



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

DEC 31 2008

Mr. Thomas M. Stohler
U.S. Department of Labor
Assistant Secretary for Occupational Safety and Health
200 Constitution Avenue, NW
Washington, DC 20210

Dear Mr Stohler,

Please find enclosed Fiscal Year 2008 Annual Report on Occupational Safety and Health for the Department of Defense as required by Section 19(a)(5) of the Occupational Safety and Health Act (29 USC section 668(a)(5)).

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

My point of contact for this issue is Art Kaminski, 703-604-1621,
art.kaminski@osd.mil.

Sincerely,

Alex Beehler

Assistant Deputy Under Secretary of Defense
Environment, Safety and Occupational Health

Enclosure
As stated





**DEPARTMENT OF DEFENSE
ANNUAL OCCUPATIONAL SAFETY & HEALTH REPORT
TO THE SECRETARY OF LABOR
FISCAL YEAR 2008**

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

FY 2008 Department of Defense Annual Occupational Safety and Health Report to the Secretary of Labor

Name of Department/ Agency: Department of Defense
Address: 3400 Defense Pentagon, Washington, DC 20301-3400
Number of federal civilian employees this report covers: 678,284

	Name	Official Title	Telephone	E-mail
DASHO:	Wayne Army	Deputy Under Secretary of Defense (Installations and Environment)	703-695-2880	Wayne.Army@osd.mil
OSH Manager:	Curtis Bowling	Director, Environmental Readiness & Safety Office of the Secretary of Defense (Installations and Environment)	703-604-1621	Curtis.bowling@osd.mil

See Appendix I for contact information for all subagencies with 1,000 or more employees.

Executive Summary

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

Statistics

- **Injury and Illness Trends** – Though total cases increased by 2%, DoD had an overall decreasing trend in lost-time cases of 1% from FY 2007 to 2008. Within DoD, the total case rate per 100 employees increased by 3%, and the lost-time case rate did not change. The total workers' compensation chargeback costs was \$614,050,963 down \$1,907,586 or .3% from FY 2007. Chargeback costs for cases that occurred in the chargeback year 2008 also decreased, down \$6,592,021.01 or 24.3% from FY 2007.

- **Fatalities and Catastrophic Accidents** – The number of DoD civilian employee fatalities did not change from 14 in FY 2007 to 14 in FY 2008.

OSH Initiatives

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

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

Accomplishments and Goals – Agency specific accomplishments and goals are reported in their respective reports.

Detailed Report

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

- Defense Logistics Agency (DLA) (see Appendix II)
- Defense Commissary Agency (DeCA) (see Appendix III)
- Defense Contract Audit Agency (DCAA) (see Appendix IV)
- Defense Finance and Accounting Service (DFAS) (see Appendix V)
- Defense Contract Management Agency (DCMA) (see Appendix VI)
- DoD Other:
 - o Army and Air Force Exchange Service (AAFES) (see Appendix VII)
 - o Defense Information Systems Agency (DISA) (see Appendix VIII)
 - o Defense Intelligence Agency (DIA) (see Appendix IX)
 - o Defense Threat Reduction Agency (DTRA) (see Appendix X)
 - o Department of Defense Education Activity (DoDEA) (see Appendix XI)
 - o Missile Defense Agency (MDA) (see Appendix XII)
 - o National Geospatial-Intelligence Agency (NGA) (see Appendix XIII)
 - o National Security Agency (NSA) (see Appendix XIV)
 - o Washington Headquarters Service (WHS) (see Appendix XV)

I. Statistics

A. Injury and Illness Statistics

a. Injury and illness rates

- Total and Lost-Time Cases.
 - Total cases increased 2%.
 - Lost-time cases decreased 1%.
- Total and Lost-Time Case Rates.
 - Total case rate increased 3%.
 - Lost-time case rate did not change.

DoD all	FY 2007	FY 2008	Change
Number of Federal Civilian Employees , including full-time, part-time, seasonal, intermittent workers	683,179*	678,284	- 4,895 1% decrease
Total Cases Injury/Illness (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities)	19,766*	20,118	+ 352 2% increase
Total Case Rate (rate of all injury/illness cases per 100 employees)	2.89*	2.97	+ 0.08 3% increase
Lost Time Cases (number of cases that involved days away from work)	10,373*	10,309	- 64 1% decrease
Lost Time Case Rate (rate of only the injury/illness cases with days away from work per 100 employees)	1.52	1.52	+/- 0 no change
Lost Work Days (number of days away from work)	220,336	184,512	- 35,824 16% decrease
Lost Work Day Rate (per 100 employees)	32.25	27.20	- 5.05 16% decrease

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

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

- B. Fatalities and Catastrophic Incidents** – The number of DoD civilian employee fatalities did not change from 14 in FY 2007 to 14 in FY 2008.

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

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

	CBY 2007	CBY 2008
Total Chargeback	\$615,958,549	\$614,050,963
Total Continuation of Pay (COP)	Not available	Not available
Total Chargeback + COP	Not available	Not available
Chargeback for Cases that occurred in the CBY	\$27,087,778.01	\$20,495,757

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

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

b. Controlling Trends

Agency	Controlling Trends
AAFES	Additional training, equipment procurement, job rotation, and safety product testing has been implemented targeting trend areas.
DCAA	Because the nature of the work at DCAA is mostly sedentary, we place our focus on ergonomics training.
DCMA	The Agency has organized its SOH division along customer product lines to better manage program support and trending analysis. Plans for FY 09 are to institute a workers' compensation committee to better analyze trends and institute program adjustments aimed at reversing trends.
DeCA	<ul style="list-style-type: none"> • Comprehensive safety performance statistics enable prompt identification of establishments having higher than average accidents to direct management attention and safety resources to these locations. Each commissary has a safety council and each department within the store has quarterly safety meetings. These discussions permit employee ownership of and participation in their local safety program. • DeCA is continuously involved in ergonomic actions to reduce bodily forces that may result in a musculoskeletal disorder • Providing "safe lift" training is required by our principal safety directive and the use of material handling equipment is to be used, if possible, vice manual lifting. In addition, DeCA produced an ergonomic training video tape for our cashier workforce. The OSHA publication #3192, Guidelines for Retail Grocery Stores: Ergonomics for the Prevention of Musculoskeletal Disorders, and the NIOSH publication 2007-131, Ergonomics Guidelines for Manual Material Handling, are posted on our Microsoft Outlook public folder system to enable ready reference for all our global facilities. • Slip-resistant vinyl flooring is used in our stores and matting is used at entrance points and at other locations (e.g., meat and produce processing area work stations and produce display areas) to control slips and falls. Maintaining a clean, dry, and clutter-free work area is a continuous goal. • DeCA stresses the use of personal protective equipment, such as cut-resistant gloves for our meat cutting personnel using knives and steel-toe safety footwear for all personnel exposed to foot impact hazards. • Safety newsletters, in-house safety posters, and the IMSAFE program provide continuous awareness information for individual store use to promote employing safety work procedures and to train and educate all employees on safety items. Lessons learned from significant incidents that have occurred are shared with other facilities.
DFAS	<ul style="list-style-type: none"> • The DFAS identifies sites with high injury/illness rates by monitoring mishap cases through our web-based, mishap tracking system. We also track injury/illness hours by site through our payroll system, which allows us to identify sites experiencing noticeable loss of employee productive hours. • Each autumn, we launch a fall prevention campaign to increase employee awareness of prevention techniques, identify hazards associated with falls, and to ensure the snow/ice removal contract is adequate. One of our sites installed freeze warning indicators in the parking lots to alert employees of inclement conditions that could impact the walking surfaces. • We meet quarterly to discuss the latest issues, mishap trends, and efforts to control these trends.
DIA	<ul style="list-style-type: none"> • During inclement weather, warning cones with built-in fans are deployed on tile floors to decrease the drying time from tracked-in snow and rain. • Carpet runners are used as directed by the manufacturer and placed at entrances. • Stairways are inspected to ensure anti-slip surfaces are maintained and hand rails are in place. • The majority of custodial floor cleaning (vacuuming, mopping, or waxing) is accomplished after

Agency	Controlling Trends
	<p>business hours. Aisle and corridor widths are maintained in accordance with fire codes. Signs are posted to prevent the storage and accumulation of materials in hallways.</p> <ul style="list-style-type: none"> The project was completed in FY 2008 to remove uneven pavers at a major building entrance and was replaced with textured concrete.
DISA	DISA Safety office published articles on highlighting the trends that was causing lost work time to DISA workforce. The DISA safety program guidance required supervisors to conduct quarterly inspections of their work area to identify and potential hazards.
DoDEA	<ul style="list-style-type: none"> Safety accidents and injuries were reviewed and monitored at the School, District, Area, and Headquarters levels through the DoDEA Accident and Injury Reporting system. Conditions or actions that caused accidents/injuries were abated and monitored via coordination with or between District Safety and Security Officers, school administrators and host installation safety support organizations. Some potential high risk hazards were also initially identified via internal DoDEA or host installation SOH evaluations. Any noted trends were addressed through active safety abatement coordination. Risk management is incorporated in organization activities. Safety education and promotion was emphasized to raise safety awareness to potential accidents, trends, or causes. Some sources included local media outlets, participation in national safety observances, dissemination of safety information via seasonal and community safety messages, and safety bulletin board information. Employee safety educational material was placed on the DoDEA Office of Safety and Security Web site and disseminated to subordinate organizations to emphasize slips, trips, and falls, as a major cause of accidents/injury in DoDEA.
DTRA	<ul style="list-style-type: none"> The DTRA ESOH Office in conjunction with facility personnel have increased observations of problem and potential areas by physically surveying or video monitoring entrances, exits, parking garages, and surrounding areas. ESOH personnel survey these areas prior to workforce arrival during inclement weather and provide immediate response to employee hazard notifications. Safety personnel frequently prepare written articles concerning slips, trips, and falls to stress prevention and awareness of surroundings and changing conditions. Safety and facility personnel routinely survey hallways, stairways, corridors, sidewalks, walking surfaces, and rug accessories for potential tripping.
MDA	No trends exist. MDA sustained three lost-time accidents in FY08, each with a different cause factor. MDA continues to brief SOH initiatives at various functions agency-wide to include new-hire safety orientation to ensure employees are aware of potential hazards of the workplace. Where a physical hazard existed, these were abated.
WHS	During the reporting period, WHS undertook a number of measures to reduce injury and illness rates. One particularly significant effort has been updating the WHS safety and health management system. The new system, called the Integrated Safety, Environmental and Fire Management System (ISEFMS) focuses on integrating overall safety and health efforts, improving metrics and performance measurement, and improving consistency with policy implementation.

E. Contract Workers and Volunteers

Agency	Contract Workers and Volunteers
DeCA	DeCA has 104 contractors located at the Agency's Headquarters and no recordable accident experience has been received.
DFAS	The DFAS has 2,187 contractors on board but no volunteers. Site safety managers were trained on the requirement for reporting of contractor injuries and we have a mechanism for documenting contractor injuries in our online mishap tracking system. For FY08, only one contractor injury was reported. We have no contractors who perform emergency response and disaster recovery operations.
DISA	DISA has 6,184 contractors that work on site for FY 2008. DISA had 2 injuries associated with contractors at DISA. No contractors performed emergency response and disaster recovery operations.
DoDEA	Contract employees are supervised by contract personnel and not by DoDEA federal employees.

Agency	Contract Workers and Volunteers
	Contract employee injuries can be accounted for in the DoDEA Accident and Injury Reporting (AIR) and Serious Incident Reporting (SIR) database system, if they are treated in a school health clinic and DoDEA nurse personnel record treatment on DoDEA accident/injury report forms. This could include contract employees such as information technology or custodial personnel.
MDA	MDA currently has 5,746 contractor support services employees within the agency; however, each contractor employee is directly supervised by a contract program manager. Therefore, there were zero contract employees at MDA supervised by federal personnel on a day-to-day basis, as well as zero volunteers.

II. OSH Initiatives – SHARE & Motor Vehicle and Seat Belt Safety

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

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

SHARE Goals	FY 2003	FY 2008		
	Baseline	Federal Goal	Actual	Federal Goal Met
Reduce total case rates by 3% per year	3.66	3.21	2.97	Yes
Reduce lost time case rates by 3% per year	1.75	1.53	1.52	Yes
Improve timely filing by 5% per year	52.25	64.12	81.22	Yes
Reduce rate of lost production days by 1% per year	37.20	36.83	29.95	Yes

- b. SHARE Programs/Initiatives

Agency	SHARE Programs/Initiatives
AAFES	AAFES exceeded the SHARE goal again for FY 2008. Our goal was to reduce injury and illness case rates by 3%. We exceeded the goal with a total case rate reduction of 20%. Our goal of 3% for the reduction of lost work time injury and illness cases was exceeded by a reduction of 21%. AAFES met the goal of timely reporting of accidents. Our goal to reduce the rate of lost production days due to injury and illness by 1% was exceeded with a reduction rate of 12%.
DCMA	<ul style="list-style-type: none"> Conduct Job Hazard Analysis for All DCMA Positions: Safety can only be assured by the careful review of the work to be performed for the purpose of identifying potential sources of injury or illness. Early recognition of workplace hazards can lead to the provision of appropriate controls that will either eliminate or minimize the potential for injury. Develop a Deficiency Abatement Program at CMO/facility level: An abatement program will help prioritize deficiencies so the critical areas can be corrected in a timely manner. Field a training program to produce more competent Collateral Duty Safety Advocates (CDSAs) to assist in OSH program execution: This CDSA training will provide the necessary training needed for CDSAs to support commanders, directors and supervisors in the administration of the Agency's SOH program. Enter the SOH program into the POM process: Currently SOH budget is commingled with Human Resources. A stand alone budget will allow the SOH Division to significantly increase its presence through promotions, advertisements, site visits/program evaluations, etc. Performed a case by case root-cause analysis of old DOL charge-back claims. Work with Army CPOC to implement a back to work program. Conduct root cause analysis following notification of new OWCP Claims allowing SOH Division a means to determine if the injury/illness/accident was work related, reportable and if it was entered into the agency's data base. This will allow SOH managers to have direct access to the data for better trending. Institute a worker's compensation committee to better analyze trends and collectively institute

Agency	SHARE Programs/Initiatives
	<p>program adjustments aimed at reversing trends.</p> <ul style="list-style-type: none"> • Measure performance based on customer outcomes to improve SHARE program initiatives. • Develop promotional campaigns to increase management and employee awareness to reduce slips, trips, and falls, back injury, and safe driving. • Develop a highly trained Collateral Duty Safety Advocates among product groups. • Continuous programmatic evaluations and training has been performed during the year to counteract product division accident trends.
DeCA	<ul style="list-style-type: none"> • The Agency maintained the safety program assistance and review (SPAR) evaluation program, facility assistance visits, and multiple awareness publications to support SHARE. • Annual facility inspections are conducted by our regional safety managers, safety inspectors from our host installation safety offices per our interservice support agreements, and by our facilities' collateral duty safety representatives. • The Agency maintained the safety information program called Integrated Monthly Safety Action/Focus Elements (IMSAFE). The IMSAFE program highlights specific safety issues monthly to amplify safety consciousness and to integrate safety into daily operations. • Regional safety managers published a quarterly safety newsletter and a safety poster program to aid in increasing awareness and to provide information that can be expanded upon at our commissaries' department level safety meetings. These programs and initiatives contributed directly to the Agency satisfying the SHARE safety metrics annual targets for five consecutive years. • DeCA continued to use the brochures, flyers, manuals, etc., that were created during FY 2006 to aid supervisors and managers with the OWCP process. Efforts are ongoing to return employees off the periodic rolls or have benefits terminated as a result of the second/third evaluations by the Department of Labor showing that the employee no longer has residuals to the injury.
DFAS	<ul style="list-style-type: none"> • The basic OSH programs supporting the SHARE initiative are active hazard identification and abatement programs. • The DFAS continues to focus on reducing STF accidents, including improved snow/ice removal contracts, employee safety reminders, and installation of "freeze warning" gauges to alert employees of possible icy conditions. • A comprehensive "Lean6" review of workers' compensation cases was initiated to identify case management improvements. As a result of this review, DFAS Management has committed to hiring additional staff in support of more effective case management. Estimated savings from this initiative are \$120,000-\$200,000 annually.
DIA	<ul style="list-style-type: none"> • Information on the workers' compensation program and guidelines for reporting is available to all employees on-line. Workers' compensation briefings are provided periodically to encourage timely filing of claims. DIA human resource benefits specialists successfully completed training at the Department of Labor 3-day course on injury compensation during FY 2008 and attended the 3rd Annual Federal Workers Compensation Conference to gain further knowledge into the process. • DIA coordinated the Agency's accident reporting system with workers' compensation claims. This cross referencing between the accident reporting system and workers' compensation ensures that all incidents are investigated and corrective actions are implemented. As a result, DIA established a clear and concise tracking hazard abatement system, an accurate method in trending and recording of workplace accidents, and ways to achieve timely posting of the OSHA 300 log IAW OSHA standards.
DoDEA	<ul style="list-style-type: none"> • The DoDEA world-wide Chemical Hygiene and Laboratory Safety Program training initiative was implemented. The training was instrumental in raising safety awareness for Chemical Hygiene Officers and other designated staff and has been an effective tool in attempting to reduce accident/injury probability through education. • DoDEA operates a comprehensive and fully automated Accident/Injury Reporting (AIRs) and Serious Incident Reporting (SIRs) system launched in FY 2007 to continue to account for student and employee accident occurrence and provide for more rapid accident information notification. • The "DoD Pipe Line Reemployment Program" has been used to return DoDEA employees to

Agency	SHARE Programs/Initiatives
	<p>work via assignment to other designated agencies.</p> <ul style="list-style-type: none"> • DoDEA effectively integrated security, safety, and health focus via programs such as “Safe Schools.” • The Logistics Division continued to implement the efficient Web-based DoDEA “Corridor--Facility Management Entryway” system, an engineering program that can monitor/track hazard abatement implementation. • Top management and school administrators have access to the “Facility Executive Dash Board” that allows the individual to search noted facility safety deficiencies for specific schools, see projected time and cost of these deficiencies, provide pictures of the deficiencies, and provide education facility specification. An on-line asbestos awareness training course is also available. • DoDEA continues to operate an effective safety program through a world-wide network of Safety and Security Officers. • The Headquarters’ Automated External Defibrillator (AED) management program continues to provide a valued preventive service. • All DoDEA safety initiatives increased safety awareness, facility and/or operation hazard abatement, and employee/student protection.
DTRA	<ul style="list-style-type: none"> • DTRA has established and improved Hazard Abatement and ESOH Inspection programs. • Under the Hazard Abatement Program, the ESOH Office has implemented a simple and efficient electronic hazard reporting system to promptly alert safety personnel of any potential hazards. • The ESOH Inspection Program requires safety personnel to inspect each site on a regular basis to identify and correct any safety deficiencies. • By the end of FY08, the average abatement time for hazards was reduced to less than 1 day. The number of deficiencies corrected totaled 120.
MDA	<p>The MDA SOH staff continued the process of building and improving an agency-wide SOH program.</p>
NGA	<ul style="list-style-type: none"> • The National Geospatial-Intelligence Agency had no occupational fatalities in FY 2008. • Total injury cases decreased 9.2% with 79 cases in FY08 compared to 87 cases in FY07. • Lost-time cases declined 7.1% with 13 cases in FY08 compared to 14 cases in FY07. • NGA’s total case rate of 1.02 successfully met the FY08 SHARE Initiative goal of 2.03. • NGA’s lost-time case rate 0.17 successfully met the FY08 SHARE Initiative goal of 1.02.
WHS	<ul style="list-style-type: none"> • WHS’s approach is to implement a comprehensive and integrated safety and health management system that focuses on early hazard identification, and then eliminating and controlling those hazards once found. WHS is looking to more proactive and leading indicators of safety and health. • The first step in this process has been a comprehensive hazard mapping of the high hazard areas of the Pentagon Reservation utilizing a Graphical Information System (GIS) and database. Efforts began in late FY06 and continued into FY07. A database has been developed and provides a graphical software tool that facilitates the identification, risk ranking, control systems, and monitoring of high hazards and permits rapid communication of hazards to affected personnel such as first responders and maintenance staff. • Secondly, WHS has been focusing on developing a hazard tracking system to help assure identified hazards are corrected in a timely manner. One of the metrics that will be developed and reported upon is time responses for hazard correction. This will be an indirect measure of management commitment to safety and health and a direct measure of hazards abated, and how well/quickly. While the database is now in place, a lack of resources is preventing full utilization of this system. Data management, tracking, trending, and monitoring require a significant amount of effort, even with automated data tracking systems, which exceed our available resources for the scope and complexity of operations at the Pentagon and Pentagon Reservation.

B. Motor Vehicle / Seat Belt Safety

- a. Number of motor vehicle accidents experienced by employees in FY 2008.
Each Military Department and Defense Agency tracks motor vehicle accidents separately. Related data is provided in their respective reports.
- b. Mechanisms in place to track the percentage of seat belt usage by employees.
Each Military Department and Defense Agency tracks seat belt usage separately.
- c. Efforts taken to improve motor vehicle safety and seat belt usage.
DoD Instruction 6055.4, "DoD Traffic Safety Program," is being updated to improve motor vehicle safety and seat belt usage.

III. Employee Support

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

B. Field Federal Safety and Health Councils

Agency	Involvement	Field Council Support
AAFES		Safety and Health Councils meet monthly. Council members consist of management/ nonmanagement associates; union and non-union members. Loss Prevention personnel act as advisors but do not sit on the council or have voting rights. Council members are encouraged to attend 10 HR General Industry Outreach training and to partake in facility inspections/visits for early safety hazard identification or safety problem resolution.
DCAA	Most OSH program concerns such as annual safety inspections, are handled by the respective building management. Therefore information related to installation or facility program accomplishments is addressed in reports submitted by the agency responsible for the building management.	
DCMA	Agency Chief of the Safety and Occupational Division and SOH Product Group Managers attend local meetings as available and when notified of meeting. No meetings were attended during FY 08 due to lack of notification.	Agency SOH personnel have not had an opportunity to provide support to these councils.
DeCA	DeCA is not active in Field Federal Safety and Health Councils. The DeCA Europe Safety Support Manager participates in the local Kaiserslautern Military Community (KMC)	DeCA encourages safety staff personnel to participate in Field Federal Safety and Health Councils. Actual participation is minimal to none due to staffing size, work demands, and

Agency	Involvement	Field Council Support
	Federal Safety Council.	conflicting schedules.
DFAS	The DFAS has had minimal involvement with Field Federal Safety Councils. The Cleveland site safety manager serves as an officer on the Cleveland Federal Safety Council.	The DFAS has not actively promoted the support of Federal Safety Councils in the past. One of our goals in FY09 will be to establish support and involvement at each site.
DIA	DIA safety and health professionals attend regular meetings of the Field Federal Safety and Health Council and participate in networking activities with other Federal agency safety and health professionals.	DIA professional and collateral duty safety and health personnel are encouraged by the DIA safety manager to attend scheduled council meetings. Flyers of upcoming meetings are distributed among the staff. DIA will continue to participate in future meetings of the DC Chapter of the Field Federal Safety and Health Council as the DIA mission allows.
DISA	Safety personnel participate in the National Safety Council (NSC) DoD Congress/Expo.	Safety personnel receive training using regional NSC OSHA courses.
DoDEA	<ul style="list-style-type: none"> • The SOH Manager participates routinely in DoD SOHC meetings held throughout the fiscal year. • The SOH Manager plans to attend formal Field Federal Safety and Health Council forums in the National Capital Region. • The DoDEA Safety Committee is held annually as part of the DoDEA Worldwide Safety and Security Workshop. The SOH Manager chairs the proceedings. • District Safety and Security Officers and/or School Administrators attend host installation safety councils to provide safety information to school staff/faculty. • Subordinate Area Safety and Security Officers convene meetings annually or biannually to address safety and security issues and program implementation. • Subordinate district safety and security officers visit installation safety offices as a formal part of their review of school safety programs. • DoDEA personnel convened internal Avian Flu Pandemic planning work groups, participated in host installation sponsored meetings, and disseminated emergency preparedness information. • All schools address safety in formal safety, crisis, and/or anti-terrorism-force protection committees or address safety in other existing management meetings. 	<ul style="list-style-type: none"> • Area and District Safety and Security Officers encourage safety committee/ council involvement by school administrators and safety coordination with designated School Liaison Officers (SLOs). SLOs assist with SOH program implementation through host installation safety support organizations. • DoDEA Office of Safety and Security routinely assist subordinate Area annual or biannual Safety and Security Officer Meetings in the capacity of adviser. • School administrators encourage participation in host installation safety committees/councils and local specialized installation employee safety training.
DTRA	ESOH personnel are involved in councils at the local and national level, including the DOD SOH Committee. Personnel also have membership in professional organizations such as the American Conference of Governmental Industrial Hygienists, and have presented talks at national conferences and meetings.	The Chief, DTRA ESOH Office encourages personnel to participate in the various local field councils at DTRA's Ft. Belvoir, VA and Kirtland AFB, NM locations.
MDA	The Director, MDA Quality, Safety and Mission Assurance, has designated the SOH Program Manager and staff to serve as representatives	Each month, the SOH Program Manager or a designated staff member attends the council meeting as scheduled and assists the council

Agency	Involvement	Field Council Support
	for MDA on the Metropolitan Washington, DC Field Federal Safety and Health Council.	in meeting the overall goals and objectives set forth by the council.
NGA	NGA had minimal involvement with Field Federal Safety Councils. ESOH staff will be encouraged to get more involved in their local Federal safety councils in FY09.	NGA ESOH personnel will be encouraged to attend future meetings of the Field Federal Safety and Health Council as the NGA mission allows.
WHS		Several employees participated in some local council meetings.

C. Other Support Activities

Agency	Other Support Activities
AAFES	AAFES membership included the NSC, NFPA and the American Society of Engineers (ASSE). Safety personnel attended the ASSE Expo in Las Vegas, Nevada. One Safety Office Manager and two Area Loss Prevention Managers are Certified Safety & Health Officials. Another Safety Office technician has started his CSHO training.
DCMA	The Agency SOH Managers and IH managers attended the National Safety Congress, the National IH convention. Two of the Agency IH managers maintain professionally certification.
DeCA	As stated in the Agency's principal safety directive, full-time safety professionals are encouraged to obtain professional certification. The Agency Safety Program Manager attended the NSC Congress and Exposition during the reporting year. The DeCA Europe Safety Support Manager attended the Military Tri-Service Conference.
DFAS	The DFAS actively promotes involvement with the NSC and the American Society of Engineers. Our Indianapolis site is a member of the NSC. Site managers are afforded the opportunity to attend training or conferences offered by these organizations and several of our managers have completed certifications with these organizations. Site Safety Managers have also been briefed on the benefits of obtaining the Certified Safety Professional (CSP) accreditation, which DFAS supports.
DIA	DIA participates in Defense Agency Safety Forums, National Safety Congress, and the Intelligence Community Safety, Health, and Environmental Conferences. DIA is also a member of the National Fire Prevention Association.
DISA	DISA Safety specialist attends OSHA courses to achieve Certificate in Principles of Safety and Advance Safety Certificate.
DoDEA	DoDEA Safety and Security Officers do subjectively attend safety conferences, i.e., Annual National Fire Protection Association (NFPA) Seminar and Exposition. DoDEA's subordinate organizations encouraged and allocated additional resources to ensure staff training attendance for professional development purposes for subjects such as: OSHA, Life Safety Code, National Fire Protection Association fire prevention, playground safety, and school laboratory safety.
DTRA	DTRA supports the professional growth and development of ESOH employees by requiring and funding professional and technical courses and workshops. Employees attend training courses, conferences, and local meetings during duty hours. Throughout each year, the ESOH Chief promotes, advertises, and encourages employee attendance and membership in professional safety and health organizations. In addition DTRA has competitive educational programs available to advance and enrich employee's management and leadership training to become good stewards of their profession and representatives of the federal government.
MDA	All SOH employees are assisted/encouraged to obtain the CSHO professional certification from TEEEX or the Certified Hazard Control Manager (CHCM) designation from the Board of Certified Hazard Control Managers. All systems safety engineers are required to maintain the Certified Safety Professional (CSP) designation. Most safety personnel either attend or support other activities such as the NSC Congress and local chapter activities and the American Society of Safety Engineers.
NGA	NGA supports the professional growth and development of ESOH employees by encouraging attendance and funding professional and technical workshops. The National Geospatial-

Agency	Other Support Activities
	Intelligence Agency staff participated in the Intelligence Community (IC) Environmental and Occupational Safety and Health Conference to share lesson learned with our IC partners.
WHS	Safety staff is encouraged and are allowed to participate in Safety and Health Professional Development Conferences such as the National Safety Congress, Voluntary Protection Programs Participants Association and others.

IV. Self-Evaluations

Agency	Self-Evaluations
AAFES	In FY 2008, every direct operation facility received an annual inspection by trained safety and security personnel. Inspection results were provided to the top management official at each exchange/distribution center for abatement. AAFES established a 30, 60, 90 day abatement tracking system for all outstanding abatement items. Follow-up inspections were conducted as needed. Inspections are based on OSHA, NFPA, NIOSH, best practice and internal standards or requirements.
DCMA	<ul style="list-style-type: none"> The Agency uses a standardized agency wide annual safety program review document and inspection program. Full time SOH managers (GS 0018) conducted Program Evaluations for 76% of the Agency's Contract Management Offices as outlined in 29 CFR 1960.79. FY 08 was a baseline year for the Agency's self evaluation with an overall Agency safety performance score of 61.7%. Because this was a baseline year, the score does not accurately reflect a true Agency overall score, just a partial baseline.
DeCA	<ul style="list-style-type: none"> Safety program performance is measured through the analysis of our accident profile using OSHA Log 300 data. DeCA's SPAR program was developed to evaluate the execution level of applicable safety subprograms at establishment level; whereby, systemic and individual program shortfalls can be identified to initiate corrective action. The TOO and TOI initiatives add to our SPAR program by increasing the frequency of site evaluations and assistance at high accident count locations that need additional resources and attention to improve their safety performance. We have incorporated safety program issues within the Agency's IG Commissary Compliance Inspection Program. The IG assessment teams visit commissary activities using a random, no-notice schedule. All management layers including Headquarters and regional level safety offices review the results from these surveys.
DFAS	Each DFAS site is scheduled for HHQ program evaluations on a triennial basis. Corporate Safety conducted five HHQ program evaluations in FY08. The evaluation criterion for these evaluations is derived from 29 CFR Subpart 1960 and DoD 6055.1. Program deficiencies identified during the evaluations are tracked for correction action until completed. An agency-level self-assessment has not been conducted, but it is scheduled for FY09.
DIA	<ul style="list-style-type: none"> DIA occupies facilities in the National Capital Region that cover approximately 1,500,000 square feet. Each facility was inspected in FY 2008 and over 300 deficiencies were noted. Recommendations for corrective actions were noted, tracked, and completed as required by DoDI 6055.1. The Agency's Annual Safety Audits were completed and evaluations were conducted. The evaluation included a review of the implementation and integration of the DIA safety program, the promulgation of issuances, and management/employee program involvement. Accident investigation and reporting, operational safety training, inspections, and administrative compliance were under specific review. Evaluation results will be used for strategic program planning and programming in areas identified for improvement. Collateral Duty Safety Representatives were provided with a general inspection template to evaluate their directorate's safety and health compliance prior to the safety staff annual inspection. This was done as part of the Agency's effort to encourage evaluations at the lowest level.
DISA	DISA safety office conducts Command Assessments in conjunction with DISA Inspection General, to assess the status of DISA field sites safety program.

Agency	Self-Evaluations
DoDEA	<ul style="list-style-type: none"> Employee and student safety is addressed through comprehensive scheduled and unscheduled school safety assessments/evaluations conducted throughout the school year by DoDEA personnel and DoD host installation organizations. The DoDEA SOH Manager conducts annual comprehensive safety program reviews for each major subordinate organization area and a select school District or Districts. A safety program review executive summary and detailed evaluation checklist is provided for abatement or necessary action purposes. Subordinate Area Safety and Security Officers coordinated with District level Safety and Security Officers to conduct annual physical safety and safety education evaluations for each District. Subordinate District Safety and Security Officers in certain areas visit installation safety offices as a formal part of their review of school safety programs. Host installation safety, fire, bio-environmental/industrial hygiene support organizations conducted DoD required biannual school safety evaluations in accordance with DoD Regulation 1342.6-M, "Administrative and Logistic Responsibilities for DoD Dependents Schools." In addition, some areas conducted annual internal and triennial external ESOH compliance and management program (ECOHCAMP) inspections. School administrators, supply technicians, and/or facilities representatives conducted "facilities checks" on a routine basis.
DTRA	Program Managers for Radiation Safety, ESOH Inspections, Accident/Injury Reporting and Investigations, Hazard Abatement, Ergonomics, Hazardous Waste Management, Collateral Duty Safety Officers (CDSOs), Environmental, OH, perform annual self-assessments of their programs, which are submitted to the Chief, ESOH Office. Managers review national, federal, state, and local requirements, customer service, organizational support and requirements, accomplishments, identified short falls, effectiveness of the program, and list gaps and goals for the upcoming year.
MDA	Self-Evaluations are conducted as part of MDAs Internal Control Program. This program requires an in-house look at program structures and is intended to report significant deficiencies to the Director. Beyond program evaluations, MDA also performs annual inspections of MDA leased/occupied spaces. During FY08, MDA conducted 30 Federally mandated SOH inspections to ensure safety of MDA work environment, accomplished 1 special inspection of SOH processes in Government facilities (SBX-1, Pearl Harbor, Hawaii) and performed two (2) audits of SOH processes in supplier facilities.
NGA	The National Geospatial-Intelligence Agency conducted ESOH audits at NGA Reston and Washington Navy Yard. This year the evaluations have lead to the removal of approximately 7500 pounds of an ozone depleting-substance, the removal of one underground storage tank and the testing and upgrading of another storage tank. The self-evaluations have helped to integrate ESOH principles within our Acquisitions Directorate policy and program offices.
WHS	During the last fiscal year, six safety and health programs have been substantially changed and updated and are now undergoing safety and health peer reviews. Those programs account for some of WHS greatest at-risk populations.

V. Accomplishments for FY 2008

Agency	Accomplishments for FY 2008
AAFES	<ul style="list-style-type: none"> AAFES reduced the IFR by 27.9% and showed a recordable accident reduction of 29%. Total cases of injury/illness were reduced by 34%, and lost time cases specifically were reduced by 21%. All reductions are significant considering the number of employees increased by 1,263. Safety articles are published monthly and select safety focus times are sent to the field for compliance verification. Weekly and monthly reports are provided to mid to upper management documenting the cause and type of accidents at affected locations. Monthly spreadsheets are also provided showing a 3-year IFR comparison and specific recordable accident information by exchange. A safety scorecard matrix has been included as a goal measurement tool.
DCAA	We significantly exceeded all of the FY 2008 SHARE targets.
DCMA	<ul style="list-style-type: none"> Conducted 36 Contractor Health Hazard Assessments. Evaluated 85% of workplace areas designated as "Highly Hazardous."

Agency	Accomplishments for FY 2008
	<ul style="list-style-type: none"> • Evaluated 76% of field offices for compliance with basic program elements. • Responded to 100% of Un-programmed Employee Complaints within 24 Hrs. • 95% of hazard data collection forms (DCF) reviewed within one week of posting to the Medical Surveillance Program Message Board. • 95% of DCF's validated in less than 30 days. • Made control recommendations for 80% of reported accidents. • Trained 429 Division Supervisors, 78 Division CDSAs, and 1,049 employees/employee representatives. • The primary goal was to complete baseline program evaluations for all Contract Management Offices (CMO), and to perform as many scored program assessments as possible. The stated goal within the individual performance structure was to perform Safety Program Evaluations (SPE) for 60% of Agency CMOs and this was accomplished.
DeCA	<ul style="list-style-type: none"> • The number of sites on our TOO program (sites having 5 or more accidents during a calendar year) reduced from 42 sites for CY 2007 to 25 sites for CY 2008. In addition, those 42 sites on the CY 2007 list reduced their annual total accident count nearly 44 percent within one year. • Finalizing the Agency principal safety policy continues moving forward in the publication process with an anticipation of being released during the second quarter of FY 2009. • Efforts were taken to develop a safety Web page to ease the availability of applicable safety information for all employees. • Awareness campaigns such as IMSAFE, safety newsletters, and in-house safety posters were maintained during FY 2008 and will be continued during FY 2009. The job hazard analysis program booklet has been drafted. • The Agency's workers' compensation team removed approximately 15 to 20 cases from the periodic rolls, saving the Agency millions of dollars in future costs. • Additional accomplishments include: (1) sending get well cards to injured employees as well as cards for employees going into surgery, (2) developing a workers' compensation annex to the Agency's Store Point of Contact guide and launching it on the DeCA Website, and (3) developing standardized case management tools for use by all specialists.
DFAS	<ul style="list-style-type: none"> • Program accomplishments included significant accident rate reductions (11.1%), safe closure of six DFAS sites as part of the BRAC process, and redistribution of critical safety equipment, such as AEDs, saving money and improving employee protection. • The Corporate Safety Office conducted a "Lean6" review of the workers' compensation case management process that identified improvements projected to save \$120,000-\$200,000 annually.
DIA	<ul style="list-style-type: none"> • Adopted the DoD SHARE goals from last year. The Agency reduced the lost-time injury and illness case rate by 39% in FY 2008 meeting the total case SHARE goal. • Protected the workforce from recognized hazards. Each major DIA facility was inspected and written reports were provided to appropriate supervisory personnel identifying over 300 deficiencies including recommendations for corrections. • Trained over 165 supervisors on their responsibilities for providing a safe work environment and all new employees received a safety orientation during their first week of work. • Conducted program audits pertaining to safety performance and compliance. Emphasis was placed on NFPA and DoDI 6055.7, DoD Accident Investigation and Reporting, compliance. • Cross-trained safety and health staff to ensure effective coverage for support and assistance to critical mission programs.
DISA	<ul style="list-style-type: none"> • DISA implemented the Emergency Escape Mask Program to protect DISA employees in the NCR. • The DISA safety office sent the Pandemic Training video to the SHA at the different field sites. • DISA in the NCR had installed and conducted training in the use of AEDs. • In May, the DISA safety health and wellness office hosted a DISA Health Fair with over 30 vendors. Safety conducts safety class during the HRM training for supervisors. The DISA safety office conducts Supervisory Safety training via classroom and VTC to its employees worldwide. • The DISA safety office purchased and had installed emergency evacuation chairs to its facilities in the NCR. • The Wellness Office conducted Wellness Field Site Outreach to DISA locations outside the NCR and conducted yoga, pilates, and zumba classes.

Agency	Accomplishments for FY 2008
	<ul style="list-style-type: none"> The DISA Wellness program numbers rose from 1,960 employees enrolled in wellness to 2,782 personnel enrolled.
DLA	<ul style="list-style-type: none"> DLA continued working toward VPP through the Challenge Program. The Agency rolled all DLA elements co-located at the nine Challenge sites into a combined VPP effort for each establishment. The Agency also contracted with the DOD VPP Center of Excellence to provide additional assistance to three sites that were having difficulty getting the VPP process started. The Agency provided VPP Assessor training to DLA SOH professionals to give them a better understanding of how OSHA evaluates the VPP elements. The Vice Director, who also serves as the Designated Agency Safety and Health Official (DASHO), set a goal for all employees to have the opportunity to be part of a world-class safety program. To help accomplish this goal, the Agency established an executive-level VPP Governance Board. This senior level group was chartered to monitor VPP implementation progress and help address resource and other systemic issues to ensure successful implementation. The Agency also initiated quarterly VPP Site Updates to the Vice Director. In addition, the agency prepared a VPP Campaign Plan to assist local VPP leads in implementing VPP across the establishment. The DLA Environment and Safety Office worked to improve its communication with employees across the agency, issuing the monthly DLA Safety Connections (Safety, Health and Environmental Newsletter) to all employees. Radiation Health and Protection Safety Training was completed for all DLA radiation personnel. The DLA's NRC license was approved for renewal and will expire in 2018. The Radiation Safety Program and Personnel Dosimetry and Recordkeeping chapters were updated to support the newly renewed DLA's NRC License. The DLA Environment and Safety Office worked to improve its communication with supervisors, issuing the monthly DLA Supervisors' Safety News. The DLA SOH Training Plan implementation guidance continued in 2008 with visits to eight field activities. The DLA Safety and Health Resource Training Toolkit was developed and corresponds directly with the DLA SOH Training Plan to provide a variety of methods to complete required safety and health training identified. A memorandum dated October 22, 2008 announced the Toolkit to the DLA Corporate Board. DLA Safety and Health Information Reporting System (SHIRS) Configuration Control Board met to review the entire data system for alternatives to using sensitive data. The DLA SOH Office continued to support the Quality of Life Office in the performance of Child Development Center, School Age Services, and Youth Center annual certification inspections. Five inspections were conducted in 2008. The shadow program continued in 2008, providing on-the-job training for child care and youth service programs. The DLA Near Miss/Hazard Reporting process continues to be promoted. Holders were provided to each DLA Field Safety Office to mount Form 1404 in locations frequently visited by employees and the form is also electronically available through the DLA forms system. The DLA Environment and Safety Office worked to improve its communication with supervisors across the agency. They issued a monthly DLA Supervisors' Safety News to all supervisors. Feedback from the supervisors provided additional topics to be addressed. Articles were a mix of administrative and industrial topics. A medical officer was hired into the position of OH program manager and completed on-site, in-depth OH assessments at five locations.
DoDEA	<ul style="list-style-type: none"> The primary goals for FY 2008 were met to include: use of the DoDEA Safety and Security Officer network to abate hazards, continued emphasis of Chemical Hygiene/lab safety/hazard communication, improve Bloodborne Pathogens awareness, enhance visibility of slips, trips, and falls as a primary injury cause in DoDEA, and increase safety promotion through diversified safety resources. Key initiatives or actions assisted in attaining these goals: effective communication and coordination was established with designated Safety and Security Officers to provide issue abatement, chemical and lab safety was effectively implemented through chemical hygiene officer (CHO) courses, school science staff chemical hygiene instruction from CHO's, and student science safety instruction from teachers. Employee bloodborne pathogens education

Agency	Accomplishments for FY 2008
	<p>was enhanced through training accountability by schools and safety/health promotion by school nurse personnel. Emphasis of slips, trips, and falls awareness was incorporated into laboratory chemical hygiene officer training, emphasis during major subordinate organization safety program reviews, and a focus subject during the accident reporting portion of the DoDEA World-wide Safety and Security Workshop. Safety information resources available to employees were increased through a major revision of the safety section of the Office of Safety and Security Web site.</p> <ul style="list-style-type: none"> • There was a personnel change in the DoDEA Headquarters Office of Safety and Security. Both the Chief and the SOH Manager Safety departed during the middle of the year. These positions were not filled until the end of the year. Despite this change, the programs were established and allowed for a continuation of operations without adverse affect. In addition, we established and filled two SOH Manager positions in the field.
DTRA	<p>DTRA issued 7 new or updated ESOH policies providing employees with up-to-date procedures to ensure compliance. These policies include the primary Directive establishing an ESOH Office and outlining its responsibilities and procedures for accident reporting, ergonomics, ESOH inspections, CDSOs, radiation safety, and hazardous materials transportation. An ESOH Management System was implemented at the headquarters location to identify and mitigate environmental and safety impacts. In FY08, 23 aspects were identified with 13 rendered insignificant, and 14 of 28 impacts were mitigated. The total number of ergonomic assessments increased from 13 in FY07 to 143 in FY08. The Agency was able to overcome the challenge of providing assessments to a growing workforce by dedicating additional resources to the program. Employees were provided information and education, and assistance on an individual level. The ESOH Office revitalized the inspection program and doubled the number of sites inspected from the previous year for a total of 30 in FY08. The abatement time for identified hazards and deficiencies was dramatically decreased through these efforts. DTRA's Deployment Health Center saw 1924 patients and provided 1478 immunizations ensuring the wellness our deployed personnel.</p>
MDA	<ul style="list-style-type: none"> • MDA SOH planned and coordinated a joint Safety Awareness Day with Space and Missile Defense Command (SMDC) and Technical Center. This initiative kicked off the annual 101 Critical Days of Summer campaign and highlighted presenters from federal, state and local government as well as private sector professionals who partnered to enhance the safety awareness of MDA personnel. Comprehensive safety awareness initiative received noteworthy praise from Lt Gen Campbell, SMDC Director. • MDA SOH conducted training needs analysis, researched OSHA requirements, developed training curriculum and conducted an on-site four-hour SOH orientation course for 139 DOI (facilities) personnel at the NCR and Huntsville locations with a cost savings of \$34,055 to MDA. • Identified a long standing agency-wide deficiency and worked with QS leadership and budget personnel to ensure procurement of accident investigation kits for four MDA locations bringing the agency into compliance with MDA Manual 6055.02M and providing investigative personnel necessary tools and equipment to conduct comprehensive investigations. Kits included lap top computers. • Initiated Professional Certification process for SOH personnel through TEEX. Under this initiative all SOH personnel will pursue obtaining the Certified Safety and Health Officer (CHSO) professional certification and or the Certified Hazard Control Manager (CHCM) through the Certified Hazard Control Management Board. • Partnered with MDA human resources to provide 1045 (515 in the NCR and 530 in Huntsville, AL) new MDA employees (Government and contractor) federally mandated employee safety training. • Accomplished a special inspection of SOH processes in Government facilities (SBX-1, Pearl Harbor, Hawaii). • Oversaw development and ongoing online production efforts of MDA Safety Investigations and Reporting Training. • Maintained MDA SOH web community, providing a regularly updated safety resource on various on-job and off-job safety topics through the MDA portal site. • Promoted and maintained the MDA Quality and Safety Concerns Reporting Line, which provides an around the clock tool for employees/contractors/suppliers to report quality and/or safety issues directly to MDA/QS and subsequently to MDA/D. • Conducted emergency response awareness/general hazard awareness staff certification course.

Agency	Accomplishments for FY 2008
NGA	<ul style="list-style-type: none"> • Conducted ESOH Audits at NGA Reston and Washington Navy Yard. The St. Louis and Arnold location ESOH audits were conducted by the United States Air Force. • Acquired and distributed additional 75 medical travel kits for NGA deployers and TDY travelers to isolated locations. • Obtained senior level support for a clinical psychologist government position to develop and implement a pre and post deployment psychological screening program for NGA deployed personnel to comply with DoD requirements. • Reviewed and updated the Agency's Occupational Safety and Health Instructions. • Completed renovations of Bethesda Health Clinic to accommodate increase in medical staff to support the NGA deployment program. • Developed and implemented an on-line occupational accident, injury, and illness reporting system using the PeopleSoft Safety and Health module. The new system allows supervisors to submit required OSHA information to the site safety office for review and approval utilizing "drop down" menus improving data accuracy and reducing accident reporting lag-time.
WHS	<ul style="list-style-type: none"> • Formed and chartered a Safety, Environmental and Fire Prevention Council that will report to WHS/DFD Board of Directors. • Formed a Safety, Environmental and Fire Prevention working group at the Pentagon that includes representation from the various tenant organizations to provide a forum for issue resolution and information dissemination for Safety, Environmental and Fire Prevention activities. • Convened a Pentagon Helipad Safety Subcommittee has been convened and has met multiple times. In FY09, an Ergonomics Subcommittee will be convened. • Improved and implemented general safety and health training for new employees and supervisors.

VI. Resources

Agency	Resources
AAFES	Funds generated from a self-imposed accident assessment program were used to procure safety products throughout the region. Three new dedicated safety personnel were hired to provide additional support in 3 regions. Funds have been allocated for a new accident/incident report data system. Training all levels has been encouraged and promoted.
DCMA	None; however, any resource requested for workplace hazard abatement or training was provided when requested.
DeCA	<ul style="list-style-type: none"> • Workplace Hazard Abatement: During FY 2008 there was no significant one-time or additional permanent resource allocated to the safety program. • Research and Development: No significant research and development actions were taken during FY 2008. • Data Systems: DeCA did not deploy any significant one-time or additional permanent safety-related data systems during FY 2008. • Staffing: The safety office is organizationally aligned as part of the Office of Public Health and Safety. Staffing mix is as follows: (1) one GS-0018-13 [NSPS YC-02] manager position at Headquarters, (2) one GS-0018-12 [NSPS YA-02] position supports DeCA Europe and is located in Germany, (3) two GS-0018-12 positions support DeCA East, one is located in Virginia and the other is in Georgia, and (4) two GS-0018-12 positions support DeCA West, one is located in California and the other in Texas. Colonel David R. Schuckenbrock, Director of Public Health and Safety, serves as the Agency's Designated Safety and Health Official (DASHO) and reports directly to the Agency's Chief Operating Officer. Each of our commissaries, central distribution centers, and Central Meat Processing Plant has one individual assigned as the establishment's additional duty safety representative. • Training: During the reporting year, the Agency's Safety Manager attended the National Safety Congress and Exposition conference. The DeCA Europe Safety Specialist attended the Tri-Service Safety conference and the UK Bund (Note: UK-Bund is short for Unfallkasse des Bundes, the local national insurance carrier in Germany) Supervisory Safety Training for German Safety Laws course. Another safety specialist completed several on-line ergonomic courses

Agency	Resources
	sponsored by the Department of Army.
DFAS	The DFAS did not have any significant additional resources allocated for the OSH program in FY08. However, through the BRAC redistribution process, AEDs, emergency evacuations chairs, testing equipment, ergonomic chairs, and training aids were redistributed to our enduring sites.
DIA	Resources have increased in FY 2008 to meet deployment mission demands.
DISA	DISA installed AED equipment to its sites. DISA ordered and installed Evacuation Chairs for buildings located in the NCR. DISA safety implemented Emergency Escape Mask (ILC Dover Hoods) cabinets to its locations in the NCR.
DoDEA	A moderate amount of time was invested in the maintenance of the DoDEA Serious Incident Reports (SIR)/Accident Injury Reports (AIR) Reporting System. Monetary resources were provided to subordinate Safety and Security Officers worldwide for safety abatement issues throughout FY 2008. Subordinate Safety and Security Officers used the funding specifically for hazard abatement projects and equipment. Specific safety equipment was designated for potentially high-risk areas such as the school laboratory environment and general hazardous materials handling.
DTRA	DTRA was able to increase its ESOH staff in FY08 to continue to provide related services to its employees. DTRA continued to provide these staff members with professional trainings and certifications. Data systems were also improved to better collect and track information on hazards and accidents.
MDA	MDA has authorized the addition of two SOH specialists at Huntsville, AL/Redstone Arsenal offices and MDIOC, Shriever AFB, CO). The government position at Shriever AFB, CO has been filled. Other increased are expected in FY09/10. Additionally, the agency allocated resources for mishap investigation kits at each operating location which includes lap top computers.
NGA	No additional significant one-time or permanent resources were needed for abating workplace hazards, research and development or training.
WHS	<ul style="list-style-type: none"> Washington Headquarters Services has a performance-based industrial hygiene contract for the performance of indoor air quality, asbestos, and exposure monitoring. This contract provides a man-year equivalency of 5 full-time equivalents. Additionally, as part of the update and implementation of the WHS ISEFMS, a contractor was used to assist in the overall evaluation and development of several updates ISEFMS programs. In FY07, the Defense Facilities Directorate of WHS performed a staffing study of the entire directorate. This study reported that the current staff level is at 38% of the current estimated requirement to fully implement a comprehensive safety and occupational health program for WHS and WHS-Serviced Organizations. This support was improved in FY08 with the addition of two full-time industrial hygienists and a fire protection engineer to the WHS/DFD/SEMB staff.

VII. Goals

Agency	Goals
AAFES	Goals are to achieve and maintain a 3.1 IFR. Provide additional training to associates and record keeping personnel. Provide more timely trending data in advance in order to identify and target problem locations, and injury causes and types. Trending data will be provided on a monthly and quarterly basis against a 3 year comparison.
DCAA	<ul style="list-style-type: none"> Reduce total injury and illness case rates by at least 3% per year. Reduce lost time injury and illness case rates by at least 3% per year. Improve the timely filing of notice of injury and illness by at least 5% per year. Reduce lost production day rates due to injury and illness by at least 1% per year, with target to be set no lower than 15 days.
DCMA	<ul style="list-style-type: none"> Prevent/Reduce DCMA Employee Mishaps to meet SHARE goals. - Met all SHARE goals in FY08. Measure the success of customer support and support of the Presidential Goals. Established quarterly metrics for Worksite Hazard Evaluations, Implementation of Mishap Controls, Training of Customers, Validation of HPD Exposures, Standardization of Agency SOH Programs, and Publish updated SOH Instructions. Continue to implement a comprehensive safety training and awareness program.

Agency	Goals
	<ul style="list-style-type: none"> • Identify hazardous conditions at DCMA leased and contractor facilities. • Implement site specific mishap/hazard control measures. • Conduct a standardized Hazard Pay Differential (HPD) Process and mitigate hazard to less than significant. • Evaluate the effectiveness of a standardize SOH Program across the enterprise. • Execute relevant and measurable annual risk evaluations based on risk. • Promote internal Safety and Health Partnerships. • Enhance SOH Web page. • Reduce OWCP cost due to on duty motor vehicle accident costs.
DeCA	<ul style="list-style-type: none"> • The safety vision is to obtain the result of ZERO accidents and then sustain it. Plans include fielding the Agency's safety directive and manual and training personnel on its content; maintaining our safety program assistance and review program; formalizing the job hazard analysis program by authoring it as an Agency handbook; continually enhancing training efforts, especially through distant learning venues; maintaining the TOO and TOI initiatives; and maintaining our awareness and employee participation campaigns such as IMSAFE, safety newsletters, and posters. Statistically our goals are to satisfy the final SHARE Initiative extension FY 2009 goal, and to achieve at least a 4 percent annual reduction target in accident rates through CY 2011 using Part 1904 criteria. • The workers' compensation goals and initiatives are to continue to offer light duty assignments to shorten disability, increase morale, and reduce chargeback costs; continue to scrub the chargeback report to avoid long-term compensation; designate position(s) at facility level for use by employees who are in the recovery stage; and increase file reviews to identify cases for possible removal from the periodic rolls and to identify possible fraud.
DFAS	<ul style="list-style-type: none"> • Slips, trips, and falls remain the leading accident cause in the agency. The DFAS will implement bi-weekly accident prevention reminders to employees during the peak STF season. Also, safety managers will be tasked to track weather conditions and alert employees accordingly when inclement conditions are expected. • We will bring together site safety managers for a safety conference focused on the needs of the agency. Conference will be conducted in late spring/early summer and will include a formal safety course from either the NSC of the American Society of Safety Engineers. • To help control workers' compensation costs averaging nearly \$4,000,000 annually, the DFAS is establishing a FECA working group with representation from safety, human resources, and each site. Intent is to provide visibility and direction for the worker's compensation program management and ultimately, reduce workers' compensation costs by 3–5% annually. Progress toward that goal will be tracked and reported quarterly. • Currently, the DFAS has only one site involved with their local Federal Safety Council. For FY09 each stateside site will be tasked to establish contact with their local council and begin attending their meetings. • The DFAS mishap reduction goal for FY09 will be 8%.
DIA	<ul style="list-style-type: none"> • DIA's FY 2009 safety and health campaign plan will focus on accident prevention, employee care, environmental stewardship, clinical operations, and the achievement of the President's SHARE goals. The plan focuses on five goals: protect the workforce from recognized hazards, provide a safe and healthful work environment, reduce accident rates, comply with OSHA and environmental laws, and increase safety, OH, and environmental support effectiveness. • The DIA FY 2009 SHARE goals are 4% per year reduction in total case rates for injuries and illnesses, 4% per year reduction in case rates for lost time injuries and illnesses, consolidate world wide reports to track the timeliness of submissions and 2% per year reduction in the rates of lost production days due to injuries and illnesses.
DISA	<ul style="list-style-type: none"> • Training for all DISA supervisory designated personnel for overview of supervisory responsibility for safety program accomplishment. The training began in late September 2008 and is set for completion in January 2009. • Establishment of a computer-based training program designed to facilitate DISA required personnel safety training. DISA will identify four courses as quarterly mandatory training. The CBT will have tracking tools embedded to monitor training completion and will be measured through DISA's Balance Score Card on a quarterly basis. • Centralized training for all DISA collateral duty personnel worldwide.

Agency	Goals
DLA	<ul style="list-style-type: none"> • Fully use the VPP resources provided by General Electric Energy and the DoD VPP Center of Excellence. • Begin VPP process at six new locations in FY 09. • Establish a Partnership Agreement with OSHA in FY 09. • Refine the strategy for rolling out VPP across the Agency. • The SHIRS Configuration Control Board annual meeting will be held to review/approve recommended enhancements and functional testing of improvements will be performed. • Safety training for Supervisors and Collateral duty officers will continue. • Implementation of the DLA Safety and Health Training Plan will continue. • OH program evaluation will continue.
DoDEA	<ul style="list-style-type: none"> • DoDEA will continue to expand the scope of the program elements addressed, ensure program implementation accountability and increase safety program visibility worldwide through conscientious safety promotion/education. The program focus will be to emphasize potentially high risk safety program elements, maintain hazard abatement, ensure administrators are held accountable, focus safety efforts/resources on accident trends, continue to expand safety training resource, continue to increase pandemic outbreak awareness, and continually solicit host installation safety assessment and hazard mitigation assistance. • Subordinate DoDEA organizations plan to reduce accidents and injuries through continued education, aggressive safety campaigning, standardize chemical hygiene laboratory plans documents, expand ergonomics training, continued emphasis on student related playground safety, and incorporation of semi-annual school safety meetings as a part of annual safety, security, and anti-terrorism reviews of schools. • Additional objectives include further expansion of safety resources in the safety portion of the DoDEA Safety and Security Website, maintain high emphasis on CPR/AED/First Aid education for rapid emergency response, exceed basic training certification requirements for Automated Electronic Defibrillator (AED) instruction by offering AED refresher operation training, elevate safety education and information concentrating on employee/student traffic safety prevention, plan the development of a DoDEA customized on-line safety course for DoDEA Safety and Security Officers, and enhance safety visibility through DoDEA Public Affairs media sources. Also, several of the safety regulations will be reviewed for updating.
DTRA	<ul style="list-style-type: none"> • A stronger focus on employee wellness and safety needs, improving the quality of data received through accident reports and investigations to provide better record keeping and trend analysis, and initiating a new Traffic Safety Program. • Stronger implementation of Lean Six Sigma for process improvement and efforts to increase Agency awareness of ESOH issues.
MDA	<ul style="list-style-type: none"> • Implement a training strategy aimed at assessment and formal upgrade of skills, knowledge and abilities applicable to MDA's diversity of operations to ensure full mission support and success. • Implement an SOH publicity strategy aimed at increasing awareness of functions and responsibilities of the SOH function and how these functions can be utilized to enhance operational success. • Effect internal comprehensive review of agency SOH directives aimed at evaluating and revising aging SOH guidance and instructions. • Broaden the scope of SOH operational support by expanding the SOH staff, capabilities and responsibilities. • Develop and fully implement the use of electronic databases on the MDA portal for quick retrieval and manipulation of accident and hazard report data for the purpose of trend analysis and risk assessment.
NGA	<ul style="list-style-type: none"> • Implement pre-deployment screening program for NGA deployed personnel. • Identify resource impacts to fully implement the post deployment program. • Develop performance statements of work for OH medical services for new NGA East Campus.
WHS	<ul style="list-style-type: none"> • Help prevent occupational injuries and illnesses through accurate and timely hazard identification, facilitating resourceful and relevant hazard abatement, and providing reliable and responsive communication. • Continue holding quarterly meetings of the Pentagon Safety, Environmental, and Fire Prevention Management Council. The Deputy Director, Defense Facilities Directorate (DFD) is the Chairman of this Council.

Agency	Goals
	<ul style="list-style-type: none"> • Establish an Ergonomics Subcommittee to the above Council. • Complete a DFD Training Needs Assessment which reviews job tasks and required mechanical as well as personal protective equipment in order to match offices or functions up with required training and the frequency of that training. • Work to establish a model fire, environmental, safety and health program at the Heating and Refrigeration Plant. • Switch occupational health medical examinations from organization groupings to birth month and publish the annual DFD schedule. Assist in coordinating onsite visits by occupational health nursing staff to observe work practices.

VIII. Questions/Comments

Agency	Questions/Comments
DeCA	<ul style="list-style-type: none"> • The time periods for data requested by this report mixed FY data (October 1, 2007, to September 30, 2008) and CBY (July 1, 2007, to June 30, 2008). Both of these schedules are in conflict with the Title 29 CFR Part 1904 requirement to maintain accident statistics on a calendar year (January 1 to December 31). Recommend upon completion of the SHARE initiative that the report schedule be changed to a calendar year period. • Recommend consideration towards establishing an OWCP hotline for reporting program fraud or abuse, and a publication campaign to communicate success stories and the outcome on fraud/abuse cases.
WHS	<p>When will the Department of Labor reconcile the OWCP compensation system with the OSHA 1904 recordkeeping system? The disparities in recordability filing requirements require agencies to maintain two separate and distinct systems at increased cost and burden. Accident statistics being displayed on the DoL/OSHA website are still using the compensation system records and it is confusing to many that might not understand loss time cases are now different than days away and restricted or transferred (DART) cases. For example, under the OWCP system the most lost time a case can be reported for is 45 days, whereas under the 1904 system it is 180 days. Disparities like that can really distort the understanding of the severity of a mishap when doing benchmarking.</p>

Appendix I – Subagency Contacts

See individual agency reports. Info below is from first page of each Agency’s report; “other contact” is the DASHO.

	Name	Official Title	Telephone	E-mail
Subagency Name:	Army & Air Force Exchange Service			
OSH Manager:	Gene Wykle	Safety and Health Manager	214-312-3940	wyklea@aafes.com
Other Contact:	Gerald Danish	Vice President Loss Prevention	214-312-2720	danishg@aafes.com

Subagency Name:	Defense Commissary Agency			
OSH Manager:	Mr. Raymond M. Corley	Safety and Occupational Health Manager	804-734-8000 ext 48107	raymond.corley@deca.mil
Other Contact:	Colonel David R. Schuckenbrock	Director of Public Health and Safety	804-734-8000 ext 48305	David.Schuckenbrock@deca.mil

Subagency Name:	Defense Contract Audit Agency			
OSH Manager:	Philip Anderson	Assistant Director, Resources	703-767-2248	DCAA-C@dcaa.mil
Other Contact:	Joseph J. Garcia	Deputy Director, DCAA	703-767-3272	DCAA-DD@dcaa.mil

Subagency Name:	Defense Contract Management Agency			
OSH Manager:	Mr. Lloyd Roberts	Chief, Safety & Occupational Health Division	703-428 1333	Lloyd.Roberts@dcma.mil
Other Contact:	Charlie Williams	Director, DCMA	703-428 1701	Charlie.Williams@dcma.mil

Subagency Name:	Defense Finance and Accounting Service			
OSH Manager:	Greg Coonfare	Safety & Occupational Health Program Manager	317-510-3428	greg.coonfare@dfas.mil
Other Contact:	Bruce Keith	Support Services Director	317-510-6967	bruce.keith@dfas.mil

	Name	Official Title	Telephone	E-mail
Subagency Name:	Defense Information System Agency			
OSH Manager:	Paul Berry	Occupational Safety & health Manager	703-607-6460	Paul.berry@disa.mil
Other Contact:				

Subagency Name:	Defense Intelligence Agency			
OSH Manager:	James Peck	DIA Supervisory Safety and Health Manager	202-231-2877	james.peck@dia.mil
Other Contact:	James Manzelmann	Deputy Director for Mission Services	202-231-8170	james.manzelmann@dia.mil

Subagency Name:	Defense Logistics Agency			
OSH Manager:	David Hamel	Manager Safety and Health	703-767-6276	david.hamel@dla.mil
Other Contact:	A. B. Morrill III	Vice Director, DLA		

Subagency Name:	Defense Threat Reduction Agency			
OSH Manager:	Lee Shontere	Deputy Chief, Environment, Safety & Occupational Health Office	703-767-5853	Lee.Shontere@dtra.mil
Other Contact:	Sherry J. Davis	Chief, Environment, Safety & Occupational Health Office	703-767-7122	Sherry.Davis@dtra.mil

Subagency Name:	DoD Education Activity			
OSH Manager:	Don Golaszewski	DoDEA Safety and Occupational Health Manager	703-588-3255	Donald.Golaszewski@hq.dodea.edu
Other Contact:	Rose Chunik	Chief, Office of Safety and Security	703-588-3251	Rose.chunik@hq.dod ea.edu

Subagency Name:	Missile Defense Agency			
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	Name	Official Title	Telephone	E-mail
OSH Manager:	Mr. Carl Johnson	SOH Program Manager	256-955-1643	Carl.johnson@mda.mil
Other Contact:	Mr. Randolph Stone	Director; Safety, Quality & Mission Assurance	703-882-6354	Randolph.stone@mda.mil

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

Subagency Name:	Washington Headquarters Services			
OSH Manager:	Michael Stebbing	Environmental & Safety Branch Manager	703-693-3683	Michael.Stebbing@whs.mil
Other Contact:				

APPENDIX II
DEFENSE LOGISTICS AGENCY

AGENCY ANNUAL REPORT

OCCUPATIONAL SAFETY AND HEALTH PROGRAM

FISCAL YEAR (FY) 2008

DEFENSE LOGISTICS AGENCY (DLA)

DLA Executive Summary

DLA FY 08 Annual Occupational Safety and Health Report highlight the challenges and accomplishments of the Occupational safety and health program and summarize its goals for the coming year.

Both the Occupational Safety and Environmental offices are located in the DLA Enterprise Support (DES). The DLA's Vice Director serves as the DASHO. Our Headquarters (HQ) safety office has a dual mission. In addition to preparing policy and providing direction for the Agency's safety programs, the office includes the safety operations staff that is responsible for the occupational safety program at the HQ complex.

The HQ staff consists of the Director of Safety and three teams: Safety, Occupational Health/Radiation, and Operations. The Operations Team includes a safety manager, a safety technician, and the occupational health nurse. The Safety Team has two safety managers, a safety engineer and a management/program analyst. The Occupational Health Team includes one occupational health physician and one health physicist.

DLA civilian injuries and illness were processed through the Office of Workers' Compensation. The annual statistics for fatalities and lost time disabilities for the report year compare fatalities and disabilities with similar statistics for the previous year. The FY 08 statistics are based on the Safety and Health Information Reporting System.

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

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

I. GENERAL INFORMATION

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

b. Name of Designated Agency Safety and Health Official:

A. B. Morrill III
Major General, USAF
Vice Director, DLA

c. Safety and Health Program Manager:

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

II. STATISTICS

Defense Logistics Agency	FY 07	FY 08
Number of Federal Civilian Employees	21,326	23,453
Total Cases Injury/Illness	343	352
Total Case Rate	1.61	1.50
Lost Time Cases	188	170
Lost Time Case Rate	0.88	0.72
Lost Work Days	4429	4722
Lost Work Day Rate	21.04	22.46

a. Injury and Illness Statistics

- i. Total injury and illness cases are those injuries and illnesses reported to the OWCP, including first aid cases (excluding same day treatment with no follow up), medical expense cases, lost workday cases, and fatalities.
- ii. The Department of Defense (DoD) has set a 75% accident reduction goal for all components and DLA has assigned that goal to all field activities. The goal, which is to be accomplished by FY 11, is benchmarked against FY 02 performance. While 75% is an ambitious goal, the reason behind it is to insure the readiness of DLA employees to serve, supply and support our nation’s war fighters.

b. Fatalities – DLA had no fatalities reported in FY 08.

c. Office of Workers' Compensation Programs Cost -- Chargeback figures for FY 08 decreased by 5.1%. COP figures are not available due to Privacy Act problems in obtaining information from our payroll system.

d.

Defense Logistics Agency	CBY 2007	CBY 2008
Total Chargeback	\$24,533,692.86	\$23,288,532.73
Total Continuation of Pay (COP)	N/A	N/A
Total Chargeback + COP	N/A	N/A
Chargeback for cases that occurred in the CBY	N/A	N/A

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

AGENCY: Defense Logistics Agency		
FY-08 MAJOR TRENDS		MAJOR CAUSES/SOURCES OF EACH TREND
<u>Nature of Injury</u>	<u>% of Total</u>	
Sprain, Strain	61%	- Repetitive Motion and Overexertion
Contusion	19%	- Struck against
Laceration	17%	- Cuts and Abrasions
Traumatic Injury (unclassified)	3%	- Slips, Trips and Falls

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

a. One of the programs DLA is using to support SHARE goals is VPP and VPP Challenge Program. To help reduce accidents, nine DLA establishments are working toward VPP recognition through the VPP Challenge Program. DLA currently serves as the Challenge Administrator for these nine sites as well as three Navy sites. Several key successes have emerged because of DLA's commitment to VPP.

- Stronger working relationships with our union partners
- Improved corporate-level safety policies and hazard control programs
- Increased VPP visibility with top management
- Chartering of Agency VPP Governance Board

b. DLA SHARE results.

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

Goal 1 – Reduce the TOTAL Injury Case Rate per 100 employees								
FY 03	FY 06		FY 07		FY 08		Was Goal Met in FY 08?	
Baseline	Goal	Actual	Goal	Actual	Goal	Actual	Yes	No
3.06	2.10	1.78	1.73	1.61	1.68	1.50	X	

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

Goal 2 – Reduce the LOST Time Case Rate per 100 employees								
FY 03	FY 06		FY 07		FY 08		Was Goal Met in FY 08?	
Baseline	Goal	Actual	Goal	Actual	Goal	Actual	Yes	No
1.52	1.20	0.94	0.91	0.88	0.88	0.72	X	

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

FY 03	FY 06		FY 07		FY 08		Was Goal Met in FY 08?	
% in 14 Days	Yes	No						
Baseline	Goal	Actual	Goal	Actual	Goal	Actual	Yes	No
73%	79%	83%	83%	87%	88%	90%	X	

IV. MOTOR VEHICLE / SEAT BELT SAFETY

- a. There were 27 civilian motor vehicle accidents (mishaps) for 2007 and 22 for 2008. Seatbelts were worn at all times.
- b. There are mechanisms in place to improve motor vehicle safety and seat belt usage. In addition to including Department of Defense Instructions 6055.4, Department of

Defense Traffic Safety Program in the DLA Safety Instructions to the field, we also have implemented a number of programs and initiatives at various field activities. Those programs and initiatives are effective, and we plan to continue their use in the future. A sampling of some of the programs in use includes. Base newspapers and magazines published articles on safety, Motor Fleet Drivers and Straddle truck drivers receive weekly tailgate training sessions geared toward safe driving, conducting random seatbelt usage and monthly safety meetings that include safe driving tips.

V. RECORDKEEPING REQUIREMENTS

- a. DLA implemented the revised recordkeeping requirements for federal agencies. DLA worked in partnership with OSHA to provide the specific recordkeeping training for the DLA Occupational Safety and Health professionals and safety monitors. DLA's decision to follow the private Industry recordkeeping rules brought DLA in proper alignment to begin VPP implementation at it's sites.

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

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

VI. TRAINING

- a. VPP Regional and Natioanl Conferences
- b. DLA Safety personnel participate in the Central Ohio Field Federal Safety and Health Council.
- c. System Safety Management – University of Washington, Engineering Professional Programs
- d. Hazardous Waste Management – Environmental Resource Center
- e. Bloodborne Pathogens – OCOSH BWC, Division of Safety & Hygiene Contact Center
- f. DLA Occupational Safety personnel again helped develop and attended the DLA Supervisors Safety Training

VII. FIELD FEDERAL SAFETY AND HEALTH COUNCILS

DLA Continues to support the Metropolitan Washington Federal Safety and Health

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

VIII. ACCOMPLISHMENTS

- a. In FY 08, DLA continued working toward VPP through the Challenge Program. The Agency rolled all DLA elements co-located at the nine Challenge site into a combined VPP effort for each establishment, The Agency also contracted with the DOD VPP Center of Excellence to provide additional assistance to three sites that were having difficulty getting the VPP process started. This additional level of support was extremely beneficial in helping all three sites gain traction with the VPP process. In addition, the Agency provided VPP Assessor training to DLA Safety and Occupational Health Professionals to give them a better understanding of how OSHA evaluates the VPP elements.

The Vice Director, who also serves as the Designated Agency Safety and Health Official (DASHO), set a goal for all employees to have the opportunity to be part of a world-class safety program. To help accomplish this goal, the Agency established an executive-level VPP Governance Board to guide the Agency as it rolls out VPP to other DLA Locations. This senior level group was chartered to monitor VPP implementation progress and help address resource and other systemic issues to ensure successful implementation. The Agency also initiated quarterly VPP Site Updates to the Vice Director. In addition, the agency prepared a VPP Campaign Plan to assist local VPP leads in implementing VPP across the establishment.

The DLA Environment and Safety Office worked to improve its communication with employees across the agency. They issued a monthly DLA Safety Connections (Safety, Health and Environmental Newsletter) to all employees. Feedback from the employees provided additional topics to be addressed. Articles were a mix of administrative, industrial and off-the-job topics.

- b. Radiation Health and Protection Safety Training Radiological Hygiene training was completed for all DLA radiation personnel, both continuing government activities and contractors. Ninety (90) individuals received annual refresher and initial training in accordance with the Nuclear Regulatory Commission (NRC) and Defense Distribution Center's NRC License. In addition, the DLA's NRC License was approved for renewal by the NRC and will expire in 2018 and the Radiation Safety Program and Personnel Dosimetry and Recordkeeping onebook chapters were updated to support the newly renewed DLA's NRC License.
- c. The DLA Environment and Safety Office worked to improve its communication with supervisors across the agency. They issued a monthly DLA Supervisors' Safety News to all supervisors. Feedback from the supervisors provided additional topics to be addressed. Articles were a mix of administrative and industrial topics.

- d. The DLA Safety and Occupational Health Training Plan implementation guidance continued in 2008 with visits to eight field activities. Our goal was to continue implementation guidance at DLA's designated VPP sites. Representatives from the DLA Training Center provided implementation instructions at Defense Depot Red River and the Defense Reutilization and Marketing Office in October; the Defense Depot Norfolk and the Defense Reutilization and Marketing Office Norfolk in February; The Defense Supply Center Richmond Mechanicsburg in March; and the Defense Depot Oklahoma in July. A briefing emphasizing the Plan was provided at DLA Enterprise Support Environment and Safety Conference at New Cumberland, PA and a information visit was made at Headquarters Document & Automation Production Service (DAPS) at Mechanicsburg, PA. The Training Plan is a tool designed to provide DLA supervisors and employees with the necessary information to accurately reflect the required safety and health training for tasks performed. All DLA field activities will be scheduled for implementation training.
- e. The DLA Safety and Health Resource Training Toolkit was developed and corresponds directly with the DLA Safety and Occupational Health Training Plan to provide a variety of methods to complete required safety and health training identified. A memorandum dated October 22, 2008 announced the Toolkit to the DLA Corporate Board.
- f. DLA Safety and Health Information Reporting System (SHIRS) Configuration Control Board met during the week of May 19-23, 2008. The Board convened earlier than planned to review the entire data system for alternatives to using sensitive data. Several recommendations were made to reduce the vulnerability of sensitive data. One major change placed the SHIRS data system, Discoverer (the query tool), and all reports behind one login and URL resulting in a single sign on process. SHIRS online training for supervisors continues to be used and is a prerequisite for granting access to the system. Two SHIRS classes were held in Columbus, Ohio.
- g. The DLA Safety, and Occupational Health Office continue to support the Quality of Life Office in the performance of Child Development Center, School Age Services, and Youth Center annual certification inspections. Assistance is provided with policy development, on going safety concerns, brief presentations during their VTC meetings, inspection instructions, and review of new construction when necessary. Five inspections were conducted in 2008. The shadow program continued in 2008 which provides DLA Field Activity Safety and Health personnel responsible for safety issues at our child development centers with on-the-job training for child care and youth service programs. A member of the DLA Headquarters Safety Team provides instruction and guidance to a designated individual willing to shadow the process during the Agency annual evaluation.
- h. The DLA Near Miss/Hazard Reporting process continues to be promoted. To support the Near Miss/Hazard Reporting process, holders were provided to each DLA Field Safety Office to mount the DLA Form 1404 in locations frequently visited by

employees for easy access. The form is also electronically available through the DLA forms system.

- i. The DLA Environment and Safety Office worked to improve its communication with supervisors across the agency. They issued a monthly DLA Supervisors' Safety News to all supervisors. Feedback from the supervisors provided additional topics to be addressed. Articles were a mix of administrative and industrial topics.
- j. A medical officer was hired into the position of occupational health program manager and completed on-site, in-depth occupational health assessments at 5 locations (HQC, DSCR, DSCC, DDSP, DDJC). Assessments focused on evaluating how occupational health services are delivered and identifying ways to improve function to decrease potential legal and financial liabilities to the Agency.

IX. GOALS

- a. Fully use the VPP resources provided by General Electric Energy and the DoD VPP Center of Excellence.
- b. Begin VPP process at six new locations in FY 09.
- c. Establish a Partnership Agreement with OSHA in FY 09.
- d. Refine the strategy for rolling out VPP across the Agency.
- e. The SHIRS Configuration Control Board annual meeting will be held to review/approve recommended enhancements and functional testing of improvements will be performed.
- f. Safety training for Supervisors and Collateral duty officers will continue.
- g. Implementation of the DLA Safety and Health Training Plan will continue.
- h. Occupational health program evaluation will continue.

APPENDIX III
DEFENSE COMMISSARY AGENCY

**Defense Commissary Agency
FY 2008 Annual Occupational Safety and Health Report to the
Secretary of Labor**

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

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

Number of federal civilian employees this report covers: 16,137

	Name	Official Title	Telephone	E-mail
DASHO:	Colonel David R. Schuckenbrock	Director of Public Health and Safety	804-734-8000 ext 48305	David.Schuckenbrock@deca.mil
OSH Manager:	Mr. Raymond M. Corley	Safety and Occupational Health Manager	804-734-8000 ext 48107	raymond.corley@deca.mil

Detailed Report

I. Statistics

A. Injury and Illness Statistics

a. Injury and illness rates

	FY 2007	FY 2008	Change
Number of Federal Civilian Employees , including full-time, part-time, seasonal, intermittent workers	16,353	16,137	-216
Total Cases Injury/Illness (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities)	515	615	+100
Total Case Rate (rate of all injury/illness cases per 100 employees)	3.15	3.81	+21%
Lost Time Cases (number of cases that involved days away from work)	311	383	+72
Lost Time Case Rate (rate of only the injury/illness cases with days away from work per 100 employees)	1.90	2.37	+24%
Lost Work Days (number of days away from work)*	*	*	*
Lost Work Day Rate (per 100 employees)**	50.00	55.5	+11%

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

**Data source was the Department of Labor, Federal Agency Programs Web site at <http://www.osha.gov/dep/fap/index.html>.

- b. Emergency Response and Disaster Recovery Operations Not applicable.
- c. Facilities with high injury and illness rates

Facilities with high injury and illness case rates/counts are identified through our quarterly accident statistical program. Each facility's OSHA 300 log is reviewed quarterly for accuracy and completeness. Accident data is consolidated at region level and then forwarded to the headquarters safety office to develop Agency-wide statistical performance tables. These statistics provide the total accident rate, lost-time accident rate, total accident count, and the lost-time accident count for each site in the Agency. Comprehensive safety performance statistics are staffed through command and reviewed by the Agency Head each quarter.

Facilities with high accident numbers (more than five during the previous year) are placed in our Targets of Opportunity (TOO) program and facilities having more than two accidents per quarter during the current year are placed in our Targets of Interest (TOI) program. These facilities receive additional site visits and interaction with our regional safety support managers. During site visits, the accident log and other supporting documentation are reviewed to identify any accident type trends and individual causation factors to tailor improvement actions (for example, training, policy/process change, and personal protective equipment usage).

B. Fatalities and Catastrophic Incidents

DeCA experienced no fatalities or catastrophic incidents during FY 2007 and FY 2008.

C. Office of Workers' Compensation Programs Costs

	CBY 2007	CBY 2008
Total Chargeback	\$16.2M	\$16.4M
Total Continuation of Pay (COP)	Not Available	Not Available
Total Chargeback + COP	Not Available	Not Available
Chargeback for Cases that occurred in the CBY	\$241K	\$650K

The total chargeback cost for CBY 2008 increased slightly by \$200K. Although not listed, the total chargeback cost from CBY 2006 was also approximately \$16.4M. Therefore, for the past three years, our costs have remained relatively horizontal. The CBY 2007 cost for cases that occurred in this CBY is for only the first nine month period and was obtained during the data gathering period for last year's annual report. Our Agency workers' compensation manager stated that the annual cost for CBY 2007 is now not obtainable. It is important to note the chargeback cost for any given year can be skewed by the compensation cost (salary) depending on the date of the accident within the schedule year.

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

- a. Tracking accidents

FY 2008 Major Trends			Description
Nature (i.e., sprains, contusions, etc.)	% of Total	% of Cost	
Strain (Not Back) (TS)	25%	35%	Classified using OWCP Nature of Injury codes (i.e., "TS"). Nearly 34% of these incidents were experienced by our store workers (occupational series 6914). Store associates (series 1101) experienced approximately 22%, cashiers (series 2091) experienced approximately 18%, followed by meat cutters (series 7407) with 13%.
Contusion, bruise, abrasion (TC)	21%	17%	Classified using OWCP Nature of Injury codes (i.e., "TC"). Nearly 30% of these incidents were experienced by our store workers (occupational series 6914). Store associates (series 1101) experienced approximately 19%, followed by cashiers (series 2091) with 16%.
Back Strain (TB)	19%	29%	Classified using OWCP Nature of Injury codes (i.e., "TB"). Nearly 34% of these incidents were experienced by our store workers (occupational series 6914) and 33% by our store associates (series 1101). Meat cutters (series 7407) experienced 11%, followed by cashiers (series 2091) with 7%.
Laceration, Cut (TL)	9%	4%	Classified using OWCP Nature of Injury codes (i.e., "TL"). Nearly 52% of these incidents were experienced by our meat cutters (occupational series 7407). Store workers (occupational series 6914) experienced 23%, followed by store associates (series 1101) with 15%.
Cause of Injury (i.e., slips, handling tools, etc.)	% of Total	% of Cost	
Material Handling	43%	33%	Classified using OWCP Cause of Injury codes (i.e., 24-48). Nearly 34% of these incidents were experienced by our store workers (occupational series 6914) and 25% by our store associate (series 1101). Meat cutters (series 7407) sustained approximately 20% of these incidents.
Slip, Trip, Fall	20%	26%	Classified using OWCP Cause of Injury codes (i.e., 64-83, 91, and 92). Nearly 24% of these incidents were experienced by our store associate (occupational series 1101), followed by store workers (series 6914) with 22%. Cashiers (series 2091) sustained approximately 15% of these incidents. Meat cutters (series 7407) experienced 11%.
Unclassified	16%	16%	Nearly 16% of cases contained the OWCP Cause of Injury Code Unclassified (i.e., 99).

Using "OSHA Type" and "OSHA Source" codes, the following source trends were identified:

(a) OSHA Type "Exertion" code series 600 (includes 600, 610, and 620) represented nearly 40 percent of all accidents. Nearly 73 percent of these exertion accidents were sourced to inanimate objects, box/barrel/container, or food (OSHA source codes 800, 810, and 870,

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

(b) OSHA Type "Fell, Slipped, Tripped" code series 200 (includes 200, 210, 220, and 230) represents 23 percent of all accidents. Nearly 50 percent of these fell, slipped, and tripped accidents were sourced to building or working area, and walking/working surface (OSHA source codes 100, and 110, respectively).

b. Controlling Trends

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

DeCA is continuously involved in ergonomic actions to reduce bodily forces that may result in a musculoskeletal disorder. The Agency new checkout system, Commissary Advance Resale Transaction System (CARTS), is one of the most modern systems used in the grocer industry. The system has numerous ergonomic features such as a 360 degree scan window, combination scale/scanner device, cushion lean pad, reduced horizontal distance between the incoming and outgoing belts, adjustable keyboard, hand-held scan gun, and anti-fatigue mats. In addition, the CARTS system has nearly 900 self-checkout registers that removes repetitive motion exposure from our cashier workforce.

Providing "safe lift" training is required by our principal safety directive and the use of material handling equipment is to be used, if possible, vice manual lifting. In addition, DeCA produced an ergonomic training video tape for our cashier workforce. The OSHA publication #3192, Guidelines for Retail Grocery Stores: Ergonomics for the Prevention of Musculoskeletal Disorders, and the NIOSH publication 2007-131, Ergonomics Guidelines for Manual Material Handling, are posted on our Microsoft Outlook public folder system to enable ready reference for all our global facilities.

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

DeCA stresses the use of personal protective equipment, such as cut-resistant gloves for our meat cutting personnel using knives and steel-toe safety footwear for all personnel exposed to foot impact hazards.

Safety newsletters, in-house safety posters, and the IMSAFE program provide continuous awareness information for individual store use to promote employing safety work procedures and to train and educate all employees on safety items. Lessons learned from significant incidents that have occurred are shared with other facilities.

E. Contract Workers and Volunteers

DeCA has 104 contractors located at the Agency's Headquarters and no recordable accident experience has been received.

II. OSH Initiatives—SHARE & Motor Vehicle and Seat Belt Safety

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

a. SHARE Analysis

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

DeCA achieved an approximate 23 percent reduction in the total injury and illness case rate during FY 2008 from the FY 2003 baseline value and an approximate 11 percent reduction from the FY 2008 target.

DeCA	FY 2003 Baseline	FY 2008 SHARE Target (3%)	FY 2008 Actual Total Case Rate	FY 2008 Actual Rate Reduction from Baseline
Total Case Rates	4.98	4.27	3.81	23%

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

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

DeCA achieved an approximate 14 percent reduction in the lost time injury and illness case rate during FY 2008 from the FY 2003 baseline value and matched the FY 2008 target.

DeCA	FY 2003 Baseline	FY 2008 SHARE Target (3%)	FY 2008 Actual Total Case Rate	FY 2008 Actual Rate Reduction from Baseline
Lost Time Case Rates	2.76	2.37	2.37	14%

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

3. Increase the timely filing of injury and illness claims by 5% per year¹

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

As specified by OSHA's new criteria for establishing the annual target for Goal #3, DeCA is required to achieve at least a 55 percent timely filing rate for FY 2008. The Agency performance bettered this target. During FY 2008, 70 percent of all workers' compensation claims were timely submitted (within 10 working days) as compared to only 24.1 percent of claims submitted during the original FY 2003 baseline year. The Agency's use of electronic records and filing has been instrumental in significantly improving our timeliness report.

DeCA	FY 2007 Baseline	FY 2008 Target	FY 2008 Actual	FY 2008 Actual Improvement from FY 2008 Target
Timely Filing of Notices	50%	55%	70.1%	27.5%

Data source is Department of Labor SHARE Web site:

<http://www.dol.gov/esa/owcp/dfec/share/ca12/FY20084thQtr/Department1.htm>

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

The Department of Labor's lost production day data was adjusted during FY 2006 to establish a new baseline with 1 percent annual reduction targets. The Agency Reduction targets are calculated as 1 percent per year. The Agency lost production day rate increased nearly 12 percent above the FY 2008 target.

DeCA	FY 2006 (Baseline)	FY 2008 Target (1%)	FY 2008 Actual	FY 2008 Actual Rate to Target
Lost Production Day Rate	50.6	49.6	55.5	Increase 11.9%

Data source is Department of Labor SHARE Web site:

<http://www.dol.gov/esa/owcp/dfec/share/lpd/FY20084thQtr/Department1.htm>

b. SHARE Programs/Initiatives

The Agency maintained the safety program assistance and review (SPAR) evaluation program, facility assistance visits, and multiple awareness publications to support SHARE. The SPAR program is an Agency-wide safety program evaluation tool that identifies the implementation level of each applicable safety subprogram and its elements. Program evaluations of subordinate facilities are conducted at least once every three years. Our TOO and TOI programs enable us to focus a majority of our safety resources at high accident count locations that truly need the additional assistance to reduce accident counts. Annual facility inspections are conducted by our regional safety managers, safety inspectors from our host installation safety offices per our interservice support agreements, and by our facilities' collateral duty safety representatives. The Agency maintained the safety information program called Integrated Monthly Safety Action/Focus Elements (IMSAFE). The IMSAFE program highlights

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

specific safety issues monthly to amplify safety consciousness and to integrate safety into daily operations. These elements are distributed throughout the Agency to cause a standardized direction towards improving the safety function. Regional safety managers published a quarterly safety newsletter and a safety poster program to aid in increasing awareness and to provide information that can be expanded upon at our commissaries' department level safety meetings. These programs and initiatives contributed directly to the Agency satisfying the SHARE safety metrics annual targets for five consecutive years.

DeCA continued to use the brochures, flyers, manuals, etc., that were created during FY 2006 to aid supervisors and managers with the OWCP process. Restricted duty is offered to employees during their recovery state and our workers' compensation team maintains contact with managers, supervisors, and physicians to coordinate return to work. Claims that are questionable are challenged and controverted when warranted. Efforts are ongoing to return employees off the periodic rolls or have benefits terminated as a result of the second/third evaluations by the Department of Labor showing that the employee no longer has residuals to the injury.

B. Motor Vehicle / Seat Belt Safety

a. Number of motor vehicle accidents experienced by employees in FY 2008.

DeCA had one motor vehicle accident during FY 2008 that resulted in no personal injury, with only approximately \$600 in vehicle damage. The accident scenario was our driver had to turn abruptly to avoid being struck by another vehicle turning ahead of him into his lane of traffic. The vehicle hit the curb resulting in damage to both wheels and tires. During FY 2007, DeCA had only one accident which resulted in lost time, but no OWCP costs.

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

As a tenant activity on military installations, DeCA vehicle operators are subject to the same random seat belt usage checks conducted by installation police/security forces. DeCA's accident report is designed to query the investigator to determine if "personal protective equipment (seat belt)" was available and used at the time of the event. For DeCA establishments not located on military installations, a requirement has been added to our principal safety directive for these sites to randomly conduct seat belt use surveys.

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

Driving safety and seat belt usage are common subjects in command messages addressed throughout the year and especially near major holidays and peak vacation periods. The Agency safety directive requires seat belt usage for all occupants in official vehicles, and assigns the senior occupant/driver responsible for enforcement. Commissaries are encouraged to participate with their supporting installation during campaigns such as the "Click It or Ticket."

III. Employee Support

A. OSH Training

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

The Agency's safety directive (DeCAD 30-17) prescribes training criteria and its recordkeeping. A safety training matrix that specifies the type and frequency for all required safety training was added to the safety directive to aid supervisors in ensuring training is provided. Verification of training is reviewed during SPAR evaluations, staff assistance visits (SAV) by our regional safety managers, and by our Inspector General (IG) staff during commissary compliance inspections. The DeCA Form 30-72, Employee Safety and Health Training Record, was revised during FY 2007 to better capture receipt of specialized training and to allow its use for multiple years.

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

The Agency's workers' compensation team distributes fact sheets (quick checklists, tips, and tidbits), provides one-on-one telephonic training to supervisors, and is currently developing a

webinar training curriculum. The Department of Defense Civilian Personnel Management Service training programs provided at military installations are available for our local managers.

	Types of Training Provided in FY2008	Number Trained
Top management officials	DeCA Operations Store Director	21
	Training is provided at DeCA work sites by DeCA regional support safety managers as needed during scheduled safety visits. The training usually consists of responsibilities and program requirements.	Not Tracked
Supervisors	Workforce of the Future	1546
	Department Operations Produce Management	96
	Department Operations Food Safety	156
	Department Operations Meat Management	105
	Department Operations Grocery Management	227
	Department Operations Customer Service	18
	Safety, Occupational Health, and Fire Prevention/Protection training from DeCA regional support safety managers during site visits. The training consists of duty responsibilities, program requirements, and hazard recognition.	Not Tracked
Safety and health specialists [NOTE: DeCA currently has 6 full-time safety professionals, GS-0018 series]	National Safety Council Congress and Exposition	1
	Department of Defense Safety Forum	1
	Tri-Service Safety conference and the UK Bund Supervisory Safety Training for German Safety Laws course	1
	On-Line Ergonomics Course—Administrative Control (Army Defense Ammunition Center [DAC])	1
	On-Line Ergonomics—Manual Material Handling (Army DAC)	1
	On-Line Ergonomics Awareness (Army DAC)	1
Safety and health inspectors [NOTE: DeCA does not have a separate "inspector" level staff, all work is performed by the specialists.]	N/A	N/A
Collateral duty safety and health personnel and committee members	DeCA Web-Based: OSHA 600 Course	Not Tracked
	DeCA Web-Based: Pathways Education Program Supermarket Series—Safety and the Retail Environment	Not Tracked
	Safety, Occupational Health, and Fire Prevention/Protection training from Military Service Installation Support Offices	Not Tracked

cont.	Safety, Occupational Health, and Fire Prevention/Protection training from DeCA regional support safety managers during site visits. The training consists of duty responsibilities, program requirements and hazard recognition.	Not Tracked
Employees and employee representatives	Cashier Ergonomic Scanning	All Cashiers
	DeCA Form 30-72, Employee Safety and Health Training Record, Section 2, Mandatory Items	All store level employees
	Real Store Experience	9
	Workforce of the Future	3064

B. Field Federal Safety and Health Councils

a. Involvement

DeCA is not active in Field Federal Safety and Health Councils. The DeCA Europe Safety Support Manager participates in the local Kaiserslautern Military Community (KMC) Federal Safety Council.

b. Field Council Support

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

C. Other Support Activities

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

IV. Self-Evaluations

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

regional safety personnel conduct assistance visits to establishments to address specific issues needing attention.

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

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

V. Accomplishments for FY 2008

The number of sites on our TOO program (sites having 5 or more accidents during a calendar year) reduced from 42 sites for CY 2007 to 25 sites for CY 2008. In addition, those 42 sites on the CY 2007 list reduced their annual total accident count nearly 44 percent within one year. The TOO program added the workload of conducting more site visits to our regional safety support staff without any increase in staffing. To overcome this challenge, sites are visited in clusters to economize travel costs, to reduce travel time between work stations, and to allow for more on-site assistance time. Finalizing the Agency principal safety policy was listed as a goal for FY 2008; although it was not fielded during the reporting year, the policy continues moving forward in the publication process with an anticipation of being released during the second quarter of FY 2009. Not listed as a goal for FY 2008, efforts were taken to develop a safety Web page to ease the availability of applicable safety information for all employees. This Web page is currently under final review and should be fielded during FY 2009. Awareness campaigns such as IMSAFE, safety newsletters, and in-house safety posters were maintained during FY 2008 and will be continued during FY 2009. The job hazard analysis program booklet has been drafted, but needs some administrative/formatting editing prior to placement in the coordination channel.

The Agency's workers' compensation team, working with the Department of Labor and management/physicians, was successful in removing approximately 15 to 20 cases from the periodic rolls saving the Agency millions of dollars in future costs. Additional accomplishments include: (1) sending get well cards to injured employees as well as cards for employees going into surgery, (2) developing a workers' compensation annex to the Agency's Store Point of Contact guide and launching it on the DeCA Web site, and (3) developing standardized case management tools (e.g., logs and cases notes) for use by all specialists.

VI. Resources

- **Workplace Hazard Abatement:** During FY 2008 there was no significant one-time or additional permanent resource allocated to the safety program.
- **Research and Development:** No significant research and development actions were taken during FY 2008.

- **Data Systems:** DeCA did not deploy any significant one-time or additional permanent safety-related data systems during FY 2008.
- **Staffing:** The safety office is organizationally aligned as part of the Office of Public Health and Safety. Staffing mix is as follows: (1) one GS-0018-13 [NSPS YC-02] manager position at Headquarters, (2) one GS-0018-12 [NSPS YA-02] position supports DeCA Europe and is located in Germany, (3) two GS-0018-12 positions support DeCA East, one is located in Virginia and the other is in Georgia, and (4) two GS-0018-12 positions support DeCA West, one is located in California and the other in Texas. Colonel David R. Schuckenbrock, Director of Public Health and Safety, serves as the Agency's Designated Safety and Health Official (DASHO) and reports directly to the Agency's Chief Operating Officer. Each of our commissaries, central distribution centers, and Central Meat Processing Plant has one individual assigned as the establishment's additional duty safety representative.
- **Training:** During the reporting year, the Agency's Safety Manager attended the National Safety Congress and Exposition conference. The DeCA Europe Safety Specialist attended the Tri-Service Safety conference and the UK Bund (Note: UK-Bund is short for Unfallkasse des Bundes, the local national insurance carrier in Germany) Supervisory Safety Training for German Safety Laws course. Another safety specialist completed several on-line ergonomic courses sponsored by the Department of Army.

VII. Goals

The Agency's safety vision is to obtain the result of ZERO accidents and then sustain it. Plans for FY 2009 and beyond include fielding the Agency's safety directive and manual (by the end of FY 2009) and training/educating personnel on its content; maintaining our safety program assistance and review (SPAR) program; formalizing the job hazard analysis program by authoring it as an Agency handbook (immediately after the release of the principal policy); continually enhancing training efforts, especially through distant learning venues; maintaining the TOO and TOI initiatives; and maintaining our awareness and employee participation campaigns such as IMSAFE, safety newsletters, and posters. Statistically our goals for FY 2009 and beyond are to satisfy the final SHARE Initiative extension FY 2009 goal, and to achieve at least a 4 percent annual reduction target in our accident rates through CY 2011 using Part 1904 criteria.

The Agency's workers' compensation goals and initiatives are to continue to offer light duty assignments to shorten disability, increase morale, and reduce chargeback costs; continue to scrub the chargeback report to avoid long-term compensation; designate position(s) at facility level for use by employees who are in the recovery stage; and to increase file reviews to identify cases for possible removal from the periodic rolls and to identify possible fraud.

VIII. Questions/Comments

The time periods for data requested by this report mixed FY data (October 1, 2007, to September 30, 2008) and CBY (July 1, 2007, to June 30, 2008). Both of these schedules are in conflict to the Title 29 CFR Part 1904 requirement to maintain accident statistics on a calendar year (January 1 to December 31). Recommend upon completion of the SHARE initiative that the report schedule be changed to a calendar year period.

Recommend consideration towards establishing an OWCP hotline for reporting program fraud or abuse, and a publication campaign to communicate success stories and the outcome on fraud/abuse cases.

APPENDIX IV
DEFENSE CONTRACT AUDIT AGENCY

**FY 2008 Defense Contract Audit Agency Annual Occupational Safety and Health Report to the
Secretary of Labor
(Comprehensive Report Format)**

Name of Department/Agency: Defense Contract Audit Agency
Address: 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219
Number of federal civilian employees this report covers: 4024

	Name	Official Title	Telephone	E-mail
DASHO:	Joseph J. Garcia	Deputy Director, DCAA	703-767-3272	DCAA-DD@dcaa.mil
OSH Manager:	Philip Anderson	Assistant Director, Resources	703-767-2248	DCAA-C@dcaa.mil

Executive Summary

Statistics

- **Injury and Illness Trends** – During FY 2008, DCAA had an average of 4,024 employees. There were a total of 22 injury and illness cases for a total case rate of .55%. Of these cases, 13 resulted in lost time, for a lost time case rate of .32%. DCAA worker's compensation costs for FY 2008 were \$1,268,359.42. Our overall rate of injury and illness cases, as well as our rate of lost time cases, was below both the Federal and DoD targets. In fact, both of these rates were the lowest of all the Defense agencies.
- **Fatalities and Catastrophic Accidents** – During FY 2008, DCAA had no fatalities.
- **Emergency Response and Disaster Recovery Operations** – Not applicable.

OSH Initiatives

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

Our FY 2008 performance targets for the SHARE initiative were to:

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

Our total injury and illness cases decreased from 27 cases in FY 2007 to 22 cases in FY 2008. The resultant case rate decreased from .68% in FY 2007 to .55% in FY 2008. This resulted in a 19.12% reduction of injury and illness cases and resultant case rate, significantly above the SHARE initiative reduction goal of 3% per year.

Our total lost time injury and illness cases decreased from 16 cases in FY 2007 to 13 cases in FY 2008. The resultant case rate decreased from .40% in FY 2007 to .32% in FY 2008. This resulted in a 20% reduction in the lost time injury and illness cases and resultant case rates, significantly above the SHARE initiative reduction goal of 3% per year.

Our timely filing of notices on injury and illness has significantly improved from the FY 2003 baseline of 41.5% to the FY 2008 year end timeliness rate of 67.9%. Our FY 2008 year-end timeliness rate target was 55.0%. Our FY 2008 actual year-end timeliness rate was 23.4% above our FY 2008 target. This is significantly above the SHARE goal of 5% per year.

Our FY 2006 lost production days (LPD) baseline was 16.6. Our FY 2007 LPD target, based on the SHARE reduction of 1% per year, was 16.3. Our FY 2008 actual LPD were 8.1. Our actual LPD reduction from FY 2006 to FY 2008 was 8.5 days or 51.21%. This actual reduction was significantly more than our FY 2008 SHARE target reduction of 1% per year. Our year end actual LPD of 8.1 days was 50.3% below our 2008 target of 16.3 days.

- **Motor Vehicle/Seat Belt Safety** – DCAA's motor vehicle operations are very limited because most agency activities do not involve regular use of motor vehicles. As a result, DCAA had no motor vehicle accidents to report during FY 2008. DCAA HQ Instruction No. 4512.2, section 6.4.5, states seatbelts will be worn by both driver and passengers at all times. Although DCAA has policy in place related to seat belt safety, we have no specific mechanism to document the number of employees who actually wear seatbelts.

Employee Support – In FY 2008, DCAA continued to offer web based ergonomics training to all employees. To date, approximately 26% of DCAA's staff has completed the training. In addition, 10 individuals attended Fire Warden training.

Accomplishments and Goals

We significantly exceeded all of the FY 2008 SHARE targets.

Our FY 2009 and beyond performance targets for the SHARE are to:

- Reduce total injury and illness case rates by at least 3% per year.
- Reduce lost time injury and illness case rates by at least 3% per year.
- Improve the timely filing of notice of injury and illness by at least 5% per year.
- Reduce lost production day rates due to injury and illness by at least 1% per year, with target to be set no lower than 15 days.

Detailed Report

I. Statistics

A. Injury and Illness Statistics

1. Injury and illness rates

During FY 2007, DCAA had an average of 4,024 employees. There were a total of 22 injury and illness cases for a total case rate of .55%. Of these cases, 13 resulted in lost time, for a lost time case rate of .32%.

Our total injury and illness cases decreased from 27 cases in FY 2007 to 22 cases in FY 2008 for a total of 5 fewer cases. The resultant case rate decreased from .68% in FY 2007 to .55% in FY 2008. This is a 19.12% decrease in the injury and illness case rate.

Our total lost time injury and illness cases decreased from 16 cases in FY 2007 to 13 cases in FY 2008 for a total of 3 fewer cases. The resultant case rate decreased from .40% in FY 2007 to .32% in FY 2008. This is a 20% decrease in the lost time injury and illness case rate.

Our FY 2006 lost production days (LPD) baseline was 16.6, a LPD rate of .42%. Our FY 2008 LPD target, based on the SHARE reduction of 1% per year, was 16.3, a LPD rate of .40%. Our FY 2008 actual LPD were 8.1, a LPD rate of .20%. Our actual LPD reduction from FY 2006 to FY 2008 was 8.5 days or 51.21%. This actual reduction was significantly more than our FY 2008 SHARE target reduction of 1% per year. Our year end actual LPD of 8.1 days was 50.3% below our 2008 target of 16.3.

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

	FY 2007	FY 2008	Change
Number of Federal Civilian Employees, including full-time, part-time, seasonal, intermittent workers	3950	4,024	+74
Number of Federal Civilian Employees that Perform Emergency Response and Disaster Recovery Operations, including full-time, part-time, seasonal, intermittent workers	0	0	0
Number of Supervised Contractors that Perform Emergency Response and Disaster Recovery Operations, including full-time, part-time, seasonal, intermittent workers	0	0	0
Number of Volunteers that Perform Emergency Response and Disaster Recovery Operations, including full-time, part-time, seasonal, intermittent workers	0	0	0
Total Cases Injury/Illness (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities)	27	22	-5

	FY 2007	FY 2008	Change
a. Total Injury/Illness Cases Related to Emergency Response and Disaster Recovery Operations (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities)	0	0	0
Total Case Rate (rate of all injury/illness cases per 100 employees)	.68%	.55%	-.13%
Lost Time Cases (number of cases that involved days away from work)	16	13	-3
a. Lost Time Cases Related to Emergency Response and Disaster Recover Operations (number of cases that involve days away from work)	0	0	0
Lost Time Case Rate (rate of only the injury/illness cases with days away from work per 100 employees)	.40%	.32%	-.08%
Lost Work Days (number of days away from work)	11.6	8.1	-3.5
a. Lost Work Days Related to emergency Response and Disaster Recovery Operations (number of days away from work)	0	0	0
Lost Work Day Rate (per 100 employees)	.29%	.20%	-.09%

2. Emergency Response and Disaster Recovery Operations – Not applicable.

3. Facilities with high injury and illness rates – None.

B. Fatalities and Catastrophic Incidents – None.

C. Office of Workers' Compensation Programs Costs

	CBY 2007	CBY 2008
Total Chargeback	\$1,234,609.75	\$1,268,359.42
Total Continuation of Pay (COP)	DCAA does not track	DCAA does not track
Total Chargeback + COP	\$1,234,609.75	\$1,268,359.42
Chargeback for Cases that occurred in the CBY	\$1,234,609.71	\$1,268,359.42

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

1. Tracking accidents - We have no automated system to track the nature and cause of agency accidents.

2. Controlling Trends – Because the nature of the work at DCAA is mostly sedentary, we place our focus on ergonomics training.

E. Contract Workers and Volunteers – During FY 2008, DCAA had no contract workers supervised by federal employees and no volunteers.

II. OSH Initiatives—SHARE & Motor Vehicle and Seat Belt Safety

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

1. SHARE Analysis

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

Our total injury and illness cases decreased from 27 cases in FY 2007 to 22 cases in FY 2008. The resultant case rate decreased from .68% in FY 2007 to .55% in FY 2008. This resulted in a 19.12% reduction of injury and illness cases and resultant case rate, significantly above the SHARE initiative reduction goal of 3% per year.

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

Our total lost time injury and illness cases decreased from 16 cases in FY 2007 to 13 cases in FY 2008. The resultant case rate decreased from .40% in FY 2007 to .32% in FY 2008. This resulted in a 20% reduction in the lost time injury and illness cases and resultant case rates, significantly above the SHARE initiative reduction goal of 3% per year.

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

Our timely filing of notices on injury and illness has significantly improved from the FY 2003 baseline of 41.5% to the FY 2008 year end timeliness rate of 67.9%. Our FY 2008 year-end timeliness rate target was 55.0%. Our FY 2008 actual year-end timeliness rate was 23.4% above our FY 2008 target. This is significantly above the SHARE goal of 5% per year improvement.

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

Our FY 2006 lost production days (LPD) baseline was 16.6, a LPD rate of .42%. Our FY 2007 LPD target, based on the SHARE reduction of 1% per year, was 16.3, a LPD rate of .40%. Our FY 2008 actual LPD were 8.1, a LPD rate of .20%. Our actual LPD reduction from FY 2006 to FY 2008 was 8.5 days or 51.21%. This actual reduction was significantly more than our FY 2008 SHARE target reduction of 1% per year. Our year end actual LPD of 8.1 days was 50.3% below our 2008 target of 16.3 days.

In summary, we significantly exceeded all of the FY 2008 SHARE targets

2. SHARE Programs/Initiatives

During FY 2008, no new program or initiatives were established in support of SHARE.

B. Motor Vehicle / Seat Belt Safety

1. Number of motor vehicle accidents experienced by employees in FY 2008.

DCAA's motor vehicle operations are very limited because most agency activities do not involve regular use of motor vehicles. As a result, DCAA had no motor vehicle accidents reported during FY 2008.

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

DCAA has no specific mechanism to document the number of employees who actually wear safety belts.

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

When reviewing annual initiatives related to the Agency's fleet management program, DCAA will place special emphasis on the awareness of seat belt usage and vehicle safety and encourage all fleet drivers to adhere to Federal and State laws.

III. Employee Support

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

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

B. Field Federal Safety and Health Councils

DCAA Headquarters is located at the HQ McNamara Complex which is owned by the Army and managed by Defense Logistics Agency. DCAA regional and field offices are located in buildings owned and managed by other government agencies or private companies. Most OSH program concerns such as annual safety inspections are handled by the respective building management such as DLA for the HQ McNamara Complex, therefore information related to installation or facility program accomplishments would be addressed in any reports submitted by the agency responsible for the building management.

C. Other Support Activities – None

IV. Self-Evaluations

No self-evaluations have been conducted.

V. Accomplishments

We significantly exceeded all of the FY 2008 SHARE targets.

VI. Resources

No one time or additional permanent resources were allocated to the OSH program in FY 2008.

VII. Goals

Our FY 2009 and beyond performance targets for the SHARE are to:

- Reduce total injury and illness case rates by at least 3% per year.
- Reduce lost time injury and illness case rates by at least 3% per year.
- Improve the timely filing of notice of injury and illness by at least 5% per year.
- Reduce lost production day rates due to injury and illness by at least 1% per year, with target to be set no lower than 15 days.

VII. Questions/Comments

None

Appendix I

	Name	Official Title	Telephone	E-mail
Other Contact:	Gary Simpson	Deputy Assistant Director, Resources	703-767-2241	DCAA-CC@dcaa.mil
Other Contact:	Patrick Bush	Chief, Administrative Management Division	703-767-1038	<u>DCAA-CM@dcaa.mil</u>
Other Contact:	Daryl Aaron	Chief, Information and Records Management Branch	703-767-1036	<u>DCAA-CMR@dcaa.mil</u>

APPENDIX V

DEFENSE FINANCE AND ACCOUNTING SERVICE

FY08 DFAS Annual Occupational Safety and Health Report to the Secretary of Labor

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

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

Number of federal civilian employees this report covers: 12,482

	Name	Official Title	Telephone	E-mail
DASHO:	Bruce Keith	Support Services Director	317-510-6967	bruce.keith@dfas.mil
OSH Manager:	Greg Coonfare	Safety & Occupational Health Program Manager	317-510-3428	greg.coonfare@dfas.mil

Executive Summary.

Statistics

- Injury and Illness Trends** – The DFAS experienced 182 injuries/illnesses in FY08, a 14.2% reduction from FY07. Our total case rate was 1.45, an 11.1% reduction from FY07. The number of lost time cases in FY08 was 135, a 17.7% reduction from the previous year and the lost time case rate was 1.08, a 14.3% reduction. Our FY08 workers’ compensation costs were \$3,636,349, a reduction of \$278,363 (7.2%). These overall reductions were a result of hazard identification/ abatement, promoting safety awareness, and improved case management by our workers’ compensation team. Another positive impact on the rate reductions was BRAC site consolidation which reduced the span of control and resulted in most sites being managed by safety professionals. The leading cause of injury remains slips, trips, and falls (STFs), accounting for 76.1% of all accidents; whereas in FY07, STFs accounted for 65% of all accidents. Total STFs decreased slightly from 129 to 124, but as a percentage of the total mishaps, they increased 12%. DFAS continues to emphasize STFs prevention through focused inspections, working with grounds maintenance contractors to improve snow and ice control, improving lighting in parking lots, and publicizing STF prevention techniques to employees.
- Fatalities and Catastrophic Accidents** – The DFAS experienced no fatalities or catastrophic accidents in FY08.

- **Emergency Response and Disaster Recovery Operations** – The DFAS does not have employees who conduct emergency response and/or disaster recovery operations.

OSH Initiatives

- **Safety, Health, and Return-to-Employment (SHARE) Initiative** – The DFAS exceeded all of the Presidential SHARE initiative goals. Our total injury/illness rate was reduced 11.1% (3% SHARE goal), the lost time injury rate was reduced 14.3% (3% SHARE goal), OWCP claims filed timely in FY08 reached 73.3%, exceeding the SHARE target goal by 33.3%, and our lost production day rate was 14, which was 26.3% percent below the FY08 SHARE target.
- **Motor Vehicle/Seat Belt Safety** – The DFAS experienced two motor vehicle accidents by employees while on government business in FY08. Both accidents occurred while the employees were TDY. Seatbelts were worn in each accident and fortunately injuries were minor. The DFAS experienced only one motor vehicle accident the previous year. The DFAS does not have a mechanism in place to track the percentage of employee seatbelt use because we are not located at installations where we can monitor seatbelt usage.

Employee Support – Employees are provided basic OSH training through the Safety, Protection, Infrastructure, Recovery, Integration Team (SPIRIT) online safety training that reached 12,504 DFAS employees in FY08. This approach resulted in standardized, readily accessible, annual OSH training across the agency. Employees are also provided site-specific OSH training through their site safety managers. Topics addressed include emergency response, CPR/AED, hazard communication, electrical safety, workplace violence, newcomers' orientation, and ergonomics. Site safety managers completed training in ergonomics, record keeping, OSHA compliance, and the Principles of Occupational Safety and Health (POSH) course from the NSC. Our sites had only minimal involvement with the Field Federal Safety and Health Councils.

Accomplishments and Goals – Program accomplishments included significant accident rate reductions (11.1%), safe closure of six DFAS sites as part of the BRAC process, and redistribution of critical safety equipment, such as Automated External Defibrillators (AEDs), saving money and improving employee protection. We conducted several successful outreach wellness programs and emergency response exercises. We also transitioned to consolidated safety, security, and contingency assessments based upon an “all hazards” approach. For FY09, we will conduct an agency-wide safety training conference, establish performance measures to help reduce mishaps, refocus our efforts in STF reductions, and strive for double-digit rate reductions.

Detailed Report.

I. Statistics

A. Injury and Illness Statistics

- a. Injury and Illness Rates. Injury/illness rates from FY07 to FY08 were down in all categories. Total cases decreased by 14.2%, lost time cases decreased 17.7%, and the lost workday rate decreased by 13.8%. The primary source of our mishap data was from the Defense Portal and Analysis Center (DefPAC) system.

	FY 2007	FY 2008	Change
Number of Federal Civilian Employees, including full-time, part-time, seasonal, intermittent workers	12,983	12,482	(501)
Number of Federal Civilian Employees that Perform Emergency Response and Disaster Recovery Operations, including full-time, part-time, seasonal, intermittent workers	N/A	N/A	N/A
Number of Supervised Contractors that Perform Emergency Response and Disaster Recovery Operations, including full-time, part-time, seasonal, intermittent workers	N/A	N/A	N/A
Number of Volunteers that Perform Emergency Response and Disaster Recovery Operations, including full-time, part-time, seasonal, intermittent workers	N/A	N/A	N/A
Total Cases Injury/Illness (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities)	212	182	(30) (14.2%)
Total Case Rate (rate of all injury/illness cases per 100 employees)	1.63	1.45	(0.18) (11.1%)
Lost Time Cases (number of cases that involved days away from work)	164	135	(29) (17.7)
Lost Time Case Rate (rate of only the injury/illness cases with days away from work per 100 employees)	1.26	1.08	(0.18) (14.3%)
Lost Work Days (number of days away from work)	775	643	(132) (17.1%)
Lost Work Day Rate (per 100 employees)	5.97	5.15	(0.82) (13.8%)

- b. Emergency Response and Disaster Recovery Operations. The DFAS does not have employees who conduct emergency response and/or disaster recovery operations.

c. Facilities with High Injury and Illness Rates. Through mishap trend analysis, our Columbus, Ohio site was identified as having the highest injury rate for our agency in FY08. The major contributing factor for this high injury rate was the lack of a site safety manager for over 14 months. As of September 2008, we have a safety professional back on board at the site. Also, because DFAS Columbus had the highest workers' compensation costs, they are reviewing the injury causes of the cases and evaluating long-term cases for return to work opportunities.

B. Fatalities and Catastrophic Incidents. The DFAS experienced no fatalities or catastrophic incidents in FY08.

C. Office of Workers' Compensation Programs Costs. The DFAS FY08 workers' compensation costs were \$3,636,349, a reduction of \$278,363 (7.2%) from the previous year.

	CBY07	CBY08
Total Chargeback	\$3,914,712	\$3,636,349
Total Continuation of Pay (COP)	Unavailable*	Unavailable*
Total Chargeback + COP		
Chargeback for Cases that occurred in the CBY	\$146,568.98	\$197,629.58

*Note. COP costs are not tracked.

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

a. Tracking Accidents. STFs not only accounted for the largest portion (76%) of our injuries but they also accounted for over 98% of our workers' compensation costs in FY08. The typical types of injury from a STF are listed in the "nature" of injury categories contusions, sprains, and fractures.

FY08 Major Trends			Description
Nature (i.e., sprains, contusions, etc.)	% of Total	% of Cost	
Contusions, bruises, etc	31.2	43.2	Blunt injury to tissue, resulting in bruising and swelling.
Sprains/Strains	27.4	27.6	Acute overextension of muscles and ligaments.
Lacerations	8.4	Unk	Cuts/scrapes from sharp edges.
Fractures	3.7	10.8	Broken bone(s).
Cause of Injury (i.e., slips, handling tools, etc.)	% of Total	% of Cost	
Slip, Trip, Fall (STF)	76.1	98.7	Slip or fall due to environmental conditions, employee inattention, or lack of caution.
Strains	7.9	Unk	Overextension or improper handling techniques.
Struck	5.2	0.8	Hit by/against objects (doors, furniture, equipment, etc)
Cut/Puncture	3.1	Unk	Slice, cut, or puncture wound from sharp object.

b. Controlling Trends. The DFAS identifies sites with high injury/illness rates by monitoring mishap cases through our web-based, mishap tracking system. We also track injury/illness hours by site through our payroll system, which allows us to identify sites experiencing noticeable loss of employee productive hours. Each autumn, we launch a fall prevention campaign to increase employee awareness of prevention techniques, identify hazards associated with falls, and to ensure the snow/ice removal contract is adequate. One of our sites installed freeze warning indicators in the parking lots to alert employees of inclement conditions that could impact the walking surfaces. We meet quarterly to discuss the latest issues, mishap trends, and efforts to control these trends.

E. **Contract Workers and Volunteers**. The DFAS has 2,187 contractors on board but no volunteers. Site safety managers were trained on the requirement for reporting of contractor injuries and we have a mechanism for documenting contractor injuries in our online mishap tracking system. For FY08, only one contractor injury was reported. We have no contractors who perform emergency response and disaster recovery operations.

II. OSH Initiatives – SHARE & Motor Vehicle and Seat Belt Safety

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

a. SHARE Analysis.

1. Reduce total injury and illness case rates by 3% per year. *The DFAS reduced its total injury/illnesses case rate by 11.1%.*
2. Reduce lost time injury and illness case rates by 3% per year. *The DFAS reduced its lost time injury/illness cases rate by 14.3%.*
3. Increase the timely filing of injury and illness claims by 5% per year¹ *DFAS' year-end timely reporting was 73.3% which was 33.3% above the FY08 target.*
4. Reduce the rate of lost production days due to injury and illness by 1% per year.² *The DFAS LPD rate was 26.3 % below the SHARE target.*

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

- b. SHARE Programs/Initiatives. The basic OSH programs supporting the SHARE initiative are active hazard identification and abatement programs. Also, in support of the SHARE goals, the DFAS continues to focus on reducing STF accidents, the leading cause of accidents for DFAS. Some of the fall prevention efforts include improved snow/ice removal contracts, employee safety reminders, and installation of “freeze warning” gauges to alert employees of possible icy conditions. Another action supporting the SHARE initiative was a comprehensive “Lean6” review of workers’ compensation cases to identify case management improvements. As a result of this review, DFAS Management has committed to hiring additional staff in support of more effective case management. Estimated savings from this initiative are \$120,000-\$200,000 annually.

B. Motor Vehicle / Seat Belt Safety.

- a. Number of motor vehicle accidents experienced by employees in FY08. The DFAS experienced two motor vehicle accidents by employees while on government business in FY08. Both accidents occurred while the employees were TDY. Seatbelts were worn in each accident and fortunately injuries were minor. The DFAS experienced only one motor vehicle accident the previous year. The DFAS does not have a mechanism in place to track the percentage of employee seatbelt use because we are not located at installations or locations where we can monitor seatbelt usage.

	FY07	FY08	Change
Number of motor vehicle accidents experienced by employees.	1	2	1
Number of accidents resulting in personal injury.	1	2	1
Number of accidents resulting from emergency response and disaster recovery operations.	0	0	N/A
OWCP costs of accidents.	Unk	Unk	N/A
Vehicle repair costs due to accidents.	N/A	N/A	N/A
Amount of liability claims against the agency due to accidents.	0	0	N/A

- b. Mechanisms in place to track the percentage of seat belt usage by employees. The DFAS does not have a mechanism in place to track the percentage of

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

employee seatbelt use because we are not located at installations where we can effectively track seatbelt usage.

- c. Efforts taken to improve motor vehicle safety and seat belt usage. The DFAS will continue to stress the importance and necessity of wearing seat belts on the job. We also stress the importance of wearing them while driving, whether on or off duty.

III. Employee Support

A. OSH Training. The DFAS will continue to require annual safety awareness training for all employees through our online training system. The Corporate Safety Manager will continue to provide site safety managers with OSH information to pass on to employees at their site. We are also planning an agency-level safety conference in the Spring/Summer of 2009.

	Types of Training Provided in FY2008	Number Trained
Top Management Officials	1. Safety Program Responsibilities	9
Supervisors	1. Supervisors Safety (Classroom)	106
	2. Supervisors Safety (CBT)	1010
Safety and Health Specialists	1. Ergonomics	1
	2. Principles of Occupational Safety & Health	1
	3. Electrical Safety	1
	4. OSHA Compliance	1
	5. Federal Training Week (Record Keeping, Fire Prevention, Ergonomics)	2
Employees and Employee Representatives	1. Newcomers	380
	2. Safety Program Overview (CBT)	12,504
	3. CPR/AED	141

B. Field Federal Safety and Health Councils.

- a. Involvement. The DFAS has had minimal involvement with Field Federal Safety Councils. The Cleveland site safety manager serves as an officer on the Cleveland Federal Safety Council.
- b. Field Council Support. The DFAS has not actively promoted the support of Federal Safety Councils in the past. One of our goals in FY09 will be to establish support and involvement at each site.

C. Other Support Activities. The DFAS actively promotes involvement with the National Safety Council and the American Society of Engineers. Our Indianapolis site is a member of the National Safety Council. Site managers are afforded the opportunity to attend training or conferences offered by these organizations and several of our managers have completed certifications with these organizations. Site Safety Managers have also been briefed on the

benefits of obtaining the Certified Safety Professional (CSP) accreditation, which DFAS supports.

IV. Self-Evaluations. Each DFAS site is scheduled for HHQ program evaluations on a triennial basis. Corporate Safety conducted five HHQ program evaluations in FY08. The evaluation criterion for these evaluations is derived from 29 CFR Subpart 1960 and DoD 6055.1. Program deficiencies identified during the evaluations are tracked for correction action until completed. An agency-level self-assessment has not been conducted, but it is scheduled for FY09.

V. Accomplishments for FY08. Program accomplishments included significant accident rate reductions (11.1%), safe closure of six DFAS sites as part of the BRAC process, and redistribution of critical safety equipment, such as AEDs, saving money and improving employee protection. The most challenging aspect of BRAC safety has been keeping safety programs going as sites near closure. Often the site safety managers have left prior to closure and this has required use of collateral duty safety managers and HHQ assistance managing the site's program. We conducted several successful outreach wellness programs and emergency response exercises. We transitioned to consolidated safety, security, and contingency planning assessments based upon an "all hazards" approach, which was one of our FY07 goals. The Corporate Safety Office conducted a "Lean6" review of the workers' compensation case management process that identified improvements projected to save \$120,000-\$200,000 annually.

VI. Resources. The DFAS did not have any significant additional resources allocated for the OSH program in FY08. However, through the BRAC redistribution process, AEDs, emergency evacuations chairs, testing equipment, ergonomic chairs, and training aids were redistributed to our enduring sites.

VII. Goals. For FY09, DFAS has established several goals and initiatives to improve the overall safety program and reduce accidents.

A. Slips, Trips, and Falls (STF) Reduction of 10%. STF remain the leading accident cause in the agency. The DFAS will implement bi-weekly accident prevention reminders to employees during the peak STF season. Also, safety managers will be tasked to track weather conditions and alert employees accordingly when inclement conditions are expected.

B. Safety Training Conference. We will bring together site safety managers for a safety conference focused on the needs of the agency. Conference will be conducted in late spring/early summer and will include a formal safety course from either the National Safety Council or the American Society of Safety Engineers.

- C. Federal Employees Compensation Action (FECA) Working Group.** To help control workers' compensation costs averaging nearly \$4,000,000 annually, the DFAS is establishing a FECA working group with representation from safety, human resources, and each site. Intent is to provide visibility and direction for the worker's compensation program management and ultimately, reduce workers' compensation costs by 3-5% annually. Progress toward that goal will be tracked and reported quarterly.
- D. Federal Safety Councils Participation.** Currently, the DFAS has only one site involved with their local Federal Safety Council. For FY09 each stateside site will be tasked to establish contact with their local council and begin attending their meetings.
- E. Mishap Rate Reduction of 8%.** The DFAS mishap reduction goal for FY09 will be 8%.

VIII. Questions/Comments. No questions of comments.

Appendix I – Subagency Contacts.

	Name	Official Title	Telephone	E-mail
Subagency Name:	DFAS Cleveland			
OSH Manager:	Phyllis Hill	Safety and Occupational Health Manager	216-204-4661	phyllis.hill@dfas.mil
Other Contact:	Lisa Cervantes	Administrative Services Manager	216-204-7132	lisa.cervantes@dfas.mil
Subagency Name:	DFAS Columbus			
OSH Manager:	Thomas Pesta	Safety and Occupational Health Manager	614-693-8076	thomas.pesta@dfas.mil
Other Contact:	Ron Trego	Administrative Services Manager	614-693-1351	ronald.trego@dfas.mil
Subagency Name:	DFAS Indianapolis			
OSH Manager:	Nancy Stagno	Safety and Occupational Health Manager	317-510-6679	nancy.stagno@dfas.mil
Other Contact:	Janice Richey	Administrative Services Manager	317-510-3151	janice.richey@dfas.mil
Subagency Name:	DFAS Rome			
OSH Manager:	Donald Thornsberry	Safety and Occupational Health Manager	315-709-6077	donald.thornsberry@dfas.mil
Other Contact:	Phil Montana	Administrative Services Manager	315-709-6063	philip.montana@dfas.mil
Subagency Name:	DFAS Limestone			
OSH Manager:	Melvin Tardie	Safety and Occupational Health Manager	207-328-1133	melvin.tardie@dfas.mil
Other Contact:	Terry Hopkins	Administrative Services Manager	207-328-1107	terry.hopkins@dfas.mil

APPENDIX VI
DEFENSE CONTRACT MANAGEMENT AGENCY

**FY 2008 Defense Contract Management Agency Annual Occupational Safety and Health
Report to the Secretary of Labor
(Comprehensive Report Format)**

Name of Department/Agency: Defense Contract Management Agency
Address: 6350 Walker Lane, Alexandria, VA 22310-3241
Number of federal civilian employees this report covers: 9,366

	Name	Official Title	Telephone	E-mail
DASHO:	Charlie Williams	Director, DCMA	(703) 428 1701	Charlie.Williams@dcma.mil
OSH Manager*:	Mr. Lloyd Roberts	Chief, Safety & Occupational Health Division	(703) 428 1333	Lloyd.Roberts@dcma.mil

Executive Summary

Statistics

- **Injury and Illness Trends—**

Total Lost Time Injury/Illness Cases = 87

Total Lost Time Injury/Illness Case Rates = .93

Total Workers' Compensation Chargeback Cost = \$ 3,634,678.35

The Total Number of Lost Time Injury/Illness cases increased by 9 or +12 % during FY 2008. The corresponding case rates increased .13 or +16 %. The Defense Contract Management Agency did not experience any work related fatalities during the year. Slip, trips and falls were the leading cause of injuries in DCMA in 2008 and the top injury cost. The Agency continues to develop and implement countermeasures to prevent these types of injuries and measures effectiveness of implementation during inspection programs.

- **Fatalities and Catastrophic Accidents—None**
- **Emergency Response and Disaster Recovery Operations - None**

OSH Initiatives

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

The Defense Contract Management Agency meet all of the President's SHARE Initiative goals during FY 2008.

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

During FY 2008, Defense Contract Management Agency Federal employees were involved in 48 motor vehicle accidents while performing official business. Seatbelts use was reported in all of the accidents. It is Agency policy that employees who travel and use a Government, POV, or rental vehicle while performing their duties take a Defensive Driving Course. Use of seatbelts is also advertised through our monthly Safety News info letter and we participate in the annual Click-it-Or Ticket seat belt campaign.

Employee Support—

Please include a discussion of any additional training that is provided to employees, contractors, and volunteers that perform disaster response and recovery operations.

The Agency's overall plan for assuring that top management, supervisors, employees, and committee members receive appropriate OSH awareness and hazard recognition information and training is through computer based learning and personalized on-site specific training by Agency safety professionals.

DCMA's goal for reducing accidents is through an intensive safety training program and employee awareness of their responsibilities for their own personal safety.

Accomplishments and Goals—

- The Agency maintains a standardized agency wide annual safety program review and inspection program. SOH division safety managers use a standardized inspection document to assess the health of our OSH program while at the same time directors, commanders, supervisors, and collateral duty safety advocates can use it as a program guide to self inspect themselves prior to their actual evaluation. Full time Safety and Occupational Health managers (GS 0018) conducted program evaluations for over 76% of the Agency's Contract Management Offices (CMO). Slip, trips and falls were the leading cause of injuries in DCMA in 2008; however, back conditions are the top injury cost. Additionally, SOH product group safety managers conducted annual safety and occupational health hazard assessments at 74 (Aero) contractor facilities to ensure government employee safety in industrial environments.
- In FY 08, the primary goal was to complete baseline program evaluations for 60% of all Contract Management Offices (CMO), and to perform as many scored program assessments as possible. The stated goal within the individual performance structure was to perform Safety Program Evaluations (SPE) for 60% of Agency CMOs. Both of the stated goals listed above were exceeded in FY 08.
- FY09, an extensive hazard analysis project will likely provide most of the stated goals for safety performance. Under the current plan, two (2) Safety and Health Managers will conduct hazard analysis on approximately 12 high hazard facilities. These assessments are targeted towards reducing the need for the Agency to have employees working in close proximity to energetic materials, or other circumstances. The goal is to reduce exposures to the point where HPD award is no longer necessary, saving the Agency money and reducing the potential for injury to the affected employees to less than an insignificant risk.
- FY 09 the Agency will additionally focus on employee participation in contractor Fall Protection Programs. Emphasis will be to ensure contractor Fall Protection Programs our employees participate in meet OSHA Standards for the protection of DCMA employees.
- FY 09 the Agency will complete the review of contractor Confined Space Entry programs to ensure they comply with OSHA requirements for the protection of DCMA employees. DCMA has question OSHA on

Detailed Report

- I. **Statistics**
 - A. **Injury and Illness Statistics**
 - a. Injury and illness rates

Note:

LTCR & TCR were found at the following DoL site:

<http://www.osha.gov/dep/fap/fap-inj-ill-stats.html>

	FY 2007	FY 2008	Change
Number of Federal Civilian Employees , including full-time, part-time, seasonal, intermittent workers	9,794	9,366	- 4 %
Number of Federal Civilian Employees that Perform Emergency Response and Disaster Recovery Operations , including full-time, part-time, seasonal, intermittent workers	0	0	0
Number of Supervised Contractors that Perform Emergency Response and Disaster Recovery Operations , including full-time, part-time, seasonal, intermittent workers	0	0	0
Number of Volunteers that Perform Emergency Response and Disaster Recovery Operations , including full-time, part-time, seasonal, intermittent workers	0	0	0
Total Cases Injury/Illness (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities)	78	87	+11.53%
a. Total Injury/Illness Cases Related to Emergency Response and Disaster Recovery Operations (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities)	0	0	0
Total Case Rate (rate of all injury/illness cases per 100 employees)	.80	.93	+16 %
Lost Time Cases (number of cases that involved days away from work)	48	62	+29 %
a. Lost Time Cases Related to Emergency Response and Disaster Recovery Operations (number of cases that involved days away from work)	0	0	0
Lost Time Case Rate (rate of only the injury/illness cases with days away from work per 100 employees)	.49	.66	+35 %
Lost Work Days (number of days away from work)	686	722	+ 5%
a. Lost Work Days Related to Emergency Response and Disaster Recovery	0	0	0

Operations (number of days away from work)			
Lost Work Day Rate (per 100 employees)	7	7.7	+ 10 %

b. Emergency Response and Disaster Recovery Operations
None

c. Facilities with high injury and illness rates
None

B. Fatalities and Catastrophic Incidents

None

Please note which fatalities and catastrophes were related to emergency response and disaster recovery operations.

Fatalities/ Catastrophic Events	Cause—FY 2008	In response to an emergency? (Y/N)
1	0	
2	0	
3	0	
4	0	

Fatality and Catastrophic Accident Investigations

C. Office of Workers' Compensation Programs Costs

Total charge back costs were reduced by \$ 430,199 during FY 08 over FY 07.

	CBY 2007	CBY 2008
Total Chargeback	\$4,064,876.91	\$3,634,678.35
Total Continuation of Pay (COP)** Cannot verify\$	**244 Days	**370 Days
Total Chargeback + COP ** Cannot verify \$ amt.	**	**
Chargeback for Cases that occurred in the CBY	312	296

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

Thank you.

Ralph Slighter
Deputy Division Chief,
Injury and Unemployment Compensation Division

D. Significant Trends and Major Causes or Sources of Lost Time Disabilities –
(Data obtained from Defense Portal Analysis Center)

a. Tracking accidents

FY 2008 Major Trends			Description
Nature (i.e., sprains, contusions, etc.)	% of Total	% of Cost	
Musculoskeletal	11.5%	43%	Wrists and back
Contusions, Bruises, Abrasions	25.2%	21%	Cuts and scratches
Back Conditions	17.2%	9.7%	Overexertion
Fractures	11.5%	59%	Bones
Unclassified	6.9%	6%	Condition not specific
Cause of Injury (i.e., slips, handling tools, etc.)	% of Total	% of Cost	
Slip/Trips/Falls	50%	59%	Fractures
Unclassified	19.4%	6%	Traumatic condition not specific
Manual Handling	16.3%	43%	Muscular Strains
Transportation	10.2%	21%	Driver, passenger, pedestrian
Falling objects	4%	6%	Headaches

b. Controlling Trends

The Agency has organized its safety and occupational health division along customer product lines to better manage program support and trending analysis. Plans for FY 09 is to institute a worker's compensation committee to better analyze trends and institute program adjustments aimed at reversing trends.

E. Contract Workers and Volunteers

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

Injuries – None (0)

b. Volunteers—None (0).

Injuries – None (0)

II. OSH Initiatives—SHARE & Motor Vehicle and Seat Belt Safety

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

a. SHARE Analysis

1. Reduce total injury and illness case rates by 3% per year - 23 % of goal
2. Reduce lost time injury and illness case rates by 3% per year -24% of goal
3. Increase the timely filing of injury and illness claims by 5% per year. 87.11 goal not established by DoL
4. Reduce the rate of lost production days due to injury and illness by 1% per year. 7.57 rate achieved. Goal Data not available from DoL data base.

b. SHARE Programs/Initiatives

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

1. Conduct Job Hazard Analysis for All DCMA Positions: Safety can only be assured by the careful review of the work to be performed for the purpose of identifying potential sources of injury or illness. Early recognition of workplace hazards can lead to the provision of appropriate controls that will either eliminate or minimize the potential for injury.
2. Develop a Deficiency Abatement Program at CMO/facility level: An abatement program will help prioritize deficiencies so the critical areas can be corrected in a timely manner.
3. Field a training program to produce more competent Collateral Duty Safety Advocates (CDSAs) to assist in OSH program execution: This CDSA training will provide the necessary training needed for CDSAs to support commanders, directors and supervisors in the administration of the Agency's SOH program.
4. Enter the SOH program into the POM process: Currently SOH budget is commingled with Human Resources. A stand alone budget will allow the SOH Division to significantly increase its presence through promotions, advertisements, site visits/program evaluations, etc.
5. Performed a case by case root-cause analysis of old DOL charge-back claims.
6. Work with Army CPOC to implement a back to work program.
7. Conduct root cause analysis following notification of new OWCP Claims allowing SOH Division a means to determine if the injury/illness/accident was work related, reportable and if it was entered into the agency's data base. This will allow SOH managers to have direct access to the data for better trending.
8. Institute a worker's compensation committee to better analyze trends and collectively institute program adjustments aimed at reversing trends.
9. Measure performance based on customer outcomes to improve SHARE program initiatives.
10. Develop promotional campaigns to increase management and employee awareness to reduce slips, trips, and falls, back injury, and safe driving.
11. Develop a highly trained Collateral Duty Safety Advocates among product groups.
12. Continuous programatic evaluations and training has been performed during the year to counteract product division accident trends.

B. Motor Vehicle / Seat Belt Safety

Number of motor vehicle accidents experienced by employees in FY 2008.

During FY 2008, Defense Contract Management Agency Federal employees were involved in 48 motor vehicle accidents while performing official business. Seatbelts use was reported in all of the accidents.

	FY 2007	FY 2008	Change
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Number of motor vehicle accidents experienced by employees	47	48	+2%
Number of accidents resulting in personal injury	1	3	+200%
Number of accidents resulting from emergency response and disaster recovery operations	0	0	0
OWCP costs of accidents	\$ 282,139	\$ 306,022	N/A
Vehicle repair costs due to accidents	\$58,216	\$57,756	- .79%
Amount of liability claims against the agency due to accidents	0	0	0

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

Part of each administrative safety program evaluation includes annual verification of an active seat belt usage policy. It is Agency policy that employees who travel and use a Government, POV, or rental vehicle while performing their duties take a Defensive Driving Course. Safe driving, including seat belt use, is promoted by way of the agency's computer based training curriculum. Use of seatbelts is also advertised through our monthly Safety News info letter and we participate in the annual Click-it-Or Ticket seat belt campaign. The agency has no specific mechanism to document the number of employees who actually wear seatbelts other than through accident reporting.

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

Safe driving, including seat belt use, is promoted through the use of the Agency's computer based training curriculum. It is Agency policy that employees who travel and use a Government or rental vehicle while performing their duties take a "SkillSoft" Defensive Driving Course. Use of seatbelts is also advertised through safety news information letters and participation in the annual Click It or Ticket campaign. Because of our 100% seat belt usage average our improvement efforts appear adequate.

III. Employee Support

A. OSH Training

The Agency's used two primary venues to assure that workers, supervisors, and committee members receive appropriate OSH awareness and hazard recognition information and training; computer based training and classroom instruction by Safety and Occupational Health professionals. Overall the agency is more aware of hazard reporting procedures, supervisors are more aware of their safety roles as supervisors; employees are better educated on job related safety issues and how to get corrective action.

In addition to CBTs, personalized classroom training in the following areas were conducted:

- Top Management (129 trained)
- Supervisor safety training (219 supervisors trained).
- Collateral duty safety and health personnel (CDSA's) (78)
- Pre overseas deployment safety training (250 personnel trained)

The CBT application was further expanded this year to include specific categories of chemical exposure.

DCMA Employees completed 6697 CBT's courses.

	Types of Training Provided in FY2008	Number Trained
Top management officials	1.New Commander's Safety Responsibility Training	26
	2.Commanders and Deputies Safety Responsibility Training	99
Supervisors	1.Supervisor Safety Responsibility (Site Specific)	237
	2.New Supervisor Safety Training	192
Safety and health specialists	1.Standardized Program Evaluation Methods	9
	2.Confined Space	9
	3.Fall Protection	9
Safety and health inspectors	1.N/A	
Collateral duty safety and health personnel and committee members	1.Site Specific Training by OSH Professional	78
Employees and employee representatives	1.Employee and Employee Representatives Rights and Responsibilities	799
	2.CBT Safety Training by job series	24,654 Course taken
	3.Ergonomics/Confined Space/Fall Protection/AED – Site Specific	77
	4. Basic Contingency Operations Training - Safety	250

B. Field Federal Safety and Health Councils

a. Involvement

Agency Chief of the Safety and Occupational Division and SOH Product Group Managers attend local meetings as available and when notified of meeting. No meetings were attended during FY 08 due to lack of notification.

b. Field Council Support

Agency SOH personnel have not had an opportunity to provide support to these councils.

C. Other Support Activities

The Agency SOH Managers and IH managers attended the National Safety Congress, the National IH convention. Two of the Agency IH managers maintain professionally certification.

IV. Self-Evaluations

The Agency uses a standardized agency wide annual safety program review document and inspection program. This program review is conducted by OSH Safety Managers.

This document has a dual purpose: the SOH division uses this document to assess the health of the Agency OSH program while at the same time directors, commanders, supervisors, and collateral duty safety advocates can use it as a program guide to self inspect prior to their actual evaluation. Full time Safety and Occupational Health managers (GS 0018) conducted Program Evaluations for 76% of the Agency's Contract Management Offices as outlined in 29 CFR 1960.79. FY 08 was a baseline year for the Agency's self evaluation with an overall Agency safety performance score of 61.7%. Because this was a baseline year, the score does not accurately reflect a true Agency overall score, just a partial baseline. FY 08/09 combined results will become more accurate. The following is an example of the executive summary provided to commanders from which an overall Agency performance is determined once compiled:

EXECUTIVE SUMMARY

MEMORANDUM FOR Commander, XYZ, ATTN: IAHK, Huntsville, Al 96857-5300

FROM: DCMA-XX
 Prepared by: [Action Officer name/Office]
 Symbol/Phone#/Date

SUBJECT: Safety and Occupational Health Program Evaluation

PURPOSE: The DCMA Safety and Occupational Health Office conducted a safety program evaluation for the **XYZ CMO** on **7-9 April 2007**. Results of this evaluation are enclosed and serve as a follow-up to the previous review visit during **FY 00**.

DISCUSSION:

OVERALL PROGRAM STATUS

N/A

- 90 – 100% of element being met = **GREEN**
- 70 – 89% of element being met = **YELLOW**
- 0 – 69% of element being met = **RED**

N/A SOH PROGRAM MANAGEMENT RESPONSIBILITY

Safety Education and Awareness	N/A
Safety & Occupational Health Councils	N/A
Employee Training	N/A

N/A SOH PROGRAM ELEMENTS, REQUIREMENTS AND PROCEDURES

Accident Reporting and Recording	N/A
Bloodborne Pathogens	N/A
Confined Space Entry	N/A

Emergency Action/Fire Prevention	N/A
Ergonomics and Back Injury Prevention	N/A
Fall Protection	N/A
Hazard Abatement	N/A
Hazard Communication (HAZCOM)	N/A
Hazard Reporting	N/A
Hearing Conservation	N/A
Medical Surveillance	N/A
Motor Vehicle Safety	N/A
Personnel Protective Equipment (PPE)	N/A
Radiation Protection	N/A
Respiratory Protection	N/A
Safety Risk Management	N/A
Vision Conservation	N/A
Workplace/Office Safety	N/A

V. Accomplishments for FY 2008

- Conducted 36 Contractor Health Hazard Assessments.
- Evaluated 85% of workplace areas designated as “Highly Hazardous.”
- Evaluated 76% of field offices for compliance with basic program elements.
- Responded to 100% of Un-programmed Employee Complaints within 24 Hrs.
- 95% of hazard data collection forms (DCF) reviewed within one week of posting to the Medical Surveillance Program Message Board.
- 95% of DCF's validated in less than 30 days.
- Made control recommendations for 80% of reported accidents.
- Trained 429 Division Supervisors.
- Trained 78 Division CDSAs
- Trained 1049 of employees/employee representatives
- In FY 08, the primary goal was to complete baseline program evaluations for all Contract Management Offices (CMO), and to perform as many scored program assessments as possible. The stated goal within the individual performance structure was to perform Safety Program Evaluations (SPE) for 60% of Agency CMOs. Both of the stated goals were accomplished in FY 08.

VI. Resources

None; however, any resource requested for workplace hazard abatement or training was provided when requested.

VII. Goals

Prevent/Reduce DCMA Employee Mishaps to meet SHARE goals. - Met all SHARE goals in FY08.

Measure the success of customer support and support of the Presidential Goals.

Established quarterly metrics for:

- Worksite Hazard Evaluations
- Implementation of Mishap Controls
- Training of Customers
- Validation of HPD Exposures
- Standardization of Agency SOH Programs
- Publish updated SOH Instructions

Continue to implement a comprehensive safety training and awareness program.

Identify hazardous conditions at DCMA leased and contractor facilities.

Implement site specific mishap/hazard control measures.

Conduct a standardized Hazard Pay Differential (HPD) Process and mitigate hazard to less than significant.

Evaluate the effectiveness of a standardize Safety and Occupational Health Program across the enterprise.

Execute relevant and measurable annual risk evaluations based on risk.

Promote internal Safety and Health Partnership's.

Enhance Safety and Occupational Health web page.

Reduce OWCP cost due to on duty motor vehicle accident costs.

VIII. Questions/Comments

Synopsis of DCMA Letter of Interpretation to OSHA we have been waiting 9 months to receive an answer:

Scenario 1:

When a previously flown helicopter arrives for maintenance work this tail boom confined space may have accumulated aviation fuel and exhaust gases, e.g., Carbon Monoxide, kerosene (JP-8) and 10/10 oil (Petroleum Distillates) vapors from this rust inhibitor that has been sprayed all over the aircraft, as well.

a) When the entry/exit port hole is opened up and before a worker enters this confined space, what type of air monitoring must be conducted, and, at a minimum, what specific toxic chemicals must be air monitored?

b) If workers must occupy several areas within this confined space must all of those various areas be air monitored prior to worker entry?

c) How many air monitoring samples are necessary to determine that this confined space is safe to enter?

d) Can the air monitoring be performed with both direct-reading instruments and non-direct reading air sampling methods, or is one type preferred over another, or is one type only allowed in certain situations, and what would those situations be?

e) Can workers wear non-direct-reading air monitoring devices, e.g., charcoal tubes attached to low flow pumps and passive badge dosimeters, to assess this confined space, when the employer is first assessing the space to determine if it is a permit required confined space?

Scenario 2:

Using the same helicopter tail boom as described above and all of the jet fuel exhaust gases have dissipated or have been ventilated out of this confined space and the 10/10 oil (petroleum distillates) have evaporated, dissipated or have been ventilated out, as well; and the airborne levels of these toxics have been documented below their respective PELs by air monitoring data and at this point no new toxics remain in this confined space. However, now work must be done inside this tail boom confined space with adhesives and paint primer that contain Toluene and Hexavalent Chromium (Cr^{+6}), respectively.

a) Is there a certain quantity of adhesive or paint containing Toluene and Hexavalent Chromium (Cr^{+6}) that is safe for workers to use within this confined space?

b) Does OSHA require air monitoring to determine the safe concentration level of Toluene?

c) Since Toluene has acute health hazards associated with it, is this confined space automatically considered to be a permit required confined space, until proven otherwise, and is air monitoring data required to prove that this confined space is not a permit required confined space?

d) Since Hexavalent Chromium (Cr^{+6}) is a carcinogen, is this confined space automatically considered to be a permit required confined space, until proven otherwise, and is air monitoring data required to prove that this confined space is not a permit required confined space?

e) Must a direct-reading instrument be used to monitor the toxic air contaminants within this confined space?

f) Can the air monitoring be performed with both direct-reading and non-direct-reading instruments or is one type preferred over another when classifying the space as confined space or permit-required confined space?

g) Can the curing times of this Toluene-based adhesive and primer be used rather than air monitoring to determine the safe concentration level of Toluene?

h) Is air monitoring the only OSHA-accepted method for evaluating if the Toluene concentration level is safe for entry into this space?

i) Can workers wear non-direct-reading air monitoring equipment, for example charcoal tubes connected to low-flow pumps or passive dosimeters, while applying this adhesive and primer inside this confined space to assess this confined space when the employer is first determining if the confined space is a permit required confined space?

Scenario 3:

When a previously flown B-2 Bomber arrives for maintenance work its wing fuel tanks are drained and depuddled of JP-8 jet fuel (primary constituent is Kerosene). However, in this particular aircraft the JP-8 jet fuel gets absorbed into the composite wing material because this aircraft unlike most aircraft does not have rubber bladders inside its wings. Therefore, even though the

fuel tanks are drained and depuddled, there still would be JP-8 jet fuel off-gassing from the composite wing tank material when workers enter this confined space to perform work.

a) When the entry/exit port hole is opened up and before a worker enters this confined space, what type of air monitoring must be conducted, and, at a minimum, what specific toxic chemicals must be air monitored?

b) If workers must occupy several areas within this confined space, must all of those various areas be air monitored prior to worker entry?

c) How many air monitoring samples are necessary to determine that this confined space is safe to enter?

d) Can the air monitoring be performed with both direct-reading and non-direct-reading instruments or is one type preferred over another, or is one type only allowed in certain situations, and what would those situations be?

e) Can workers wear non-direct-reading air monitoring equipment, for example charcoal tubes connected to low-flow pumps or passive dosimeters, while applying adhesive and primer inside this confined space to assess this confined space when the employer is first determining if the confined space is a permit required confined space?

Further clarification #1: LOI

In a previous OSHA Letter of Interpretation to the U.S. Army Corps of Engineers, dated June 1, 1995, in answer 2.B. OSHA wrote, "If the exhaust gases of the vehicle used to drive to the inspection site present an acute hazard (not chronic), then the space and hazard present meet the definition of a PRCS."

a) Does this mean that simply having the presence of exhaust gases, e.g., carbon monoxide, at any concentration within this confined space makes this space a permit required confined space?

b) Or was this answer supposed to include a particular concentration of exhaust gases, e.g., 25 ppm of Carbon Monoxide, to trigger this space becoming a permit required confined space?

c) Must this confined space be treated as a permit required confined space prior to employee entry and during any air monitoring to assess the toxic or hazardous atmosphere, while determining if this confined space is a permit-required confined space?

d) The example uses exhaust gases, but does this apply to all chemicals with an acute hazard, for instance Toluene?

Further clarification #2: CPL Directive

In OSHA's Compliance Directive, "CPL 02-00-100 – CPL 2.100 – Application of the Permit-Required Confined Spaces (PRCS) Standards, 29 CFR 1910.146.," in Appendix D, Section 1. C. 1. a. through c., it directs or guides an OSHA compliance officer in the evaluation of the employer's process by which the employer identified any permit spaces.

a) What does OSHA mean by the term "historical data" when used in this context with identifying permit spaces? How much historical air monitoring data is sufficient to evaluate a confined space that contains a chemical like Toluene?

b) Additionally, what does OSHA mean by the term "reliable" when used in this context with the term "historical data"?

c) If an employer knew they had Acetone, Toluene, and Xylene present or suspected within the atmosphere of their confined space, would OSHA allow the employer to simply test the air for total volatile organic compounds (tVOC) rather than each of these specifically?

d) If an employer had an employee bring an eye dropper full (2 milliliters) of Toluene into a confined space, would OSHA allow the employer to use the Gas Law for equilibrium under static conditions assuming uniform air mixing to determine the maximum expected concentration within a confined space of known volume and complete evaporation of the Toluene, to determine if this confined space is a permit required confined space?

e) If an employer had employees brush paint with a coating containing Toluene inside of a confined space, would OSHA allow the employer to use the paint manufacturer's assigned cure time to determine whether the space was a confined space or a permit required confined space?

f) Would the cure time need to be supplemented with air monitoring data for Toluene to determine if the confined space was a permit required confined space?

OSHA Consultations.

Our most recent dealings with a contractor/employer have resulted in DCMA and this contractor/employer receiving misinformation from the following OSHA parties:

- 1) USF SafetyFlorida Consultation Program in a report to Aerospace Integration Corporation, dated, October 8, 2007 and Visit Number 504192089. In this report, the OSHA consultant performed personal air monitoring using a charcoal tube and a low flow sampling pump while the worker applied chemicals containing Toluene and Hexavalent Chromium (Cr^{+6}) inside a helicopter tail boom. This personal air monitoring was performed as an evaluation of whether this helicopter tail boom should be classified as a permit required confined space.

a) Is it appropriate to conduct this type of initial breathing zone air sampling on an employee in a confined space for exposure to Toluene and Hexavalent Chromium (Cr^{+6}) for the purpose of determining if the space is a permit required confined space?

b) Was it appropriate and sufficient to have the air monitoring results for Toluene and any other organic chemicals reported by the laboratory as Naptha and Petroleum Distillates, when it was known from a material safety data sheet that Toluene was likely to be present in this confined space?

c) Can this Florida air monitoring data be used to represent similar operations conducted in Alabama without air monitoring the similar confined space in Alabama?

- 2) Safe State, OSHA Consulting Service by the University of Alabama College of Continuing Studies, in a report to Aerospace Integration Corp., dated November 13, 2007. In this report, the consultant stated that, "The scope was limited to confined space." This consultant did not perform any type of air monitoring inside the helicopter tail booms during this OSHA consultation site visit. Additionally, he wrote, "It is difficult to assume that these conditions could result from an infrequent 3 minute operation with a small quantity of chemical dispensed from a pen. In addition, your direct reading instrument has not indicated a problem and data from this same operation in Florida was reportedly below the PEL. If these conditions do not indicate the presence of a hazardous atmosphere this is a non-permit required confined space. It is recommended that you obtain the exposure data from your Florida operation. Employee exposures at your facility should be evaluated when the operation is being performed. An appropriate ventilation system designed for a confined space should be obtained."

The employer's direct reading instrument was a QRAE II meter capable of only measuring Oxygen, LEL, H₂S and CO. The meter could not measure total organic volatile compounds in the parts per million range.

a) Is this report compliant with OSHA standards? Can these assumptions be made? Are these conclusions valid considering the employer's direct reading instrument was inappropriate, the confined space contained Toluene and Hexavalent Chromium (Cr⁺⁶), and only small amounts of chemical were used?

- 3) One of our Contract Safety Managers was told over the phone by an OSHA regional office official, who worked in your Region IV, Atlanta office, "Circumstances dictate an appropriate and reasonable evaluation". While they stated it could be better, they agreed the contractor/employer had met the minimum requirements for "evaluating and classifying" the space as a non-permit required confined space.

a) Is this a valid statement? Can the omission of a measurement for toxics constitute meeting the minimum requirement? Can the determination be made by measuring with a QRAE II meter that does not measure for toxics, but Oxygen and LEL only? What methods are available for determining the toxic level of an air contaminant in a permit required confined space? Is one method preferred or required over another?

Additionally, since DCMA does not create or control any confined spaces or permit-required confined spaces, and because DCMA is a separate employer who performs inspection work in a contractor's/employer's confined spaces, which paragraph of 1910.146 applies to DCMA?

Appendix I—Subagency Contacts

	Name	Official Title	Telephone	E-mail
Subagency Name:	Aeronautical Systems Division			
OSH Manager:	Clarence Lariviere	SOH Manager	860-291-7895	clarence.lariviere@dcma.mil
Other Contact:	Chery Lewis	SOH Manager	562-982-7590	cheryl.lewis@dcma.mil
Subagency Name:	Ground Systems Division			
OSH Manager:	Robert Hailstone	SOH Manger	410-962-9753	robert.hailstone@dcma.mil
Other Contact:				
Subagency Name:	Naval Sea Systems Division			
OSH Manager:	Jim Lark	SOH Manager	617-753-4041	joseph.lark@dcma.mil
Other Contact:				
Subagency Name:	Space and Missile Systems Division			
OSH Manager:	Wayne Spring	SOH Manger	562-982-6223	wayne.spring@dcma.mil
Other Contact:				
Subagency Name:	Special Programs and International Division			
OSH Manager:	Linda Holland	SOH Manager	703-428-0830	linda.holland@dcma.mil
Other Contact:				
Subagency Name:				
OSH Manager:				
Other Contact:				

APPENDIX VII

ARMY AND AIR FORCE EXCHANGE SERVICE

**FY 2008 AAFES Annual Occupational Safety and Health Report to the
Secretary of Labor
(Comprehensive Report Format)**

Name of Department/ Agency: AAFES

Address: 3911 S Walton Walker Blvd

Dallas, TX 75236

Number of federal civilian employees this report covers: 44,040

	Name	Official Title	Telephone	E-mail
DASHO:	Gerald Danish	Vice President Loss Prevention	214-312-2720	danishg@aafes.com
OSH Manager*:	Gene Wykle	Safety and Health Manager	214-312-3940	wyklea@aafes.com

** If your agency does not have a designated OSH manager, please provide the name and contact information for the key person charged with occupational safety and health responsibilities.*

Executive Summary

Statistics

During FY08, AAFES experienced a total of 1363 recordable accidents. This is a 547 accident reduction or 29% lower than the previous year. There were 826 lost work day cases representing 13,012 lost work days; and 278 restricted workday cases representing 10,048 restricted work days. Our accident frequency rate is 4.4.

The leading causes of these accidents are strains from slips, trips and falls; sprains from overexertion and cuts from struck by or struck against.

To combat these accidents we procured Pop-Up Safety Cones and Hurricones for those facilities identified as having high slip, trip and fall accidents. Both products are designed to alert employees and customers of wet floor situations.

The Hurricane unit acts not only as a caution identifier, but it is also equipped with a drying unit to speed up the drying process once the area has been mopped. AAFES also purchased two hydraulic Ultralift units that are currently being tested to see if they can help reduce strains from lifting bulky items such as furniture, vending machines, etc.

AAFES had no fatalities during FY08.

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

AAFES employees responded to 7 Emergency Response and Disaster Recovery Operations which included the California and Colorado Wildfires, Flood Relief of Northern Illinois, hurricanes Gustav, Hanna and Ike, and humanitarian missions in Peru and Trinidad . There were no injuries reported involving the 62 employees who responded. AAFES provided and manned Mobile Field Exchanges (MFE) to support the active duty military, reserves, retirees and emergency response personnel. Response to recovery is on an as needed basis. Currently AAFES has no specific coding for injuries sustained during emergency response operations.

OSH Initiatives

- **Safety, Health, and Return-to-Employment (SHARE) Initiative** – All SHARE goals were met or exceeded.
- **Motor Vehicle/Seat Belt Safety**– In FY08, AAFES experienced 263 motor vehicle accidents and 60 fleet accidents for a total of 323 accidents resulting in damages totaling \$492,082.82. Of the 323 accidents, 8 or 2.5% involved the failure of the driver to wear a seat belt. Seat belt usage is monitored by the accident reporting system. Employees cited for failure to wear a seatbelt are subject to progressive disciplinary action.

Employee Support– In FY08, AAFES paid for 29 Safety & Security Managers to attend the OSHA 501 Train-the-Trainer Course for General Industry. One Safety and Health Specialist and one Environmental Advisor attended OSHA 503 training. Three Safety and Security personnel completed the Certified Safety and Health Official (CSHO) training through the Texas Engineering Extension Service (TEEX). Five hundred-seventy employees received OSHA 10-Hour General Industry Training, and Seventy-seven completed the AAFES internal Certified Safety Associate Program. Safety and Security personnel act as advisors for all exchange Safety and Health Councils.

Accomplishments and Goals – AAFES reduced the IFR by 27.9% and showed a recordable accident reduction of 29%. Total cases of injury/illness were reduced by 34%, and lost time cases specifically were reduced by 21%. All reductions are significant considering the number of employees increased by 1,263.

Detailed Report

I. Statistics

A. Injury and Illness Statistics

a. Injury and illness rates

- *Note – The total Number of Federal Civilian Employees for FY 2007 consists of 34,706 US Civilian employees and 8,071 Local National employees. The total Number of Federal Civilian Employees for FY 2008 consists of 36,052 US Civilian employees and 7,988 Local National Employees.
- *Totals for the Total Case Rate, Lost Time Rate and Lost Work Day Rate are automatically calculated through an analyzer system bases on the number of recordable accidents x 200,000 divided by the number of man hours worked.

	FY 2007	FY 2008	Change
Number of Federal Civilian Employees , including full-time, part-time, seasonal, intermittent workers	42,777	44,040	+1,263
Number of Federal Civilian Employees that Perform Emergency Response and Disaster Recovery Operations , including full-time, part-time, seasonal, intermittent workers	Not Previously Tracked	62 (count will vary as needed)	+62
Number of Supervised Contractors that Perform Emergency Response and Disaster Recovery Operations , including full-time, part-time, seasonal, intermittent workers	N/A	N/A	N/A
Number of Volunteers that Perform Emergency Response and Disaster Recovery Operations , including full-time, part-time, seasonal, intermittent workers	N/A	N/A	N/A
Total Cases Injury/Illness (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities)	7,706	5,071	-2,635
a. Total Injury/Illness Cases Related to Emergency Response and Disaster Recovery Operations (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities)	Not Previously Tracked	0	0
Total Case Rate (rate of all injury/illness cases per 100 employees)	5.5	4.4	-1.1

Lost Time Cases (number of cases that involved days away from work)	1,039	826	-213
a. Lost Time Cases Related to Emergency Response and Disaster Recovery Operations (number of cases that involved days away from work)	Not Previously Tracked	0	0
Lost Time Case Rate (rate of only the injury/illness cases with days away from work per 100 employees)	3.83	2.74	-1.09
Lost Work Days (number of days away from work)	12,960	13,012	+52
a. Lost Work Days Related to Emergency Response and Disaster Recovery Operations (number of days away from work)	Not Previously Tracked	0	0
Lost Work Day Rate (per 100 employees)	2.98	2.62	-0.36

b. Emergency Response and Disaster Recovery Operations

AAFES employees responded to 7 Emergency Response and Disaster Recovery Operations which included the California and Colorado Wildfires, Flood Relief of Northern Illinois, hurricanes Gustav, Hanna and Ike, and humanitarian missions in Peru and Trinidad. There were no injuries reported from responding personnel. AAFES provided and manned Mobile Field Exchanges (MFE) to support emergency response personnel.

c. Facilities with high injury and illness rates

AAFES has three interactive programs that cross-feed information to each other. The Accident Report and Risk Management System (ARRMS) captures accident severity and restricted/lost work day data. That information is extracted by a Hyperion program that calculates all applicable accident rates. The third program, Access, pulls the ARRMS data and categorizes it in order to provide trending data by region, facility, department, job description, activity, cause, type, and severity. In addition, a monthly spreadsheet by region is prepared and sent to each region Loss Prevention Chief who in turn disseminates the data to senior management and facility managers. The spreadsheet provides a 3 year IFR trend analysis and identifies those facilities with recordable accidents to include type and cause data during the fiscal month being reported.

B. Fatalities and Catastrophic Incidents

There were no fatalities or catastrophic incidents in FY 2008. There was one death reported in FY 2007.

Fatalities/ Catastrophic	Cause—FY 2008	In response to an emergency? (Y/N)
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Events		
1	0	0
2	0	0
3	0	0

Fatality and Catastrophic Accident Investigations

Not applicable.

C. Office of Workers' Compensation Programs Costs

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

	CBY 2007	CBY 2008
Total Chargeback	N/A	N/A
Total Continuation of Pay (COP)	N/A	N/A
Total Chargeback + COP	N/A	N/A
Chargeback for Cases that occurred in the CBY	N/A	N/A

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

a. Tracking accidents

FY 2008 Major Trends			Description
Nature (i.e., sprains, contusions, etc.)	% of Total	% of Cost	
Strain	31%		Lifting/Carrying/Repetitive Lifting
Sprain	16%		Walking/Climbing
Bruise	10%		Moving/Stacking Merchandise
Cut	8%		Food Preparation/Packaging
Fracture	6%		Struck By/Against
Cause of Injury (i.e., slips, handling tools, etc.)	% of Total	% of Cost	
Slip/Trip/Fall	26%		Wet/Icy, Greasy and Uneven Surfaces
Improper Lifting	15%		Moving/Stacking Merchandise/Equipment
Overexertion	13%		Moving/Stacking Merchandise/Equipment
Struck By	10%		Moving Merchandise/Food Preparation/Equip. Repair
Struck Against	5%		Food Preparation/Box Cutter Usage

b. Controlling Trends

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

E. Contract Workers and Volunteers

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

II. OSH Initiatives – SHARE & Motor Vehicle and Seat Belt Safety

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

a. SHARE Analysis

1. Reduce total injury and illness case rates by 3% per year.
2. Reduce lost time injury and illness case rates by 3% per year.
3. Increase the timely filing of injury and illness claims by 5% per year¹.
4. Reduce the rate of lost production days due to injury and illness by 1% per year.²

b. SHARE Programs/Initiatives

AAFES exceeded the SHARE goal again for FY 2008. Our goal was to reduce injury and illness case rates by 3%. We exceeded the goal with a total case rate reduction of 20%. Our goal of 3% for the reduction of lost work time injury and illness cases was exceeded by a reduction of 21%. AAFES met the goal of timely reporting of accidents. Our goal to reduce the rate of lost production days due to injury and illness by 1% was exceeded with a reduction rate of 12%.

B. Motor Vehicle / Seat Belt Safety

a. Number of motor vehicle accidents experienced by employees in FY 2008.

	FY 2007	FY 2008	Change
Number of motor vehicle accidents experienced by employees	429	323	-106
Number of accidents resulting in personal injury	26	23	-3
Number of accidents resulting from emergency response and disaster recovery operations	Not Prev. Tracked	0	0
OWCP costs of accidents	N/A	N/A	N/A
Vehicle repair costs due to accidents	\$421,377	\$492,082	\$70,705

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

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

Amount of liability claims against the agency due to accidents	\$19,628	\$75,472	\$55,844
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- b. Mechanisms in place to track the percentage of seat belt usage by employees.
Seat belt usage is tracked in the Accident Report and Risk Management System. Data entry is based on law enforcement documentation, accident interview and witness information.
- c. Efforts taken to improve motor vehicle safety and seat belt usage.
An Accident Review Boards reviews all fleet accidents, all motor vehicle accidents are investigated by Loss Prevention based on local Law Enforcement reports.

III. Employee Support

A. OSH Training

AAFES stressed training to all employees during FY 2008. Seventy-seven employees took and completed the AAFES internal Certified Safety Associate Program. AAFES outreach trainers trained 570 management and non-management associates.

	Types of Training Provided in FY2008	Number Trained
Top management officials	1.10-HR General Industry 2.Certified Safety Associate Program 3.Slips/Trips/Falls	11 1 53
Supervisors	1.10-HR General Industry 2. Evacuation & Emergency Planning 3.Slips/Trips/Falls	429 48 2,000
Safety and health specialists	1.10-HR General Industry 2.Certified Safety Associate Program 3.Slips/Trips/Falls	33 21 500

Safety and health inspectors	1.10-HR General Industry	15
	2.Certificate Safety Associate Program	10
	3.Slips/Trips/Falls	200
Collateral duty safety and health personnel and committee members	1.Back Injury Prevention	110
	2. OSHA 503	15
	3.Slips/Trips/Falls	200
Employees and employee representatives	1.Back Injury Prevention	31,000
	2. Slips/Trips/Falls	5,300
	3.Box Cutter Safety	8,084

B. Field Federal Safety and Health Councils

a. Involvement

There were no AAFES personnel involved in the Field Federal Safety and Health Councils.

b. Field Council Support

Safety and Health Councils meet monthly. Council members consist of management/non-management associates; union and non-union members. Loss Prevention personnel act as advisors but do not sit on the council or have voting rights. Council members are encouraged to attend 10 HR General Industry Outreach training and to partake in facility inspections/visits for early safety hazard identification or safety problem resolution.

C. Other Support Activities

AAFES membership included the National Safety Council, NFPA and the American Society of Engineers (ASSE). Safety personnel attended the ASSE Expo in Las Vegas, Nevada. One Safety Office Manager and two Area Loss Prevention Managers are Certified Safety & Health Officials. Another Safety Office technician has started his CSHO training.

IV. Self-Evaluations

In FY 2008, every direct operation facility received an annual inspection by trained safety and security personnel. Inspection results were provided to the top management official at each exchange/distribution center for abatement. AAFES established a 30, 60, 90 day abatement tracking system for all outstanding abatement items. Follow-up inspections were conducted as needed. Inspections are based on OSHA, NFPA, NIOSH, best practice and internal standards or requirements.

V. Accomplishments for FY 2008

AAFES reduced the IFR by 27.9% and showed a recordable accident reduction of 29%. Total cases of injury/illness were reduced by 34%, and lost time cases specifically were reduced by 21%. All reductions are significant considering the number of employees increased by 1,263. Safety has been a top item of focus by the AAFES Commander. Safety articles are published monthly in the internal Exchange Post magazine. At a minimum of once a month, a select safety focus times is sent to the field for compliance verification. Weekly and monthly reports are provided to mid to upper management documenting the cause and type of accident at affected locations. Monthly spreadsheets are also provided showing a three year IFR comparison and specific recordable accident information by exchange. A safety scorecard matrix has been included as a goal measurement tool.

VI. Resources

Funds generated from a self-imposed accident assessment program were used to procure safety products throughout the region. Three new dedicated safety personnel were hired to provide additional support in 3 regions. Funds have been allocated for a new accident/incident report data system. Training all levels has been encouraged and promoted.

VII. Goals

FY 2009 goals are to achieve and maintain a 3.1 IFR. Provide additional training to associates and record keeping personnel. Provide more timely trending data in advance in order to identify and target problem locations, and injury causes and types. Trending data will be provided on a monthly and quarterly basis against a 3 year comparison.

VIII. Questions/Comments

No Comments or questions.

Appendix I – Subagency Contacts

	Name	Official Title	Telephone	E-mail
Subagency Name:				
OSH Manager:				
Other Contact:				
Subagency Name:				
OSH Manager:				
Other Contact:				
Subagency Name:				
OSH Manager:				
Other Contact:				
Subagency Name:				
OSH Manager:				
Other Contact:				
Subagency Name:				
OSH Manager:				
Other Contact:				

	Name	Official Title	Telephone	E-mail
Subagency Name:				
OSH Manager:				
Other Contact:				
Subagency Name:				
OSH Manager:				
Other Contact:				
Subagency Name:				
OSH Manager:				
Other Contact:				
Subagency Name:				
OSH Manager:				
Other Contact:				
Subagency Name:				
OSH Manager:				
Other Contact:				
Subagency Name:				
OSH Manager:				
Other Contact:				

Appendix II – Fatality Chart, continued

Fatalities/ Catastrophic Events	Cause—FY 2008	In response to an emergency? (Y/N)
5		
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APPENDIX VIII
DEFENSE INFORMATION SYSTEM AGENCY

FY 2008 Defense Information System Agency (DISA) Annual Occupational Safety and Health Report to the Secretary of Labor

Name of Department/ Agency: DISA

Address: 701 S. Courthouse Rd. Arlington, VA. 22204

Number of federal civilian employees this report covers: 5,325

	Name	Official Title	Telephone	E-mail
DASHO:				
OSH Manager*:	Paul Berry	Occupational Safety & health Manager	703-607-6460	Paul.berry@disa.mil

** If your agency does not have a designated OSH manager, please provide the name and contact information for the key person charged with occupational safety and health responsibilities.*

Executive Summary

Statistics

- **Injury and Illness Trends –** DISA had 14 total accident cases and 12 cases of lost time injury. DISA had a total of 389 lost work days during FY 2008. DISA had a total of \$1,699,504.29 in total workers’ compensation chargeback costs. DISA major trend in lost work time is Slips, Trips, and Falls.

Fatalities and Catastrophic Accidents – DISA had no fatal accidents during FY 2008. DISA had no catastrophic accident cases during FY 2008.

Emergency Response and Disaster Recovery Operations - N/A.

OSH Initiatives

- **Safety, Health, and Return-to-Employment (SHARE) Initiative –** DISA had the following progress on meeting the Presidents SHARE goals.

1. Reduce total injury and illness case rates by 3% per year. DISA achieved 0.12% case rate. The type of work that most DISA employees conduct is low hazards IT computer services work.
 2. Reduce lost time injury and illness case rates by 3% per year. DISA achieved 0.1% case rate. The type of work that most DISA employees conduct is low hazards IT computer services work.
 3. Increase the timely filing of injury and illness claims by 5% per year. DISA did not track during FY 2008.
 4. Reduce the rate of lost production days due to injury and illness by 1% per year. DISA had a total of 389 lost production days in FY 2008 DISA had 2 cases with 180 lost days. Minus the 2 cases we had LPDR below 13 days.
- **Motor Vehicle/Seat Belt Safety** – DISA had no motor vehicle accidents reported involving federal civilian employees.

Employee Support – DISA Headquarters conducts New Employee Orientation safety training to all new employees in the National Capital Region (NCR). DISA Safety office conducts seasonal safety training at all hands to employees in the NCR. DISA Safety conducts Supervisor Safety training to DISA employees. DISA Field Offices participates with military installations safety offices at different locations in CONUS and OCONUS in conducting annual safety training and support. DISA implemented the Emergency Escape Mask program in the NCR. DISA headquarters installed Automated External Defibrillator (AED) and conducted CPR/AED training in the NCR. DISA safety office conducts a safety class during the Human Resources Management (HRM) training for supervisors.

Accomplishments and Goals – DISA achieved an accident case rate of 0.12% percent, as compared to DoD and IT industry case rates. DISA achieved a lost work day case of 0.1% compared to DoD and IT industry standards. DISA installed Automated External Defibrillator (AED) in the NCR and continues installation of AED's at DISA Field locations. DISA safety office coordinated and supervised CPR/AED training in the NCR. DISA implemented the Emergency Escape Mask Program to protect DISA employees in the NCR. The DISA safety office sent to the SHA at the different field sites, Pandemic Training video. In May the DISA safety health and wellness office hosted a DISA Health Fair with over 30 vendors and approximately 800 employees participating. Safety conducts safety class during the HRM training for supervisors. The DISA safety office conducts Supervisory Safety training via class room and VTC to its employees world wide. The DISA safety office purchased and had installed Emergency Evacuation Chairs to its facilities in the NCR. The Wellness Office conducted Wellness Field Site Outreach to DISA locations outside the NCR. The wellness office conducted Yoga, Pilates, and Zumba classes. The DISA Wellness program #'s rose from 1,960 employees enrolled in wellness to 2,782 personnel enrolled

DISA safety office goals for FY 2009 are to implement Computer Base Training that all DISA employees will access and completed annual safety training. DISA will conduct Collateral Duty safety training at the NCR to all DISA Safety Health Administrator assigned to all DISA Field Location. Continue conducting Safety Assessment as part of the Command Assessment Program and 100% annual safety inspections of DISA Facilities world wide.

Detailed Report

I. Statistics

A. Injury and Illness Statistics

a. Injury and illness rates

	FY 2007	FY 2008	Change
Number of Federal Civilian Employees , including full-time, part-time, seasonal, intermittent workers	4898	5,325	
Number of Federal Civilian Employees that Perform Emergency Response and Disaster Recovery Operations , including full-time, part-time, seasonal, intermittent workers	0	0	
Number of Supervised Contractors that Perform Emergency Response and Disaster Recovery Operations , including full-time, part-time, seasonal, intermittent workers	0	0	
Number of Volunteers that Perform Emergency Response and Disaster Recovery Operations , including full-time, part-time, seasonal, intermittent workers	0	0	
Total Cases Injury/Illness (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities)	11	14	+3
a. Total Injury/Illness Cases Related to Emergency Response and Disaster Recovery Operations (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities)	0	0	
Total Case Rate (rate of all injury/illness cases per 100 employees)	0.085%	0.12%	+0.035%
Lost Time Cases (number of cases that involved days away from work)	13	12	-1
a. Lost Time Cases Related to Emergency Response and Disaster Recovery Operations (number of cases that involved days away from work)	0	0	
Lost Time Case Rate (rate of only the injury/illness cases with days away from work per 100 employees)	0.085%	0.1%	+0.015%
Lost Work Days (number of days away from work)	201	389	+188
a. Lost Work Days Related to Emergency Response and Disaster Recovery Operations (number of days away from work)	0	0	
Lost Work Day Rate (per 100 employees)			

b. Emergency Response and Disaster Recovery Operations
N/A.

c. Facilities with high injury and illness rates

DISA had two cases with high lost time that maxed out at 180 lost work days. One case was a result to an employee slipping on ice that resulted in internal head injury. The second case was an employee that slipped that resulted in broken bones in shoulder.

B. Fatalities and Catastrophic Incidents N/A

Please note which fatalities and catastrophes were related to emergency response and disaster recovery operations.

Fatalities/ Catastrophic Events	Cause—FY 2008	In response to an emergency? (Y/N)
1	N/A	
2		
3		
4		

Fatality and Catastrophic Accident Investigations

C. Office of Workers' Compensation Programs Costs

	CBY 2007	CBY 2008
Total Chargeback		\$1,699,504.29
Total Continuation of Pay (COP)		Data unavailable
Total Chargeback + COP		
Chargeback for Cases that occurred in the CBY		

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

a. Tracking accidents

FY 2008 Major Trends			Description
Nature (i.e., sprains, contusions, etc.)	% of Total	% of Cost	
Head trauma	33%		Trauma included: 1 staples, 2 concussions, 1 internal head injury
Broken bones	33%		Broken foot, shoulder, fractured foot
contusions	16%		Laceration of finger and contusion of foot
Strain	18%		Back strains and ankles
Cause of Injury (i.e., slips, handling tools, etc.)	% of Total	% of Cost	
Slips, trips	66%		Slips on icy floors and tripping on objects
Moving equipment	08%		Moving boxes and finger caught and heavy roller bag over and employees foot
Other	26%		Caught by, cut by, etc...

b. Controlling Trends

DISA Safety office published articles on highlighting the trends that was causing lost work time to DISA workforce. The DISA safety program guidance required supervisors to conduct quarterly inspections of their work area to identify and potential hazards.

E. Contract Workers and Volunteers

DISA has 6,184 contractors that work on site for FY 2008. DISA had 2 injuries associated with contractors at DISA. No contractors performed emergency response and disaster recovery operations.

II. OSH Initiatives – SHARE & Motor Vehicle and Seat Belt Safety

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

a. SHARE Analysis

1. Reduce total injury and illness case rates by 3% per year. DISA achieved 0.12% case rate. The type of work that most DISA employees conduct is low hazards IT computer services work.
2. Reduce lost time injury and illness case rates by 3% per year. DISA achieved 0.1% case rate. The type of work that most DISA employees conduct is low hazards IT computer services work.
3. Increase the timely filing of injury and illness claims by 5% per year¹ DISA did not track during FY 2008.
4. Reduce the rate of lost production days due to injury and illness by 1% per year.² DISA had a total of 389 lost production days in FY 2008 DISA had 2 cases with 180 lost days. Minus the 2 cases we had LPDR below 13 days.

b. SHARE Programs/Initiatives

DISA did not have any programs directly related to SHARE Programs/Initiatives.

B. Motor Vehicle / Seat Belt Safety

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

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

- a. Number of motor vehicle accidents experienced by employees in FY 2008. DISA had no motor vehicle accidents reported.

	FY 2007	FY 2008	Change
Number of motor vehicle accidents experienced by employees		0	
Number of accidents resulting in personal injury		0	
Number of accidents resulting from emergency response and disaster recovery operations		N/A	
OWCP costs of accidents		0	
Vehicle repair costs due to accidents		0	
Amount of liability claims against the agency due to accidents		0	

- b. Mechanisms in place to track the percentage of seat belt usage by employees. DISA relies on military installation safety office that our DISA Field sites are located on to track percentage of seat belt usage. DISA Field sites are tenants on these installations.

- c. Efforts taken to improve motor vehicle safety and seat belt usage. DISA Safety office publishes article on motor vehicle safety and seat belt usage. Plus our Safety Health Administrator coordinates with installation safety office.

III. Employee Support

A. OSH Training

DISA conducts New Employees Orientation Training both in person and via Web base video.

Please highlight training unique to emergency response and disaster recovery personnel, and note which of these courses is also provided to contractors and volunteers, if any.

	Types of Training Provided in FY2008	Number Trained
Top management officials	1. Supervisor Safety Training 2. 3.	Not tracked
Supervisors	1. Supervisor Safety Training 2. Command Assessments 3.	Not tracked Not tracked
Safety and health specialists	1. OSHA 0511 30 Hour General Industry 2. OSAH 0510 10 Hour Construction 3. National Safety Council Congress/Expo	1 2

Safety and health inspectors	1.N/A 2. 3.	
Collateral duty safety and health personnel and committee members	1.Collateral duty safety conducted on host military installation 2. 3.	Not tracked
Employees and employee representatives	1. New Employees Orientation Safety 2. 3.	Not tracked

B. Field Federal Safety and Health Councils

The Field Federal Safety and Health Councils (FFSHC) are cooperative interagency groups chartered by the Secretary of Labor to facilitate the exchange of OSH information throughout the federal government. According to 29 CFR Part 1960.88(b), federal agency heads should encourage OSH personnel to participate in the activities of the councils. Generally these councils meet four to twelve times a year and may provide different types of OSH training. Currently there are approximately 45 active FFSHCs throughout the country.

a. Involvement

Safety Personnel participate in the National Safety Council DoD Congress/Expo.

b. Field Council Support

Safety personnel receive training using regional National Safety Council OSHA courses.

C. Other Support Activities

DISA Safety specialist attends OSHA courses to achieve Certificate in Principles of Safety and Advance Safety Certificate.

IV. Self-Evaluations

DISA safety office conducts Command Assessments in conjunction with DISA Inspection General, to assess the status of DISA field sites safety program.

V. Accomplishments for FY 2008

DISA implemented the Emergency Escape Mask Program to protect DISA employees in the NCR. The DISA safety office sent to the SHA at the different field sites, Pandemic Training video. DISA in the NCR had

installed and conducted training in the use of AED's. In May the DISA safety health and wellness office hosted a DISA Health Fair with over 30 vendors. Safety conducts safety class during the HRM training for supervisors. The DISA safety office conducts Supervisory Safety training via class room and VTC to its employees world wide. The DISA safety office purchased and had installed Emergency Evacuation Chairs to its facilities in the NCR. The Wellness Office conducted Wellness Field Site Outreach to DISA locations outside the NCR. The wellness office conducted Yoga, Pilates, and Zumba classes. The DISA Wellness program #'s rose from 1,960 employees enrolled in wellness to 2,782 personnel enrolled.

VI. Resources

DISA installed AED equipment to its sites. DISA ordered and installed Evacuation Chairs for buildings located in the NCR. DISA safety implemented Emergency Escape Mask (ILC Dover Hoods) cabinets to its locations in the NCR.

VII. Goals

FY 2009 Goals and Initiatives:

- 1.) Training for all DISA supervisory designated personnel for overview of supervisory responsibility for safety program accomplishment. Training is accomplished via on-site and video teleconference mode. The training began in late September 2008 and set for completion in January 2009. The accomplishment of this training is being measure through a computer based management tracking tool.
- 2.) Establishment of a computer based training program designed to facilitate DISA required personnel safety training. This program will be license leased based through a training vendor such as Keller or Coastal. Employees will have a data base of courses available which may range for 20 to 40 titles. DISA will identify four courses as quarterly mandatory training. The CBT will have tracking tools embedded to monitor training completion and will be measure through DISA's Balance Score Card on a quarterly basis.
- 3.) Centralized training for all DISA collateral duty personnel world wide. Training will be accomplished on-site in the National Capitol Region and be provided via training vendor.

VIII. Questions/Comments

None

Appendix I – Subagency Contacts

	Name	Official Title	Telephone	E-mail
Subagency Name:	White House Communication Agency			
OSH Manager:	Shawanda L. Peterson, TSgt USAF	Safety, Health Manager	202-757-5088	Shawanda.peterson@whmo.mil
Other Contact:				

Subagency Name:				
OSH Manager:				
Other Contact:				

Subagency Name:				
OSH Manager:				
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Subagency Name:				
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	Name	Official Title	Telephone	E-mail
Subagency Name:				
OSH Manager:				
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Subagency Name:				
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Subagency Name:				
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Subagency Name:				
OSH Manager:				
Other Contact:				

Appendix II – Fatality Chart, continued

Fatalities/ Catastrophic Events	Cause—FY 2008	In response to an emergency? (Y/N)
5		
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APPENDIX IX
DEFENSE INTELLIGENCE AGENCY

FY 2008 Defense Intelligence Agency Annual Occupational Safety and Health Report to the Secretary of Labor

Name of Department/ Agency: Defense Intelligence Agency
Address: 200 MacDill Blvd
Washington DC 20340

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

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

Executive Summary

Statistics

- **Injury and Illness Trends** - “Total case rate” and “lost time rate” are significantly less than one injury per hundred employees. In FY 2008, DIA experienced 11 lost time injuries and zero illness cases. DIA paid approximately \$1,414,051 in workers compensation claims which includes long-term compensation costs incurred due to occupational injuries and illnesses from previous years. The major cause of injuries at DIA continues to be slips, trips, and falls. A high priority is placed on floor surface maintenance, stairway inspection, and the use of runners to minimize unsafe conditions. DIA experienced only two reportable motor vehicle accidents during this period.
- **Fatalities and Catastrophic Accidents** - DIA did not experience any fatalities and catastrophic accidents during FY 2008.

OSHA Initiatives

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

DIA tracked four SHARE goals in FY 2008. Of the four goals, three were successfully accomplished and one was not measured. The following describes our FY 2008 goals and results:

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

Result: DIA exceeded the FY 2008 goal. The DIA achieved a 4% total case rate reduction in FY 2008. Also, the DIA total accident rate is significantly less than one injury per hundred employees.

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

Result: The Agency processes cases promptly by ensuring all forms are immediately forwarded to the Department of Labor upon receipt from the employee. DIA added an additional position to assist in addressing workplace concerns and processing of workers compensation claims. DIA does not currently track the timeliness of claim submittals.

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

Result: DIA exceeded the FY 2008 goal. There were 11 lost-time cases experienced in FY 2008, a reduction of 39% cases from FY 2007.

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

Result: DIA exceeded the goal for reducing lost workdays in FY 2008. The FY 2008 experience was 150 lost days, a 32% reduction from FY 2007.

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

- **Motor Vehicle/Seat belt Safety** - In FY 2008, DIA experienced two on-duty motor vehicle accidents causing compensable injuries. DIA contracted with the local Chapter of the National Safety Council to provide their six hour defensive driving course. DIA also provides training to learning advanced driver skills for specific OCONUS employees. Mandatory seat belt usage is stressed in classes and the requirement is emphasized in Agency communications.

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

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

- **Workplace Violence** – There were no incidents of workplace violence in FY 2008. The DIA “violence in the workplace” committee, led by the Agency’s security division, ensures incidents are immediately investigated, incident causes and the Agency response is evaluated, and that a combined team of security, legal, human resources, and employee assistance personnel contributed to minimize future risk of recurrence.

Employee Support – DIA provides personnel a safe and healthful workplace. This is a leadership characteristic and is an inherent responsibility for DIA’s managers and supervisors. In FY 2008, over 165 supervisors received instruction on safety regulations, policies, and procedures; the structure of the DIA safety program; and a supervisor’s responsibility for ensuring a safe and healthful working environment. In addition, the Agency trained over 1100 new employees, collateral duty safety personnel, and response wardens on techniques for preventing accidents and preparation for emergency response. Finally, DIA will continue these training efforts in FY 2009.

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

- **Direct Training** – The direct training courses offered at DIA are supervisory safety, collateral duty safety, first aid and CPR, Defensive driving, hazard communication, and emergency response training. All these initiatives address specific responsibilities, skill-oriented requirements, and review past compliance issues with a focus on risk management. In FY 2008, approximately 1265 employees completed these training courses.
- **Integrated training** - These courses are mission related courses that have direct safety information integrated into the courses. Integrated safety information is included in deployment related areas such as protective equipment training, weapon use; defensive/evasive driving techniques, country-specific health and environmental issues, and OCONUS travel safety and security.
- Professional training for DIA safety and health professionals is also emphasized. Resources were committed in FY 2008 for training courses, educational programs, and other activities to enable safety and health personnel to function effectively as advisors to DIA management officials. This included continuing education consisting in a blend of technical specialty, management, and leadership development, i.e., courses in fire protection, industrial hygiene, and safety management were successfully completed.

The safety and health training mentioned above directly impacts DIA accident experience and has helped reduce the number of workplace accidents/injuries. Safety training provides confidence in individual mission accomplishment and shows DIA’s dedication for providing employees a safe and healthful work environment.

Detailed Report

I. Statistics

A. Injury and Illness Statistics

- a. Injury and illness rates in FY 2008 - DIA experienced 46 injury cases of which 11 accidents caused lost time from work. We have maintained our “total case rate” and “lost time rate” significantly lower than one injury per hundred employees. Even the total number of accidents were reduced in FY 2008; however, the major cause of accidents continues to be slips, trips, and falls.

	FY 2007	FY 2008	Change
Number of Federal Civilian Employees , including full-time, part-time, seasonal, and intermittent employees	Classified	Classified	N/A
Total Cases Injury/Illness (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities)	47	46	-1
Total Case Rate (rate of all injury/illness cases per 100 employees)	Classified	Classified	N/A
Lost Time Cases (number of cases that involved days away from work)	20	11	-9
Lost Time Case Rate (rate of only the injury/illness cases with days away from work per 100 employees)	Classified	Classified	N/A
Lost Work Days (number of days away from work)	221	150	-71
Lost Work Day Rate (per 100 employees)	Classified	Classified	N/A

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

B. Fatalities and Catastrophic Incidents – The Agency experienced zero fatalities in FY 2008.

C. Office of Workers' Compensation Programs Costs

	CBY* 2007	CBY 2008
Total Chargeback	\$1,690k	1,370K
Total Continuation of Pay (COP)	\$61k	44K
Total Chargeback + COP	\$1,751k	1,414K
Chargeback for cases that occurred in the CBY	15 Medical (two included long-term compensation cases)	11 Medical (one included long-term compensation case)

* Chargeback Year (CBY)

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

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

FY 2008 Major Trends			Description/Type
Nature (i.e. sprains, contusions, etc.)	% of Total	% of Cost	
Sprains/Strains	36.36	82	Four slips, trips, and falls multiple joint injuries
Contusions	36.36	9	Two Automobile accidents, one fall from tripping over a cord, and one falling out of chair
Reaction to	9.09	1	Skin irritation from carrying material
Other	18.18	8	
Cause of Injury (i.e., slips, material handling, etc.)	% of Total	% of Cost	
Slips, trips, and falls	54.55	89	Occurring on multiple walking surfaces
Motor Vehicle	18.18	2	Striking interior vehicle components
Material Handling	9.09	1	Skin irritation from carrying material
Other	18.18	8	

- b. Controlling Trends - During inclement weather, warning cones with built-in fans are deployed on tile floors to decrease the drying time from tracked-in snow and rain. Carpet runners are used as directed by the manufacturer and placed at entrances. Stairways are inspected to ensure anti-slip surfaces are maintained and hand rails are in place. The majority of custodial floor cleaning (vacuuming, mopping or waxing) is accomplished after business hours. Aisle and corridor widths are maintained in accordance with fire codes. Signs are posted to prevent the storage and accumulation of materials in hallways. The project was completed in FY 2008 to remove uneven pavers at a major building entrance and was replaced with textured concrete.

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

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

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

A. SHARE

- a. SHARE Analysis – DIA lowered its accident rate in FY 2008. Our rate is significantly less than one injury per hundred employees. DIA met three of the four goals below:

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

Result: DIA exceeded the FY 2008 goal. The DIA achieved a 4% total case rate reduction in FY 2008. Also, the DIA total accident rate is significantly less than one injury per hundred employees.

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

Result: The Agency processes cases promptly by ensuring all forms are immediately forwarded to the Department of Labor upon receipt from the employee. DIA added an additional position to assist in addressing workplace concerns and processing of workers compensation claims. DIA does not currently track the timeliness of claim submittals.

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

Result: DIA exceeded the FY 2008 goal. There were 11 lost-time cases experienced in FY 2008, a reduction of 39% cases from FY 2007.

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

Result: DIA exceeded the goal for reducing lost workdays in FY 2008. The FY 2008 experience was 150 lost days, a 32% reduction from FY 2007.

- b. SHARE Programs/Initiatives - Information on the worker compensation program and guidelines for reporting is available to all employees on-line. In addition, worker

compensation briefings are provided periodically to encourage timely filing of claims. DIA human resource benefits specialists successfully completed training at the Department of Labor three day course on injury compensation during FY 2008. They also attended the 3rd Annual Federal Workers Compensation Conference to gain further knowledge into the process.

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

B. Motor Vehicle / Seat Belt Safety

- a. Number of motor vehicle accidents experienced by employees in FY 2008.

	FY 2007	FY 2008	Change
Number of motor vehicle accidents experienced by employees	3	2	-1
Number of accidents resulting in personal injury	2	2	None
OWCP costs of accidents	\$ 6.2k	\$ 0.5k	-\$ 5.7k
Vehicle repair costs due to accidents	\$ 21.k	> \$ 7k	-\$ 14k
Amount of liability claims against the agency due to accidents	\$ 0	\$ 0	None

- b. Mechanisms in place to track the percentage of seat belt usage by employees. DIA has a small fleet of government vehicles and has a dedicated staff that tracks this usage information. Seat belt usage is enforced by installation police and is required by law in Virginia, Maryland, and the District of Columbia. DIA promotes seat belt usage by using posters and notices on electronic displays throughout the workplace.
- c. Efforts taken to improve motor vehicle safety and seat belt usage. DIA contracted with the local Chapter of the National Safety Council to provide their six hour defensive driving course. DIA also provides training to learning advanced driver skills for specific OCONUS employees. Mandatory seat belt usage is stressed in classes and the requirement is emphasized in Agency communications.

C. Recordkeeping Requirements

Component	YES	NO	Please describe if you checked "YES."
Agency Wide	X	<input type="checkbox"/>	Begins with the Accident Reporting form (DIA form 33)

			submittal. The report is keyed into the automated data base and assigned a file number for abatement tracking and metrics.
Web based	X	<input type="checkbox"/>	The data is also entered into the DIA internal computer network which allows for future specific querying.
Excel based	X	<input type="checkbox"/>	The OSHA 300, injury log, is an excel document used to record all civilian on-the-job accidents.
Access based	X	<input type="checkbox"/>	DIA data system is an access data base which is used to record accidents, inspections, and to track hazards.
Paper only	X	<input type="checkbox"/>	DIA accepts hard and soft submittals of accident and hazard reports forms. Data from paper based forms are input into the automated system by the safety staff for processing. The hard copies are then filed for disposition.
Includes no injury and near-miss accidents	X	<input type="checkbox"/>	Reports of no injury and near-miss accidents are processed when reported. All DIA personnel are strongly encouraged to report all incidents or conditions where hazards are recognized.
Includes OWCP data	X	<input type="checkbox"/>	All recordkeeping documents include the required OWCP information as outlined in 29 CFR 1904 standards which includes copies of the CA-1s and CA-2s.
Generates OSHA 300 forms	X	<input type="checkbox"/>	OSHA 300 excel documents were downloaded from the DOL website for statistical use IAW the DOL recommended format.
Generates OSHA 300A forms	X	<input type="checkbox"/>	OSHA 300A excel documents were downloaded from the DOL website for statistical use IAW the DOL recommended format.
Generates OSHA 301 forms	X	<input type="checkbox"/>	OSHA 301 excel documents were downloaded from the DOL website for statistical use IAW the DOL recommended format.
Generates multiple reports	<input type="checkbox"/>	X	
Other	<input type="checkbox"/>	X	

The automated OSHA Form 300 was downloaded from the OSHA website to a DIA server to track each civilian or contractor employee on the job injury. Each entry on the form assigns an independent number to track agency accident cases until official reports are received and accepted by the safety staff. DIA also developed an off-the-shelf automated safety information system modified to DIA requirements to advance recordkeeping efficiency in 2008. This system includes the same information on OSHA Form 300 and DoD standardized data requirements. This system tracks all accidents to include near miss accidents and allows for pre-set reports including OSHA Form 300, statistical and trends analysis and organizational performance metrics. DIA does not support a unilateral effort that imposes a government-wide recordkeeping system on the Agency. If a centralized system is being considered by a higher authority, DIA requests the opportunity to perform our own cost-benefit analysis to ensure additional resources would not be required over our current system.

D. Workplace Violence

a. Workplace Violence Incidents - None

- b. Workplace Violence Programs/Initiatives – The DIA “violence in the workplace” committee, led by the Agency’s security division, ensures incidents are immediately investigated, incident causes and the Agency response is evaluated, and that a combined team of security, legal, human resources, and employee assistance personnel contributed to minimize future risk of recurrence.

E. Agency Establishments

DIA headquarters is located at the Pentagon, Arlington Virginia; however, DIA personnel are located throughout the world. Major U.S. locations include the Defense Intelligence Analysis Center at Bolling Air Force Base, Washington, D.C.; the Armed Forces Medical Intelligence Center at Fort Detrick, Frederick, Maryland; and the Missile and Space Intelligence Center at Redstone Arsenal, Huntsville, Alabama. A complete listing of DIA establishments is classified and is available upon request to appropriately cleared regulators.

III. Employee Support

A. OSH Training

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

	Types of Training Provided and Attended in FY 2008	Number Trained
Top management officials	Safety Program Briefing	3
Supervisors	Supervisory Safety Training	165
Collateral duty safety and health personnel and committee members	1. Basic Collateral duty	12
	2. Accident Investigation	8
Employees and employee representatives	1. Drivers Training	31
	2. First Aid and CPR Training	715
	3. Hazard Communication/Orientation	>1100

- b. Professional Training for DIA Safety and Health Professionals - Resources were committed in FY 2008 for training courses, educational programs, and other activities to enable safety and health personnel to function effectively as advisors to DIA management officials. This included continuing education consisting in a blend of technical specialty,

management, and leadership development, i.e., courses in fire protection, industrial hygiene, and safety management were successfully completed.

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

B. Field Federal Safety and Health Councils

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

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

IV. Accomplishments

A. FY 2008 Accomplishments

- a. Evaluations - DIA occupies facilities in the National Capital Region that cover approximately 1,500,000 square feet. Each facility was inspected in FY 2008 and over 300 deficiencies were noted. Recommendations for corrective actions were noted, tracked and completed as required DoDI 6055.1.

The Agency's Annual Safety Audits were completed and evaluations were conducted. The evaluation included a review of the implementation and integration of the DIA safety program, the promulgation of issuances, and management/employee program involvement. Accident investigation and reporting, operational safety training, inspections, and administrative compliance were under specific review. Evaluation results being will be used for strategic program planning and programming in areas identified for improvement.

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

- b. Return-to-work - DIA has a full time contract physician and part of his scope of work includes a role in return to work case management. In FY 2008, the human resource case managers did not identify any cases that needed a return-to-work review.
- c. Performance Standards - The Agency's performance evaluation system has safety management integrated into each supervisor's evaluation report for assessment. DIA supervisors and managers are evaluated annually on their safety and health performance.
- d. Recognition - DIA recognizes outstanding performers and encourages involvement in protecting co-workers from accidents. The recognition procedure is designed to allow Agency managers to recognize safety and health performance on a non-competitive basis so every extraordinary safe behavior gets rewarded.

B. Achievement of FY 2008 Goals

- a. DIA adopted the DoD SHARE goals from last year. The Agency reduced the lost-time injury and illness case rate by 39% in FY 2008 meeting the total case SHARE goal.
- b. DIA protected the workforce from recognized hazards. Each major DIA facility was inspected and written reports were provided to appropriate supervisory personnel identifying over 300 deficiencies including recommendations for corrections.
- c. DIA trained over 165 supervisors on their responsibilities for providing a safe work environment and all new employees received a safety orientation during their first week of work.
- d. DIA conducted program audits pertaining to safety performance and compliance. Emphasis was placed on NFPA and DoDI 6055.7, DoD Accident Investigation and Reporting, compliance.
- e. DIA cross-trained safety and health staff to ensure effective coverage for support and assistance to critical mission programs.

V. Resources - Resources have increased in FY 2008 to meet deployment mission demands.

VI. Goals, Objectives, and Strategies -

- A. DIA's FY 2009 safety and health campaign plan will focus on the following: accident prevention, employee care, environmental stewardship, clinical operations and the achievement of the President's SHARE goals. The plan focuses on five goals:
 - a. Protect the workforce from recognized hazards.

- b. Provide a safe and healthful work environment.
 - c. Reduce accident rates.
 - d. Comply with OSHA and environmental laws.
 - e. Increase safety, occupational health, and environmental support effectiveness.
- B. The DIA FY 2009 SHARE goals are as follows:
- a. 4% per year reduction in total case rates for injuries and illnesses.
 - b. 4% per year reduction in case rates for lost time injuries and illnesses.
 - c. Consolidate world wide reports to track the timeliness of submissions.
 - d. 2% per year reduction in the rates of lost production days due to injuries and illnesses

VII. Questions/Comments - None

APPENDIX X
DEFENSE THREAT REDUCTION AGENCY

FY 2008 Defense Threat Reduction Agency Annual Occupational Safety and Health Report to the Secretary of Labor

Name of Department/ Agency: Defense Threat Reduction Agency (DTRA)

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

Number of federal civilian employees this report covers: 1,195

	Name	Official Title	Telephone	E-mail
DASHO:	Sherry J. Davis	Chief, Environment, Safety & Occupational Health Office	703-767-7122	Sherry.Davis@dtra.mil
OSH Manager*:	Lee Shontere	Deputy Chief, Environment, Safety & Occupational Health Office	703-767-5853	Lee.Shontere@dtra.mil

Executive Summary

Statistics

- **Injury and Illness Trends** – In Fiscal Year (FY) 2008, DTRA had 16 injury/illness cases, 2 of which incurred lost time. The total case rate was 1.17, and the lost time case rate was 0.16. DTRA paid \$437,622 in workers' compensation chargeback costs. Slips, trips, and falls continue to be the primary causes of accidents at DTRA. To counteract this trend, the Agency has increased monitoring of risk areas, provided immediate response to employee hazard notifications, and prepared written articles concerning slips, trips, and falls to educate employees and encourage prevention.

Fatalities and Catastrophic Accidents – There were no fatalities or catastrophic accidents recorded in FY08.

Emergency Response and Disaster Recovery Operations -- DTRA personnel, contractors, or volunteers do not respond to emergency and/or disaster recovery operations.

OSH Initiatives

- **Safety, Health, and Return-to-Employment (SHARE) Initiative** – Pursuant to Goal 1 of the SHARE Initiative, DTRA showed a 5.6% decrease in the total injury and illness case rate. The case rate decreased from 1.24 in FY07 to 1.16 in FY08. The lost time rate for FY08 was 0.16, another decrease from the FY07 rate of 0.53. The 69.8% decrease is consistent with Goal 2. The average time to file a claim in FY08 was 12 days. DTRA has satisfied the Goal 4 requirement by decreasing the lost production day rate by 3% with 97 days in FY08 compared to 100 days in FY07.
- **Motor Vehicle/Seat Belt Safety** – DTRA civilian employees were involved in 8 vehicle accidents during FY08. All drivers and passengers reported using seat belts. The Agency Environment, Safety, and Occupational Health (ESOH) Office routinely prepares and publishes seasonal vehicle safety and defensive driving articles throughout the year and will be initiating a Traffic Safety Program in FY09.

Employee Support – DTRA currently offers 12 different courses to its employees covering various safety, environmental, occupational health, and radiation safety topics. In total, 1,467 employees completed ESOH courses in FY08.

Accomplishments and Goals – In FY08, DTRA issued 7 new or updated ESOH policies providing employees with up-to-date procedures to ensure compliance. An ESOH Management System was implemented at the headquarters location to identify and mitigate environmental and safety impacts. The total number of ergonomic assessments increased from 13 in FY07 to 143. The ESOH Office revitalized the inspection program doubling the number of sites inspected from the previous year for a total of 30 and dramatically decreased the abatement time for identified hazards and deficiencies. DTRA's Deployment Health Center saw 1924 patients and provided 1478 immunizations.

DTRA's ESOH goals for FY09 include a stronger focus on employee wellness and safety needs, improving the quality of data received through accident reports and investigations to provide better record keeping and trend analysis, and initiating a new Traffic Safety Program. FY09 will also see stronger implementation of Lean Six Sigma for process improvement and efforts to increase Agency awareness of ESOH issues.

Detailed Report

I. Statistics

A. Injury and Illness Statistics

a. Injury and illness rates

In FY08, the number of DTRA employees increased by 65 to 1,195. DTRA recorded 16 injury cases of which two were denied by the Office of Workers

Compensation Program. Of the 16 reported cases in FY08, 2 were recordable. This is a decrease from FY07, during which 14 injuries/illnesses occurred with 6 lost time cases recorded. The total case rate for FY08 was 1.17 and the lost time case rate was 0.16 representing a decrease of 0.07 and 0.37 respectively from the previous year.

	FY 2007	FY 2008	Change
Number of Federal Civilian Employees , including full-time, part-time, seasonal, intermittent workers	1130	1195	+65
Number of Federal Civilian Employees that Perform Emergency Response and Disaster Recovery Operations , including full-time, part-time, seasonal, intermittent workers	0	0	0
Number of Supervised Contractors that Perform Emergency Response and Disaster Recovery Operations , including full-time, part-time, seasonal, intermittent workers	0	0	0
Number of Volunteers that Perform Emergency Response and Disaster Recovery Operations , including full-time, part-time, seasonal, intermittent workers	0	0	0
Total Cases Injury/Illness (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities)	14	14	0
a. Total Injury/Illness Cases Related to Emergency Response and Disaster Recovery Operations (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities)	0	0	0
Total Case Rate (rate of all injury/illness cases per 100 employees)	1.24	1.17	-0.07
Lost Time Cases (number of cases that involved days away from work)	6	2	-4
a. Lost Time Cases Related to Emergency Response and Disaster Recovery Operations (number of cases that involved days away from work)	0	0	0
Lost Time Case Rate (rate of only the injury/illness cases with days away from work per 100 employees)	0.53	0.16	-0.37
Lost Work Days (number of days away from work)	100	97	-3
a. Lost Work Days Related to Emergency Response and Disaster Recovery Operations (number of days away from work)	0	0	0
Lost Work Day Rate (per 100 employees)	8.8	8.1	-0.7

- b. Emergency Response and Disaster Recovery Operations
 Defense Threat Reduction Agency personnel, contractors, or volunteers do not respond to emergency and/or disaster recovery operations.

- c. Facilities with high injury and illness rates
 DTRA did not have any facilities with a high injury and illness rate. DTRA has the capability to immediately identify facilities or operations with a high injury rate through web-based accident injury and hazard abatement reporting systems. These programs are continuously monitored by ESOH personnel and provide employees the opportunity to report accidents and hazards 24/7. This allows for a timely response by management and safety personnel to implement preventative and corrective actions. DTRA also utilizes Collateral Duty Safety Officers, facility managers, and supervisors to conduct frequent safety inspections of their areas and ensure appropriate abatement and preventive measures are taken for the safety and welfare of everyone.

B. Fatalities and Catastrophic Incidents

There were no fatalities or catastrophic accidents recorded in FY08.

C. Office of Workers' Compensation Programs Costs

DTRA paid \$381,000.96 for Charge Back Year (CBY) 2007 including continuation of pay (COP) charges. The payout for CBY 2008 was higher, costing the Agency a total of \$443,487.63. The increase from CBY 2007 to 2008 was due to 3 claimants having a high amount of medical costs (i.e., hospital bills, physical therapy, pharmacy claims, etc.) adjudicated by OWCP. One claimant in particular during CBY 2008 was treated for a closed fracture of the upper end of the humerus; surgical neck. When the claimant was scheduled to be discharged from the hospital, they were diagnosed with pneumonia and treated appropriately. The OWCP expanded the accepted condition to include pneumonia which caused the CBY 2008 costs to increase.

	CBY 2007	CBY 2008
Total Chargeback	\$351,920.33	\$437,622.27
Total Continuation of Pay (COP)	29,080.63	5,865.36
Total Chargeback + COP	\$381,000.96	\$443,487.63
Chargeback for Cases that occurred in the CBY	\$381,000.96	\$443,487.63

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

a. Tracking accidents

Although there was a reduction in the number of slips, trips, and falls this trend continues to be the leading cause of sprains and strains. There have been no other noticeable trends identified.

FY 2008 Major Trends			Description
Nature (i.e., sprains, contusions, etc.)	% of Total	% of Cost	
Sprains and strains	30%	6%	Tearing or stretching of ligaments; tearing or stretching of a muscle and tendon
Cause of Injury (i.e., slips, handling tools, etc.)	% of Total	% of Cost	
Slips, Trips, and Falls	30%	6%	Descending and ascending stairs, fell while walking, and slipped on ice

b. Controlling Trends

The DTRA ESOH Office in conjunction with facility personnel have increased observations of problem and potential areas by physically surveying or video monitoring entrances, exits, parking garages, and surrounding areas. ESOH personnel survey these areas prior to workforce arrival during inclement weather and provide immediate response to employee hazard notifications. Safety personnel frequently prepare written articles concerning slips, trips, and falls to remind and encourage management and supervisors to stress prevention and instruct employees to be conscious of their surroundings and changing conditions. In addition to these measures, safety and facility personnel routinely survey hallways, stairways, corridors, sidewalks, walking surfaces, and rug accessories for potential tripping.

E. Contract Workers and Volunteers

Not applicable to DTRA.

II. OSH Initiatives – SHARE & Motor Vehicle and Seat Belt Safety

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

a. SHARE Analysis

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

The case rate for FY08 was 1.17, a 0.07 or 5.6% decrease from the FY07 rate of 1.24.

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

The lost time injury and illness rate in FY08 was 0.16, due to two lost time recordable cases and in comparison FY07 case rate of 0.53 due to

six lost time recordable cases. The reduction of 0.37 represents a 69.8% decrease.

3. Increase the timely filing of injury and illness claims by 5% per year
The time to file a claim in FY08 averaged 12 days. This is due to delays resulting from claims for injuries not involving lost time or medical expenses being held by the Agency per the employee's instruction. Should they subsequently require submission, the lengthy filing delay would be beyond the Agency's control. Also, DTRA recently experienced problems with the electronic submission forcing us to fax or mail claims received.
4. Reduce the rate of lost production days due to injury and illness by 1% per year
There were 97 lost production days in FY08 a decrease of 3 days or 3% in comparison to 100 days in FY07.

b. SHARE Programs/Initiatives

DTRA has established and improved Hazard Abatement and ESOH Inspection programs in support of SHARE. Under the Hazard Abatement Program, the ESOH Office has implemented a simple and efficient electronic hazard reporting system to promptly alert safety personnel of any potential hazards. All employees have access to this system through the Agency's intranet or via e-mail. Once reported, hazards are immediately evaluated and abated as soon as possible. The ESOH Inspection Program requires safety personnel to inspect each site on a regular basis to identify and correct any safety deficiencies. Both programs represent a strong effort towards accident prevention and achieving the SHARE Initiative objectives. By the end of FY08, the average abatement time for hazards was reduced to less than 1 day. The number of deficiencies corrected totaled 120. In an effort to improve these programs, DTRA will focus on Agency ESOH awareness and education and will continue to provide effective responses to hazard alerts.

B. Motor Vehicle / Seat Belt Safety

- a. Number of motor vehicle accidents experienced by employees in FY 2008.
There were 8 motor vehicle accidents in FY08, an increase of 2 from FY07. Vehicle repair costs increased by 23.6%. Six of the vehicle accidents involved civilian employees and two involved contractors. Government operated vehicles (GOVs) sustained the same number of backing, being hit from behind, and running into a fixed object accidents as in the previous year. All vehicle operators reported using their seatbelts and no recordable injuries were experienced. DTRA will be initiating a Traffic Safety Program in FY09 in an effort to decrease the number of vehicle accidents.

	FY 2007	FY 2008	Change
Number of motor vehicle accidents experienced by employees	6	8	+2
Number of accidents resulting in personal injury	0	1	+1
Number of accidents resulting from emergency response and disaster recovery operations	0	0	0
OWCP costs of accidents	0	0	0
Vehicle repair costs due to accidents	\$8,000	\$9,887	+\$1,887
Amount of liability claims against the agency due to accidents	0	0	0

- b. Mechanisms in place to track the percentage of seat belt usage by employees.
 State and local traffic laws mandate the use of seat belts, and host DoD installations conduct seatbelt checks, which include DTRA personnel as tenants. Currently there are no additional mechanisms in place. In FY08, 100% of employees involved in an accident reported wearing a seat belt.
- c. Efforts taken to improve motor vehicle safety and seat belt usage.
 Placards have been affixed to the dashboards of GOVs stressing vehicle safety and instructing vehicle operators and their passengers to use seat belts whenever the vehicle is in motion. In accordance with DTRA 4515.1 "Use of Government Provided Transportation," all vehicle dispatchers/issuers provide briefings on vehicle safety, local laws, installation requirements mandating proper seat belt use, and fines and penalties associated with seat belt violations to all DTRA vehicle users prior to the issuance of the vehicle. In addition to publishing frequent safety articles, DTRA also performs random inspections of the U-Drive Fleet in areas frequently used by Agency personnel. The results are announced during staff meetings and published on the DTRA intranet.

III. Employee Support

Safety and health training was provided to 1,467 employees during FY08 representing an increase of 12 students from FY07. Courses included both instructor-led and online training with 12 different ESOH courses being provided. Several courses have been deemed mandatory by the Agency, and each year a list of mandatory training is published and distributed to employees. The Agency's training program managers monitor completion of these courses. FY08 ESOH personnel specifically targeted ergonomics in the workplace with 340 employees attending initial ergonomic instruction and another 90 employees completing the online ergonomics course. In FY08, 143 employees received individual ergonomic assessments fitting the workstation to their physical parameters. Slip, trip, and fall accidents decreased by 20% from FY07 statistics with 122 employees completing the online training and 197 students receiving individual instruction and prevention techniques to avoid slips, trips, and falls.

	Types of Training Provided in FY2008	Number Trained
Top management officials	1. None	0
Supervisors	1. Ergonomics Supplement for Supervisors	17
Safety and health specialists	1. Intro Occupational & Environmental Health 2. Management of Occupational & Environmental Health & Safety 3. 24 Hour RCRA Training 4. Occupational Ergonomics I 5. Exposure of Airborne Contaminants 6. Logistic Regression Analysis 7 Principles of Radiological Health 8. Principles of Risk Assessment 9. Water Quality Management 10. Evaluation of Chemical Hazards 11. Professional Perspectives of Occupational Health 12. Occupational & Environmental Disease 13. Physical Hazards 14. Environmental Impact Assessment 15. Occupational Safety 16. Understanding Health Care Organizations 17. Occupational Safety	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Safety and health inspectors	1. American Academy of Family Physicians Board Certification Review 2. Basic Life Support Course 3. Advanced Cardiac Life Support Course 4. Consequence Management Professional Development 5. Infectious Diseases 6. DOD Force Health Protection Conference	1 2 1 1 1 2
Collateral duty safety and health personnel and committee members	1 Collateral Duty Safety Officer Training	3
Employees and employee representatives	1. Local Employee Safety Orientations 2. General Employee Safety Training 3. Ergonomics 4. Slips, Trips, and Falls 5. Radiation Safety Awareness 6. Radiation Safety Transportation 7. Underground Tunnel Training 8. Unexploded Ordnance Training 9. Medical First Response Basic Course 10. Medical First Response Refresher 11. Medical Emergency Response Exercises 12. Driver Improvement	197 190 430 319 39 32 80 105 7 10 3 10

B. Field Federal Safety and Health Councils

a. Involvement

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

b. Field Council Support

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

C. Other Support Activities

DTRA supports the professional growth and development of ESOH employees by requiring and funding professional and technical courses and workshops. Employees attend training courses, conferences, and local meetings during duty hours. Throughout each year, the ESOH Chief promotes, advertises, and encourages employee attendance and membership in professional safety and health organizations. In addition DTRA has competitive educational programs available to advance and enrich employee's management and leadership training to become good stewards of their profession and representatives of the federal government.

IV. Self-Evaluations

Program Managers for Radiation Safety, ESOH Inspections, Accident/Injury Reporting and Investigations, Hazard Abatement, Ergonomics, Hazardous Waste Management, Collateral Duty Safety Officers (CDSOs), Environmental, Occupational Health, perform annual self-assessments of their programs, which are submitted to the Chief, ESOH Office. Managers review national, federal, state, and local requirements, customer service, organizational support and requirements, accomplishments, identified short falls, effectiveness of the program, and list gaps and goals for the upcoming year.

V. Accomplishments for FY 2008

DTRA issued 7 new or updated ESOH policies providing employees with up-to-date procedures to ensure compliance. These policies include the primary Directive establishing an ESOH Office and outlining its responsibilities and procedures for accident reporting, ergonomics, ESOH inspections, CDSOs, radiation safety, and hazardous materials transportation. An ESOH Management System was implemented at the headquarters location to identify and mitigate environmental and safety impacts. In FY08, 23 aspects were

identified with 13 rendered insignificant, and 14 of 28 impacts were mitigated. The total number of ergonomic assessments increased from 13 in FY07 to 143 in FY08. The Agency was able to overcome the challenge of providing assessments to a growing workforce by dedicating additional resources to the program. Employees were provided information and education, and assistance on an individual level. The ESOH Office revitalized the inspection program and doubled the number of sites inspected from the previous year for a total of 30 in FY08. The abatement time for identified hazards and deficiencies was dramatically decreased through these efforts. DTRA's Deployment Health Center saw 1924 patients and provided 1478 immunizations ensuring the wellness our deployed personnel.

VI. Resources

DTRA was able to increase its ESOH staff in FY08 to continue to provide related services to its employees. DTRA continued to provide these staff members with professional trainings and certifications. Data systems were also improved to better collect and track information on hazards and accidents.

VII. Goals

DTRA's ESOH goals for FY09 include a stronger focus on employee wellness and safety needs, improving the quality of data received through accident reports and investigations to provide better record keeping and trend analysis, and initiating a new Traffic Safety Program. FY09 will also see stronger implementation of Lean Six Sigma for process improvement and efforts to increase Agency awareness of ESOH issues. The success of each goal is tracked by quarter and expected to be completed by the end of the next FY. Progress is tracked through calculating metrics and developing improved methods for quantifying and measuring ESOH aspects.

VIII. Questions/Comments

APPENDIX XI

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

**FY 2008 DoD Education Activity Annual Occupational Safety and Health
Report to the Secretary of Labor
(Comprehensive Report Format)**

Name of Department/ Agency: DODEA

Address:4040 Fairfax Dr., Arlington, VA 22203

Number of federal civilian employees this report covers: 16,100

	Name	Official Title	Telephone	E-mail
DASHO:	Rose Chunik	Chief, Office of Safety and Security	703-588-3251	Rose.chunik@hq.dodea.edu
OSH Manager*:	Don Golaszewski	DoDEA Safety and Occupational Health Manager	703-588-3255	Donald.Golaszewski@hq.dodea.edu

** If your agency does not have a designated OSH manager, please provide the name and contact information for the key person charged with occupational safety and health responsibilities.*

Executive Summary

Statistics

Injury and Illness Trends – The number of Total Injury/Illness cases increased by 29 cases and the number of Lost Time Injury/Illness Cases increased by 19 cases respectively during fiscal year (FY) 2008 compared to the prior FY. The corresponding case rates increased respectively. The total case rate increased from 1.44 to 1.75(%) and the lost time case rate decreased from 1.0 to 1.2 (%). The leading causes of injuries were slips, trips, and falls on the floor, work surface, aisles and in the parking areas. The second leading cause of injury was moving furniture or office equipment. It is noteworthy to mention that the numbers of back sprain/strain related cases were reduced by 49.3%. In the Chargeback Year 2008, DoDEA’s workers compensation costs increased by \$67,689.33 (or 2.6%) compared to the prior year.

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

Emergency Response and Disaster Recovery Operations - If your employees, contractors, or volunteers conduct emergency response and/or disaster recovery operations (e.g., in response to a declared disaster such as California wildfires, Hurricane Gustav/Ike, etc.), please provide the number of injuries, illnesses, fatalities, and catastrophes that directly resulted from these operations.

- Include a discussion of the type of emergency response and disaster recovery operations that your agency performs. Also provide an approximate number of employees, contractors, and volunteers engaged in this work and the frequency with which they perform it.
- Please discuss how your agency codes incidents and injuries for a specific emergency response/disaster recovery, if it does, and if response/recovery-specific information can be extracted in real time.

OSH Initiatives

Safety, Health, and Return-to-Employment (SHARE) Initiative – DoDEA is continually working to reduce accident injury and illnesses to reach SHARE goals through efforts of a comprehensive network of Safety and Security Officers, safety and health program support, and informative training.

The Safety, Health, and Return-to-Employment (SHARE) Initiative performance target to reduce injury and illness case rates by at least 3% per year was not met in FY 08. However, the case rate did remain static. DoDEA had an increase in injury and illness cases by 29 cases compared to last FY. This was an increase of 0.31%. The total lost time cases were increased by 19 cases. The corresponding total lost time case rate was increased by 0.2%. DoDEA did meet the timeliness filing goal, by submitting 100% of its new injury cases within the Office of Workers' Compensation Programs' (OWCPs) 14-day limit via the electronic data inter-exchange (EDI). Computer automation for field submission expediency was a primary factor in exceeding this goal. Lost production day data was unavailable.

Motor Vehicle/Seat Belt Safety – During FY 2008, 2 lost time cases and 2 non-lost time case were recorded involving vehicle accidents while on official duty. The injury types included: musculoskeletal conditions, fracture, and contusions.

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

Vehicle or traffic safety information is periodically acquired at host installation safety committee meetings and Armed Forces Network media outlets. School administration

and designated school liaisons also relay traffic/vehicle safety promotional materials and information to school staff.

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

Employee Support –

In FY 2008, DoDEA developed and conducted Occupational Safety and Health training that encompassed multiple disciplines to include but not limited to: chemical hygiene officer, bloodborne pathogen, asbestos abatement, hazardous materials handling/management, teacher/staff in-service safety, pandemic awareness, health hygiene, cardiac pulmonary resuscitation (CPR), automated external defibrillator (AED), emergency first aid, school bus operator safety, student school/bus safety, and student/staff fire prevention.

Please include a discussion of any additional training that is provided to employees, contractors, and volunteers that perform disaster response and recovery operations.

Accomplishments and Goals – DoDEA continues to accomplish safety integration into the education culture through:

- Comprehensive safety and security officer network. The Headquarters Office of Safety and Security and subordinate Safety and Security Officers effectively provided and/or assisted with safety program guidance, direction, oversight, and hazard abatement and resolution throughout FY 2008.
- Organized safety program coordination. Critical joint coordination and communication was initiated between safety and security officers, school administration, applicable host installation safety support service organizations, and other federal agencies, i.e., hazard abatement or program evaluation.
- Implemented primary safety training initiatives. These initiatives targeted areas of potentially high risk operations to include: Chemical Hygiene and Laboratory Safety, Bloodborne Pathogen, and CPR/AED/First Aid.

- Automated accident and injury reporting database system has been helpful in expanding the number of authorized users who can gain accident/injury information access and provides information faster to more administrators or management personnel. The resultant ease of evaluating reports has increased accident/injury awareness and subsequent staff safety knowledge.
- Safety promotion enhancement. Safety promotion and education was effectively increased through subordinate DoDEA organization safety information media sources to include monthly safety publications, installation contractor sponsored information dissemination, "Safe Schools Newsletter", safety bulletins, and coordination with installation safety offices and health services personnel to actively cover a variety of safety topics and events.

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

Detailed Report

I. Statistics

A. Injury and Illness Statistics

a. Injury and illness rates

	FY 2007	FY 2008	Change
Number of Federal Civilian Employees , including full-time, part-time, seasonal, intermittent workers	17,500	16,100	-1,400
Number of Federal Civilian Employees that Perform Emergency Response and Disaster Recovery Operations , including full-time, part-time, seasonal, intermittent workers	0	0	0
Number of Supervised Contractors that Perform Emergency Response and Disaster Recovery Operations , including full-time, part-time, seasonal, intermittent workers	N/A	N/A	N/A
Number of Volunteers that Perform Emergency Response and Disaster Recovery Operations , including full-time, part-time, seasonal, intermittent workers	N/A	N/A	N/A
Total Cases Injury/Illness (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities)	252	281	+29
a. Total Injury/Illness Cases Related to Emergency Response and Disaster Recovery Operations (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities)	0	0	0
Total Case Rate (rate of all injury/illness cases per 100 employees)	1.44	1.75	+0.31
Lost Time Cases (number of cases that involved days away from work)	172	191	+19
a. Lost Time Cases Related to Emergency Response and Disaster Recovery Operations (number of cases that involved days away from work)	0	0	0
Lost Time Case Rate (rate of only the injury/illness cases with days away from work per 100 employees)	1.0	1.2	+0.2
Lost Work Days (number of days away from work)	Data Not Available	Data Not Available	--
a. Lost Work Days Related to Emergency Response and Disaster Recovery Operations (number of days away from work)	0	0	0
Lost Work Day Rate (per 100 employees)	Data Not Available	Data Not Available	--

b. Emergency Response and Disaster Recovery Operations

N/A

c. Facilities with high injury and illness rates

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

B. Fatalities and Catastrophic Incidents

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

Please note which fatalities and catastrophes were related to emergency response and disaster recovery operations.

Fatalities/ Catastrophic Events	Cause—FY 2008	In response to an emergency? (Y/N)
1	N/A	
2		
3		
4		

Fatality and Catastrophic Accident Investigations

N/A

C. Office of Workers' Compensation Programs Costs

Chargeback Year (CBY) 2007 was \$2,648,602.19 and CBY 2008 was \$2,716,291.52 respectively. The charge back costs increased by \$67,689.33 (or 2.6%) compared to the prior year. Continuation of Pay (COP) costs for the period was unavailable.

	CBY 2007	CBY 2008
Total Chargeback	2,648,602.19	2,716,291.52
Total Continuation of Pay (COP)	Data Not Available	Data Not Available
Total Chargeback + COP	Data Not Available	Data Not Available
Chargeback for Cases that occurred in the CBY	--	--

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

a. Tracking accidents

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

FY 2008 Major Trends			Description
Nature (i.e., sprains, contusions, etc.)	% of Total	% of Cost	
Primary Nature: Musculoskeletal Conditions	43%	Not Available	A majority of these conditions were dislocation or fracture of injured body part.
Secondary Nature: Minor Contusions, Bruise, or Abrasions	26%	" "	A contusion to injured body part was the most frequent in this category.

Cause of Injury (i.e., slips, handling tools, etc.)	% of Total	% of Cost	
Primary Cause: Slips, Trips, and Falls	50%	Not Available	Primary falls/slips on floor, work surface, and aisle way.
Secondary Cause: Manual Handling and Equipment	31%	“ “	Manual Handling and Equipment of unpackaged furniture, office equipment.

b. Controlling Trends

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

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

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

E. Contract Workers and Volunteers

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

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

Volunteer data not available.

If applicable, specify the approximate number of contract workers and volunteers that perform emergency response and disaster recovery operations and discuss any related injuries to each group. Please discuss any requirements for the reporting of occupational injuries/illnesses contained in agency contracts/arrangements with each group.

II. OSH Initiatives – SHARE & Motor Vehicle and Seat Belt Safety

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

a. SHARE Analysis

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

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

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

DoDEA was not able to reduce lost time injury and illness case rates by 3% this year. However, there are programs in place and personnel remain committed to achieving this goal for the next fiscal year.

3. Increase the timely filing of injury and illness claims by 5% per year¹

DoDEA has met and exceeded this goal.

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

DoDEA was not able to reduce the rate of lost production days by 1% this year. However, there are programs in place and personnel remain committed to achieving this goal for the next fiscal year.

b. SHARE Programs/Initiatives

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

DoDEA operates a comprehensive and fully automated Accident/Injury Reporting (AIR's) and Serious Incident Reporting (SIR's) system launched in FY 2007 to continue to account for student and employee accident occurrence and provide for more rapid accident information notification. The new system allows direct user input at the school level for eventual review by each

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

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

respective chain of command. The previous system required sending electronic attachments to standard e-mails. System users can process reports with greater ease and the associated data assists in accident trend analysis and focusing attention on needed resources or assessments.

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

DoDEA effectively integrated security, safety, and health focus via programs such as “Safe Schools”. The Safe Schools program takes a systematic approach to counter school violence, crime, and the threat of terrorism. It provides each school with a means to enhance the safety and security of its students, staff, facilities and operations. The program emphasizes risk reduction planning and provides tools for administrators to address what they can do before an incident to prevent it from happening. A monthly “Safe Schools Newsletter” is distributed world-wide and posted on the DoDEA Safety and Security website to provide information, resources and contacts for safety related items. It provides a tool for school administrators/principals to assess internal school/student climates to identify the need for various intervention programs that relate to security, safety, and health. The program goal is to effectively reduce threats to students and employees by addressing personal safety and health issues such as: anger management, substance abuse, violence, suicide, and depression.

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

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

DoDEA continues to operate an effective safety program through a world-wide network of Safety and Security Officers to comply with Federal safety

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

The DoDEA Headquarters' Automated External Defibrillator (AED) management program continues to provide a valued preventive service. An AED Medical Oversight Management Program was continued utilizing a company affiliated with George Washington University to provide assistance maintaining the equipment, evaluating post cardiac events and in providing training to personnel interested in acting as a lay responder. The results have been better service and consultation to enhance the effectiveness of the program. The program continues to assist DoDEA in providing comprehensive emergency preparedness for federal employees. AED programs were also established or continually developed throughout FY 2008 in all DoDEA school districts world-wide. These programs have had positive response and effect to increase life saving capabilities. The AED program assists DoDEA in providing comprehensive emergency preparedness for DoD students and Federal employees.

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

B. Motor Vehicle / Seat Belt Safety

- a. Number of motor vehicle accidents experienced by employees in FY 2008.
DoDEA data shows that there were a total of 4 motor vehicle related accidents during FY 2008. Two of these involved employees either enroute to or from work. The other two incidents involved employees that were pedestrians and were struck by a motor vehicle.

	FY 2007	FY 2008	Change
Number of motor vehicle accidents experienced by employees	6	4	-2
Number of accidents resulting in personal injury	6	4	-2
Number of accidents resulting from emergency response and disaster recovery operations	0	0	0
OWCP costs of accidents	Data not available	Data not available	
Vehicle repair costs due to accidents	“ “	“ “	
Amount of liability claims against the agency due to accidents	“ “	“ “	

- b. Mechanisms in place to track the percentage of seat belt usage by employees. No mechanism is used in DoDEA. Considering DoDEA's "tenant status" world-wide, seatbelt compliance was predicated on host installation requirements and observed activities, i.e., post/base seatbelt checks. Vehicle or traffic safety information is periodically acquired at host installation safety committee meetings. School administration and designated school liaisons also relay traffic/vehicle safety promotional materials and information to school staff.
- c. Efforts taken to improve motor vehicle safety and seat belt usage. DoDEA successfully enhanced vehicle and seatbelt safety through the following:
- annual bus contractor safety/security training to include safe vehicle operations and passenger security
 - biannual extensive safety and security bus attendant training to provide first responder assistance during any emergency
 - students are provided on a biannual basis training in school bus safety zones, safe rider ship, and bus evacuation, especially to elementary-aged children
 - school vehicle safety education demonstrations are periodically held during the school year for age specific elementary and secondary schools
 - utilize Automated Vehicle Locators (GPS tracking) for most routes off installation seasonal safety campaigns sponsored by host military installations, which target privately owned vehicle operators
 - contract employees are monitored by Contract Officer Representatives (COR) for safety compliance purposes
 - dispersal of transportation newsletter lessons learned
 - armed forces network media outlet traffic safety promotion
 - onboard Video Surveillance Systems on school buses for student and employee safety
 - daily interior and exterior vehicle inspections are performed by drivers and security attendants
 - safety/risk assessments of bus travel routes, stops, and walking/loading zones
 - student computer based safety training videos
 - student school bus education demonstrations
 - logistic/transportation internal Staff Assistance Visits

III. Employee Support

A. OSH Training

Please highlight training unique to emergency response and disaster recovery personnel, and note which of these courses is also provided to contractors and volunteers, if any.

	Types of Training Provided in FY2008	Number Trained
Top management officials	1. 2. 3.	
Supervisors	1. 2. 3.	
Safety and health specialists	1. 2. 3.	

Safety and health inspectors	1. 2. 3.	
Collateral duty safety and health personnel and committee members	1. 2. 3.	
Employees and employee representatives	1. 2. 3.	

B. Field Federal Safety and Health Councils

a. Involvement

- The DoDEA Safety and Occupational Health Manager participates in Department of Defense Safety and Occupational Health Committee (SOHC) meetings held throughout the fiscal year.
- The DoDEA Safety and Occupational Health Manager plans to attend formal Field Federal Safety and Health Council forums in the Washington, DC/National Capital Region.
- The DoDEA Safety Committee is held annually as a part of the DoDEA World-wide Safety and Security Workshop. The DoDEA Safety and Occupational Health Manager chairs the proceedings that include topics such as: safety funding/budget, DoDEA accident/injury trends, safety training, internal safety program reviews, safety program goals, safety regulation updates, available safety resources, field safety projects/initiatives, safety training options/opportunities, accident reporting, and more. The committee has become an effective venue to address world-wide safety issues, ideas, information sharing and unify DoDEA world-wide Safety & Security Officers at all levels of authority.
- District Safety and Security Officers and/or School Administrators attend host installation safety councils to provide safety information to school staff/faculty. The Pacific subordinate Area requires school administration to attend monthly/quarterly installation safety meetings.
- Subordinate Area Safety and Security Officers convene meetings annually or biannually to address safety and security issues and program implementation.

- Subordinate District Safety and Security Officers in certain areas visit installation safety offices as a formal part of their review of school safety programs.
- DoDEA personnel convened internal Avian Flu Pandemic planning work groups and participated in host installation sponsored meetings. Emergency preparedness information was disseminated to applicable staff employees.

All schools address safety in formal safety, crisis, and/or anti-terrorism-force protection committees or address safety in other existing management meetings such as weekly/monthly staff meetings or periodic leadership forums where safety is a regular agenda item.

b. Field Council Support

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

C. Other Support Activities

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

IV. Self-Evaluations

- Employee and student safety is addressed through comprehensive scheduled and unscheduled school safety assessments/evaluations

conducted throughout the school year by DoDEA personnel and Department of Defense host installation organizations.

- The DoDEA Safety and Occupational Health Manager conducts annual comprehensive safety program reviews for each major subordinate organization area and a select school District or Districts. A safety program review executive summary and detailed evaluation checklist is provided for abatement or necessary action purposes.
- Subordinate Area Safety and Security Officers coordinated with District level Safety and Security Officers to conduct annual physical safety and safety education evaluations for each District.
- Subordinate District Safety and Security Officers in certain areas visit installation safety offices as a formal part of their review of school safety programs.
- Host installation safety, fire, bio-environmental/industrial hygiene support organizations conducted Department of Defense required biannual school safety evaluations in accordance with DoD Regulation 1342.6-M, "Administrative and Logistic Responsibilities for DoD Dependents Schools." In addition, some areas conducted annual internal and triennial external environmental safety and occupational health compliance and management program (ECOH CAMP) inspections.

School administrators, supply technicians, and/or facilities representatives conducted "facilities checks" on a routine basis.

V. Accomplishments for FY 2008

The primary goals for FY 2008 were met to include: use of the DoDEA Safety and Security Officer network to abate hazards, continued emphasis of Chemical Hygiene/lab safety/hazard communication, improve Bloodborne Pathogens awareness, enhance visibility of slips, trips, and falls as a primary injury cause in DoDEA, and increase safety promotion through diversified safety resources.

Key initiatives or actions assisted in attaining these goals: effective communication and coordination was established with designated Safety and Security Officers to provide issue abatement, chemical and lab safety was effectively implemented through chemical hygiene officer (CHO) courses, school science staff chemical hygiene instruction from CHO's, and student science safety instruction from teachers. Employee bloodborne pathogens education was enhanced through training accountability by schools and safety/health

promotion by school nurse personnel. Emphasis of slips, trips, and falls awareness was incorporated into laboratory chemical hygiene officer training, emphasis during major subordinate organization safety program reviews, and a focus subject during the accident reporting portion of the DoDEA World-wide Safety and Security Workshop. Safety information resources available to employees were increased through a major revision of the safety section of the Office of Safety and Security Web site.

There was a personnel change in the DoDEA Headquarters Office of Safety and Security. Both the Chief and the Safety and Occupational Health Manager Safety departed during the middle of the year. These positions were not filled until the end of the year. Despite this change, the programs were established and allowed for a continuation of operations without adverse affect. In addition, we established and filled two Safety and Occupational Health Manager positions in the field.

VI. Resources

A moderate amount of time was invested in the maintenance of the DoDEA Serious Incident Reports (SIR)/ Accident Injury Reports (AIR) Reporting System. Monetary resources were provided to subordinate Safety and Security Officers world-wide for safety abatement issues throughout FY 2008. Subordinate Safety and Security Officers used the funding specifically for hazard abatement projects and equipment (i.e., personal protective equipment and safety training resources). Specific safety equipment was designated for potentially high risk areas such as the school laboratory environment and general hazardous materials handling.

VII. Goals

In the quest to provide students and staff with a safe and secure learning and working environment, DoDEA will pursue the comprehensive and primary goal to continue to expand the scope of the program elements addressed, ensure program implementation accountability and increase safety program visibility world-wide through conscientious safety promotion/education. The program focus will be to emphasize potentially high risk safety program elements, maintain hazard abatement through the Safety and Security Officer network, ensure administrators are held accountable, focus safety efforts/resources on accident trends (slips, trips, and falls), continue to expand safety training resources available to subordinate organizations and DoDEA Safety and Security Officers, continue to increase pandemic outbreak awareness, and continually solicit host installation safety assessment and hazard mitigation assistance.

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

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

VIII. Questions/Comments
N/A

Appendix I – Subagency Contacts

	Name	Official Title	Telephone	E-mail
Subagency Name:	DoDDS-Pacific (Area Office and School Districts)			
OSH Manager:	Mr. James Bullard	Chief, DoDDS-P Office Safety and Security	DSN: 644-5787	James.bullard@pac.dodea.edu
Other Contact:	N/A			
Subagency Name:	DoDDS-Europe (Area Office and School Districts)			
OSH Manager:	Mr. Michael Bradford	Safety Program Manager	DSN: 334-2606	Michael.Bradford@eu.dodea.edu
Other Contact:	Mr. Bill Heiges	DoDDS-E Area Office of Safety and Security	(49) 613-460-4694	William.Heiges@eu.dodea.edu
Subagency Name:	DDESS - (U. S.) (Area Service Center and School Districts)			
OSH Manager:	Mr. Victor Padilla	Safety Program Manager	678-364-8008	Victor.Padilla@am.dodea.edu
Other Contact:	Mr. Lee Adelman	Chief, DDESS Office of Safety and Security	678-364-8024	Lee.Adelman@am.dodea.edu

Appendix II – Fatality Chart, continued

Fatalities/ Catastrophic Events	Cause—FY 2008	In response to an emergency? (Y/N)
5	N/A	
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

APPENDIX XII
MISSILE DEFENSE AGENCY

FY 2008
Missile Defense Agency (MDA)
Annual Occupational Safety and Health Report to the Secretary of Labor
(Comprehensive Report Format)

Name of Department/ Agency: Missile Defense Agency (MDA)
 Address: 7100 Defense Pentagon, Washington DC 20301-7100
 Number of federal civilian employees this report covers: 1,210

	Name	Official Title	Telephone	E-mail
DASHO:	Mr. Randolph Stone	Director; Safety, Quality & Mission Assurance	(703) 882-6354	Randolph.stone@mda.mil
OSH Manager*:	Mr. Carl Johnson	SOH Program Manager	(256) 955-1643	Carl.johnson@mda.mil

Executive Summary

The Missile Defense Agency (MDA) Safety and Occupational Health (SOH) Program, located within the MDA Quality, Safety, and Mission Assurance Directorate (QS), continued to develop, provide expanded services and safety support to MDA personnel and operations during FY08. Manning was increased by two in FY08, adding a SOH federal government civilian to the rapidly expanding MDA presence in Huntsville, AL and a SOH federal government civilian to MDA operations located on Shriever Air Force Base, Colorado Springs, CO. Further SOH manning increases are planned in FY09/FY10. During FY08, MDA continued to carry out personnel relocations and consolidation as outlined by the most recent BRAC, as well as its own internal reengineering efforts. The duties and overall function of SOH within MDA is continuing to change, evolve and grow in order to fully support overall agency goals and the world-wide MDA mission.

Statistics

- Injury and Illness Trends—FY2008 injury/illness data for the Missile Defense Agency (MDA): Four total cases, three of those were lost-time cases and involved a total of 27 days away from work. By comparison, in FY2007, MDA sustained five total cases with three of those being lost-time cases for a total of 15 lost-days. Despite the relatively low number of total cases for both years, FY2008 did realize significant reductions. In FY2008 the total injury/illness rate was reduced 34% from .49 in FY2007 to .32 in FY2008. Additionally, lost-time case rate dropped from .29 in FY2007 to .24 in FY2008—a 17% reduction. However,

during this period, the total number of days lost increased from 15 in FY2007 to 27 in FY2008 (+12).

Fatalities and Catastrophic Accidents—There were no catastrophic accident cases or fatalities for MDA during FY08.

- **Emergency Response and Disaster Recovery Operations** - MDA does not respond to national emergencies or disasters and therefore no injuries or fatalities have directly resulted from these operations and no coding system has been employed to identify such injuries or fatalities.

OSH Initiatives

- **Safety, Health, and Return-to-Employment (SHARE) Initiative** – The MDA SOH staff continued the process of building/growing an agency-wide safety and occupational health program based on DOD 6055 series issuances and 29 CFR 1960 during FY08. In this process attempts were made to apply the safety and health objectives of the SHARE initiative wherever possible; however, within MDA, the return-to-employment portions of this initiative fall under the jurisdiction of the Human Resources Directorate (MDA/DOH) and Defense Logistics Agency (DLA). During FY07, MDA Human Resources support for activities such as Workers Compensation, etc., transferred from the Washington Headquarters Service (WHS) to the Defense Logistics Agency (DLA) and has continued with DLA through FY08.
- **Motor Vehicle/Seat Belt Safety**— There was one (1) motor vehicle accident with injury during FY08. While TDY, a government civilian was operating a rental vehicle was struck from behind by a private motor vehicle when she stopped to allow an ambulance to pass. Employee and her passenger, a contractor employee, were wearing approved seatbelts but still sustained injuries. The vehicle was totally at a cost of \$12,500; however, this was paid by private insurance at no cost to the government. The use of seatbelts in both government owned/leased vehicles and privately owned vehicles is routinely covered in agency-wide holiday safety messages and bi-weekly new-hire safety orientation.

Employee Support—As noted earlier, the MDA SOH staff continues the process of improving this relatively new agency safety and occupational health (SOH) program. With the MDA SOH program management directive, safety investigation directive and accompanying investigation manual complete, the SOH program is building a broad base of instruction to ensure a successful program. The Collateral Duty Safety Representative (CDSR) program is well underway, with representative appointments made by the various directorates at all MDA locations. During FY08, 1,045 new or transferred employees (contractor, military and government civilians received SOH familiarization training during in-processing. During FY08, SOH staff manning was

increased to ensure support of both personnel and operations. The SOH staff continuously ensures a safe and healthful working environment by conducting facility safety inspections of all MDA leased and occupied spaces as well as audits of MDA operations and contract supply and manufacturing facilities. The SOH staff maintains an SOH web community, which is accessible through the main MDA web portal. This website is a great publicity tool for the evolving SOH program.

Safety and Occupational Health training continues to be developed to meet the needs of the agency. SOH training is address in our MDA Safety and Occupational Health Program Management Directive. Most of the training also applies to our large contractor population. Formal training currently being offered includes:

- 1) New-Hire Safety Orientation. This training includes an overview of the agency SOH program provided to all newly hired or transferred employees and is conducted by a member of the SOH staff. This new employee orientation is held on a bi-weekly basis.
- 2) MDA has developed computer based Collateral Duty Safety Representative (CDSR) Training for the CDSR Program.
- 3) OSHA 10-Hour (Equivalent) General Industry Standards Course for Facilities Directorate. MDA has developed this equivalent training taught by internal SOH Staff members who are OSHA approved trainers for general industry standards. During FY08, MDA formally trained 139 facilities employees at various operating locations.
- 4) SOH Staff Professional Certification. The agency has instituted a training program in coordination with Texas Engineering Extension Service (TEEX) – The Texas A & M University System, to have each member of the SOH staff obtain their industry recognized Certified Safety and Health Officer (CSHO) professional Certification. Certification process is well underway and ongoing.
- 5) Mishap Investigation Training. This on-line training for potential mishap investigators has been developed; however, it is currently being revamped to meet the evolving needs of the agency.
- 6) We continue to work on in-house Supervisors Safety and Executive Level Safety training courses that emphasize safety and health responsibilities for those in management and supervisory positions. The safety training in these courses is designed to enable the leadership to fulfill those responsibilities addressed in 29 CFR 1960 and applicable DoD and MDA safety issuances.

MDA, as an agency, does not respond to national or local emergencies and disasters such as hurricanes, tornadoes and flooding and therefore no employee training related to disaster response and recovery operations is provided.

Accomplishments and Goals –

A. FY2008 Accomplishments

- Established MDA safety policies and requirements as required by law and DoD regulations.
- Provided mishap/accident investigation coverage designed to identify causes and to prevent recurrence of similar mishaps involving MDA personnel and property. Conducted two formal Class C investigations involving damage to inert rocket motor stages simultaneously.
- Maintained and updated SOH inspection and mishap reporting hazard logs for tracking unsafe conditions.
- Partnered with MDA human resources to provide 1045 (515 in the NCR and 530 in Huntsville, AL) new MDA employees (Government and contractor) federally mandated employee safety training.
- MDA SOH conducted training needs analysis, researched OSHA requirements, developed training curriculum and conducted an on-site four-hour safety and occupational health (SOH) orientation course for 139 DOI (facilities) personnel at the NCR and Huntsville locations with a cost savings of \$34,055 to MDA.
- Accomplished 1 special inspection of SOH processes in Government facilities (SBX-1, Pearl Harbor, Hawaii).
- Accomplished 2 audits of SOH processes in supplier facilities.
- Conducted 30 Federally-mandated safety and occupational health inspections to ensure safety of MDA work environment.
- Oversaw development and ongoing online production efforts of MDA Safety Investigations and Reporting Training.
- Identified a long standing agency-wide deficiency and worked with QS leadership and budget personnel to ensure procurement of accident investigation kits for four MDA locations bringing the agency into compliance with MDA Manual 6055.02M and providing investigative personnel necessary tools and equipment to conduct comprehensive investigations.
- MDA SOH planned and coordinated a joint Safety Awareness Day with Space and Missile Defense Command (SMDC) and Technical Center. This initiative kicked off the annual 101 Critical Days of Summer campaign and highlighted presenters from federal, state and local government as well as private sector professionals who partnered to enhance the safety awareness of MDA personnel. Comprehensive safety awareness initiative received noteworthy praise from Lt Gen Campbell, SMDC Director.
- Maintained MDA Collateral Duty Safety Representative (CDSR) program and updated its computer-based training program into the MDA TAPP (overarching Agency training program maintained by MDA/DOC), to track training of the appointed MDA employees and enhancing safety awareness across the BMDS.

- Maintained MDA SOH web community, providing a regularly updated safety resource on various on-job and off-job safety topics through the MDA portal site.
- Promoted and maintained the MDA Quality and Safety Concerns Reporting Line, which provides an around the clock tool for employees/contractors/suppliers to report quality and/or safety issues directly to MDA/QS and subsequently to MDA/D.
- Drafted and ensured release of MDA/QS holiday safety messages to the entire MDA populace.
- Conducted emergency response awareness/general hazard awareness staff certification course.
- Represented MDA OSD ATL Safety and Occupational Health Committee (SOHC) meetings and other related Federal safety meeting.
- Completed tasks as requested and assigned from DoD and OSD SOH oversight (accident/injury, lost work time statistics, yearly SOH and SHARE statistical reports and OSHA related tasks).

B. FY2009 Goals

- Implement a training strategy aimed at assessment and formal upgrade of skills, knowledge and abilities applicable to MDA's diversity of operations to ensure full mission support and success.
- Implement an SOH publicity strategy aimed at increasing awareness of functions and responsibilities of the SOH function and how these functions can be utilized to enhance operational success.
- Effect internal comprehensive review of agency SOH directives aimed at evaluating and revising aging SOH guidance and instructions.
- Broaden the scope of SOH operational support by expanding the SOH staff, capabilities and responsibilities.
- Develop and fully implement the use of electronic databases on the MDA portal for quick retrieval and manipulation of accident and hazard report data for the purpose of trend analysis and risk assessment.

Detailed Report

I. Statistics

A. Injury and Illness Statistics

- a. Injury and illness rates: During FY 2008, MDA experienced four total cases, three of those were lost-time cases and involved a total of 27 days away from work. By comparison, in FY2007, MDA sustained five total cases with three of those being lost-time cases for a total of 15 lost-days. Despite the relatively low number of total cases for both years, FY2008 did realize significant reductions. In FY2008 the total injury/illness rate was reduced 34% from .49

in FY2007 to .32 in FY2008. Additionally, lost-time case rate dropped from .29 in FY2007 to .24 in FY2008 – a 17% reduction. However, during this period, the total number of days lost increased from 15 in FY2007 to 27 in FY2008 (+12).

	FY 2007	FY 2008	Change
Number of Federal Civilian Employees , including full-time, part-time, seasonal, intermittent workers	1025	1210	+185
Number of Federal Civilian Employees that Perform Emergency Response and Disaster Recovery Operations , including full-time, part-time, seasonal, intermittent workers	0	0	0
Number of Supervised Contractors that Perform Emergency Response and Disaster Recovery Operations , including full-time, part-time, seasonal, intermittent workers	0	0	0
Number of Volunteers that Perform Emergency Response and Disaster Recovery Operations , including full-time, part-time, seasonal, intermittent workers	0	0	0
Total Cases Injury/Illness (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities)	5	4	-1
a. Total Injury/Illness Cases Related to Emergency Response and Disaster Recovery Operations (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities)	0	0	0
Total Case Rate (rate of all injury/illness cases per 100 employees)	0.49	0.32	-.17
Lost Time Cases (number of cases that involved days away from work)	3	3	0
a. Lost Time Cases Related to Emergency Response and Disaster Recovery Operations (number of cases that involved days away from work)	0	0	0
Lost Time Case Rate (rate of only the injury/illness cases with days away from work per 100 employees)	0.29	0.24	-.05
Lost Work Days (number of days away from work)	15	27	+12
a. Lost Work Days Related to Emergency Response and Disaster Recovery Operations (number of days away from work)	0	0	0
Lost Work Day Rate (per 100 employees)	1.46	2.14	+.68

b. Emergency Response and Disaster Recovery Operations

As an agency, MDA is not tasked for emergency response and/or disaster recovery operations for national or local emergency operations.

c. Facilities with high injury and illness rates

There were no specific patterns/trends in regard to facilities where injuries/illnesses occurred. No facility recorded more than one such reportable incident in FY08. The MDA Facility Directorate reacts favorably to safety hazards identified and works with building owners, GSA and Host organizations to immediately abate unsafe conditions. All identified hazards are tracked by the SOH staff.

B. Fatalities and Catastrophic Incidents

During FY08, MDA did not experience any fatal cases or catastrophic incidents.

Please note which fatalities and catastrophes were related to emergency response and disaster recovery operations.

Fatalities/ Catastrophic Events	Cause—FY 2008	In response to an emergency? (Y/N)
1	Not Applicable	Not Applicable
2		
3		
4		

Fatality and Catastrophic Accident Investigations

Not applicable since there were no fatal cases for MDA in FY08.

C. Office of Workers' Compensation Programs Costs

	CBY 2007	CBY 2008
Total Chargeback	**	**
Total Continuation of Pay (COP)	**	**
Total Chargeback + COP	**	**
Chargeback for Cases that occurred in the CBY	**	**

**MDA annual Office of Worker's Compensation Program (OWCP) chargeback data is managed by the Defense Logistics Agency (DLA) for MDA; therefore MDA statistics are included with DLA reporting.

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

a. Tracking accidents

FY 2008 Major Trends	Description
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Nature (i.e., sprains, contusions, etc.)	% of Total	% of Cost	
Strains	33%		1 lost day case (24 days) and 1 no lost time case. One involved shoulder/neck/back while the other was a rotator cuff strain.
Food-borne Illness	33%		1 lost day case (2 days) after eating at TDY hotel café, diagnosed with Noro virus; traced back to hotel food prep employee not washing hands.
Bruise	33%		1 Lost day case (1 day), slipped and fell on ice in parking lot, bruised arm, shin and buttocks.
Cause of Injury (i.e., slips, handling tools, etc.)	% of Total	% of Cost	
Slips	33%		Employee slipped on ice and fell.
Riding in Vehicle	33%		Employee was passenger in vehicle struck by second vehicle while TDY.
Eating	25%		Employee was TDY and ate at hotel café where employee in food prep area did not wash hands and contaminated food.

b. Controlling Trends

No trends exist. MDA sustained three lost-time accidents in FY08, each with a different cause factor. MDA continues to brief SOH initiatives at various functions agency-wide to include new-hire safety orientation to ensure employees are aware of potential hazards of the workplace. Where a physical hazard existed, these were abated.

E. Contract Workers and Volunteers

MDA currently has 5,746 contractor support services (CSS) employees within the agency; however, each contractor employee is directly supervised by a contract program manager. Therefore, there were zero (0) contract employees at MDA supervised by federal personnel on a day-to-day basis, as well as zero volunteers.

II. OSH Initiatives – SHARE & Motor Vehicle and Seat Belt Safety

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

a. SHARE Analysis

Considering the nature and size of this agency and the fact that our injury/illness and lost time statistics are so minimal, the overall reductions of rates as outlined in the SHARE Initiative are currently not applicable for FY07/FY08. However, MDA has realized significant reduction in case rates:

1. Reduce total injury and illness case rates by 3% per year: In FY08, MDA recorded a total injury/illness case rate of .32—a 34% reduction from the FY07 rate of .49.
2. Reduce lost time injury and illness case rates by 3% per year: In FY08, MDA recorded a lost time case rate of .24—a 17% reduction from the FY07 rate of .29.
3. Increase the timely filing of injury and illness claims by 5% per year¹: N/A
4. Reduce the rate of lost production days due to injury and illness by 1% per year.² N/A

b. SHARE Programs/Initiatives

The MDA SOH staff continued the process of building and improving an agency-wide safety and occupational health program based on DoD 6055 series issuances and 29 CFR 1960 during FY08. In building this program attempts are made to apply the safety and health objectives of the SHARE initiative wherever possible. As previously stated, within MDA, the return-to-employment portions of this initiative fall under the jurisdiction of the Human Resources Directorate (MDA/DOH) and Defense Logistics Agency (DLA). Quickly obtaining data related to this initiative is therefore considered a short-fall.

B. Motor Vehicle / Seat Belt Safety

- a. Number of motor vehicle accidents experienced by employees in FY 2008. There was one motor vehicle accident recorded by MDA federal employee in FY08. This incident involved MDA employee’s rental vehicle being struck from behind while she was stopped for an ambulance to pass. At the time of the incident the employee was TDY and was accompanied by a contractor employee. Both sustain injuries and the vehicle was totaled. Total damages were estimated at \$12,500; however, damages were paid by private insurance and no liability claims were filed against MDA.

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

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

Number of motor vehicle accidents experienced by employees	**1	*1	0
Number of accidents resulting in personal injury	0	1	1
Number of accidents resulting from emergency response and disaster recovery operations	0	0	0
OWCP costs of accidents	0	***	***
Vehicle repair costs due to accidents	0	0	0
Amount of liability claims against the agency due to accidents	0	0	0

* Represents accident experienced by MDA government civilian operating a rental vehicle and struck by private motor vehicle.

** Represents accident experienced by MDA support contractor operating a GSA-leased vehicle.

***OWCP is a function of DLA and data was not readily available.

- b. Mechanisms in place to track the percentage of seat belt usage by employees.
The MDA Employee Safety and Occupational Health (SOH) Guide, provided at new employee orientation, provides guidance on motor vehicle operation and outlines the mandatory use of seat belts when driving a motor vehicle on government business/operating a government vehicle. MDA has a GSA leased motor pool. Motor pool drivers are contracted through a company that monitors driver selection and licensing, requires mandatory use of seat belts and periodic traffic safety training. Tracking of driver performance is a service provided by the contracting company.
- c. Efforts taken to improve motor vehicle safety and seat belt usage.
The Director, MDA Quality, Safety and Mission Assurance has published reminders sent to all MDA employees concerning mandatory use of seat belts by federal employees on the job, he also released safety messages prior to holiday weekends reminding employees of pertinent traffic safety matters surrounding holiday traffic to include the use of seatbelt. Seatbelt usage is also emphasized on the MDA SOH web community.

III. Employee Support

A. OSH Training

Safety and Occupational Health training continues to be developed to meet the needs of the agency. SOH training is address in our MDA Safety and Occupational Health Program Management Directive. Most of the training also applies to our large contractor population. Formal training currently being offered includes:

- New-Hire Safety Orientation. This training includes an overview of the agency SOH program provided to all newly hired or transferred employees and is conducted by a member of the SOH staff. This new employee orientation is held on a bi-weekly basis.
- MDA has developed computer based Collateral Duty Safety Representative (CDSR) Training for the CDSR Program.
- OSHA 10-Hour (Equivalent) General Industry Standards Course for Facilities Directorate. MDA has developed this equivalent training taught by internal SOH Staff members who are OSHA approved trainers for general industry standards. During FY08, MDA formally trained 139 facilities employees at various operating locations.
- SOH Staff Professional Certification. The agency has instituted a training program in coordination with Texas Engineering Extension Service (TEEX) – The Texas A&M University System, to have each member of the SOH staff obtain their industry recognized Certified Safety and Health Officer (CSHO) professional Certification. Certification process is well underway and ongoing.
- Mishap Investigation Training. This on-line training for potential mishap investigators has been developed; however, it is currently being revamped to meet the evolving needs of the agency.
- We continue to work on in-house Supervisors Safety and Executive Level Safety training courses that emphasize safety and health responsibilities for those in management and supervisory positions. The safety training in these courses is designed to enable the leadership to fulfill those responsibilities addressed in 29 CFR 1960 and applicable DoD and MDA safety issuances.

	Types of Training Provided in FY2008	Number Trained
Top management officials	1. 2. 3.	
Supervisors	1. 2. 3.	
Safety and health specialists	1. TEEX CSHO certification general industry courses (External) 2. 3.	3

Safety and health inspectors	1. OJT 2. 3.	4
Collateral duty safety and health personnel and committee members	1.CDSR Online Training FY08 2. 3.	5
Employees and employee representatives	1.New Employee Safety Orientation (515 NCR/530 Huntsville) 2.OSHA 10-Hr (Equivalent) General Industry Standards Course 3.	1,045 139

B. Field Federal Safety and Health Councils

a. Involvement

The Director, MDA Quality, Safety and Mission Assurance has designated the SOH Program Manager and staff to serve as representatives for MDA on the Metropolitan Washington, DC Field Federal Safety and Health Council.

b. Field Council Support

Each month, the SOH Program Manager or a designated staff member attends the council meeting as scheduled and assist the council in meeting the overall goals and objectives set forth by the council.

C. Other Support Activities

All SOH employees are assisted/encouraged to obtain the CSHO professional certification from TEEEX or the Certified Hazard Control Manager (CHCM) designation from the Board of Certified Hazard Control Managers. All systems safety engineers are required to maintain the Certified Safety Professional (CSP) designation. Most safety personnel either attend or support other activities such as the National Safety Council (NSC) Congress and local chapter activities and the American Society of Safety Engineers.

IV. Self-Evaluations

Self-Evaluations are conducted as part of MDA's Internal Control Program. This program requires an in-house look at program structures and is intended to report significant deficiencies to the Director. Beyond program evaluations, MDA also performs annual inspections of MDA leased/occupied spaces. During FY08, MDA conducted 30 Federally-mandated safety and occupational health inspections to ensure safety of MDA work environment, accomplished 1 special inspection of SOH processes in Government facilities (SBX-1, Pearl Harbor, Hawaii) and performed two (2) audits of SOH processes in supplier facilities.

V. Accomplishments for FY 2008

- MDA SOH planned and coordinated a joint Safety Awareness Day with Space and Missile Defense Command (SMDC) and Technical Center. This initiative kicked off the annual 101 Critical Days of Summer campaign and highlighted presenters from federal, state and local government as well as private sector professionals who partnered to enhance the safety awareness of MDA personnel. Comprehensive safety awareness initiative received noteworthy praise from Lt Gen Campbell, SMDC Director.
- MDA SOH conducted training needs analysis, researched OSHA requirements, developed training curriculum and conducted an on-site four-hour safety and occupational health (SOH) orientation course for 139 DOI (facilities) personnel at the NCR and Huntsville locations with a cost savings of \$34,055 to MDA.
- Identified a long standing agency-wide deficiency and worked with QS leadership and budget personnel to ensure procurement of accident investigation kits for four MDA locations bringing the agency into compliance with MDA Manual 6055.02M and providing investigative personnel necessary tools and equipment to conduct comprehensive investigations. Kits included lap top computers.
- Initiated Professional Certification process for SOH personnel through TEEEX. Under this initiative all SOH personnel will pursue obtaining the Certified Safety and Health Officer (CHSO) professional certification and or the Certified Hazard Control Manager (CHCM) through the Certified Hazard Control Management Board.
- Partnered with MDA human resources to provide 1045 (515 in the NCR and 530 in Huntsville, AL) new MDA employees (Government and contractor) federally mandated employee safety training.
- Accomplished a special inspection of SOH processes in Government facilities (SBX-1, Pearl Harbor, Hawaii).
- Oversaw development and ongoing online production efforts of MDA Safety Investigations and Reporting Training.
- Maintained MDA SOH web community, providing a regularly updated safety resource on various on-job and off-job safety topics through the MDA portal site.
- Promoted and maintained the MDA Quality and Safety Concerns Reporting Line, which provides an around the clock tool for employees/contractors/suppliers to report quality and/or safety issues directly to MDA/QS and subsequently to MDA/D.
- Conducted emergency response awareness/general hazard awareness staff certification course.

VI. Resources

MDA has authorized the addition of two SOH specialists (government employees) in the MDA South region (Huntsville, AL/Redstone Arsenal offices and MDIOC, Shriever AFB, CO). The government position at Shriever AFB, CO

has been filled. Other increased are expected in FY090/10. Additionally, the agency allocated resources for mishap investigation kits at each operating location which includes lap top computers.

VII. Goals

- Implement a training strategy aimed at assessment and formal upgrade of skills, knowledge and abilities applicable to MDA’s diversity of operations to ensure full mission support and success.
- Implement an SOH publicity strategy aimed at increasing awareness of functions and responsibilities of the SOH function and how these functions can be utilized to enhance operational success.
- Effect internal comprehensive review of agency SOH directives aimed at evaluating and revising aging SOH guidance and instructions.
- Broaden the scope of SOH operational support by expanding the SOH staff, capabilities and responsibilities.
- Develop and fully implement the use of electronic databases on the MDA portal for quick retrieval and manipulation of accident and hazard report data for the purpose of trend analysis and risk assessment.

Goal/Initiative	Strategy	Estimated Completion	Measure of Success
SOH skills upgrade	Formal training and OJT, effective hiring-practices	30 Sep 10	CSHO or CHCM professional certification
SOH functions and capabilities publicity	Effective communication with program managers and all agency personnel	30 Sep 09	SOH fully utilized in mission assurance initiatives
SOH Directives Upgrade	Formal review, evaluation, and rewrite	1 Jul 09	Revised directives published
Broaden Operational Scope	Formally request additional SOH personnel to support broadening mission and operating locations	1 Jul 10	Additional SOHs added and effectively engaged in mission accomplishment
Electronic Databases Development	Request in-house development via DOCS	1 Dec 08	Effective trend analysis completed
Annual Mass Safety Awareness Initiative	Partner with other agencies and plan, coordinate and implement mass targeted awareness initiative	1 Aug 09	Safety Awareness Day Completed

VIII. Questions/Comments -- None

Appendix I – Subagency Contacts

	Name	Official Title	Telephone	E-mail
Subagency Name:				
OSH Manager:				
Other Contact:				
Subagency Name:				
OSH Manager:				
Other Contact:				
Subagency Name:				
OSH Manager:				
Other Contact:				
Subagency Name:				
OSH Manager:				
Other Contact:				
Subagency Name:				
OSH Manager:				
Other Contact:				

	Name	Official Title	Telephone	E-mail
Subagency Name:				
OSH Manager:				
Other Contact:				
Subagency Name:				
OSH Manager:				
Other Contact:				
Subagency Name:				
OSH Manager:				
Other Contact:				
Subagency Name:				
OSH Manager:				
Other Contact:				
Subagency Name:				
OSH Manager:				
Other Contact:				
Subagency Name:				
OSH Manager:				
Other Contact:				

Appendix II – Fatality Chart, continued

Fatalities/ Catastrophic Events	Cause—FY 2008	In response to an emergency? (Y/N)
5	N/A	N/A
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

APPENDIX XIII

NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY

FY 2008 National Geospatial – Intelligence Agency Annual Occupational Safety and Health Report to the Secretary of Labor

Name of Department/ Agency: National Geospatial – Intelligence Agency

Address: 4600 Sangamore Road, Bethesda, Maryland 20816

Number of federal civilian employees this report covers: Classified

	Name	Official Title	Telephone	E-mail
DASHO:	BGen Joseph Composto, USMC (Ret)	Director, Security Installation and Operations Directorate	301-227-2101	Joseph.Composto@nga.mil
OSH Manager*:	Joseph Radakovich, P.E.	Chief, Quality Assurance Division	703-735-1953	Joseph.Radakovich@nga.mil

Executive Summary

Statistics

- **Injury and Illness Trends** – The National Geospatial-Intelligence Agency had no occupational fatalities in FY 2008. Total injury cases decreased 9.2% with 79 cases in FY08 compared to 87 cases in FY07. Lost-time cases declined 7.1% with 13 cases in FY08 compared to 14 cases in FY07. The Office of Workers Compensations Program (OWCP) FY08 chargeback cost decreased 0.63%. The vast majority of employee’s work days lost to injury were due to slips, trips and falls in FY08. NGA will continue to emphasize awareness in these areas by posting safety messages and emphasizing slips, trips and fall topics in our new employee and transition to supervisor briefings.
- **Fatalities and Catastrophic Accidents-** The National Geospatial-Intelligence Agency had no fatalities or catastrophic incident cases during FY 2008.
- **Emergency Response and Disaster Recovery Operations -** The National Geospatial-Intelligence Agency employees, contractors or volunteers do not conduct emergency response and/or recovery operations in response to declared disasters.

OSH Initiatives

- **Safety, Health, and Return-to-Employment (SHARE) Initiative** – The National Geospatial-Intelligence Agency was successful in meeting the President’s Safety, Health and Return to Employment (SHARE) goals for FY08. Total lost-time case rate and total case rate met the SHARE initiative FY08 goals.
- **Motor Vehicle/Seat Belt Safety** – The National Geospatial-Intelligence Agency had 18 government motor vehicles accidents in FY08. None resulted in injuries to drivers or occupants.

Employee Support

Training – The Transition to Supervisor Briefing has been updated and revised. Computer based Ergonomic training continues to be made available to National Geospatial-Intelligence Agency employees via an online commercial source accessible from the Agency’s unclassified Intranet Homepage.

- NGA will continue to support the professional growth and development of ESOH employees by encouraging attendance and funding professional and technical workshops.

Accomplishments – The National Geospatial-Intelligence Agency accomplishments for FY08 included the following:

- Conducted Environmental Safety and Occupational Health Audits at NGA Reston and Washington Navy Yard. The St. Louis and Arnold location environmental safety and occupational health audits were conducted by the United States Air Force.
- Acquired and distributed over 75 medical travel kits to NGA deployers and TDY personnel traveling to isolated locations.
- Obtained senior level support for a clinical psychologist government position to develop and implement a pre and post deployment psychological screening program for NGA deployed personnel to comply with DoD requirements.
- Reviewed and updated the Agency’s Occupational Safety and Health Instructions.
- Completed renovations of Bethesda Health Clinic to accommodate increase in medical staff to support the NGA deployment program.

- Developed and implemented an on-line occupational accident, injury, and illness reporting system using the PeopleSoft Safety and Health module. The new system allows supervisors to submit required OSHA information to the site safety office for review and approval utilizing “drop down” menus improving data accuracy and reducing accident reporting lag-time.

Goals - The National Geospatial-Intelligence Agency will continue to strive to reduce occupational related injuries and illnesses and provide world-class health clinic services in FY09 by:

- Implementing pre-deployment screening program for NGA deployed personnel.
- Identifying resource impacts to fully implement the post deployment program.
- Develop performance statements of work for occupational health medical services for new NGA East Campus.
- Conduct self-assessments at major NGA installations.
- Maintain and strengthen our internal and external contacts so that the Agency’s safety and injury/illness reporting system will continue to improve the reliability of our OWCP & COP injury/illness information.

Detailed Report

I. Statistics

A. Injury and Illness Statistics

a. Injury and illness rates

	FY 2007	FY 2008	Change
Number of Federal Civilian Employees , including full-time, part-time, seasonal, intermittent workers	Classified	Classified	Classified
Number of Federal Civilian Employees that Perform Emergency Response and Disaster Recovery Operations , including full-time, part-time, seasonal, intermittent workers	N/A	N/A	N/A
Number of Supervised Contractors that Perform Emergency Response and Disaster Recovery Operations , including full-time, part-time, seasonal, intermittent workers	N/A	N/A	N/A
Number of Volunteers that Perform Emergency Response and Disaster Recovery Operations , including full-time, part-time, seasonal, intermittent workers	N/A	N/A	N/A
Total Cases Injury/Illness (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities)	87	79	-9.2%
a. Total Injury/Illness Cases Related to Emergency Response and Disaster Recovery Operations (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities)	N/A	N/A	N/A
Total Case Rate (rate of all injury/illness cases per 100 employees)	1.12	1.02	-9.2%
Lost Time Cases (number of cases that involved days away from work)	14	13	-7.1%
a. Lost Time Cases Related to Emergency Response and Disaster Recovery Operations (number of cases that involved days away from work)	N/A	N/A	N/A
Lost Time Case Rate (rate of only the injury/illness cases with days away from work per 100 employees)	0.18	0.17	-7.1%
Lost Work Days (number of days away from work)	202	199	-1.5%
a. Lost Work Days Related to Emergency Response and Disaster Recovery Operations (number of days away from work)	N/A	N/A	N/A
Lost Work Day Rate (per 100 employees)	2.60	2.56	-1.5%

b. Emergency Response and Disaster Recovery Operations

The National Geospatial-Intelligence Agency employees, contractors or volunteers do not conduct emergency response and/or recovery operations in response to declared disasters.

c. Facilities with high injury and illness rates

The National Geospatial-Intelligence Agency continues to maintain low injury and illness case rates. The Agency credits an aggressive new employee and supervisor awareness program.

B. Fatalities and Catastrophic Incidents

The National Geospatial-Intelligence Agency had no occupational fatalities or catastrophic incident cases during FY 2008.

C. Office of Workers' Compensation Programs Costs

	CBY 2007	CBY 2008
Total Chargeback	\$1,800,617.36	\$1,789,343.58
Total Continuation of Pay (COP)	\$53,937.00	\$88,329.00
Total Chargeback + COP	\$1,854,554.36	\$1,877,672.58
Chargeback for Cases that occurred in the CBY	\$15,668	\$23,855

II. OSH Initiatives – SHARE & Motor Vehicle and Seat Belt Safety

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

a. SHARE Analysis

- The National Geospatial-Intelligence Agency had no occupational fatalities in FY 2008.
- Total injury cases decreased 9.2% with 79 cases in FY08 compared to 87 cases in FY07.
- Lost-time cases declined 7.1% with 13 cases in FY08 compared to 14 cases in FY07.
- NGA’s total case rate of 1.02 successfully met the FY08 SHARE Initiative goal of 2.03.
- NGA’s lost-time case rate 0.17 successfully met the FY08 SHARE Initiative goal of 1.02.

b. OWCP and COP Costs

- OWCP cost of \$1.7M decreased 0.63% from FY07 cost of \$1.8M.
- COP cost of \$88K increased 63.7% from FY07 cost of \$53K.
- The small number of mishaps does not represent any clusters based on location, type or cause.
- A total of four cases reflect 74% of the total days away from work for a total of 148 of the 199 days.

B. Motor Vehicle / Seat Belt Safety

a. Number of motor vehicles accidents experienced by employees in FY 2008.

	FY 2007	FY 2008	Change
Number of motor vehicle accidents experienced by employees	29	18	-37.9%
Number of accidents resulting in personal injury	0	0	0
Number of accidents resulting from emergency response and disaster recovery operations	N/A	N/A	N/A
OWCP costs of accidents	N/A	N/A	N/A
Vehicle repair costs due to accidents	31K	36K	16.1%
Amount of liability claims against the agency due to accidents	N/A	N/A	N/A

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

The National Geospatial-Intelligence Agency employees were involved in 18 government motor vehicles accidents in FY08. NGA has posted signs at entry and exit points and in U-drive log books requiring seatbelt use while operating a motor vehicle. NGA has no specific mechanism to document the number of employees who actually wear seatbelts other than through accident reporting.

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

NGA includes the requirement to use seat belts in employee orientations and stresses seatbelt use at major holidays (Memorial Day, July 4th , Labor Day, Thanksgiving and Christmas) through special messages and announcements on our internal networks to all employees.

III. Employee Support

A. OSH Training

Training offered includes:

- Transition to Supervisor course for new supervisors which outlines their ESOH duties as a supervisor. (72 trained FY08)
- Government Purchase Cardholders course for purchase cardholders, which outline their duties to “green” purchase and increase safety, health, and environmental awareness among NGA purchase cardholders. (175 trained FY08)
- New employee Orientation course that includes an ESOH module (180 trained FY08)
- Contracting Officers Representative course with includes an ESOH module. (300 trained FY08)
- Ergonomic awareness training through our computer based ErgoClinic that is available to all employees via the NGA intranet homepage.
- Orientations by supervisors on emergency procedures and job hazards (new employee and new assignments numbers not tracked).

For work roles with potential chemical or physical hazards, a job hazard analysis is completed. NGA has an aggressive Work/Life program that complements the Safety and Occupational Health (SOH) program.

B. Field Federal Safety and Health Councils

- a. Involvement: NGA had minimal involvement with Field Federal Safety Councils. ESOH staff will be encouraged to get more involved in their local Federal safety councils in FY09.

- b. Field Council Support: NGA ESOH personnel will be encouraged to attend future meetings of the Field Federal Safety and Health Council as the NGA mission allows.

C. Other Support Activities- NGA supports the professional growth and development of ESOH employees by encouraging attendance and funding professional and technical workshops. The National Geospatial-Intelligence Agency staff participated in the Intelligence Community (IC) Environmental and Occupational Safety and Health Conference to share lesson learned with our IC partners.

IV. Self-Evaluations

- The National Geospatial-Intelligence Agency conducted environmental safety and occupational health audits at NGA Reston and Washington Navy Yard. This year the evaluations have lead to the removal of approximately 7500 pounds of an ozone depleting-substance, the removal of one underground storage tank and the testing and upgrading of another storage tank. The self-evaluations have helped to integrate ESOH principles within our Acquisitions Directorate policy and program offices.

V. Accomplishments for FY 2008

- Conducted Environmental Safety and Occupational Health Audits at NGA Reston and Washington Navy Yard. The St. Louis and Arnold location environmental safety and occupational health audits were conducted by the United States Air Force.
- Acquired and distributed additional 75 medical travel kits for NGA deployers and TDY travelers to isolated locations.
- Obtained senior level support for a clinical psychologist government position to develop and implement a pre and post deployment psychological screening program for NGA deployed personnel to comply with DoD requirements.
- Reviewed and updated the Agency's Occupational Safety and Health Instructions.
- Completed renovations of Bethesda Health Clinic to accommodate increase in medical staff to support the NGA deployment program.
- Developed and implemented an on-line occupational accident, injury, and illness reporting system using the PeopleSoft Safety and Health module. The new system allows supervisors to submit required OSHA information to the site safety office for review and approval utilizing "drop down" menus improving data accuracy and reducing accident reporting lag-time.

VI. Resources - No additional significant one-time or permanent resources were needed for abating workplace hazards, research and development or training.

VII. FY09 Goals

- Implement pre-deployment screening program for NGA deployed personnel.
- Identify resource impacts to fully implement the post deployment program
- Develop performance statements of work for occupational health medical services for new NGA East Campus.

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APPENDIX XIV
NATIONAL SECURITY AGENCY
(Report is For Official Use Only)

APPENDIX XV

WASHINGTON HEADQUARTERS SERVICES



**WASHINGTON HEADQUARTERS SERVICES
DEFENSE FACILITIES DIRECTORATE**

**Annual Occupational Safety and Health Report to the Secretary of Labor
FY2008**

Name of Department/ Agency: Washington Headquarters Services (WHS) and WHS Serviced Organizations

Address: 1155 Defense Pentagon, Washington, DC 20301

Number of federal civilian employees this report covers: approximately 7,893 employees. WHS employees working at the Raven Rock Mountain Complex are not included in this report.

	Name	Official Title	Telephone	E-mail
DASHO:				
OSH Manager:	Michael Stebbing	Environmental & Safety Branch Manager	703.693.3683	Michael.Stebbing@whs.mil

Executive Summary

Statistics

- **Injury and Illness Trends**

While not directly comparable to the Office of Workers Compensation Programs (OWCP) data, WHS injury and illness rates (calculated from the OSHA 300 log) remained well below the overall Federal Government's rates of 3.3 (TCIR) and 1.6 (DART), and the Department of Defense 2.9 (TCIR) and 1.5 (DART). WHS rates remained static whereas overall DoD rates increased slightly. The number of covered WHS-Serviced Organizations continues to fluctuate. Last year there was a net increase of employees covered. TCIR and DART rates were unchanged but in actual numbers they were 0.1 and 0.1 respectively per case. The rates remained even despite an increase in the total population covered.

Slips, trips, and falls remain the major hazard among the majority of WHS and WHS-Serviced Organizations. Ergonomic (strains, sprains/overexertion) remain the number one hazard facing the police force and to some smaller degree the trades. The last major category of hazards involves being struck-by. These were often associated with maintenance tasks or manual material handling.

- **Occupational Injury and Illness Cases and Case Rates**

For the reporting period, the Safety Office's total number of OSHA recordable cases for FY08 were 130. This represents an increase of 46 cases when compared to the reporting period for FY07. There were 56 cases involving lost-time or restricted duty. This represents a decrease of 20 cases when compared to the FY07 reporting period. The number of employees covered increased by 1,098. OWCP statistics are as follows: total OWCP cases were 60, an increase of 31 from FY07; the OWCP case cost was \$1,856,397, an increase of \$574,407 or 44.8% from FY07; and average cost per case was \$9,673, an increase of \$4,421 or 84% from FY07.

- **Emergency Response and Disaster Recovery Operations.**

For the reporting period employees for WHS and WHS-Serviced Organizations did not perform any emergency response and/or disaster recovery operations as defined for this report. WHS did conduct two disaster preparedness exercises in FY08. Coordination with Federal and local agencies to assure disaster preparedness plans and efforts are inline with recognized standards will continue in FY09.

- **Fatalities – No reported fatalities in FY08**

OSHA Initiatives

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

WHS Progress in Meeting the Four Goals of the SHARE Initiative: for the reporting period, WHS did not meet 3 of the SHARE goals.

1) WHS did not meet goal #1 of reducing total injury and illness case rates by 3% per year. WHS TCIR Injury and Illness rate remained even at 1.2 when compared to the rate for FY07.

2) WHS did not meet goal #2 of reducing lost time injury and illness case rates by 3% per year. WHS Injury and Illness DART rate remained even at 1.1 when compared to the rate for FY07.

3) WHS did meet goal #3 of increasing the timely filing of injury and illness claims by 5% per year. WHS on-time claims filing percentage increased to 59.6%.

4) WHS did not meet the goal of reducing the rate of lost production days due to injury and illness by 1% per year. For every 100 employees, WHS and WHS-Serviced Organizations lost 12.0 days of productive work. WHS actual injury and illness number of days away rate (loss production) increased 4.7 days.

When working with rates this small, percentage changes are not representative and give a false impression of drastic changes when in this case the change is statistically insignificant.

WHS works closely with other safety offices, DiLorenzo TRICARE Health Clinic (DTHC), Administrative Officers and Supervisors to expedite employee returns to full duty and to minimize worker compensation costs.

- **Motor Vehicle/Seatbelt Safety**

The WHS motor vehicle safety efforts included a general awareness campaign with flyers, use of an electronic bulletin board known as InfoNet, and reminders handed out at several public events at the Pentagon.

In April 2008, OSD-ATL sponsored a large motorcycle safety awareness event which took place in the Pentagon North Parking Lot. The event was open to all military personnel and DoD civilians in the National Capitol Region.

- **Recordkeeping Requirements**

The greatest difficulties still remain with trying to integrate data from the Workers Compensation System. The differences in recordability for loss-time, illness, and restricted duty cases essentially require two separate systems that impose significant difficulty in trying to reconcile, correlate, and compare cases. Further adding to the complexity, the responsibility for maintaining the OSHA log is separate from those populating and maintaining the compensation data.

- **Employee Support**

Over 600 WHS and Pentagon employees were trained in FY08. WHS dedicates a significant amount of resources to training workers in a variety of safety and health topics; depending on regulatory requirements and the work hazard profile. The primary focus of WHS mandatory training efforts is on the highest hazard workforces within the WHS management structure. Each has a unique mission that requires mission-centric safety training tailored to address hazards identified within their respective workforces. Unfortunately, the agency with the greatest hazardous exposures, and highest accident rates Pentagon Force Protection Agency (PFPA), only recently acquire safety assets.

WHS attempts to accommodate all WHS-Serviced Organizations. It must be recognized that the WHS safety budget is derived from a portion of the rent collected by tenants in the Pentagon and NCR. Also, there are management challenges requiring employees from another agency to participate, provide resources, and in worse case scenarios enforce or demand accountability for safety and health issues and non-compliance when they occur. As a result, the consequence is injury or illness that could likely have been prevented.

WHS resource constraints do not allow the luxury of dedicating a significant amount of time for participation in the Federal Safety and Health Councils. However, several employees participated in some local council meetings.

Detailed Report

I. Statistics

a. Injury and Illness Statistics

i. Injury and illness rates—

Injury and illness rates remain well below the Overall Federal Government's rates of 3.3 (TCIR) and 1.6 (DART) and the Department of Defense's 2.9 (TCIR) and 1.5 (DART). WHS's rates remained statistically static whereas the overall DoD's rates increased slightly. The number of serviced agencies continues to fluctuate covered and this resulted in a net decrease of employees covered. Even though there was an increase in the number of employees covered as compared to last year, the overall rates per 100 employees remain statistically static.

Slips, trips, and falls remain the major hazard among the majority of WHS and WHS-serviced organizations. Ergonomic (strains, sprains/overexertion) remain the number one hazard facing the police force and to some smaller degree the trades. The last major category of hazards involves being struck-by or person initiated struck-against hazards. These were often associated with maintenance tasks or manual material handling.

We believe that many mishaps are not reported. Furthermore, based on a fact finding tour at the Federal Law Enforcement Training Center (where Pentagon PFPA trains) we learned that cases involving heat stress, heat stroke, and loss of consciousness are not being reported. The likely reason are these cases are often not put in for compensation actions. The medical staff at the training center reported to us that these cases do occur frequently based on the nature of the training and the location of the facility.

Uneven walking surfaces, like parking lots, or wet floors continue to pose challenges to injury reduction. Another factor in the rates is the conservative nature of the medical community to place an injured employee on restricted duty for 1 or 2 days for even the slightest first aid injury. WHS is working with the medical community to better educate them that duty restriction cases need to be directly related to job function and the impact to perform their jobs in order for restriction of duty cases.

	FY 2006	FY 2007	FY 2008	Change
Number of Federal Civilian Employees , including full-time, part-time, seasonal, and intermittent employees	7,981	6,795	7,893	(1,098)
Total Cases Injury/Illness (number of injury/illness cases – no lost-time, first aid, lost-time and fatalities)	90	84	130	46
Total Case Rate (rate of all injury/illness cases per 100 employees)	1.1	1.2	1.2	unchanged
Lost Time Cases (number of cases that involved days away from work)	76	76	60	(-11)
Lost Time Case Rate (rate of only the injury/illness cases with days away from work per 100 employees)	1.0	1.1	1.1	unchanged
Lost Work Days (number of days away from work)	642	516	362	(-154)
Lost Work Day Rate (per 100 employees)	6.7	7.3	7.9	0.6 (9%)

ii. Facilities with high injury and illness rates –

Overall injury and illness rates remain well below industry averages. The Pentagon Force Protection Agency has the highest rates (3.7 TCIR, 3.5 DART) among all of the WHS and WHS serviced organizations. A majority of their injuries are a strains and sprains as result of training accidents. The police officers training consists primarily with learning various techniques in apprehending criminals. While they wear personal protective equipment, the physical nature of training to arrest people can result in strains, bumps, and bruises. In FY08 there were two accidental shootings at the Pentagon firing range. Each shooting was determined to be caused by human error. Two significant injuries resulted from these incidents.

b. **Fatalities** – No fatalities during the FY2008 reporting period.

c. **Office of Workers’ Compensation Programs Costs** –

Total Chargeback (CB) and COP cost increased by \$553,235 from previous Chargeback year 2008 (CB08). Medical cost increased by \$110,942, and compensation cost increased by \$442,292. A total of 47 fewer claims were reported in CB08.

One reason compensation cost is higher in CB08 is because an agency received a Third Party Claim Reimbursement of \$295,560 in CB07 for a 9/11 terrorist attack death claim. The surviving spouse received a settlement against the private sector claim and OWCP was reimbursed for the cost of the FECA entitlement. OWCP credited the reimbursement back to the agency through the chargeback system.

	CBY 2007	CBY 2008
Total Chargeback	\$1,197,561	\$1,750,796
Total Continuation of Pay (COP)	\$84,429	\$105,601
Total Chargeback + COP	1,281,990	1,856,397
Chargeback for cases that occurred in the CBY	228	181

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

i. Tracking accidents –

WHS adopted the hazard categories described in OSHA’s Job Hazard Analysis Publication and by body part affected. Reviewing the accidents and breaking them down by cost by nature of the injury, such as laceration, contusion, and muscle strain would be burdensome to develop for this report, and in our professional opinion would detract from the purpose of the accident investigation, which is to determine the hazard, and the contributing factors that lead to the injury or illness. The hazard categories in the OSHA publication provide standardization, and help investigators focus on the causes in a methodical way. Medical conditions, such as contusions and lacerations can be a misleading measure of hazard severity.

Cases Involving Costs FY08

Top Hazards	No.	Medical Costs	Lost Wages Cost	Total Cost	Average Cost/Case	% of \$ Total	%of Injuries
<i>Fall (Slip, Trip)</i>	9	\$11,134.71	\$5,783.23	\$16,917.94	\$1,712.04	29.6%	36%
<i>Ergonomics (Overexertion)</i>	12	\$19,185.91	\$5,739.07	\$24,924.98	\$2,292.01	43.6%	48%
<i>Struck Against</i>	1	\$214.96	0	\$214.96	\$214.96	0.4%	4%
<i>Struck By (Mass Acceleration)</i>	3	\$2,885.56	0	\$2,885.56	\$961.85	5%	12%
<i>Biological</i>	1	\$8,158.68	\$4,058.53	\$12,217.21	\$12,217.21	21.4%	4%
Total	25	\$41,559.82	\$15,580.83	\$57,140.65	\$2,285.63	100%	100%

Top Body Part	No.	Medical Costs	Lost Wages Cost	Total Cost	Average Cost/Case	% of \$ Total	%of Injuries
<i>Shoulder</i>	2	\$8,058.48	0	\$8,058.48	\$4,029.24	14.1%	8%
<i>Ankle</i>	6	\$13,761.52	\$7,566.23	\$21,327.75	\$3,554.63	37.3%	24%
<i>Knee</i>	2	\$1,174.08	\$546.88	\$1,720.96	\$860.48	3%	8%
<i>Hand/Fingers</i>	1	\$214.96	0	\$214.96	\$214.96	0.4%	4%
<i>Back</i>	4	\$2,816.49	0	\$2,816.49	\$704.12	4.9%	16%
<i>Wrist</i>	1	\$1,561.29	0	\$1,561.29	\$1,561.29	2.7%	4%
<i>Leg</i>	4	\$9,114.36	\$7,317.46	\$16,431.82	\$4,107.95	28.7%	16%
<i>Face</i>	2	\$2,442.78	0	\$2,442.78	\$1,221.39	4.3%	8%
<i>Neck</i>	1	\$1,713.36	0	\$1,713.36	\$1,713.36	3%	4%
<i>Other</i>	2	\$702.50	\$150.26	\$852.76	\$426.38	1.5%	8%
Total	25	\$41,559.82	\$15,580.83	\$57,140.65	\$2,285.63	100%	100%

Agency	No.	Medical Costs	Lost Wages Cost	Total Cost	Average Cost/Case	% of \$ Total	%of Injuries
<i>PFFPA</i>	16	\$25,422.33	\$8,403.16	\$33,825.49	\$2,114.09	59.1%	64%
<i>OSD</i>	1	\$1,713.36	0	\$1,713.36	\$1,713.36	3%	4%
<i>PBMO</i>	3	\$3,970.38	\$5,933.81	\$9,904.19	\$3,301.40	17.3%	12%
<i>AWG</i>	2	\$1,781.69	0	\$1,781.69	\$890.85	3.1%	8%
<i>Misc./Other</i>	3	\$8,692.06	\$1,243.83	\$9,935.89	\$3,311.96	17.4%	12%
Total	25	\$41,559.82	\$15,580.83	\$57,140.65	\$2,285.63	100%	100%

ii. Controlling Trends—

During the reporting period, WHS undertook a number of measures to reduce injury and illness rates. One particularly significant effort has been updating the WHS safety and health management system. The new system, called the Integrated Safety, Environmental and Fire Management System (ISEFMS) focuses on integrating overall safety and health efforts, improving metrics and performance measurement, and improving consistency with policy implementation.

Contract employees—

iii. Contract employees covered by the OSHA 300 requirements, i.e., those supervised by federal personnel on a day-to-day basis

If a temporary employee is injured on the job, they would be added to the WHS OSHA log, but knowing even an approximate number of this classification of a contractor is difficult to acquire. Currently, WHS has no mechanisms in place in which to capture this information. To obtain this information would require standardization across multiple agencies' procurement processes and having well defined reporting mechanisms. This creates a significant issue with calculating accurate case incidence rates. For purposes of rate calculations, we have made the assumption that temporary employees make up an additional 5% of the total work force.

Contract employees who are an integral part of your agency's federal workforce, but not covered by the OSHA 300 requirements (if available)

If a contractor or visitor is injured while on government property, the Safety Office will conduct an investigation and develop controls to prevent recurrence. However, there are no current mechanisms in place to capture this information. In some cases this would require contractual language to obtain it. This requirement would be extraordinarily burdensome to obtain and manage. This is especially true across numerous agencies, and in areas where there are national security concerns that would make it difficult to obtain this information.

iv. Separate but regular contract employees, such as security and housecleaning personnel (if available).

There are no mechanisms in place to capture this information, in some cases would require contractual language to obtain it. This requirement would require additional resources to obtain and manage. While we understand this is a requirement of OSHA's Voluntary Protection Programs (VPP), this information is not used in any meaningful way and does not contribute to participation or status within that program. What OSHA's VPP has learned is that this information is vital in *selecting* a contractor. VPP sites rarely hire contractors with high injury and illness rates, and the Federal Government should be no different. It is our understanding that current Federal Acquisition regulations do not allow a company's accident history to be a major determining factor in contract award.

e. **Volunteers**— Not Applicable

II. OSHA Initiatives – SHARE, Seat Belt Safety, and Recordkeeping Requirements

- a. **SHARE**—Safety, Health and Return-to-Employment Initiative
 ii. SHARE Analysis—

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

WHS did not meet this goal. The WHS injury rate remained at 0.1. With injury rates around 1 per 100 employees, the ability to reduce this rate further will require resources to exponentially grow for small percentage point gains. This is not to say that improvements cannot be made in the overall safety and health management system, there is significant room to improve in this area. In that regard, the primary efforts WHS is currently involved in are hazard-based, specifically improving hazard recognition and refining a system for hazard tracking abatement to assure hazardous exposures are eliminated or controlled. In addition to reducing exposure to hazardous conditions, this will help demonstrate that safety is a value within the organization, and that top management values a safe workplace.

Secondly, in order for rates to remain consistently below industry averages, the culture of the organization needs to be one in which top management embraces safety when setting mission objectives, and that employees feel empowered to actively initiate hazard corrections of unsafe conditions themselves and are rewarded for it. In order to improve in this area WHS will be benchmarking itself against other Federal Agency worksites that have achieved VPP Star status.

2. Reduce lost time injury and illness (otherwise known as Days Away, Restricted or Transferred (DART)) case rates by 3% per year.

WHS did not meet this goal. WHS Injury and Illness DART rate remained at 0.1. Ninety percent (90%) of the time when WHS experiences an OSHA recordable accident it involves lost time and/or restricted duty. One cause of this is the conservative nature of the medical community to place an injured employee on restricted duty for 1 or 2 days for what appear to be minor first aid injuries. WHS is working with the medical community to better educate our medical service providers that duty restriction cases need to be directly related to job function and the impact to perform their jobs in order for restriction of duty cases. This should reduce the amount of questionable cases and reduce the rates to a truer representation of the exposures. Three cases which resulted in a significant amount of lost time (two accidental shootings and one fall) impacted the statistics.

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

WHS did meet goal #3. WHS late claims filing increased by 11.5%, meeting the third SHARE goal to improve the timely filing of claims by at least 5%. WHS on-time claims filing percentage increased to 76.1%, an increase of 11%.

To improve the timeliness of claims, WHS continues to implement a process change for PFPA injury forms because the majority their claims were not filed within the 14-day time requirement. Forms are now signed on a daily basis and faxed to WHS upon completion. WHS continues to emphasize to management timely workers compensation claims reporting in the coming years. Timeliness statistics are from DOL database and reflect all “other” Defense agencies.

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

WHS did not meet this goal. For every 100 employees, WHS and WHS-Serviced Organizations lost 7.6 days of productive work. WHS actual Injury and Illness number of days away rate (loss production) went up 0.3 days equating to a 3.7% increase.

PFPA mishaps dominate these statistics. For every 100 PFPA employees they experience 27.8 lost and/or restricted workdays. The physical nature of a police officer’s job is such that any minor strain or sprain prevents the officer from being able to perform their expected duties.

To improve lost production days LMER continues to fax light duty offer letters to treating physicians and controvert/question claims not within regulatory requirements.

iii. SHARE Programs/Initiatives –

Injury & Illness prevention remains the primary objective and goal of WHS. Under the Occupational Safety & Health goals, no specific programs were introduced to meet these goals. WHS’ approach is to implement a comprehensive and integrated safety and health management system that focuses on early hazard identification, and then eliminating and controlling those hazards once found. Successful implementation of the management system should result in a reduction in injury and illness rates. WHS is looking to more pro-active and leading indicators of safety and health rather than after-the-fact injury rates that have no meaningful or direct statistical correlation to actual safety and health efforts.

The first step in this process has been a comprehensive hazard mapping of the high hazard areas of the Pentagon Reservation utilizing a Graphical Information System (GIS) and database. Efforts began in late FY06 and were completed in FY08. A database has been developed and provides a graphical software tool that facilitates the identification, risk ranking, control systems, and monitoring of high hazards and permits rapid communication of hazards to affected personnel such as first responders and maintenance staff.

Secondly, WHS has been focusing on developing a hazard tracking system to help assure identified hazards are corrected in a timely manner. One of the metrics that will be developed and reported upon is time responses for hazard correction. This will be an indirect measure of management commitment to safety and health and a direct measure of hazards abated, and how well/quickly. Considering this, a significant requirement (prompt abatement of hazards (29CFR1960.30 (a)), it makes a logical choice for goals and metrics. While the database is now in place, a lack of resources is preventing full utilization of this system. Data management, tracking, trending, and monitoring require a significant amount of effort, even with automated

data tracking systems, which exceed our available resources for the scope and complexity of operations at the Pentagon and Pentagon Reservation.

The largest shortcoming of the percent reduction approach is that for organizations that have relatively low rates or a rate of zero, it becomes impossible to meet the goal, or exponentially more expensive to achieve smaller and smaller gains. In organizations with high accident rates a percentage rate reduction gives an unintended goal to only hurt 100 employees this year instead of 120. The OSHA VPP program has demonstrated that better and more meaningful goals are ones that focus on quality measures of the safety and health program rather than accidents. For example, a goal that senior managers participate in 10% of all safety inspections, or employees can communicate the safety and health policy when asked 85% of the time.

b. Motor Vehicle / Seat Belt Safety

ii. Number of motor vehicle accidents experienced by employees in FY 2008.

WHS is not aware of a vehicle accident that resulted in an injury in the last fiscal year. Currently, there are no mechanisms in place across WHS and WHS-Serviced Organizations to capture this information easily.

Because WHS is a small agency, and the fleet of vehicles it does manage is a relatively small number, WHS has historically relied on DoD Instructions and DoD policies for traffic safety.

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

The PFPA did not conduct regular seat-belt compliance studies the past fiscal year. WHS does not currently have a mechanism in place to correlate the drivers and passengers in motor vehicle accidents and if they were wearing seat belts at the time of an accident.

In the last annual report it was cited that privately owned vehicles coming onto the Pentagon Reservation drivers were found wearing their seat belts 89% of the time, whereas drivers operating government vehicles are found wearing their seat belt only 66% of the time. Since there were no major efforts to address this area it is likely to assume that the statistics would be similar this year.

The difficulty in enforcing this policy and the lack of consequences for breaking this rule likely contributes to the poor performance of government drivers. The statistics suggest that a majority of people do value and wear seat belts when driving their own vehicles, so in some part it is puzzling that these practices would not transfer to driving government vehicles.

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

Significant resource limitations and higher hazard priorities do not permit a significant effort to be directed to these activities at this time. Enforcement of these policies is with another agency, and the multiple agency nature of WHS-Serviced Organizations makes it difficult to enact policies, outreach and training.

In traditional safety programs in the private sector, operators of company owned vehicles are required to have to demonstrate acceptably safe driving records (annually) through their local/state moving violation reports before being allowed to operate the vehicles. Currently, there appears to be several philosophical, policy, and possible legal impediments to utilizing this standard tool within the government.

c. Recordkeeping Requirements

ii. Implementation –

The greatest difficulties come with trying to integrate the data from the Workers Compensation System. The differences in recordability for loss-time cases, illness cases, and restricted duty cases essentially require two separate systems that impose significant difficulty in trying to reconcile, correlate and compare cases.

iii. Data—*OSHA 300 Log Systems*

- What system(s) were developed to record and track these incidents/accidents? Is this done electronically or manually?

WHS uses a custom developed Microsoft Excel™ spreadsheet for the OSHA 300 log, 301 Information Sheet as well as for injury and illness metrics. It then converts this information into monthly Dashboards and metrics charts.

- Does the system allow the data to be aggregated so it can be reviewed at the national level? If yes, does the aggregated information include the average number of employees and the total hours worked by employees in the last year?

The data is aggregated and manipulated in several different ways. Employee hours are estimated based upon the number of employees reported by the Human Resources Department. Since no systems are in place to aggregate or even track temporary employees, these are estimated.

- Does the system encompass OWCP filing, or is it separate?

No, it is completely separate system. Reports from the compensation database are e-mailed out of courtesy to the Safety Office, but if the person is sick or out of the office, the information can be significantly delayed or “fall into a crack” and get overlooked.

- Does the system also track no-injury accidents or near misses?

Yes, WHS tracks first aid cases, and to a small degree near misses when the information is available to the office. Currently, a near miss system does not exist that would allow everyday employees to report near misses, other than by traditional means such as e-mail or a phone call. The multi-agency/organization set up makes this difficult as not all of these groups even have access to WHS web sites.

- Would your agency be interested in a government-wide recordkeeping system? If yes, please describe what such a system should encompass.

Yes, past experiences have demonstrated NASA has implemented a very good near-miss program. This would be a good beginning point for future efforts.

- Describe how the agency has used the data from the new OSHA 300 logs.

It is used as an indirect measure of the safety and health program's effectiveness. It helps in goal setting, not in terms of rates, but in helping to determine systemic problems that create trends. In a truly successful safety and health program there should be no trends if the hazard controls are adequate. There should only be random, unforeseeable events or failures. Lastly, they serve as a benchmark for comparison to other organizations (both public and private).

Agency Volunteers

- How many volunteers did the agency have in CY 2006 and what types of services did they provide?

None that we are aware of.

- Is the agency recording incidents/accidents sustained by volunteers in the OSHA 300 logs? If yes, does the agency flag these entries as volunteers? How does the agency track the hours worked by volunteers to include on OSHA's Form 300A?

Not applicable.

- If the agency does not include volunteers in its OSHA 300 logs, please explain why not. Please explain if and how the agency is using another method to track these incidents/accidents.

III. Employee Support

a. OSH Training

ii. Employee Training—

WHS dedicates a significant amount of resources to the training of workers in a variety of safety and health topics depending on regulatory requirements and the work hazard profile. The primary focus of WHS mandatory training efforts is on the highest hazard workforces within the WHS management structure. Each has a unique mission that requires mission-centric safety training tailored to address hazards identified within their respective workforces.

An FY08 goal was to improve and implement general safety and health training for new employees and for supervisors. This intent of this new training was to cover a broad range of topics including rights and responsibilities, reporting, and hazard identification, etc. While we developed the training material in FY08, we will begin the training in Q2 FY09.

Last year WHS continued to develop an electronic training system which tracks all of the training an employee needs correlating to job description and activities, similar exposure groups for specific hazards, compliance requirements for mandatory training. This includes refresher training. While the system is not perfect, and is still undergoing revisions, it has helped assure that the refresher training we do provide does occur and employees receive it when necessary.

A significant training effort was completed under a special grant from the Defense Safety Oversight Council. This special group within the Department of Defense provided funding for the development of a new form of interactive 3D training, in which employees are immersed in a 3 dimensional experience by wearing special headset. The Pentagon was chosen as one of the 4 pilot projects. The primary training was completed in 2008. The training focused primarily on safety and health cultural aspects and improving safety and health values and behavior.

WHS training efforts include but are not limited to the following. Over 600 WHS and Pentagon employees were trained in FY08 in these various training courses:

- Initial/Recertification of Worker and Supervisory Asbestos Abatement Training
- Respiratory Protection and Fit Testing
- Electrical Safety (High and Low Voltage)
- Bloodborne Pathogens
- Cardio-Pulmonary Resuscitation (CPR) and AED
- Lock-Out/Tag-Out
- Confined Space Entry and Monitoring
- Hazard Communication
- Fork-Lift and Powered Industrial Vehicle
- Fall Protection
- For construction safety, 10-hour OSHA Construction Safety
- Specialty Hazard Based Training (e.g., Lead, Fall, Emergency Responder)
- Ergonomics
- Back Injury Prevention

An FY09 goal is to improve and implement general safety and health training for new employees and for supervisors. This new training will cover a broad range of topics including rights and responsibilities, reporting, and hazard identification, etc.

	Types of Training Provided in FY2008	Number Trained
Top management officials	1.None 2. 3.	None
Supervisors	1.Asbestos Supervisory Refresher 2.Lead Supervisory Refresher 3.	7 7
Safety and health specialists	1.VPPPA Regional Conference 2. 3.	2
Industrial Hygienists	1.Michigan Safety Conference 2.American IH Conference & Expo 3.Comprehensive IH Review Course 4. VPPPA Regional Conference	1 1 1 1
Collateral duty safety and health personnel and committee members	1.None 2. 3.	None
Employees and employee representatives	1. CPR/AED 2. Confined Space 3. Bloodborne Pathogens 4. Electrical Safety 5. Ergonomics 6. Fall Protection 7. Hazcom/Hazwoper 8. Respirators/PPE 9 Asbestos Related 10. Back Injury Prevention 11. LO/TO 12. Powered Industrial Trucks 13. Lead Worker 14. First Responders	198 39 31 30 45 38 Online 36 54 42 30 18 17 20

Contract Employee Training

WHS does not track this independently. Depending upon the class, some contractors can participate in training we provide such as training in First Aid/Cardio Pulmonary Resuscitation (CPR).

b. Field Federal Safety and Health Councils

- ii. Involvement – Attended only on an occasional basis.
- iii. Field Council Support – Lack of resources (specifically time and personnel) do not allow the luxury of dedicating a significant amount of time for participation in these endeavors. However, several employees participated in some local council meetings.

c. **Other Support Activities—**

Safety staff is encouraged and are allowed to participate in Safety and Health Professional Develop Conferences such as the National Safety Congress, Voluntary Protection Programs Participants Association and others.

d. **FY 2008 Accomplishments—**

ii. Evaluations—

WHS did not conduct a formal self-evaluation of its safety and health management system in FY08. Lack of resources prevented it. Regardless, WHS understands that many programs are not as effective as they could be and the process of improving existing programs has been slow due to diminished resources. During the last fiscal year 6 safety and health programs have been substantially changed and updated and are now undergoing safety and health peer reviews. Those programs account for some of WHS greatest at-risk populations and include: Control of Hazardous Energy (Lockout/Tagout); Confined Space Entry, Hearing Conservation, Safe Usage and Management of Self-Propelled Vehicles (SPVs) and Powered Industrial Trucks; Respiratory Protection; Asbestos Management; and Hearing Conservation.

iii. Return-to-work—

LMER controverted/questioned 23 claims in FY08. A total of 19 cases were denied by OWCP in FY08 (11 FY08 injuries and 8 FY07 injuries). The estimated lifetime cost avoidance of preventing two cases from going on FECA long term rolls is \$3,606,748 (TMA \$1,309,285 and PFPA \$2,297,463).

A site visit to the Federal Law Enforcement Training Center (FLETC) in Glynco, GA was conducted on October 24, 2007. The purpose was to collect information to be used to reduce injury and individual risk factors to Pentagon Police Officer Candidates participating in the Uniformed Police Training Program (UPTP) at FLETC. The trip was in accordance with the Secretary of Defense Reduction Initiative of 2006. This was a Team effort which consisted of employees from Pentagon Health Clinic, Pentagon Fit-to-Win, PFPA Training, WHS Safety, and LMER.

LMER initiated monthly PFPA/FLETC case review meetings with Pentagon Health Clinic physician and Fit-to-Win Director. The purpose of the meetings was to prevent future PFPA/FLETC injuries. The meetings help the Fit-to-Win Director develop a physical training program prior to PFPA Police Officer going to FLETC.

WHS continues to provide training and operational guidance to supervisors and employees concerning their responsibilities within the Office of Workers' Compensation Program. During FY 2008, WHS provided several training classes last fiscal year.

iv. Performance Standards—

In FY07, safety and health standards were not routinely established for WHS managers, supervisors or employees.

Under the new National Security Personnel System (NSPS) promoting workplace safety and security is a contributing factor in performance evaluations for supervisors. Feedback from the NSPS pay pool was: *instead of "burying" safety within a critical factor, they recommend creating boilerplate language across WHS for a performance objective for supervisors to give proper emphasis to the requirement for the practice of safety.*

WHS cannot comment reliably or intelligently regarding what the WHS-Serviced Organizations do in this regard. As was discussed elsewhere in the report, lines of authority, responsibility, and enforcement have not been well defined and agreed upon impeding efforts on this area.

v. Recognition—

Any recognition was done at the supervisory level and not as a result of any specific recognition programs.

Achievement of Fiscal Year 2008 Goals

Goal #1: Clarify the level of programmatic safety support, authority, responsibility, enforcement, and resource allocation for all WHS Serviced Organizations

This goal was not met in FY08 partly because the individual who wrote the goal left WHS mid-year.

Goal #2: Form and charter a Safety, Environmental and Fire Prevention Council that will report to WHS/DFD Board of Directors.

This goal was met via the formation of the Pentagon Safety, Environmental, and Fire Prevention Management Council (PSEFPMC). The Council is chaired by the Deputy Director for WHS/DFD. Council members include all major Pentagon Reservation components and tenants. The Council meets quarterly.

Goal #3: Form a Safety, Environmental and Fire Prevention working group at the Pentagon that includes representation from the various tenant organizations to provide a forum for issue resolution and information dissemination for Safety, Environmental and Fire Prevention activities.

This goal was met and is served by the PSEFPMC, which is detailed above. A Pentagon Helipad Safety Subcommittee has been convened and has met multiple times. In FY09 an Ergonomics Subcommittee will be convened.

Goal #4: An FY08 goal was to improve and implement general safety and health training for new employees and for supervisors. This new training will cover a broad range of topics including rights and responsibilities, reporting, and hazard identification, etc.

This goal was largely met by increasing the amount of safety and health training topics offered to our customers. Classroom attendance numbers, which increased during FY08, reflect this success. WHS Supervisory Safety Training material was developed in FY08. The training will be administered in Q2 FY09.

IV. Resources –

Washington Headquarters Services has a performance based industrial hygiene contract for the performance of indoor air quality, asbestos, and exposure monitoring. Additionally, this contract is used to accomplish much of the aforementioned safety and health training programs. This contract provides a man-year equivalency of 5 full-time equivalents. Additionally, as part of the update and implementation of the WHS ISEFMS, a contractor was used to assist in the overall evaluation and development of several updates ISEFMS programs.

In FY07, the Defense Facilities Directorate of WHS, the Directorate in which the Pentagon Safety Office resides, performed a staffing study of the entire directorate. This study reported that the current staff level is at 38% of the current estimated requirement to fully implement a comprehensive safety and occupational health program for WHS and WHS-Serviced Organizations. This support was improved in FY08 with the addition of two full-time industrial hygienists and a fire protection engineer to the WHS/DFD/SEMB staff.

V. Goals, Objectives, and Strategies –

WHS recognize significant improvements are still needed for the prevention of injuries and illnesses and compliance with applicable safety and health standards. Our overall documented goal is to: “Help prevent occupational injuries and illnesses through accurate and timely hazard identification, facilitating resourceful and relevant hazard abatement, and providing reliable and responsive communication.”

Goal #1: Continue holding quarterly meetings of the Pentagon Safety, Environmental, and Fire Prevention Management Council. The Deputy Director, Defense Facilities Directorate (DFD) is the Chairman of this Council.

Goal #2: Establish an Ergonomics Subcommittee to the above Council.

Goal #3: Complete a DFD Training Needs Assessment which reviews job tasks and required mechanical as well as personal protective equipment in order to match offices or functions up with required training and the frequency of that training.

Goal #4: Work to establish a model fire, environmental, safety and health program at the Heating and Refrigeration Plant.

Goal #5: Switch occupational health medical examinations from organization groupings to birth month and publish the annual DFD schedule. Assist in coordinating onsite visits by occupational health nursing staff to observe work practices.

VI. Questions/Comments

When will the Department of Labor reconcile the OWCP compensation system with the OSHA 1904 recordkeeping system? The disparities in recordability, filing requirements require agencies to maintain two separate and distinct systems at increased cost and burden. Accident statistics being displayed on the DoL/OSHA website are still using the compensation system records and it is confusing to many that might not understand loss time cases are now different than days away and restricted or transferred (DART) cases. For example, under the OWCP system the most lost time a case can be reported for is 45 days, whereas under the 1904 system it is 180 days. Disparities like that can really distort the understanding of the severity of a mishap when doing benchmarking.

Appendix I - Agency Contact Information Continuation Sheet

	Name	Official Title	Telephone	E-mail
Subagency Name:				
OSH Manager:				
Other Contact:				
Subagency Name:				
OSH Manager:				
Other Contact:				
Subagency Name:				
OSH Manager:				
Other Contact:				
Subagency Name:				
OSH Manager:				
Other Contact:				
Subagency Name:				
OSH Manager:				
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Other Contact:				
Subagency Name:				
OSH Manager:				
Other Contact:				

Contact:				
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Appendix II -Fatality Data Continuation Sheet

Fatalities	Cause – FY 2008
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