

U. S. Department of the Interior
Safety and Occupational Health Report
Fiscal Year 2002



Office of Managing Risk and Public Safety
February 2003

U. S. Department of the Interior

Safety and Occupational Health Progress Report

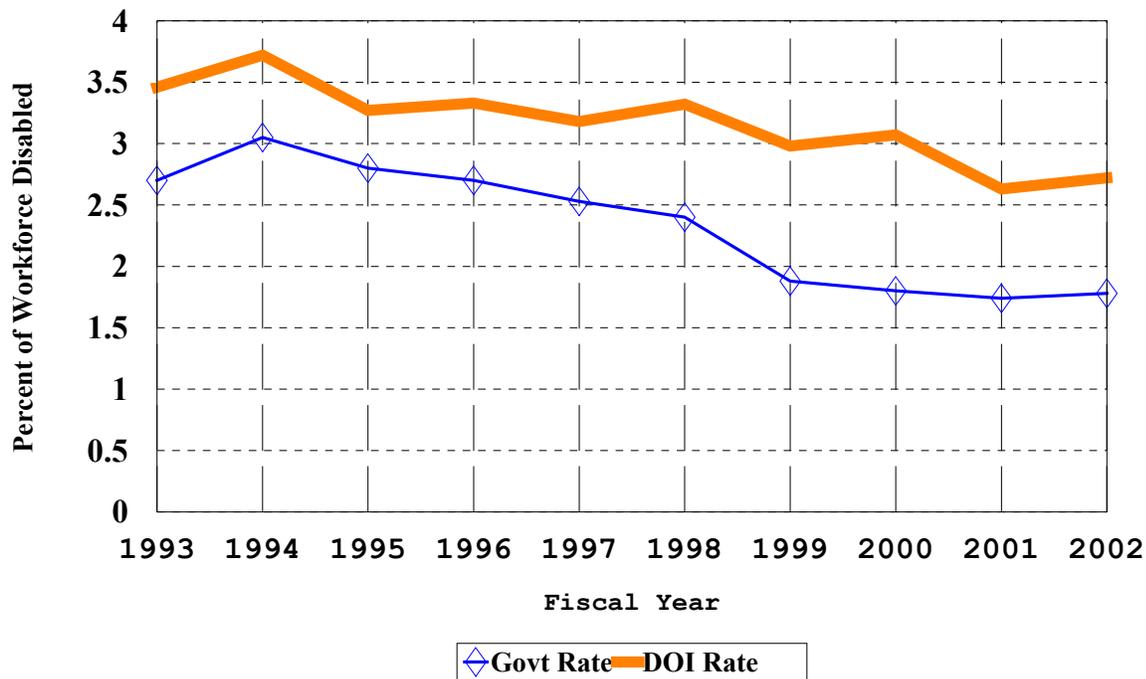
Fiscal Year 2002

1. Safety and Occupational Health Program Performance

Lost Time Illness and Injuries

The Department of the Interior's (DOI) lost time injury/illness rate stood at 2.7 for Fiscal Year (FY) 2002, compared to 2.6 in FY 2001. The "Lost Time Injury/Illness Rate" chart (below) traces DOI performance since FY 1993. The trend line continues to show a general reduction in the lost-time rate for both the short and long term.

U.S. Department of the Interior Lost Time Injury/Illness Rate



DOI Employees Only

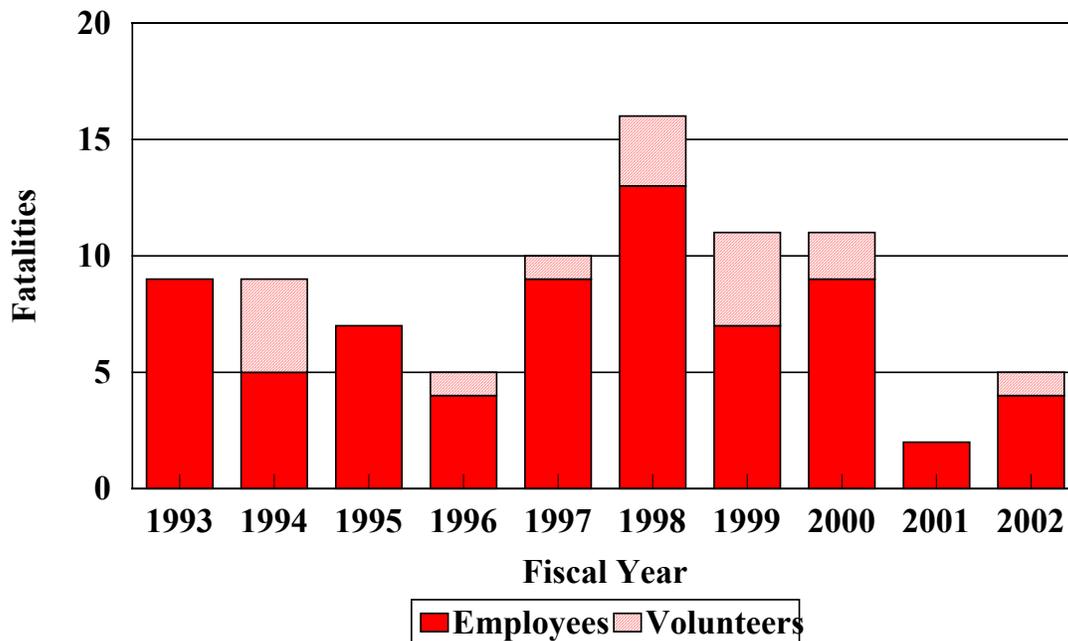
Fatalities

Four DOI employees and one volunteer were fatally injured while performing their duties during FY 2002. Bureau of Indian Affairs, Bureau of Land Management, National Park Service, and Office of Surface Mining employees were involved.

The accidents included an employee who suffered a stroke while taking the “Pack Test” for firefighter certification, a ranger shot by a suspect along the U.S. border with Mexico, another ranger struck by a car and an employee struck by a car. A volunteer died as a result of an allergic reaction to bee stings.

The “Employee and Volunteer fatalities” chart (below) shows the number of fatalities suffered yearly in the Department since FY 1991.

U.S. Department of the Interior Employee & Volunteer Fatalities



Office of Workers Compensation (OWCP)

Office of Workers Compensation costs for the Department have remained at a level close to \$50 million for the past decade. On a yearly basis the costs have been:

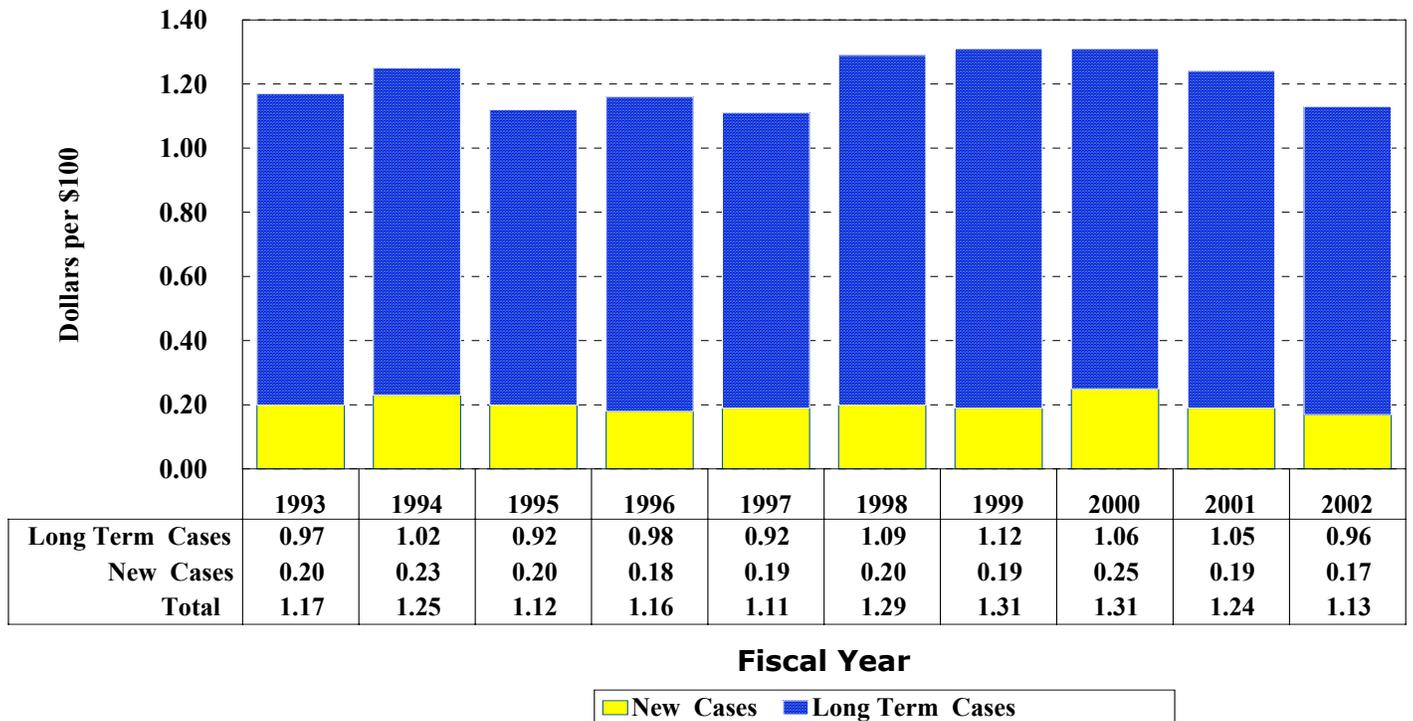
FY	Cost (millions)	FY	Cost (millions)
1993	\$42.4	1998	\$46.3
1994	\$44.7	1999	\$46.6
1995	\$45.3	2000	\$48.7
1996	\$45.5	2001	\$50.4
1997	\$45.0	2002	\$52.6

Workers Compensation and Continuation of Pay Cost/Payroll Ratio

The “Workers Compensation and Continuation of Pay Cost/Payroll Ratio” (see chart below) is one of several statistical management indicators that the Department has adopted to measure Safety and Occupational Health progress. This tool, which is calculated and tracked through the DOI’s Safety Management Information System (SMIS), examines both existing OWCP case costs and new (current year) OWCP and COP case costs, and compares them per \$100 of payroll.

U.S. Department of the Interior

Workers Compensation & COP Cost/ \$100 of Payroll



This is a useful descriptor because it takes into account wide fluctuations in the employee population. It also breaks out current OWCP costs which are more meaningful as safety program performance indicators and are more responsive to program improvement.

Accident Causes/Trends

The Department has upwards of 70,000 employees in eight bureaus and the Office of the Secretary, working in more than 2,000 locations throughout the United States and its territories. Our employees work in a variety of settings ranging from indoors in urban offices and laboratory buildings to outdoors in remote parks and refuges. They perform tasks that can involve substantial risk such as wilderness assessments, wildlife refuge and fishery management, search and rescue, prescribed burning, wildland fire fighting, and law enforcement.

Leading Types of Accidents

The Department is unique among Federal agencies with its completely automated Safety Management Information System (SMIS). SMIS has incorporated OWCP injury and illness data, along with personnel and work-hour data into a large database that has incident/accident information dating back to 1961.

Analysis of accident data for the DOI bureaus and the Office of the Secretary indicates that slips, trips, and falls comprise 24% of all current year employee injuries.

2. Safety and Occupational Health Program Accomplishments

The Department has more than 175 full-time Safety and Occupational Health professionals, support employees and managers in the conduct of the program. Additionally, approximately 1,200 Departmental employees serve as Collateral Duty Safety and Occupational Health Officers. Both the full-time and collateral duty professionals work at all levels of bureau organizations to assure program compliance and integration of safe and healthful practices into the wide range of complex activities in which the Department is involved.

Many of the Department of the Interior's current accomplishments can be traced back to the continuing implementation of the Safety and Occupational Health Strategic Plan of 1995. The plan is the result of close cooperation efforts among the Designated Agency Safety and Health Official (DASHO), Michael J. Trujillo, the bureau DASHOs, the Departmental and bureau safety managers, and other bureau representatives. The DASHO Council reaffirmed the Plan in January 2000. Information on the Strategic Plan and Departmental safety and occupational health training is available at <http://safetynet.smis.doi.gov>.

Accomplishments – Wildland Fire Medical Clearance Program (Department-wide)

The Department this year has successfully pilot tested a new medical clearance program for all employees performing arduous duty wildland fire fighting. This program has been developed to provide a consistent medical screening process across all bureaus and to improve our ability to identify individuals with medical conditions that are incompatible with the rigorous duty of a wildland firefighter. Significantly, one of the FY 2002 fatalities involved a wildland fire fighter that may have been identified by the medical screening process. The pilot test involved some 2000+ workers from the Bureau of Land Management, the Fish and Wildlife Service, the National Park Service, and the Bureau of Indian Affairs in the southwest United States. FY 2003 plans are for the phased implementation of the program in the southwest and northwest United States including the participation of the United States Department of Agriculture – Forest Service for the first time.

Accomplishments – Web-Based Safety Training (Department-wide)

The Department is in the process of developing several multimedia web-based training packages as part of the FY 2002 Safety and Health Initiative Process. This web-based training is an update of a highly successful CD-ROM training resource that was produced in cooperation with the US Environmental Protection Agency. This initiative facilitated updating the CD-ROM package and porting it over to the Internet as part of the widely used DOI University. This training will emphasize both senior level executive training modules as well as OSHA 600 training and additional bureau specific modules. The final web packages are coming on line now and will be phase implemented throughout FY 2003.

Accomplishments – Electronic OWCP Case Filing (Department-wide)

The Department has committed a major effort to implement OWCP case filing in a seamless approach with the existing Safety Management Information System. Funded as a Department-wide Safety and Health Initiative, this project seeks to integrate the OWCP case filing process with the current accident reporting and analysis system currently in SMIS. This approach is expected to greatly improve the turnaround time for OWCP case adjudication as well as to improve the timeliness and accuracy of accident reporting and analysis, thus providing improvements in both programs. Much needed hardware to support this effort was put in place in FY 2002 and the software development is currently underway. Pilot testing is expected in FY 2003, with implementation soon after.

Accomplishments – Sustained Emphasis on Safety and Health (Office of the Secretary)

The Office of the Secretary (OS) planned and organized activities for the DOI “Safety and Health Awareness Week,” conducted April 1 - 5, 2002, in the Main Interior Building. Safety and health requirements were developed for the installation of carpeting in the Main and South Interior Buildings. Occupant Emergency Plans were revised and distributed for the Main and South Interior Buildings, egress markings reviewed, and training conducted based on the updated plans. Annual evacuation drills were successfully conducted in both the Main and South Interior Buildings. A second emergency egress from the Library Rare Books Room was provided. Emergency lighting and exit signs were tested semi-annually for proper operation. Ongoing safety and health lectures were conducted for DOI employees, throughout the Washington Metropolitan Area.

Air quality in the Main and South Interior Buildings was periodically tested and emergency eye wash/showers were tested on a weekly basis. Friable asbestos panels in induction units in the Main Interior Building were removed as required. Safety and health inspections of workspaces in the OS were conducted, medical surveillance was provided, and personal protective equipment was procured for designated OS personnel. In an effort to further support our Department’s tracking and monitoring of work related injuries and illness, OS entered loss experience data in the DOI Safety Management Information System. The lost time injury rate for OS was 0.5.

Accomplishments - Increased Organizational Safety and Health Awareness and Program Communication (United States Geological Survey)

The USGS completed the WEBCASS online Safety and Environmental Management auditing program. The WEBCASS system, scheduled for full regional and field implementation in FY 2003, will establish a program that proactively recognizes, evaluates, and controls workplace safety and health hazards and will be a critical component of our program planning process. This centrally managed and decentralized user program will ease field compliance with auditing requirements, facilitate report generation, and support data analysis and trending at every organizational level. This system will also facilitate management of abatement actions, focus support personnel on high risk and identified problem areas and provide management reports that facilitate continuous program improvement. Program planning and the WEBCASS system facilitates direct involvement at every organizational level, highlights program accomplishments

related to efforts and resources expended over the previous year, and directs resources to areas in need of program enhancement in the upcoming year(s). Additionally, the USGS published and distributed the WEBCASS Users Reference Manual, with Central Region developing a CD-ROM product that provided Executives and Managers with an overview of the system purposes, capabilities, and expectations for FY 2003 implementation.

USGS Policy Manuals for safety (USGS 445-2-H) and environmental management (USGS 445-1-H) were developed and published to reduce duplication, increase standardization, and incorporate the Departmental Manual Safety and Environmental Chapters.

In an effort to involve all employees in establishing the future safety, health and environmental program direction, the SEMB developed a web-based safety, health and environmental employee satisfaction survey questionnaire consisting of 21 questions that focus on expected Department of Interior/USGS strategic plan goal outcomes. The survey began on July 2, 2002, with data collection ending on July 30, 2002, and was conducted for the following purposes:

- 1) Facilitating program awareness through incorporation of results within the USGS Annual OSHE Report and Publication on our internal website
- 2) Assessing the USGS OSHE program based on internal customer beliefs with respect to specific Department of Interior/U.S. Geological Survey Strategic Plan goals and objectives.
- 3) Establishment of a baseline metric that serves as an OSHE program performance indicator.
- 4) Directing or redirecting the OSHE program based on supervisor and employee comments and suggestions and within outcome areas identified with less than 80% agreement

USGS completed its annual SMIS accident statistical analysis of all cost centers. The lost time injury rate for USGS was 1.2. USGS provided SMIS access to all full-time and collateral duty safety officers for regional and field analysis capability, and revised and updated the USGS Safety and Environmental Website to include several interactive features (i.e. master USGS safety calendar, safety and health directory, video lending library, and specialized program interactive forms). USGS developed and published a (web-based) semi-annual safety and environmental newsletter.

Accomplishments - Increased Employee Awareness and Sustained Emphasis on Safety (Bureau of Reclamation)

The BOR established and accomplished four goals in FY 2002, based on the DOI Strategic Safety and Occupational Health Plan, including the review of safety policies and public safety, review and improvement of emergency preparedness plans, review of medical surveillance policies and practice, and review of inspections and maintenance programs. There were accomplishments at all levels of the organization which reflect and demonstrate integration and active participation throughout Reclamation. Major accomplishments included the publication of the Reclamation Safety and Health Standards on CD-ROM, the Intranet, and the Internet; the Bureau Safety and Health Workshop which included several leadership, safety, and health

seminars and activities; the Commissioner's Safety Award to the Lower Colorado Region; Reclamation participation with the Bureau of Indian Affairs Risk Management Conference in a SafeKids Day; the Pacific Northwest Region partnership with other agencies in issuance of several public safety announcements; and numerous activities to improve emergency preparedness plans. The lost time injury rate for BOR was 1.7.

Accomplishments – Demonstrated Top Management Concern for Employee Safety (Bureau of Land Management)

BLM conducted three Safety Program and Management Reviews of State Office safety programs, demonstrating top management concern for employee safety. The Bureau Safety Office was relocated to Washington, DC. The Bureau collaborated with other DOI and DOAg bureaus to develop Serious Accident Investigation Team Leader and Chief Investigator Courses. New regulations were drafted and published. Development began on an on-line "Virtual Safety Office" for use by Collateral Duty Safety Personnel. The effectiveness of contractor conducted facility safety inspections was improved through the CASHE program. "Safety for Supervisors" training by satellite broadcast was presented to over 1100 managers. Cost avoidance was over \$850,000. The BLM lost time injury rate was 2.1.

Accomplishments – Fostering a Safety and Health Culture (Office of Surface Mining, Reclamation, and Enforcement)

The effort of Collateral Duty Safety Officers provide a major contribution to the safety and health program, and is the single most reason the OSM safety and occupational health program is successful. The Office placed strong emphasis on promoting safety and health awareness through ongoing employee training. The subjects included : First Aid, CPR, Blood Borne Pathogens, Helicopter and Fixed Wing Aircraft Safety, Surface Mine Safety, Defensive Driving Training, Lyme Disease Awareness Training, Office Safety Awareness Training, Hazard Communication Training, Violence in the Workplace, Repetitive Motion Injuries, Supervisory Safety Training, Collateral Duty Safety Training, OSHA 600 Course, Special Accident Investigation Training, 4x4 Motor Vehicle Safety Training, Fire Safety Awareness Training, Fire Extinguisher Training and Safety Committee Training. The training effort was supplemented by extensive communications and delivery of safety and health resources to the field. A safety AMCR was finalized and all implementation actions were completed. The safety and health video library was expanded, the Safety Web Site was updated and safety books were purchased for the agency. A bureau Hearing Conservation Plan was developed, ergonomic evaluations of workstations were conducted, a serious accident investigation relating to a fatality was conducted, a procedure was developed on "What to do when an employee receives a threat on the job," and an accident reporting procedures handbook was written for the bureau. The lost time injury rate for OSM was 1.7.

Accomplishments – Improved Safety Performance and the OSHA/NPS Partnerships (National Park Service)

OSHA/NPS partnership continued. OSHA area offices assisted the 10 participating parks in conducting audits, reviewing written programs, providing technical assistance, and training. Three root cause analysis courses were held, training 75 safety professionals, law enforcement personnel, and other park employees with investigative responsibilities. Ten courses of SMIS training were held, 2 for reviewers, training 120 employees and expanded /updated the Risk Management Program Website. Statistical information/data were provided on a nation-wide basis for park GPRA goal calculations for Lost Time Incident Rate and Continuation of Pay hours, and Public Safety Strategic Plan written. The FY 2002 Park Assistance Contract continued. Contractors assisted 12 parks in developing/implementing effective occupational safety and health programs, with the target of meeting the GPRA goals of reducing employee accidents and continuation of pay hours.

OSHA 600 and 510 courses were conducted in an effort to further identify and abate recognized hazards and unsafe behaviors, both workplace and construction. Workshops offered in “Hearing Loss Prevention.” Published irradiated mail guidance and distributed copies of AAA “Driver Improvement Program” handbook and CD to all NPS sites. Ongoing industrial hygiene studies conducted and consultation services provided. A contract was let with an investigative contractor to assist with claims investigation/documentation, and with Clark University study to determine visitor perceptions of risk in NPS sites. The report was finalized and abstract distributed service-wide. The Occupational Health Program element revision was drafted regarding confined space entry, hearing loss prevention, and hazard communication. A service-wide project was completed to hire a contractor to do a needs assessment for an Incident Reporting System. A risk management training needs assessment was also completed. The NPS lost time injury rate was 4.6.

Coordination was provided for the NPS Safety and Health Awareness Week promotion and observation nation-wide. A three-day safety and occupational health conference was held, “Managing Safety and Security in the Next Decade.” A service-wide newsletter was distributed, conveying information about “Best Practices.”

Accomplishments – Safety and Health Policies Revised into Plain Language Format (U.S. Fish and Wildlife Service)

In support of the DOI Safety and Health Strategic Plan, eighteen (18) safety and health policies were updated and revised into a Plain Language format. In addition, example written programs were provided for easy adaptation and use at Field Stations. The FWS lost time injury rate was 2.0.

Accomplishments – Facility Management Information System (FMIS) (Bureau of Indian Affairs)

The Facility Management Information System (FMIS) was developed in response to a need by Bureau Managers for an improved, automated, user-friendly computer software system to manage facilities inventory, backlog (including safety and health deficiencies), project, and budget activities. FMIS is installed in approximately 400 Bureau locations which are comprised of agencies, regional offices, and a central office. This easy-to-use system enables its users to identify, perform, track, and evaluate the work required to manage all Bureau-owned or Bureau-funded facilities. In FY 2002, approximately thirty-five regional support staff received hands-on training on the FMIS Safety Module. In addition, the Bureau continued testing the system and upgrading the database to ensure the correct data was available to users.

In FY 2002, the Bureau-wide safety staff trained 1,223 employees. Hundreds of employees were trained utilizing the AAA CD-ROM, “Managing Visibility, Time & Space”. The purpose of this program is to improve driver skills at all levels.

For FY 2002, the chargeback was reduced by \$619,073, with the closing of twenty-four long-term cases through effective case management. Clearly, effective case management is the main ingredient to a successful program

The Bureau ensures a building plan and specification review is accomplished for all new construction, all major facility improvement and repair projects and some minor improvement and repair projects. This review process ensures compliance with OSHA Regulations, the National Fire Codes, including NFPA 101 – Life Safety Code and NFPA 70 – National Electrical Code; Uniform Federal Accessibility Standards; Americans with Disabilities Act Accessibility Guidelines and includes all phases of new construction, including: electrical; mechanical; and plumbing; as well as site details. It was estimated that fifty plan reviews would be performed in FY 2002. However, ninety-three plan reviews were performed. In addition, Bureau regional safety programs inspected 297 worksites in FY 2002.

The “Road Construction Safe Work Zone/Work Zone Flagger” training continued throughout FY 2002. BIA provided training to 254 employees. This BIA priority training program continues to ensure, that roads personnel have a clear understanding of providing safe work zones for the motoring public and a safe work environment for the maintenance personnel working in the construction areas. The BIA had a lost time injury rate of 2.8

Accomplishments – Improved Workplace Conditions (Minerals Management Service)

The MMS had a lost time injury rate of 1.1. Accomplishments include: maintaining a low accident/incident rate, reducing the casual factors of accidents, training employees in safety and health awareness, recognizing individuals for their accomplishments, and conducting annual inspections. Emphasis was placed on facilities to ensure that all interior and exterior walkways are hazard free. This enables the MMS to reduce the number of slips, trips, and falls which make up the number one cause of accidents/incidents. In addition, guard services were implemented, a public address system has been installed in the MMS Gulf of Mexico Regional Office, and

awareness bulletins were provided to employees. The MMS is cognizant to the concerns of its “special needs” employees. Therefore, strobe lights were installed in work areas.

Emergency highway safety kits were purchased for MMS vehicles bureau-wide, cellular phones were also provided, and vehicles are now inspected monthly. Annual safety and health inspections of all facilities and personal protective equipment were conducted. Occupant Emergency Plans have been revised with evacuation drills conducted at least annually. Audiometric testing for MMS employees who perform offshore duties was completed.

Accomplishments – Automated External Defibrillator (AED) Program and Interagency Aviation Training (Office of Aircraft Services)

The OAS established an AED program by purchasing seven AED’s for five separate office facilities located throughout the country. These state-of-the-art devices will provide first responder capability for OAS employees in the event of a sudden cardiac arrest. To date, approximately 42 of 100 total employees have received AED and CPR training. Total cost of the program to date is \$32,500.

Due to the availability of web-based aviation safety training modules, there was a significant increase in employee training. In addition, OAS presented three Aviation Conference and Education programs and three “Train the Trainer” classes during FY 2002.