

U. S. Department of the Interior

Safety and Occupational Health Report

Fiscal Year 2003



Office of Managing Risk and Public Safety

March 2004

U. S. Department of the Interior

Safety and Occupational Health Progress Report

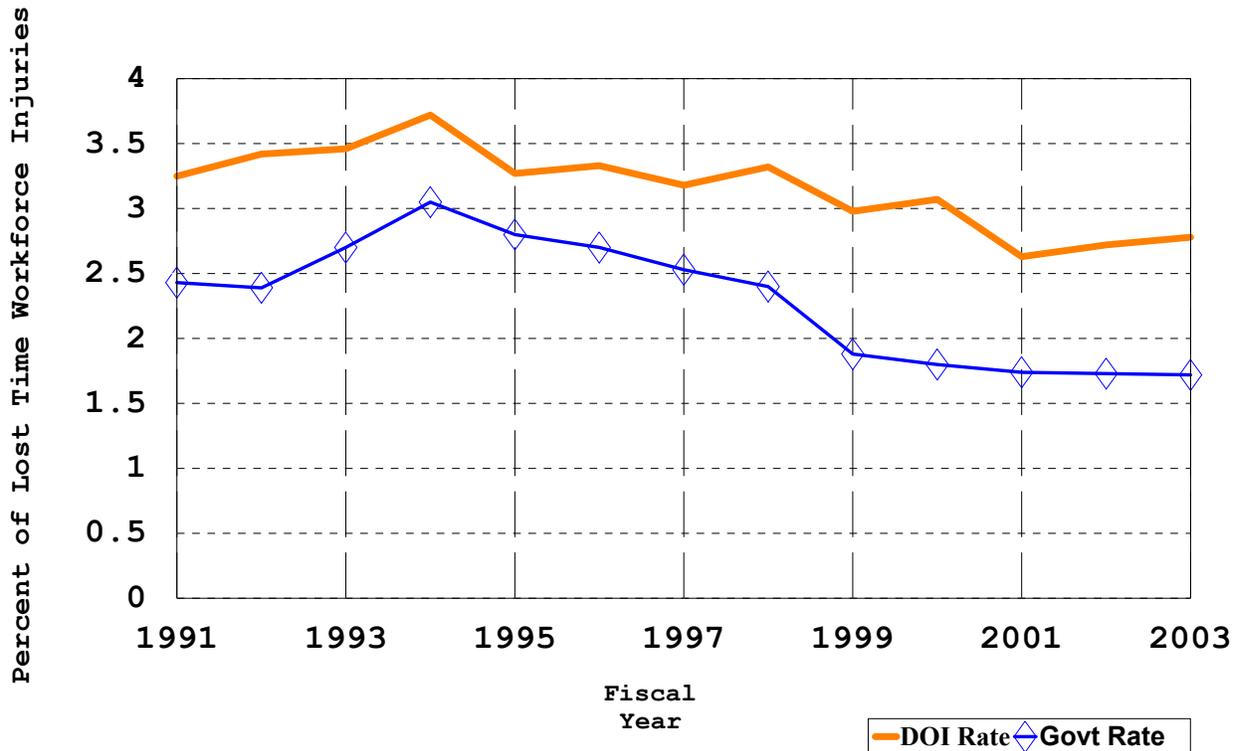
FY 2003

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 2.8 for fiscal year FY 2003, compared to 2.7 in FY 2002. The “Lost Time Injury/Illness Rate” chart (below) traces DOI performance since 1991. 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

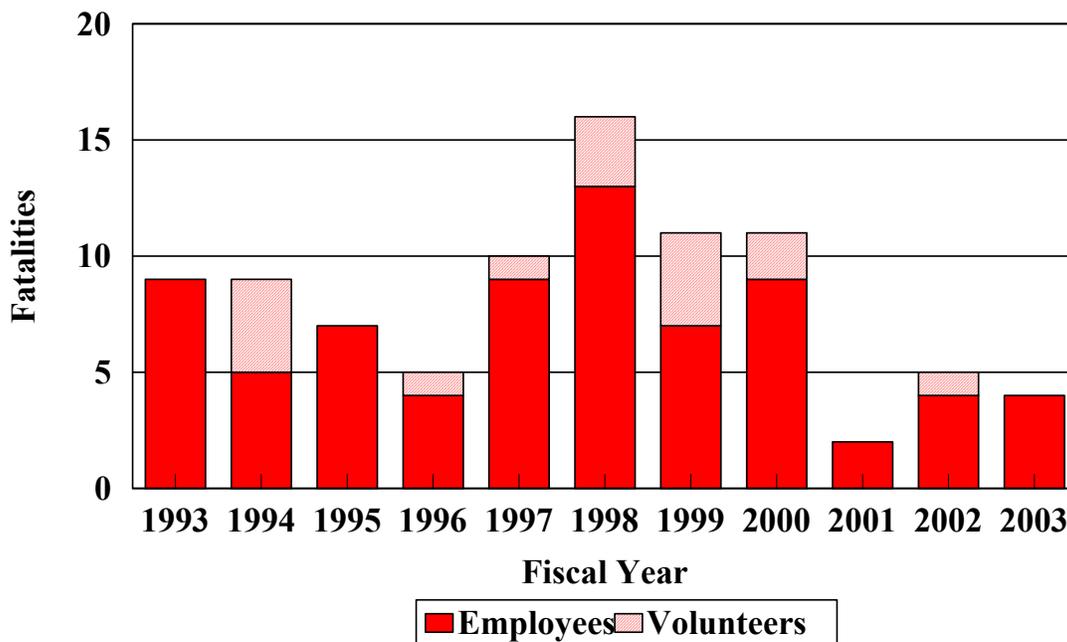
Fatalities

Four DOI employees were fatally injured while performing their duties during FY 2003. Bureau of Indian Affairs (BIA) and National Park Service (NPS) employees were involved.

The accidents included a BIA employee who suffered crushing injuries while attempting to adjust a load of steel pipe, a BIA firefighter burned during a prescribed fire, and two aircraft crashes that fatally injured a BIA employee and NPS pilot.

The “Employee and Volunteer fatalities” chart (below) shows the number of fatalities suffered yearly in the Department since FY 1993.

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



Office of Workers Compensation (OWCP)

Office of Workers Compensation costs for the Department on a yearly basis have been:

FY	Cost (millions)	FY	Cost (millions)
91	\$37.1	97	\$45.0
92	\$40.7	98	\$46.3
93	\$42.4	99	\$46.6
94	\$44.7	00	\$48.7
95	\$45.3	01	\$50.4
96	\$45.5	02	\$52.6
		03	\$56.7

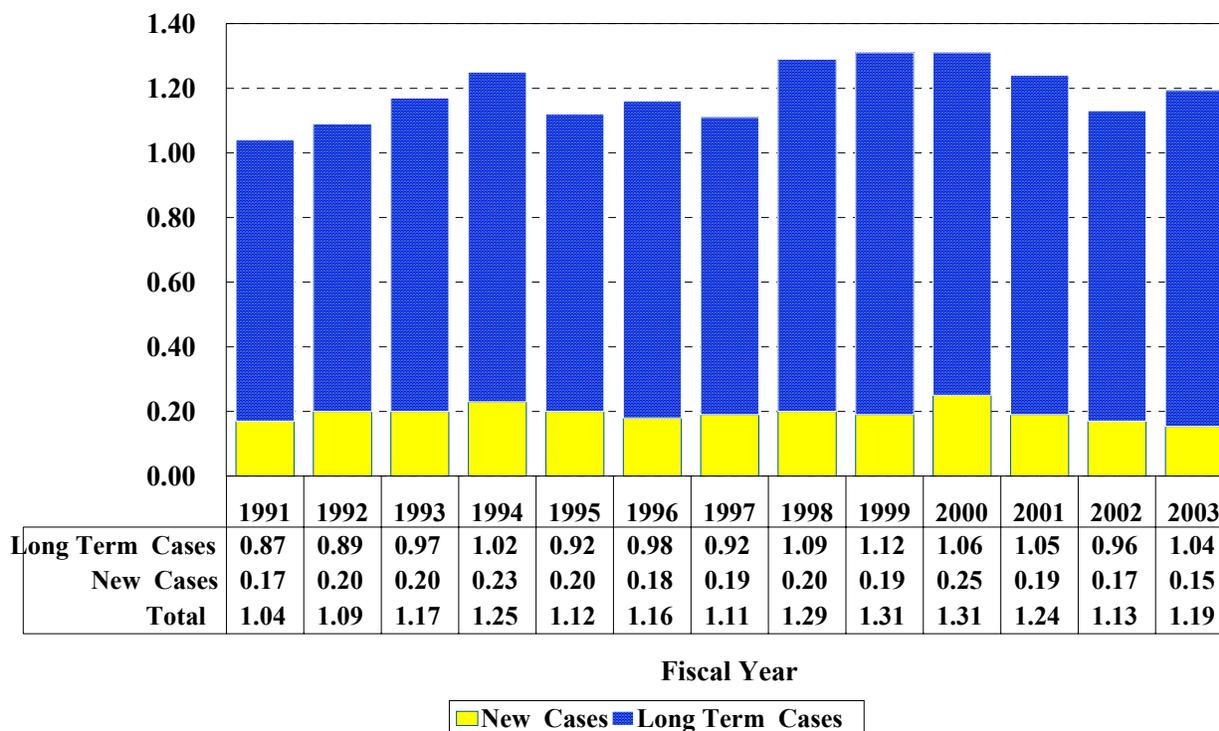
Workers Compensation and Continuation of Pay Cost/Payroll Ratio

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.

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.

U.S. Department of the Interior

Workers Compensation & COP Cost per \$100 of Payroll



Accident Causes/Trends

The Department has upwards of 70,000 employees in eight bureaus and the Office of the Secretary, working in more than 2,400 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, facilities maintenance, search and rescue, wildland and prescribed fire fighting and law enforcement.

Leading Types of Accidents

The Department is unique among Federal agencies with its completely automated 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 indicate that slips, trips and falls comprise 24% of all current year employee injuries. Throughout FY2004 Interior's Web-based *SafetyNet* will highlight accident prevention strategies for the leading types of accidents (<http://SafetyNet.smis.doi.gov>).

2. Safety and Occupational Health Program Accomplishments

The Department has more than 173 full-time Safety and Occupational Health professionals, supporting 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>. Under the umbrella of the Strategic Plan, the DASHO Council has approved a number of safety and health Department-wide initiatives each year.

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

The Department is in the process of implementing the 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 completed 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 2004 plans are for the continued 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 and FY 2003 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 implemented throughout FY 2004 (<http://www.doi.gov/training/safety/>).

Accomplishments – Electronic OWCP Case Filing (Department-wide)

The Department has committed a major effort to implement electronic OWCP case filing through the SMIS. Funded as a FY 2002 – FY 2003 Safety and Health Initiative, this project will integrate the OWCP case filing process with the current accident reporting and analysis features of 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 has been put in place and the software development is underway. Pilot testing and implementation will be conducted during FY 2004. SMIS improvements will enable better service to be provided to an injured party and his or her family.

A Human Resources Advisory Group was formed as a team effort to advise the SMIS Project Manager on procedural issues concerning development and integration of the OWCP process into SMIS. The Group comments on the overall development strategy, work flow process, implementation means, and training requirements.

A Workers' Compensation Task Force has been created by the Interior DASHO Council. It is seeking ways to improve case management and reduce OWCP costs that offers a lasting approach for the future. We are in the process of exploring other potential opportunity areas such as accountability, return-to-work, incentives, supervisory training, conducting an Office of Inspector General evaluation, and accident prevention. Human Resources is in the process of developing a "DOI Human Resources OWCP Case Management Handbook." SMIS improvements will enable better service to be provided to an injured party and his or her family. SMIS improvements will also assist Human Resource Specialists in managing the case and returning the employee to productive work as quickly as possible. Improved case management and an emphasis on return-to-work will create an OWCP program that works better, is more effective and efficient, while reducing costs.

Accomplishments – 2003 DOI Safety and Occupational Health Seminar (Department-wide)

The Department-wide Seminar, "**Keeping People Safe and Secure in a Changing World,**" was held in Phoenix, Arizona from March 31 through April 4, 2003. This seminar is a positive example of the Department's commitment to the safety and health of our employees, volunteers, and visitors to the Public Lands. An excellent four-track program focused on the technical areas of safety, health, and security, plus the needs of managers and supervisors. In addition, certification courses included the OSHA required 24-hour Course for Collateral-Duty Safety Officers and the one-day Introduction to Non-Structural Seismic Hazard Identification and Mitigation. Hands-on workshops were available for attendees who wanted to learn more about DOI's web-accessible SMIS and *SafetyNet*. The Seminar is a very cost-effective way to provide attendees with high quality training plus an opportunity for the informal exchange of ideas and best practices with their colleagues from across the Department.

Accomplishments – Gale A. Norton, Secretary, DOI Video Message for Safety and Health Awareness Week, April 14 – 18, 2003, “Keeping People Safe and Secure in a Changing World” (Department-wide)

The Secretary was featured in a Department-wide video message regarding the importance of our employees safety, health and well-being. Alternate formats were available to meet the needs of our employees who have disabilities. Employees, managers and supervisors throughout the Department were encouraged to participate in “Safety Awareness Week” and to plan activities that would demonstrate their commitment to workplace safety, security, and health. The Secretary emphasized that “We all must take time to insure that we are keeping people safe and secure in a changing world.”

Accomplishments – Establishment of the “Emergency Management Leadership Workgroup” (Washington DC, Metro Area)

Since September 11, 2001, there has been considerable concern about the availability of emergency equipment and supplies to help employees survive catastrophic incidents. Senior management in Interior has been working diligently to make informed decisions to support maximum employee safety. Therefore, DOI formed the “Emergency Management Leadership Workgroup” to address these important matters. The Workgroup meets routinely each month and more frequently, as required. Two all-employee meetings have been conducted to brief employees on emergency preparedness procedures and to provide current information. The Workgroup has successfully enhanced employee safety and well-being.

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 14 - 18, 2003, in the Main Interior Building. Occupant Emergency Plans were revised and distributed for the Main and South Interior Buildings, drills performed successfully, training conducted based on the updated plans, and a public address system installed and operational in the Main Interior Building. Coordinated the purchase and distribution of text messaging pagers for the hearing impaired in the Main and South Interior Buildings and purchased and installed emergency evacuation chairs on each floor of the Main and South Interior Buildings to assist our disabled. Shelter-In-Place Plans were designed and drills conducted on an on-going basis. Ongoing safety and health lectures were conducted for DOI employees, throughout the Washington Metropolitan Area. Participated on a work group that is developing a DOI firearms safety policy for non-law enforcement personnel and participated on a serious accident investigation team that investigated a work-related traffic fatality, involving a DOI employee. Selected recipients for DOI safety awards, participated in the Safety and Health Council, provided ongoing advice and counsel to managers, supervisors and employees regarding Workers’ Compensation and tort claims, and conducted safety, health and environmental inspections of OS work spaces. The injury and illness incident rate was 1.10 and the lost time injury and illness rate was 0.4. There were no fatalities.

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

Integrated a Job Hazard Analysis into the Science Project Proposal (Basis +)Process. Basis+ is the United States Geological Survey (USGS) enterprise system for project planning, and for project budget planning and tracking. Supervisors and Scientists can forecast safety, health and environmental needs while meeting Job Hazard Analysis requirements when developing and budgeting for science projects.

Published the Annual State of Safety, Health and Environmental Program Report. Promoted efforts to meet Presidential, Departmental and USGS established goals, monitor performance and establish accountability for each organizational component for primary and secondary performance metrics, with annual briefings to the Executive Leadership Team on Environmental Management System Implementation, Program Planning/Initiatives and Core Competencies Project Status.

Conducted Integrated FY 04 HQ/Regional Program Planning involving management and safety personnel in development of initiatives to support the field and projecting budgetary and personnel resources in support of those initiatives.

Conducted FY 03 Statistical Analysis and publish FY 04 Safety/Environmental Annual Report (State of the Union). USGS accident prevention measures continually result in low overall and lost time injury illness rates below the Federal and DOI averages. Published Semi-Annual Bureau Safety, Health and Environmental Newsletter (Nov-May) for all employee awareness.

Updated new 445-2-H Chapters on Accident Reporting, Bloodborne Pathogens, Safety Committees, Rocket Netting and developed final policy on "Firearms Regulations for Non-Law Enforcement Personnel" for the Department. Drafted USGS policy on "Pepper Spray for Defense Against Wild Animals". Revised Dive Safety Manual. Distributed new USGS 445-3-H Field Safety Manual. Drafted advanced watercraft training modules for Airboat Operations

Revised NC Occupant Emergency Plan to incorporate WMD protocols, shelter in place, and conducted subsequent all employee training.

Conducted large vessel condition assessments and drafting research vessel policy and protocols for safe operation, inspection and maintenance.

Conducted GAP Analysis for EMS Implementation at Pilot Facilities: Leetown,WV, National Center Reston, VA., Menlo Park and Redwood City, CA. and conducted HQ and regional safety, health and environmental program reviews.

Revised USGS safety and health strategic plan to include environmental management/protection. Incorporated performance metrics in the bureau budgeting process.

Coordinated implementation of DOI on-line safety training modules for New Employees, Supervisors, Executive Management, and Collateral Duty Safety Program Coordinators, with continuing efforts to establish an OSHA 600 equivalent web-based course, Hazard

Communication, Radiation Safety and Field Safety and Security Awareness Courses with DOI University. Developed in conjunction with NBC the online course for Aviation Supervisors.

Conducted a variety of training to support field program implementation of safety and health programs on the following topics: Industrial Hygiene, SMIS, DOT Hazard Materials Training for Radiation Materials for Radiation Safety Officers, Low Visibility Diving and Dive Rescues/Accident Management, Basic and Refresher Firearms Safety training for both Defense Against Wild Animals and for Specimen Collection. Published online quizzes on OSHE subjects to facilitate increasing Collateral Duty Safety Program Coordinator Knowledge, Skills and Abilities.

Revised USGS Intranet Websites to consolidate information and promote enhanced Aviation, Dive, Firearms, Radiation, and Watercraft information and that incorporates a Bureau web-based safety, health and environmental activities calendar.

Conducted April 2003 Safety Day Activities, coordinating with other local DOI Bureaus as applicable for resource sharing and hosting of initiatives. The injury and illness incident rate was 3.07 and the lost time injury and illness rate was 1.0. There were no fatalities.

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

The Bureau of Reclamation (BOR) established and accomplished five goals in Fiscal Year 2003, based on the DOI Strategic Safety and Occupational Health Plan. There was a renewed emphasis on safety and health inspections, revision of public safety guidelines, development of training resources for BOR safety and health standards, improved risk assessment for emergency preparedness, evaluated and improved accident reporting procedures, and fostered and cultivated a safety and health culture inclusive of all employees, activities and operations.

Accomplishments were made at all levels of the organization which reflects and demonstrates integration and active participation throughout Reclamation. Accomplishments included the re-coating of two bridges and installing SF6 breakers in the Palisades switchyard, and upgrading the station service (vintage (1912) at Diversion Dam. As a result of the second-level review of safety and health inspection reports, the Great Plains Region was provided an opportunity to oversee the quality of inspections, that provided additional emphasis on the inspection requirements. The inspections resulted in improved safety awareness, capability, efficiency, and productivity.

Powerpoint training programs and a CD-ROM course regarding the revised Reclamation Safety and Health Standards were developed and made accessible to safety and health managers. BOR provided a safety and health presentation for International Affairs, the China delegation, developed a presentation on Confined Space Entry communications for the World Safety Organization, employed a safety training coordinator, conducted motorboat operator certification training, and developed specific site training. There were improved diving safety procedures, diving safety meetings, job hazard analyses, annual dive training, periodic practice dives and improved electrical safety standards and practices. The Technical Services Center implemented

a safety certification program tailored to the Infrastructure Group personnel and the LC Region developed a hearing conservation program. BOR participated in Department working groups to identify personal protective equipment in terrorism-related incidents and emergency response.

BOR participated in the Department Safety and Health Council, DASHO Council meetings, conferences, workshops, and working groups to effectively use the SMIS to improve reporting information. Employees in the UC Region, Navajo Dam were recognized for the rescue of a City of Farmington employee who fell into the stilling basin. The injury and illness incident rate was 5.34 and the lost time injury and illness rate was 1.7. There were no fatalities.

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

Fiscal Year 2003 was another great year for the Bureau of Land Management (BLM). For the third year in a row, the BLM did not have an employee fatality and accident and incident rates dropped slightly. The injury and illness incident rate was 8.21 and the lost time injury and illness rate was 2.0. One of BLM's major accomplishments was the development and teaching of the Serious Accident Investigation Team (SAIT) Team Leaders Course and the Chief Investigators Course at the National Training Center, in Phoenix. These courses were taught on a multi-agency basis, with attendees from the Park Service, Fish and Wildlife Service, U.S. Forest Service and several state agencies. We completed the move of the BLM National Safety office from Denver to Washington, DC.

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 Office of Surface Mining, Reclamation, and Enforcement (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, Bloodborne 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, Automated External Defibrillator, Special Accident Investigation Training, 4x4 Motor Vehicle Safety Training, Fire Safety Awareness Training, Fire Extinguisher Training, Safety Committee Training, and Pedestrian Safety Training. OSM developed and implemented the FY 2003 Individual Office Training Plan and conducted Safety succession planning and cross training in all OSM offices.

The Office monitored OWCP reports, associated costs, and instituted a quarterly meeting with the OSM OWCP Coordinator to address OWCP issues. OSM instituted a Public Access to Defibrillation Program in nine offices, and conducts regularly scheduled safety and health meetings with the supervisors. The training effort was supplemented by extensive communications and delivery of safety and health resources to the field.

OSM conducted a Collateral Duty Safety Officer (CDSO) National Meeting. Collateral Duty Safety Officers attended the CDSO training at the DOI Safety Seminar in Phoenix, purchased videos for the safety and health library, and enhanced the Safety Web Site. OSM certified two more first aid, CPR and defensive driving instructors to conduct agency training, and conducted annual facility inspections in all OSM offices.

Safety Management and Aviation Safety Evaluations were conducted, to include aviation evaluations with the Office of Aircraft Services, for OSM and one for the Department. OSM is in the process of implementing an agency Hearing Conservation Plan, and conducted ergonomic evaluation of workstations. The injury and illness incident rate was 1.98 and the lost time injury and illness rate was 1.0. There were no fatalities.

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

The National Park Service (NPS) has achieved a sustained decline in employee injuries and illnesses as reflected in comprehensive data analyses. The GPRA (FY 1992 - 1996) baseline rate for employee lost time injuries was 6.61. At the end of FY 2003, the rate is 4.7, a 29 percent reduction/improvement in reported employee lost time injuries. This accomplishment has been significantly through direct collaborative efforts with the Risk Management staff, many superintendents and safety professionals. The injury and illness incident rate was 10.63. There was one fatality during FY 2003.

OWCP Manager

1. Facilitated in the development and production of eight TELNPS courses. Over 300 managers/supervisors participated in “A Supervisors Guide to WC.” Two new courses were developed and televised: “Managing WC Cases: Finding Your Way Through the Maze” (120 HR participants) and “SMIS: A Valuable Resource For Supervisors” (200 Participants). Developed a proactive workers’ compensation program especially in the HR community. These presentations/contacts include, but are not limited to:
 - a. NPS regional HR council meeting (briefing)
 - b. DOI Bureau Safety Council (proposal and WC Case Management Reports presentation)
 - c. DOI Safety Seminar (workshop presentation)
 - d. Mike Trujillo, Deputy Asst Sec for HR Resources and Work Force Diversity
 - e. Brian Wademan, Chief of Staff to the Secretary
 - f. WASO HR managers
 - g. Injured seasonals reemployment memorandum jointly issued from KTG and DR
2. Successfully completed the COTR certification training program.
3. Clarified expectations and developed standard operating procedures for the investigative contract.
4. Conducted regular conference calls with regional OWCP managers and a working team

meeting in August in Washington D.C.

5. Wrote and submitted an OFS proposal for two additional regional WC managers.
6. Selected to be interviewed by the "Federal Workers' Compensation Newsletter." The interview was published in the July edition.
7. Assisted in the development and implementation of the F.I.T. Contract
8. Maintained certification as a Conflict Resolution (CORE) specialist.
9. Certified Rehabilitation Counselor by the Commission on Rehabilitation Counselor Certification for five years.

Occupational Safety and Health

1. Reference Manual 50-B, Occupational Safety and Health, the Park Service's safety program is undergoing a major revision and is 83% complete. Completion date is January, '04.
2. The Risk Management Office played a major role in the planning and execution of the "Department of the Interior Safety and Occupational Health Seminar" in Phoenix in April, 2003.
3. The NPS/OSHA Partnership agreement is undergoing a major revision and the final draft is nearing completion.

Industrial Hygiene

1. Produced: TELNPS and on-site occupational health program implementation workshops for hearing loss prevention, respiratory protection and respirator fit testing, heat injury prevention, hazard communication, and confined space entry. Grass roots focus on step-wise implementation, availability of tools, facilitating experience and leveraging in-house resources to accomplish program needs.
2. Wrote Occupational health program sections and submitted for publishing.
3. Participation in contingency and emergency response activities: *Operation Liberty Shield*. Prepared guidance for law enforcement rangers and US Park Police with special reference to personal protection and responder competencies for domestic terrorism events; *Operation Hurricane Isabel Recovery*. Provided industrial hygiene services and occupational health consultation to incident command and impacted parks (Colonial National Historical Park and Cape Hatteras National Seashore).
4. Conducted risk evaluation of worker exposure to mold and other environmental agents during artifact recovery at Jamestown visitors center.
5. Developed safe work practices and facility environmental control measures at temporary artifact storage facility at Fort Lee, Virginia.
6. Conducted a mold risk assessment Ft Raleigh visitor's center.
7. Conducted IEQ and mold exposure risk assessment at Centennial Planning Office, Kitty Hawk.
8. Conducted training in air monitoring instrumentation for characterization of hazardous release site for NPS hazardous materials responders.
9. Conducted Health Hazard Evaluations of carbon monoxide poisonings at Glen Canyon NRA in cooperation with NIOSH and facilitated public awareness campaign in cooperation with USCG, boating associations, and other state and federal agencies.

10. Investigation of factors related to a fatal carbon monoxide poisoning outside the cabin area of a 2000 65' Sharpe Marine, Inc. houseboat. HETA 20020325, 2003

Training

1. In 2003, WASO Risk Management program put on five Safety and Occupational Health courses for more than 150 employees, and collaborated with IMR for two more. We produced seven TELNPS classes, reaching employees and parks Servicewide. Use of TELNPS broadcast methods to conduct training significantly reduces training costs for courses that are conducive to this type of presentation.
2. A portion of travel costs were paid by the Program for four classes in order to make sure that this training could be made available to parks and individuals that would not otherwise be able to attend.
3. Three OSHA 600 courses (Collateral Duty Safety Officers and supervisors) and one OSHA 510 (Construction Safety) were funded from Career Field monies.

Risk Management Office

The Risk Management Office has taken a leadership role in the use of satellite technology. Samples of training included: hearing loss prevention, respiratory protection and respirator fit testing, heat injury prevention, hazard communication, confined space entry, workers' compensation for both supervisors and HR personnel, and the SMIS.

1. Statistical Abstract.
2. Published data on employees with more than one injury claim at specified periods, emphasizing injury repeaters as a cause for concern and attention, to identify possible problems associated with the injuries and feasible corrections needed.
3. Provided volunteer injury data.
4. Provided maintenance data on highest injury types and causes.
5. Provided SMIS training for approximately 250 employees by means of TELNPS and classroom training.
6. Assisted individual parks and personnel daily with specific data reports, information, completing accident reports and CA-1 forms in SMIS, clarifying SMIS and data issues, researched issues of concern including electronic filings, specific data needs, etc.
7. Administratively assisted the Office of the Associate Director.

Public Safety

1. The Risk Management Office brought in two detailees for the newly established a Public Risk Management Specialist position focusing on visitor accidents. This is the first position of its kind in the NPS. We hope to fill this position permanently in FY04.
2. The Risk Management Office played a major role in the characterization and evaluation of risks associated with carbon monoxide (CO) poisoning with watercraft use. This office continues to work cooperatively with the US Coast Guard, DOI, National Institution for Occupational Safety and Health, boating associations, and various states and federal agencies to develop public awareness campaigns and poisoning prevention strategies. We are folding CO awareness into a larger boating safety media campaign and to be coordinated with a roll out of 36 CFR part 3 boating regulation changes.
3. Produced complete database for tort claims from four of the regions for the past five years. The purpose of this is to identify the types of visitor accidents that are being litigated and the overall cost to NPS. (Slips, trips and falls; MVAs; falls from greater than 20 feet; and drowning). A case law library containing all of this information has been established.

Safety Awards

1. 2002 Director's Employee Safety Achievement Award was given to Mark Gorman, Badlands National Park, based on his contributions to employee safety the past four years.
2. 2002 Andrew Clark Hecht Memorial Public Safety Achievement Award was given to the team of Neal Herbert, Steve Swanke, and George Simmons, Canyonlands NP, for their development of a web-based River Safety Information Program.

Incident Management, Analysis and Reporting System (IMARS)

A needs assessment and a market search for a comparability product have been completed for the Servicewide incident management, analysis and reporting system. A project management team is in place and a system life cycle plan is being developed. The first module to be developed will cover law enforcement, security and emergency services. The Department has adapted IMARS to fulfill its incident reporting requirements.

Accomplishments – Safety and Health Review of Policies and Operations (U.S. Fish and Wildlife Service)

In coordination with established Working Groups and/or designated Program representatives, the U.S. Fish and Wildlife Service (FWS) reviewed policies and operations in a number of major areas to include emergency management, watercraft safety, diving, heavy equipment, hazardous operations, medical programs, and aviation. This coordinated review and evaluation of policies and operations provided a successful process for identifying operational improvements, evaluating implementation for consistency, and where needed, developing new policies.

Emergency Management Program - Worked closely with the Department's Emergency Management Council and Law Enforcement to ensure accomplishment and coordination of

actions related to emergency management, homeland security, continuity of government, continuity of operations, and GETS card program.

Watercraft Safety - Facilitated the efforts of both the Service and Departmental Watercraft Safety Working Groups, emphasizing consistent implementation of the Motorboat Operators Certification Course, evaluating issue of instructor retention, continually evaluating ways to improve efficiency of training, evaluating consistent application across the regions, and evaluating 241 FW 1 for adequacy.

Diving Safety - Worked with the Service Diving Control Board to develop a new, comprehensive diving safety manual which established the Service's diving safety program, 241 FW 10.

Heavy Equipment - Worked with the Service Heavy Equipment Working Group to update 241 FW 2.

Hazardous Operations - Worked with the Law Enforcement to update the wildlife handling and inspection chapter, 241 FW 9. Worked with the Division of Environmental Quality and Refuges to update 242 FW 6. Worked with the National and Regional integrated pest management coordinators to revise 242 FW 7. Also worked with the Department's Contaminated Collections working group to develop a guidance document for museum and collections management personnel that addresses safety and health while handling museum property.

Medical Programs - Worked with the Division of Environmental Quality, Office of Managing Risk and Public Safety, Federal Occupational Health, and Office of Personnel Management to develop a more comprehensive and consistent medical program for environmental contaminants specialists. Worked with Refuge Law Enforcement, Office of Managing Risk and Public Safety, Federal Occupational Health, and Office of Personnel Management to revise the existing Refuge Law Enforcement medical program to update policies and medical protocols. The FWS injury and illness incident rate was 6.31 and the lost time injury and illness rate was 2.0. There were no fatalities.

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

FMIS was developed in response to a need by Bureau of Indian Affairs (BIA) managers for an improved, automated, user-friendly computer software system to manage facilities inventory, backlog, 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 2003, twelve people received refresher training in the FMIS data system. In addition, the Bureau continues to test the system and upgrade the database to ensure the correct data is available to users.

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; plumbing; as well as site details. BIA conducted the following training sessions, “Safety Awareness Training For Supervisors”, Safety Responsibilities For General Employees”, and “Safety and Health Awareness For Safety Committees.” A total of 192 employees were trained, as well as 3 agency Safety Committees. Safety and Health Program Evaluations and 42 final inspections were conducted. Ongoing review of the OWCP chargeback report is conducted and safety-related materials are distributed on a weekly basis. A safety newsletter is planned for FY 2004. The BIA injury and illness incident rate was 5.20 and the lost time injury rate was 3.7. There were three fatalities in FY 2003.

Accomplishments – Taking a Proactive Approach to Safety in FY 2003 (Minerals Management Service)

The Minerals Management Service (MMS) is committed to the Department of the Interior’s Occupational Safety and Health Strategic Plan. The MMS actively maintains the highest quality safety and health program. This program provides safety, health, and risk management strategies and enables the Department to efficiently accomplish its mission. The MMS has focused its safety and occupational health program on meeting the following five objectives that are critical to the Department’s goal of zero loss to human and material resources:

Create a Safety and Health Culture Inclusive of All Employees and Activities

An aggressive safety and health training program contributes greatly to the MMS’s low accident/incident rate. Bureau safety specialists design annual training programs to anticipate unseen hazards, rather than react to accidents or incidents. The following courses provided employees with the tools required to keep the MMS accident/incident rate below the Federal Government average and among the lowest in the Department:

- Defensive driving
- Automated External Defibrillator (AED)
- Cardiopulmonary Resuscitation (CPR)
- First aid
- Fire extinguishers
- Ergonomics
- Violence in the workplace
- General office safety.

In October, MMS employees nationwide observed Fire Prevention Week. Local firefighting teams delivered a variety of presentations and demonstrations. All MMS facilities conducted building evacuation drills. In April, the bureau observed Safety Day, and supplemented employee training classes with safety and health exhibits by local businesses, law enforcement, the American Red Cross, the Better Business Bureau, and other organizations.

The MMS employees benefited from both advanced and specialized training. Employees from the Western Administrative Service Center (WASC) and Southern Administrative Service Center (SASC) attended both the OSHA 30-hour Collateral Duty Occupational Safety and Health course and the Department's biennial Safety Seminar. Employees from SASC attended a series of hurricane preparedness programs conducted by meteorologists and local emergency management professionals. Employees nationwide received nuclear, biological, and chemical awareness training.

In the Gulf of Mexico OCS Region, employees attended safety training on Hydrogen Sulfide, Marine Accident Prevention, Water Survival, Basic Survival Craft, and Helicopter Safety.

In the Alaska OCS Region, the Bowhead Whale Aerial Survey Project (BWASP) team members updated their Basic Airplane and Helicopter Safety certificates as required by the Office of Aircraft Safety. The team test-fitted dry suits at ERA Survival and observed a demonstration of the operation and contents of the BWASP life raft. Team leaders received supplemental Office of Aircraft Services training on Mission Planning. First day training for every North Slope team member included a Pilot's Safety Briefing and a hands-on demonstration of water ditching equipment and procedures by the MMS Team Leader.

Improve the Ability to Identify and Abate Unsafe Practices and Conditions

The MMS ensures its nationwide facilities comply with all Federal regulations so our employees have a safe, healthy, and secure working environment. To maintain these high standards, trained safety specialists and members of each Safety and Health Committee conducted annual building inspections in every MMS facility. All identified hazards were promptly abated. Safety and Health Committee members also encourage supervisors and managers participation in the safety and health inspections.

Another area where MMS continues to meet and exceed Federal requirements is Personal Protective Equipment (PPE). All PPE at MMS was formally inspected in FY 2003. Bureau managers and supervisors promote daily PPE monitoring to ensure that every employee using PPE is equipped with effective protective equipment.

In keeping with MMS's proactive stance towards safety and health, bureau employees are trained to identify and abate unsafe practices and conditions. They seek out potential hazards and take action to eliminate them before a hazardous condition develops. This is evident in several workplace improvements recommended by employees in the Gulf of Mexico OCS Region. These improvements included:

- Installation of an automatic gate for a vehicle enclosure area to increase safety and security.
- Installation of a delivery ramp to eliminate potential hazards outside the receiving area.
- Renovation of building entrances for persons with disabilities.
- Installation of an intercom and an emergency call system in the e-Gov office.

- Addition of increased safety features to the crosswalk adjacent to the Elmwood Tower Building.

Provide Resources to Implement Effective Safety and Health Strategies

An important objective of MMS's safety and occupational health program is to provide the necessary resources for implementing effective safety and health strategies. As a responsible Federal employer, the MMS holds safety and health initiatives high on its priority list and addresses program funding during the budget process.

Annual funding of MMS's strategic safety training program includes more than just the courses previously listed. This year, MMS provided several training CDs and videos to educate employees about safety issues regarding biking, pedestrian activity, driving, office activity, and hearing protection. These training media are a key element in the bureau's effort to preserve human and material resources.

The bureau manages its budget to increase employee awareness of other safety and health issues. A popular health and nutrition lecture series was presented at each district office. Promotional items such as Think Safety Monthly Planners and Safety Day theme stress relievers provide employees with daily reminders of the Department's safety motto, "Safety First, Every Job, Every Time." The National Safety Council's Family Safety and Health Magazine and National Breast Cancer Awareness handbooks are distributed to our employees.

The MMS supports a number of annual building improvements to enhance employee and public safety and security. A Fire Control and Coordination Center was designed and installed in the Elmwood Tower Building. This Center is the first phase of a new and improved fire alarm system. Public address systems were installed in Houma and Lake Jackson District Offices, and an outside public address system with cell phone access was installed at the Elmwood Tower Building.

This year, MMS made a significant investment in the safety and health of its employees, contractors, and visitors by initiating an Automated External Defibrillator (AED) program. Once the bureauwide program is in place, 16 offices will be equipped with AEDs, and over 165 volunteer employees will be trained to use them. A professional medical staff will provide ongoing oversight. There are 15 personnel at the MMS Herndon office qualified to use AEDs, and bureau implementation will be complete in January 2004.

Facilitate Accountability and Program Improvement Through Evaluation and Monitoring

Managers, supervisors, and employees at MMS know they are accountable for safety and health. They also recognize that program improvement is a continuous process that requires all employees to monitor and evaluate current practices.

This attitude of program improvement is reflected in the annual update of the Occupant Emergency Plans (OEP) at every bureau facility. These updates require the participation of

every employee, from the review process, to employee training, to the execution of OEP procedures during drills.

Safety specialists and Emergency Management Coordinators at MMS Headquarters, WASC, and SASC reviewed and updated their Continuity of Operations (COOP) Plans. Employees at all three offices, and the Camarillo facility, participated in COOP training during the year. The MMS Headquarters and SASC successfully activated their COOP Plan on separate occasions during hurricane preparation.

The bureau's Hearing Conservation Program is another example of improvement through monitoring. This program requires annual audiometric testing for the MMS employees who work in the offshore environment and testing of noise level measurements in these workplaces. These tests were completed and analyzed by medical professionals to identify possible hearing loss.

Increase Organizational Safety and Health Awareness and Program Communication

The MMS constantly seeks innovative and cost-effective methods to inform employees, managers, and the public of safety and health issues. Bureau safety specialists efficiently use technology and automation to communicate numerous safety and health topics nationwide.

Safety and health specialists at Headquarters and the regional offices regularly issue safety bulletins, timely safety tips, and professional safety, health, and security articles to all MMS employees via e-mail. The MMS Safety Page and the MMS Pipeline were updated this year to provide users the most current information regarding the safety program via Web-based applications. Occupant Emergency Plans, Emergency Team members, Continuity of Operations Plans, accident/incident reporting, and bomb threat procedures are examples of available links on the MMS Pipeline Safety site.

The MMS maintains a high level of organizational safety and health awareness by traditionally recognizing employees through the MMS Safety Awards Program. Twelve bureau employees received an On-the-Spot Award for specific safety program contributions. Seven MMS employees earned the Safety Management Award for significant contributions to the bureau's Safety and Health Program. Ten MMS employees also received the Department's Safety Award of Merit.

In addition to the effective use of technology and automation, MMS still uses personal interaction to communicate the safety and health program to its employees. Safety and Health Committees are active in every region and meet at least quarterly. These committees address matters of safety and health; plan, conduct, and report on facilities inspections; and coordinate a number of safety and health awareness events throughout the year. Committee members continue to be the most effective connection between management and front-line employees. They facilitate two-way communication on all matters of safety and health.

The Minerals Management Service is a responsible Federal bureau committed to the goal of zero loss to human and material resources. The MMS maintains the highest quality safety and health

program in pursuit of this goal. Traditional measurements of an organization's safety and health program indicate that MMS had a very successful year: a low accident/incident rate, no fatalities, and no property loss. The true strength of MMS's safety program is in the bureau's training programs, accountability, safety and health culture, communication, and organizational safety and health awareness. Taking a proactive approach to safety in Fiscal Year 2003, MMS continued to meet the objectives of the Department's Occupational Safety and Health Strategic Plan. Consequently, MMS helped enable the Department to efficiently accomplish its mission of stewardship of the Nation's resources. The MMS injury and illness incident rate was 1.84 and the lost time injury rate was 1.1. There were no fatalities.