.osha.gov/dep/fap/statistics/fedrprgrms_stats17_final.html))

During this same time period, DoD civilian employee work-related fatalities dropped by 91%. The DoD Components’ most frequently reported work-related injuries were from slips, trips, and falls, as described above, followed by back injuries and sprains/strains. The DoD Components conduct routine workplace surveys to identify work tasks and work areas where these hazards exist, followed by the institution of appropriate controls to minimize or mitigate the hazard. Fall protection programs and controls as specified in 29 CFR 1910.29 are routinely employed. Supervisors and employees are routinely reminded of these hazards through Safety Councils, signage, safety briefings, orientation, and recurring training. Contracts for housekeeping services have been modified so services are provided to respond quickly to spills during normal duty hours and cleaning of walking services during off-peak times to eliminate wet, slippery floors during high foot-traffic periods. The following extracts from the DoD Component reports illustrate actions they have taken to prevent future slips, trips, falls, and back injuries.

**Army.** Employees are encouraged to wear proper footwear and to be constantly aware of their surroundings. To reduce exertion injuries, safety staff receive ergonomics training and conduct worksite ergonomic assessments. In addition, employees are instructed to use proper material handling equipment or two-person lifts to reduce back injuries. Two-person lift techniques are incorporated into the routine training of personnel who perform physical labor. Safety personnel

and industrial hygienists work closely to inspect workplaces for exertion hazards and identify strategies for mitigation through ergonomic solutions.

**DFAS.** DFAS supervisors and safety managers alert employees to slip, trip, and fall hazards and their causal factors including weather, maintenance of the sidewalks and parking lots, liquid spills, distracted walking, etc. DFAS safety personnel investigate all accidents, abate hazards as quickly as possible, and implement interim and final controls. The DFAS SOH health manager and site safety managers have worked extensively to reduce slips, trips, and falls through focused awareness media topics, DFAS Safety Newsletters, education, training, and workplace inspections.

- Please summarize your agency’s experience with fatalities, hospitalizations, and other reportable events, pursuant to the revised requirements of 29 CFR 1904.39 that occurred during the reporting period — providing the total number of fatalities, hospitalizations, and other reportable events. For each such event, please complete an Event Summary Report in Appendix B.

The DoD Components reported two DoD civilian employee work-related fatalities during 2017—both in the Army. Both of the fatalities occurred as a result of construction vehicle operations: a tipped vehicle and a vehicle roll-over.

The DoD Components reported 64 hospitalizations and 17 amputations during CY 2017.

- The majority of the hospitalizations were associated with slips, trips, and falls; improper lifting and material handling; lack of proper lockout-tagout procedures; burns from hot liquids; and electrical safety.
- The amputations were associated with heavy equipment use and movement leading to crushing/cutting of hands and fingers, lack of use or improper operation of machine guards, and improper lockout-tagout procedures.

Appendix B provides details of each event including a general description of the mishap, investigation, and actions taken or planned to prevent recurrence. The DoD Components’ reports provide more complete details about their experiences and corrective actions.

**II. HAZARD PREVENTION & CONTROL**

<p><b>6. Feasible engineering controls are in place.</b></p>	<p>The attribute needs minor improvements.</p>
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- How does your agency ensure employees are aware of, and use, the engineering controls?

DoD policy requires DoD Components to apply the hierarchy of hazard controls in order of priority: elimination; substitution of less hazardous materials, processes, operations, or equipment; engineering controls; warnings; administrative controls; and personal protective equipment (PPE). DoD Components place a high priority on identifying and employing feasible interim and permanent engineering controls to eliminate or control workplace hazards. Worksite managers and supervisors are responsible for educating and training employees on job hazards

and the proper implementation of all assigned controls. The following extracts from the DoD Component reports illustrate actions taken to ensure employees are aware of and use engineering controls.

**Navy.** The Navy has many types of surveys and inspections that identify workplace hazards and the associated controls to mitigate and/or reduce the severity of the hazard. Policies require controls during operations and task standard operating procedures (SOPs) are used at the worksite with notes and reminders of the hazards and associated controls. There is extensive training for employees involved in very hazardous operations such as use of machines with machine guards, working at heights, confined spaces, etc. Employee training details what engineering controls are present and how they are used to mitigate and/or reduce the severity of the hazard. The Navy uses mock-up training as well as qualification standards, which include the use of engineering controls. Supervision, management, other employees, safety committees, and oversight personnel such as safety professionals or quality assurance help ensure that controls are used as required.

**DLA.** Supervisors are responsible for ensuring employees use correct procedures and engineering controls in their work areas. Engineering controls are typically identified in Job Hazard Analyses (JHAs). The JHAs are used in job training, posted in the workplace, and reviewed annually by the employees.

<b>7. Effective safety and health rules and work practices are in place.</b>	The attribute is highly effective.
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- How does your agency communicate these rules and practices? Please select all that apply.
  - Written manuals or memorandums
  - Verbal instruction or direction
  - Agency websites and/or posters
  - Other JHAs, town hall meetings, safety and health councils, safety stand down events, employee performance counseling
- Please provide examples to support your response.

Effective communication between management and employees is key to the DoD SOH Program and the prime contributor to the effectiveness of safety and health rules and work practices. DoD Components use an array of communication methods to ensure effective workplace safety and health rules are understood and followed. These methods include published Component-specific regulations, SOPs, manuals, new employee orientation training, direct supervisor-employee discussions, newsletters, posters and bulletin boards, organizational websites, social media, command-directed safety “stand-downs,” and town hall meetings. The following extracts from the DoD Component reports illustrate the establishment and communication of effective safety and health rules in the workplace.

**WHS.** Written policies and procedures have been developed to address risks identified through the work area-specific hazard assessment process. WHS has implemented 36 risk and

regulatory-specific policy chapters and 8 energized electrical work SOPs. WHS conducts training on each policy at least every 3 years, with many occurring annually. All policies are maintained and remain accessible via a dedicated intranet website.

**DLA.** DLA uses safety instructions and manuals to communicate safety program requirements. Locations develop their own site-specific programs and SOPs, and use safety websites, safety bulletin boards, messages, policy memorandums, and awareness campaigns to inform employees of the local safety program requirements.

<b>8. Applicable OSHA-mandated programs are effectively in place.</b>	The attribute needs minor improvements.
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- How does your agency communicate these programs? Please select all that apply.
  - Written manuals or memorandums
  - Verbally
  - Agency websites and/or posters
  - Other safety and health councils, town hall meetings, employee performance counseling
- Are employees involved in program reviews?  Yes  No
- Are the programs evaluated and updated annually?  Yes  No
- Please provide examples of the programs that are in place.

DoDI 6055.01 requires the DoD Components to comply with OSHA standards (<http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/605501p.pdf>). DoD Components designate responsible officials at various organizational levels to manage mandated programs such as Hazard Communication (HAZCOM), Hearing Conservation, Lockout/Tagout (LOTO), etc. The following extracts from the DoD Component reports illustrate examples of OSHA-mandated programs that are in place.

**DSS.** DSS Safety personnel drafted policies to establish the agency’s HAZCOM and LOTO programs. The DSS HAZCOM Program is based on the OSHA HAZCOM standards ensuring compliance with the OSHA HAZCOM Final Rule; DoDI 6050.05, “DoD Hazard Communication (HAZCOM) Program”; and Federal Standard 313. DSS also developed office emergency plans that follow OSHA 29 CFR 1926.34. DSS follows 29 CFR 1910, Subpart 1, Appendices A and B when using any PPE. DSS posts the Federal Agency Occupational Safety and Health Protection for Employees poster on all bulletin boards. DSS manages its fire extinguishers in accordance with 29 CFR 1910.157(g)(3).

**Army.** Not all inclusive but the following are examples of mandated programs that exist on most Army installations: Respiratory Protection, HAZCOM, Fall Protection, Emergency Action Planning, Confined Space Entry, PPE, Eye Safety, Ladder Safety, Back Safety, Forklift Operations, Radiation Safety, Electrical Safety, Emergency Response Training, Portable Fire

Extinguisher Management, Heat and Cold Injury Prevention, Job Hazard Analysis, and Ergonomics.

- Please indicate your agency's compliance with 29 CFR 1960.34. Specifically, please describe how your agency ensures that the products and services it procures comply with the product safety requirements of the standard, including the use of Safety Data Sheets (SDSs) [previously Material Safety Data Sheets (MSDSs)]. Please provide examples.

DoDI 6050.05 (<http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/605005p.pdf>), requires the DoD Components to comply with OSHA's HAZCOM standard as prescribed in 29 CFR 1910.1200. Procurement offices throughout the DoD follow the requirements of Federal Standard 313E, "Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities." This standard mandates that manufacturers and distributors of hazardous chemicals provide SDSs and label chemical containers in accordance with 29 CFR 1910.1200. In addition to these requirements, the DoD Components use the DoD Hazardous Materials Information Resource Management System (HMIRS), managed by DLA, as the official repository for OSHA HAZCOM-compliant SDSs and a source for generating HAZCOM-compliant container labels. Safety and health inspections of workspaces where hazardous chemicals are used include a review of SDSs to ensure they are readily available to employees and are actively used in HAZCOM training. The following extracts from the DoD Component reports describe their policies and procedures for compliance with 29 CFR 1960.34.

**USMC.** As required by 29 CFR 1960.34, SDSs are provided through HMIRS or acquired directly from suppliers when purchasing hazardous materials. SDS information advises employees in the workplace of the chemical hazards and includes recommended controls such as PPE needed to protect the employee from each hazard. SDS binders, including SDSs for all hazardous products, are placed in conspicuous work center areas for use by all employees. Inspections of SDS are performed during quarterly self-inspections and during the annual OSH work center inspection. Missing SDSs are deemed a "discrepancy" and required to be corrected. Installation Safety Offices ensure that all hazardous materials used are procured through DLA's Hazardous Materials Management Center.

**Air Force.** Hazardous materials SDSs are managed centrally in the Air Force Enterprise Environment, Safety and Occupational Health Management Information System (EESOH-MIS). All hazardous chemicals have their SDS data entered into EESOH-MIS upon receipt by logistics personnel. This information is available to workers. All Air Force workplaces that use hazardous chemicals have electronic and/or paper SDS on the products used at that location. Hazardous communication and chemical quantities, including employee right-to-know, are further centrally managed by each installation.

E.O. 12196 requires agencies to provide employees places and conditions of employment that are free from recognized hazards, regardless of geographical location.

- Please indicate how many of your agency's federal employees were stationed overseas, either temporarily or permanently, during the reporting period.

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The DoD Components reported 46,792 DoD civilian employees working outside the United States during CY 2017.

- How does your agency ensure that its overseas employees are made aware of applicable OSHA-mandated programs?

DoD and Component policies and programs apply equally to employees working in the U.S. and overseas. Orientation and recurring employee and supervisory training serves to educate members of the workforce about relevant OSHA-mandated programs. Routine workplace inspections enforce safety and health program requirements and identify gaps. Inspection results are used by managers and supervisors to evaluate safety and health program requirements and effectiveness and identify focus areas. The following extracts from the DoD Component reports describe procedures to ensure overseas employees are aware of applicable SOH programs.

**DLA.** All DLA employees stationed overseas are supported by DLA safety and health professionals assigned to overseas regions. The safety programs for overseas employees are the same as for those located within the United States. Communication of OSHA-mandated programs are through written programs, email, policy memorandums, and local training.

**OIG.** Overseas OIG employees work on military installations and receive the same safety-related information and services as other employees working on those installations. The OIG has developed services support agreements with each installation. The OIG SOH staff also communicates safety-related programs and information to overseas OIG employees as they would other OIG employees.

- Please indicate how your agency provides safe and healthful workplaces for its overseas federal employees.

DoD policy requires the DoD Components comply with OSHA policies at overseas locations in the same manner as those activities within the United States. DoD SOH policies apply both in the United States and at overseas locations. The DoD Components conduct routine workplace hazard surveys at routine intervals, and upon identification of a new or modified work activity, within overseas worksites following the same procedures applied within the United States. In addition, if there are specific host nation occupational safety and health requirements, those requirements are applied within work areas that employ local national personnel. The following extracts from the DoD Component reports describe procedures to ensure overseas employees are provided safe and healthful workplaces.

**DoDEA.** All applicable programs are supervised from HQ through all districts and managed by the appropriate offices (SOH, Nursing, Facilities, etc.) the same way. The structure of each district is mirrored worldwide. They differ only in that there are also host-nation regulatory requirements overseas. When requirements differ, the most stringent is followed.

**DCMA.** All DCMA employees are required to complete computer-based safety training, and all supervisors are required to complete supervisor safety training, to ensure a safe and healthful work environment for their employees. This training is required for personnel working within

and outside the United States. All agency employees entering facilities requiring mandated OSH programs are required to complete/review job hazards analyses, indicate potential program requirements, and complete data collection forms indicating potential inclusion into required medical surveillance programs. Agency SOH staff routinely audit overseas offices and contractors to ensure employees are following required agency, DoD, and international safety regulations.

**9. An effective procedure for tracking hazard correction is in place.**

The attribute needs minor improvements.

- Does your agency allow any employee to initiate a work order involving safety and health issues? Yes No
- Does your agency’s safety and health committee initiate and track hazard correction? Yes No If you answered no, who tracks the corrections? [Please describe.](#)
- Is progress reported in committee minutes? Yes No
- In CY 2017, did your agency adhere to established correction dates? Yes No
- Does your agency have a system in place to verify the effectiveness of controls after they are installed or implemented? Yes No
- Please provide examples to support your answers.  
DoD Components have systems in place to track hazard correction and risk management at local (installation), regional, and enterprise-wide levels following the risk management procedures prescribed in DoDI 6055.01. Safety and health offices track hazards from identification to abatement using information management systems like the Defense Occupational and Environmental Health Readiness System-Industrial Hygiene (DOEHRS-IH) and integrated functional committees composed of workplace representatives (e.g., SOH, facilities and engineering, fire and life safety, human resources) that meet regularly to collaborate and develop risk management recommendations for senior leaders and managers. Hazards are reviewed and prioritized, and abatement planned, as part of the installation hazard abatement plan.

Most of the DoD Components use information management systems like DOEHRS-IH to centrally track workplace hazards, potentially affected populations, institution of workplace controls, and effectiveness of controls to reduce or eliminate risks. The following extracts from the DoD Component reports describe procedures for tracking hazard corrections.

**DCMA.** DCMA employees use a number of strategies for reporting hazards. Employees may use the anonymous “Online Hazard Reporting System,” can report via e-mail or phone call to the regional safety manager or industrial hygienist, or can report to the local collateral duty safety officer. Upon receiving a hazard report, the receiving SOH manager or industrial hygienist reviews and inputs the report into the online tracking system, communicates (voice or email) to the leadership/supervisor/ reporting employee, and provides written response of receipt to

reporting employee and leadership. The DCMA SOH/IH staff determines resources needed to address the hazard. SOH staff attempts to resolve the issue at the lowest level of management. Should the shop contractor be unable or unwilling to correct/abate the issue, recommendations will be made to the commander to take action to control exposure to personnel, including removal from facility.

**OIG.** All employees have the authority to initiate a work order to correct hazards and facility issues. Employees normally contact SOH staff regarding hazards. If a hazard cannot be corrected promptly, SOH staff will log it on the hazard abatement log and track it to completion. Deficiencies from annual SOH inspections are also entered into the log for tracking. The standard is corrective action completed immediately but not later than 30 days after it is identified. More complex, facility-related issues requiring longer than 30 days for abatement are managed by the OIG space managers and monitored by SOH staff until resolved. Collateral duty safety representatives verify the effectiveness of controls at the HQ, and SOH staff verify the effectiveness of controls at field sites during the following year’s SOH inspection. The SOH staff initiates hazard corrections and the SOH Council tracks hazard correction. Progress is discussed at SOH Council meetings and reported in the meeting minutes.

**III. PLANNING & EVALUATION**

<b>10. Hazard incidence data are effectively analyzed.</b>	The attribute needs minor improvements.
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- Please identify the information included in your agency’s incidence data. Please select all that apply.
  - The number and type of near misses
  - Incidents that did not cause personal injury
  - The number and types of uncontrolled hazards identified (e.g., missing machine guards, chemical releases)
  - Failure to use PPE
  - Number of OSHA non-compliances
  - Number of workers without required training
  - Other Number of fatalities; rate of workplace injuries/illnesses; rate of injuries/illnesses that results in days away, restriction and transfer; hearing loss as measured by rate of personnel who experience a permanent threshold shift
  
- Does your agency’s analysis include the following? Please select all that apply.
  - Identifying injury and illness types
  - Detecting trends and patterns
  - Determining distributions
  - Assisting in hazard detection
  - Setting priorities for hazard correction
  - Other Determining the need and location for workplace inspections and hazard evaluations; determining the location and type of workplace controls

- Do all employees have access to the data analysis results?  Yes  No
- Please provide examples to support your answers.  
DoD policy requires DoD Components to assess SOH program effectiveness using hazard incidence data and lagging metrics. These assessments help identify injury types and hazard categories, help to detect trends, and provide information for mitigation strategies. Lagging metrics include:
  - Number of mishap fatalities.
  - Injury and illness rates calculated from OSHA 300 log (or equivalent) data such as total cases and total cases resulting in days away from work, restriction, and job transfer (measured as number per 200,000 hours worked).
  - Hearing loss rate (permanent threshold shift (PTS)), rate (measured as number of personnel who experienced a PTS per 100 personnel).

The Military Services conduct an annual Program Management Review with the DoD DASHO, which includes these metrics. In addition, reports of DoD Class A mishaps (resulting in death, permanent total disability, destroyed aircraft, damage equal to or greater than \$2 million) are reported weekly and formal investigations are completed to determine cause and corrective actions, as appropriate. The following extracts from the DoD Component reports describe procedures for analyzing hazard incidence data.

**AAFES.** Hazard incident data is continually analyzed and broken down by region and facility. Trend comparison is done on a 5-year, 3-year, and year-to-year basis. Data is typically “pulled” and analyzed by the Headquarters Safety and Health Office, then forwarded to the Region Loss Prevention/Safety Manager for review and trending. However, all exchanges can review their respective data through the Exchange Case Management Accident Reporting System.

**DTRA.** The Environment, Safety and Occupational Health (ESOH) Office conducts programmatic analyses of safety inspection deficiencies, accident reports, and hazard notifications to identify relevant quarterly trends for annual comparison. All information is posted on the ESOH Share Point site for the entire workforce to review.

**11. An action plan designed to accomplish the agency’s safety and health objectives is in place.**

The attribute needs minor improvements.

- Please identify what is included in your agency’s action plans. Please select all that apply.
  - Specific items are described
  - Action items are measurable
  - Action items are achievable
  - Action items are result-oriented
  - Each action item has a completion time-frame of a year or less
  - Responsibility for action items is assigned to a specific agency official/employee
  - Other [Please describe.](#)

- Please indicate whether your agency engages in any particularly hazardous activities (beyond normal day-to-day activities) that have an additional impact on federal employee safety and health. Please provide examples.

DoD Component personnel engage in many diverse, hazardous activities that have the potential to impact employees’ safety and health. DoDI 6055.01 establishes the overarching requirements for the DoD Components’ safety and health programs and prescribes goals, objectives, and measures of program effectiveness. This policy requires the DoD Components to identify “uniquely military” equipment, systems, operations, and workplaces that are excluded from federal OSHA standards but where OSHA requirements are applied, as practicable. When infeasible or inappropriate, DoD Components must apply and document strict risk management procedures. To sustain oversight and situational awareness of these hazardous, high-priority activities, the DoD Components institute procedures where these operations are routinely inspected, hazards identified and risks managed. This overarching process for workplace monitoring plan development is prescribed in DoDI 6055.05. The following extracts from the DoD Component reports describe examples of particularly hazardous activities.

**Navy.** Navy civilians engage in hazardous activities, especially in shipyards where ship maintenance and complex industrial operations occur. There are other non-routine but very hazardous activities that are conducted to ensure the Navy can fulfill its mission such as ship breaking, high-risk training, explosives operations, underwater operations, testing of new equipment, operation of historic machinery needed to maintain ships and submarines, force protection security activities, small boat operations, tactical ground mobility, and aircraft operations. In all cases, hazards are identified and risks appropriately managed and documented.

**DLA.** DLA personnel perform a number of hazardous activities. Approximately one-third of the agency’s population is involved in warehousing-type hazardous operations that involve material handling (both manual and using material-handling equipment). A small percentage of agency personnel are involved in demilitarization operations including plasma cutting, shredding, crushing, and other demilitarization activities. As part of the demilitarization activities, employees also run the risk of encountering explosives that were not removed from the equipment. A few employees are involved in a mercury transfer operation that requires stringent safety controls. The agency also deploys personnel to support military operations in Afghanistan and Kuwait; these employees face hazards beyond those routinely encountered in normal day-to-day activities by virtue of their work in very austere environments.

**12. A review of the overall safety and health management system is conducted at least annually.**

The attribute needs minor improvements.

- Please indicate what is included in your agency’s review/audit. Please select all that apply.
  - Leading indicators (If checked, please select all that apply.)
    - Review of OSH training records
    - Tracking of management participation in walk-throughs/inspections
    - Review of existing budget for OSH items/actions
    - Other Completion of Job Hazard Analyses
  - Lagging indicators (If checked, please select all that apply.)

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- Review of OSHA-recordable injuries
- Review of injury frequency and severity
- Review of workers' compensation costs
- Other [Please describe.](#)

- Review is written
- Review identifies accomplishments, failures, and root cause(s) for failures
- Management is involved in review or aware of the audit results
- Other [Please describe.](#)

- Did your agency conduct internal safety and health inspections of its OSH program management system? Please provide details.

DoD policy requires the DoD Components to establish SOH management systems across all levels of operations and activities. Following a 4-year cycle, organizations must undergo an independent external audit to demonstrate successful implementation of an SOH management system. External audits confirm that an organization's SOH management system meets the DoD Component's SOH assessment criteria. In addition, DoD Components must complete a Component-level SOH program self-review annually. The annual SOH program review of the Military Departments and DLA considers a review of leading indicators such as the percentage of organizations that have fully implemented an SOH management system as recognized by the successful completion of an external audit (e.g., OSHA Voluntary Protection Program (VPP)). The DoD DASHO considers leading and lagging indicators of SOH program effectiveness during the annual SOH Program Management Review of the Military Departments and DLA. Leading indicators include workplace hazard abatement within prescribed timelines and occupational medical surveillance completion rates. Lagging indicators include trends in mishap fatalities; total cases of injuries/illnesses; and total cases of injuries resulting in days away, restriction, and transfer. The most recent annual review found that the Military Departments are conducting the required assessments and are working toward more mature SOH management systems. The DoD DASHO conducts annual assessments of the remaining DoD Components through this CY 2017 OSH Report.

- Was your agency inspected by an external safety and health authority, such as OSHA? Please provide details.

DoD policy requires the DoD Components to establish SOH management systems with an external assessment every 4 years. The DoD implementation of Safety and Health Management Systems (SHMSs) includes monitoring the DoD Components for successful implementation of SHMS. DoD supports organizations that demonstrate a safety and health culture and achieve injury and illness rates below industry averages. These high-performing organizations are acknowledged through OSHA VPP Star recognition or Military Department-equivalent Star recognition (e.g., Army Star, Navy Star). Organizations achieving OSHA VPP STAR or Military Department-Star recognition are credited with implementing an SHMS. As illustrated in the dashboard figure below, 48 Military Service sites and 9 Defense Agency sites have achieved OSHA VPP Star Status. Following the tenets of OSHA VPP, the Army developed an Army SOH Star program, with 56 Stars awarded. The Navy has certified four sites outside the

United States. Approximately 400 DoD worksites are pursuing or maintaining SHMS recognition.



The DoD Components reported the completion of internal and external safety and health audits. Many of these inspections were accomplished by personnel representing an HQ-level organization or through the completion of VPP or Component-equivalent SHMS recognition programs.

- Of the inspections conducted, by an internal or external authority, how many were announced and how many were unannounced?

The DoD Components conducted thousands of internal and external inspections throughout the year—SOH program inspections and facility inspections that identify workplace hazards and controls. Many of the DoD Defense Agencies are located on an Army, Navy, or Air Force installation so are often inspected by the local installation safety and health staff. As a general rule, the completion of internal workplace inspections are often considered formal inspections and are announced and scheduled. “On-the-spot” evaluations and inspections are typically unannounced. The Military Departments, AAFES, DoDEA, Defense Commissary Agency (DeCA), and DLA reported OSHA inspections at 153 installations and worksites in CY 2017. The details of these inspections, both announced and unannounced, are provided in their respective CY 2017 OSH Reports.

- Did the inspecting authority issue a *Notice of Unsafe or Unhealthy Working Conditions* (Notice) or the equivalent? If yes, please describe: 1) the hazard identified in the Notice; and, 2) how abatement was tracked to closure.

The Military Departments, DeCA, DoDEA, DLA, and AAFES received OSHA Notices. These Notices were primarily associated with the following hazard areas: electrical safety, LOTO, fall protection, hazardous materials handling, record keeping, PPE use, machine guarding, ladder safety, general construction safety, and egress. Corrective actions were often instituted immediately. Those not corrected were tracked to completion by workplace supervisors and assigned SOH managers. The following extracts from the DoD Component reports describe examples of how corrective actions are tracked to closure.

**Air Force.** Safety staffs inspect, identify, and track hazards formally through closure. They follow a two-part process based on the requirements in Air Force Instruction 91-202, “USAF

Mishap Prevention Program.” Risk assessment codes (RACs) 4 and 5 (the lowest priorities of hazards) are placed in the installation tracking system and verified through the Inspector General’s inspection process. RACs 1, 2, and 3 hazards are entered in the installation Master Hazard Abatement Plan and corrective actions and completion status receive visibility of senior leadership on a semi-annual basis.

**DeCA.** Corrective actions are tracked to completion and reviewed by the store administration and area safety managers.

- Agencies have the right to appeal a Notice from OSHA. If your agency appealed an OSHA Notice during this period, please describe the interim actions your agency implemented to protect the safety and health of its employees until the appeal was resolved.

DoD policy requires the DoD Component DASHO’s review of appeals to an OSHA Notice. In CY 2017, the Air Force appealed an OSHA Notice. Interim actions and appeal resolutions are described in the Air Force CY 2017 OSH Report.

**IV. ADMINISTRATION & SUPERVISION**

<b>13. Safety and health program tasks are specifically assigned to a person or position for performance or coordination.</b>	The attribute needs minor improvements.
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- Please indicate whether your agency assigns specific staff members to conduct the following OSH activities. Please select all that apply.
  - Baseline hazard survey
  - OSH self-inspections
  - Surveillance of hazard controls
  - Hazard reporting
  - Tracking hazard corrections
  - Change analysis
  - Accident investigations
  - Job hazard analysis
  - Near miss investigations
  - Preventive maintenance
  - Other [Please describe.](#)

- Approximately how many full-time safety and health staff did your agency employ in 2017?

The Military Departments and DoD Components reported approximately 4,200 full-time SOH staff assigned.

- Approximately how many collateral duty safety and health staff did your agency employ in 2017?

The Military Departments and DoD Components reported a total of approximately 10,000 collateral duty safety and health staff assigned across DoD.

<b>14. Individuals with assigned safety and health responsibilities have the necessary knowledge, skills, and timely information to perform their duties.</b>	The attribute needs minor improvements.
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- Please indicate the training your agency provides to staff with assigned safety and health responsibilities. Please select all that apply.
  - Agency-provided online training
  - Agency-provided classroom training
  - OSHA FEDWEEK
  - OSHA online collateral duty course
  - OSHA Education Center training
  - OSHA Training Institute classroom courses
  - Other DoD Component-specific safety training events associated with site-specific and job-specific tasks
- Please indicate the number of employees who received training in each category checked above.

The DoD Components reported the completion of hundreds of training events during the year for approximately 4,000 full-time safety and health professionals and over 6,000 collateral duty safety personnel. Training techniques included classroom training events hosted and organized by OSHA’s Training Institute and Education Center, military occupational specialty training, the Service Safety Centers, and installation and unit/activity safety managers. The use of computer-based, on-line training is often used for the completion of refresher training and for many of the more routine, general safety and health topics.

- Please list the training and professional development opportunities your agency provides to OSH personnel.

DoD policy requires that leaders, managers, and supervisors receive training on safety policies, procedures, and organizational initiatives. Policy requires the DoD Components to retain personnel with SOH training and education necessary to competently fulfill their roles and responsibilities for implementing risk and SOH program management. Competencies include hazard identification, hazard abatement, and SHMS implementation. The DoD’s SOH professional staff is knowledgeable and experienced based on recruitment, assignment, and professional progression into specific occupational specialties. SOH professional staff generally includes the following General Schedule (GS) occupational specialties: 0018 – Safety and Occupational Health Specialist/Manager, 0803 – Safety Engineer, and 0690 – Industrial Hygienist. Each of these professions has specific requirements for education, knowledge, skills, and abilities. DoD Components manage individual competencies and training programs for their respective workforce. There are hundreds of training and professional development opportunities that are relevant for SOH professional staff members. The following extracts from the DoD Component reports highlight training opportunities and competency management strategies employed within the DoD Components.

**USMC.** Incumbents in each SOH position meet the required knowledge, skills, and abilities of their specific occupational series. Marine Corps civilian SOH personnel are comprised of these GS occupational specialties: 0017- Explosives Safety Specialist, 0018 - Occupational Safety & Health Specialist, 0019 - Occupational Safety & Health Technician, 0803 - Safety Engineer, and 0690 - Industrial Hygienist. The Head, SOH Branch, Commandant of the Marine Corps Safety Division is the community of interest (COI) manager. The Deputy Director, Safety Division is the COI leader. Supervisors provide job-unique training. SOH training is funded and provided through the Joint Services Safety and Occupational Health Career Program #12 Course, Naval Occupational Safety and Health (NAVOSH) training courses delivered onsite annually at major installations throughout the Marine Corps, OSH training provided through the COI, technical sessions provided online through the annual professional development symposium contracted through the Naval Safety and Environmental Training Center, and technical sessions provided at various venues such as American Society of Safety Engineers (ASSE), Voluntary Protection Participant's Program Association, and the National Safety Congress.

**DFAS.** The DFAS safety program manager and site safety managers are experienced trained safety professionals. DFAS policy requires safety managers to obtain recurring safety training to stay current in their profession. The DFAS safety program manager arranged for the OSHA 30-hour course to be taught to all site safety managers at no cost to the sites. Site safety managers are encouraged to attend at least one safety-related course each year. It is also highly recommended that safety professionals pursue certification as a Certified Safety Professional or Certified Industrial Hygienist.

- Please explain how OSH personnel are informed of an accident and/or existing hazards.

DoD policy requires training for all personnel in areas of hazard identification and reporting, risk management, and mishap reporting. This training is job-related and includes orientation to established SOPs that include mishap reporting. Each DoD Component has established policies, procedures, and data requirements for hazard and mishap reporting. Generally, when a mishap occurs, personnel inform the immediate workplace supervisor followed by notification of assigned SOH staff. DoD Components are supplementing direct reporting of employee injuries by establishing procedures to be notified of employee workers compensation claims – either through working relationships with the Injury Compensation Program Administrators or through information systems such as the Department of Labor's eComp system. The following extracts from the DoD Component reports highlight how their SOH personnel are informed of hazards and mishaps.

**DISA.** First line supervisors enter all accident information via the Incident Reporting System. This system will generate an e-mail to the DISA Safety Office. This system also assists in tracking trends and metrics for reporting.

**DCMA.** SOH personnel are notified of hazards and accidents via an online reporting system, by direct e-mail or phone call from the employee or supervisor, through a formal mishap report from DCMA leadership, and/or direct reports from local collateral duty safety officers. Employees can report formally or informally and anonymously if they choose.

<b>15. Individuals with assigned safety and health responsibilities have the authority to perform their duties.</b>	The attribute needs minor improvements.
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- Please indicate the authority allocated to OSH personnel. Please select all that apply.
  - The responsible person can make and implement operational decisions relative to the assigned task, including work stoppage if necessary.
  - The responsible person identifies task-related resource needs and obtains, or specifies, and requisitions, those resources. (If checked, please select all that apply.) Resource needs include:
    - Supplies, such as PPE
    - Equipment
    - Training
    - Repairs
    - Maintenance
    - Housekeeping
    - Other Contract safety and health personnel
  - The responsible person is able to make and enforce task-related assignments to others.
  - Other [Please describe](#).
  
- Please describe how your agency organizes its OSH mission, including:
  - Where in the organization the OSH function is located;
  - Whether the OSH function has the necessary resources, including:
    - the authority to act, and abate/control hazards;
    - organization-wide OSH policies and procedures;
    - assigned OSH personnel; and,
    - a dedicated budget to effectively carry out its mission;
  - How your agency handles/reacts to employee-identified OSH issues; and
  - How/where employee OSH requests are handled financially?

The DoD DASHO is the Assistant Secretary of Defense for Energy, Installations and Environment (ASD(EI&E)). The ASD(EI&E) works in the office of the Under Secretary of Defense for Acquisition and Sustainment. The Deputy Assistant Secretary of Defense for Environment, Safety and Occupational Health (DASD(ESOH)), who works for the ASD(EI&E), manages the DoD SOH Program. The DoD SOH staff work directly for the DASD(ESOH). Each DoD Component has an appointed DASHO at the Assistant Secretary or Agency Deputy Director level of responsibility (or higher). The DoD Components' SOH staff work directly or indirectly for their DASHO. The DoD DASHO develops DoD SOH policy, performs oversight of DoD and DoD Component SOH program performance, and reviews the adequacy of assigned resources within the DoD Component programs. DoD policy requires the DoD Components to include sufficient resources to effectively implement the SOH Program in their planning, programming, budgeting, and execution processes. Commanders, managers, and supervisors are required to:

- plan, program, and budget for required resources to implement SOH program requirements and manage risks, and

- provide sufficient SOH staffing with adequate technical competencies to assist in implementing DoD policy requirements.

DoD Components must prioritize SOH program elements based on available resources and risk. Constrained resources impact the ability to obtain necessary supplies, equipment, training, and people to fill SOH position vacancies. Employee requests to address SOH issues may be funded through multiple channels. PPE and safety equipment are funded using operational funds with approvals that follow supervisory and management channels (in consultation with SOH staff). Larger expenditures for engineering controls and equipment are managed through logistics and facilities maintenance processes using operations and maintenance or capital improvement funding. The following extracts from the DoD Component reports highlight how DoD Components organize their SOH programs and ensure adequate SOH resources are available.

**MDA.** The Director of Quality, Safety and Mission Assurance (QS) is the DASHO. The DASHO holds the SOH Program Manager responsible for the agency’s SOH program. The SOH staff has necessary resources, including the access and authority to act. Two policy letters facilitate and affirm safety authority: MDA Policy Memorandum No. 12, MDA Director’s Safety Policy and MDA Policy Memorandum No. 73, Quality, Safety & Mission Assurance (QSMA) Directorate Access Authority. The budget for safety and health is a part of the overall Quality, Safety & Mission Assurance (QS) budget and has consistently been adequate to support safety and health needs including travel and training requirements. Request for safety equipment such as PPE, including steel toe safety shoes and prescription safety glasses, is initiated by the employee or supervisor with input from the safety staff directly to the Purchasing Office.

**AAFES.** The Safety & Health office is under the direct supervision of the DASHO, Vice President (VP)/Loss Prevention. The VP/Loss Prevention reports directly to the Exchange Chief Operating Officer. Loss Prevention personnel have the necessary authority to execute their SOH duties. They have the authorization to inspect any area within an exchange, without notice, within the guidelines outlined in Exchange Operating Procedure (EOP) 17-1, “Safety Manual.” Safety and Health Council members, along with union personnel, are encouraged to participate in these inspections. Adequate funds are allocated for safety training, programs, and improvements. Funds are used for products that help raise awareness, reduce injuries/illnesses, and provide training and professional services needed for safety compliance. Examples include safety cones, ergonomic mats, first-aid kits, OSHA-approved ladders, safety vests, reflective winter coats, online OSHA-certified training, and cardiopulmonary resuscitation/automated external defibrillator training supplies.

<b>16. Organizational policies promote the performance of safety and health responsibilities.</b>	The attribute needs minor improvements.
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- Please indicate whether any of these policies or programs exist at your agency. Please select all that apply.
  - An incentive program for reporting hazards
  - Employee surveys that include questions about reporting hazards
  - A clear non-retaliation policy (Please select all that apply.)
    - Policy is provided at new employee orientation

- Policy is posted on agency’s internal website
- Other [Please describe.](#)

- Please describe your agency’s process for ensuring that no employee is subject to restraint, interference, coercion, discrimination or reprisal for filing a report of an *unsafe or unhealthy working condition*. Include any investigations that your agency conducted during the reporting period regarding employee allegations of reprisal. Also include the findings of the investigation(s) and a discussion of how those findings impacted your agency’s program.

DoD policy requires the DoD Components and their subordinate commands to provide employees with written notification of whistleblower rights and protections in accordance with Public Law 107-174. DoDI 6055.01 encourages employees to report unsafe and unhealthful working conditions, and requires DoD Components to establish procedures to protect DoD personnel from coercion, discrimination, and reprisals for participating in the SOH program. These procedures include provisions for individual anonymity, prompt and impartial investigation of allegations of reprisal, and appropriate action when allegations are substantiated. The DoD Components maintain effective whistleblower protection programs at all organizational levels. Employees are educated through publication of policies and procedures, and given access to organizational websites and anonymous hotlines. All employees and supervisors are provided with specific whistleblower protection training. There were no reported employee allegations of reprisal in CY 2017. The following extracts from the DoD Component reports provide examples of DoD Component policies concerning whistleblower protection.

**DIA.** DIA Instruction 7050.002, “Whistleblower Protection,” protects individuals who report violations of law, regulation, or misconduct from acts of reprisal. Employees can file complaints of reprisal with the DIA OIG. The OIG reviews and investigates all allegations. Upon completion of the investigation, the OIG provides the results of the investigation to the DIA director, management, and the complainant. Civilian and military personnel who are found to have violated whistleblower protection may be subject to disciplinary action.

**DeCA.** The agency’s safety manual, DeCA Manual 30-17.1, prescribes formal procedures for employees to report alleged unsafe conditions. This manual contains a specific paragraph addressing whistleblower protection: “Chapter 1-9, Protection Against Reprisal. DeCA personnel are to be protected from coercion, discrimination, or reprisal for participation in DeCA SOH initiatives.”

**V. SAFETY & HEALTH TRAINING**

Agencies must assess their OSH training programs, through review by competent OSH personnel, to verify that the training meets the requirements of the Act, 29 CFR Part 1960, E.O. 12196, and OSHA’s *Occupational Safety and Health Training Guidelines for Federal Agencies* (available at: [http://www.osha.gov/dep/facosh/osha\\_training\\_guidelines2014.pdf](http://www.osha.gov/dep/facosh/osha_training_guidelines2014.pdf)). To address specific questions regarding your agency’s OSH training program, please complete Appendix C.

<p><b>17. New employee orientation includes applicable safety and health information.</b></p>	<p>The attribute needs minor improvements.</p>
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- Please indicate whether the items listed are covered in new employee orientation. Please select all that apply.
  - Agency’s safety and health policy
  - Agency’s general safety and health rules
  - Agency’s major hazards and protections
  - Agency’s emergency procedures
  - Other

<b>18. Supervisors receive training that covers the supervisory aspects of their safety and health responsibilities.</b>	The attribute needs minor improvements.
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- Please indicate whether supervisory training includes the following. Please select all that apply.
  - Review of 29 CFR Part 1960
  - Review of Executive Order 12196
  - The agency’s non-retaliation policy
  - Emergency procedures
  - Other Hazard and mishap reporting procedures, DoD and Component risk management processes
- Please provide examples of the training provided to supervisors for each checked category.

DoD SOH policy directs commanders and senior management officials to train supervisors in the necessary risk management skills needed to implement DoD Component and subordinate organizations’ SOH policies and programs. The DoD Component training programs are established in accordance with 29 CFR Part 1960 and E.O. 12196 to ensure supervisory training covers the Federal Agency requirements to comply with the OSH Act. The DoD Components use a variety of training methods to provide general and specialized supervisory training to implement SOH programs, including emergency procedures. This training is completed via mandatory, formal in-residence and web-based training programs and site-specific training oriented on local requirements. The following extracts from the DoD Component reports highlight examples of supervisory training that includes SOH responsibilities.

**Air Force.** The Air Force Supervisor Safety Training Course trains supervisors in skills needed to implement safety policies and programs. The course provides basic skills for fostering a workplace where hazards are identified and risk managed. It also develops skills to recognize, control, report, and eliminates hazards. Training is documented in employee safety and health training records. Non-retaliation policy is handled through the Air Force Inspector General. Supervisory training also includes local emergency procedures identified through job safety training guides and the Air Force Emergency Management personnel.

**DSS.** DSS deployed Supervisors Safety Training in the Security Training and Education Professionalization Portal. This training provides a working knowledge of responsibilities under the SOH Program, including reporting and investigating mishaps, identifying and eliminating hazards, risk management, and other skills necessary to implement the program at the working level. Supervisors are the key to an effective safety program, are responsible for maintaining a

safe and healthy work environment, and also enforce SOH compliance measures. All DSS supervisors are required to take the training annually.

**VI. MANAGEMENT LEADERSHIP**

**19. Managers allocate the resources needed to properly support the agency’s safety and health program.**

The attribute needs minor improvements.

- Please indicate whether the resources include the following. Please select all that apply.
  - My agency encourages OSH personnel to participate in Field Federal Safety and Health Councils (FFSHCs).
  - My agency encourages staff to participate in the agency’s safety committee(s).
  - My agency provides stipends for offsite safety/health training and meetings.
  - My agency provides necessary PPE to employees.
  - An OSH budget exists and is easily identified.
  - Other [Please describe](#).
- E.O. 12196 and 29 CFR Part 1960, Subpart K, require the Secretary of Labor to facilitate the exchange of OSH-related ideas and information throughout the Government via FFSHCs. Please list the names of the FFSHCs in which your agency actively participated during the reporting period. Describe managers’ and employees’ involvement in these councils. Also, describe how your agency encouraged involvement in FFSHCs, and how it provided support to local councils. For each council that your agency supported, please provide the number of officially appointed management employees and labor employees.

DoDI 6055.01 promotes membership and participation in local, regional, and federal safety and health meetings and councils to facilitate information exchange, lessons learned, and professional collaboration. Many of the DoD Components hosted local and regional meetings and approximately 20% of the DoD Components reported participation in FFSHCs. Descriptions of SOH managers and employees’ participation in FFHSCs are provided in the Military Department reports (submitted directly to OSHA) and the Defense Agency reports provided in the appendixes.

- Please indicate whether your agency has a Certified Safety and Health Committee (CSHC). If your agency has a CSHC, please indicate its accomplishments for CY 2017. Please use Appendix D to provide additional details about your agency’s CSHC.

N/A

- If your agency has a CSHC, please summarize the overall CSHC report. Please note that failure to submit a CSHC report may result in the Secretary rescinding your agency’s CSHC approval.

N/A

**VII. EMPLOYEE PARTICIPATION**

**20. There is an effective process to involve employees in safety and health issues.**

The attribute needs minor improvements.

- Please indicate how your agency solicits OSH-related employee input. Please select all that apply.
  - Post notices
  - Email employees
  - OSH meetings with employee input
  - Labor/management OSH meetings
  - Stop-work authority is given to employees
  - Suggestion box
  - Other Open door policies, town hall meetings
  
- Please provide examples to support each checked category.

The DoD Components provide multiple opportunities for employees to routinely and actively participate in their safety and health programs. Employee participation is encouraged and solicited from senior leaders to first-line supervisors to employees. Opportunities include:

- Voluntary designation as a collateral duty safety representative or assistant.
- Participation in workplace inspections to identify and report hazards to supervisors.
- Establishment of anonymous hotlines to report unsafe conditions, supported by strong whistleblower protection programs.
- Links to command web portals to submit ideas, observations, and concerns.
- Senior leaders' open door policies.
- General and safety-specific climate surveys conducted at multiple organizational levels.
- Employee representatives serving on SOH and advisory councils.
- Direct feedback during training sessions and safety stand-down activities.

The following extracts from the DoD Component reports provide examples of processes they use to involve employees:

**DLA.** At DLA locations, employee input for the SOH program is solicited in routine committee and team meetings. Some locations use suggestion programs with employee surveys to obtain employee input. The HQ also receives input through the quarterly American Federation of Government Employee Council 169 (local bargaining unit) meetings.

**WHS.** WHS trains employees in safety rights and responsibilities, as well as methods for reporting safety concerns. During the initial safety policy implementation, employee representatives were consulted and had an opportunity to comment on all written program elements. Employees also provide input for special projects, such as developing the electrical safety policies, fall protection equipment selection, job hazard analysis completion, and resolution of safety concerns identified through mishap investigations or other means. WHS identifies this rubric as needing minor improvements due to the infrequency of formal safety committee activities and the perception survey results indicating employees feel that they have

little involvement in setting current policy. All employees are trained to recognize that they may refuse tasks that they reasonably believe pose a risk of imminent harm.

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