

*Recomm 1/6*

**Mr. Helms via  
Admiral Taylor**

**Attached for your signature is a proposed  
reply to a memorandum, dated 1 April 1967, from  
the President concerning the Agency's Mission  
SAFETY-70 program.**

**Request your signature.**

SIGNED Alan M. Warfield

**Alan M. Warfield**

20 APR 1967

EO-DD/S:VRT/ms (20 April 67)

Distribution:

- Orig - DCI (via DDCI) w/O&4 of DD/S 67-2118 & O&6 of DD/S 67-2119
- 1 - DD/S Chrono
- 1 - DD/S Subject, w/cys of Atts

Acting

DD/S 67-2118: Brief dtd 20 Apr 67 for DCI, thru/DD/S, fr D/S,  
subj: Mission SAFETY-70 Report - 1966

DD/S 67-2119: Memorandum for the President, dtd 27 APR 1967,  
fr the Director, subj: Mission SAFETY-70 Report - 1966  
w/Attachment

11/15 67- 2/18

20 APR 1967

**BRIEF FOR: Director of Central Intelligence**  
**THROUGH : Acting Deputy Director for Support**  
**SUBJECT : Mission SAFETY-70 Report - 1966**

1. On 1 April 1967, the President requested all executive departments and agencies to prepare a report of the accident prevention efforts they are presently undertaking and their plans for the year 1967 regarding the Mission SAFETY-70 Program.

2. In response to the President's request, the attached report has been prepared for your signature.



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Howard J. Osborn  
Director of Security

**Attachment**

**Distribution:**

- Orig & 1 - Adsec w/att
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Approved For Release 2002/08/15 : CIA-RDP84-00780R001800200010-2

Approved For Release 2002/08/15 : CIA-RDP84-00780R001800200010-2

DD/S 67-2019  
27 APR 1967

**MEMORANDUM FOR THE PRESIDENT**

**SUBJECT: Mission SAFETY-70 Report - 1966**

In accordance with your memorandum of 1 April 1967, I am transmitting a report of the accident prevention efforts that are presently being undertaken and the plans for 1967 in our Safety Program.

I wish to assure you of the continued full cooperation of this Agency in reaching the objectives which you have established for Mission SAFETY-70.

*/s/*  
Richard Helms  
Director

Attachment

CONCUR:

SIGNED Alan M. Warfield

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Alan M. Warfield  
Acting Deputy Director  
for Support

20 APR 1967

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Date

**Distribution:**

- Orig & 1 - Adse w/att**
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**REPORT TO THE PRESIDENT  
MISSION SAFETY-70  
1966**

**I. GENERAL**

A. The Safety Program of the Central Intelligence Agency has been strengthened and accelerated since the 1965 Report to the President in an effort to attain the goals of Mission SAFETY-70. The Agency's Safety Committee, comprised of senior officials representing major components, has held conferences to review the status of the Safety Program and to provide recommendations and assistance for improving the safety goals of the Agency.

B. An additional employee was added to the Headquarters Safety Staff, enabling it to develop new reporting procedures and regulations governing both the field and Headquarters. As a result accident reports for 1966 have been received and analyzed from ninety-eight per cent of the Agency's foreign field activities. Further, a new accident reporting form for internal use has been designed to meet the Agency's special needs and will be in use throughout 1967.

C. In order to encourage off-the-job safety for employees, the Agency arranged through its Employees Activity Association to procure and retail safety items. Through an internal promotional campaign fifteen hundred dry chemical fire extinguishers were purchased by Agency employees for use in homes, automobiles, and boats. Using the same association and with a separate campaign, fifteen hundred and two seat belts, and twelve hundred and ninety-two seat belt retractors were purchased by Agency personnel.

D. The Agency's Safety Staff completed comprehensive fire and safety surveys of five complex Agency installations and conducted numerous special inspections for the placement of heavy equipment, analysis of air samples, and determination of noise levels. Improved inspection and testing programs for fire detection systems, carbon dioxide and sprinkler extinguishing systems and manual fire alarm systems were established by the Safety Staff.

E. Instantaneous emergency lights were installed in the corridors of the Agency Headquarters Building. Similar emergency lights had been installed in the stairwells during 1965. The need for these lights was apparent when power outage tests were conducted.

F. The Agency has continued to encourage employee submission of safety suggestions through the Employee Suggestion and Invention Awards Program. The program of briefing both old and new employees on the purpose and goals of the Missiles SAFETY-70 Program has also been continued.

G. Continued monitoring of plans and specifications for new construction and major remodeling has been effected to insure inclusion of requirements of the National Fire Codes and other applicable safety codes.



H. Notices were distributed to all employees outlining the President's press release of 27 June 1966 in which Federal Administrators were challenged to attack causes of off-the-job injuries to their employees as part of the Mission SAFETY-70 Program.

I. Additional Agency employees in vehicles equipped with two-way radios were assigned for patrol throughout the Agency Headquarters area whenever weather emergencies were declared by the Executive Office of the President and on other occasions as deemed advisable by the Director of Security. The primary functions of these patrols were to render or request immediate assistance for personnel and to report or correct safety hazards.

J. Sixty-four operators of Agency vehicles participated in the National Safety Council's Safe Drivers Award Program during fiscal year 1966. Forty-seven of these drivers were presented awards for

driving without an accident. Awards were presented as follows:

<u>Number of Drivers Receiving Awards</u>	<u>Accident Free Years</u>	<u>Number of Drivers Receiving Awards</u>	<u>Accident Free Years</u>
3	1	5	11
1	2	2	12
8	3	3	13
1	4	1	14
2	6	1	15
1	7	2	16
1	8	3	17
6	9	1	18
6	10		

K. Vehicle and pedestrian areas within the Agency Headquarters compound were improved by (1) relocation of "No Parking" signs; (2) installation of flashing caution lights; (3) construction of pedestrian signs, and (4) the posting of "Yield," "Stop," and pedestrian crossing signs.

L. A four-wheel carryall was equipped for emergency use for fighting vehicular and other fires in the Agency Headquarters area pending arrival of local fire department personnel and equipment.

## II. TRAINING

A. During 1966 four hundred and one Agency employees received first aid training in courses provided by the Agency. The Agency also provided training for three hundred and fifty members of the Building Emergency Evacuation Organization and conducted fire drills in several Agency buildings to familiarize employees with evacuation procedures.



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C. In the field of motor vehicle safety, seventy-nine Agency drivers attended a four-hour traffic and driving course by the District of

**Columbia Office of Traffic Safety Education, Department of Motor Vehicles.**

### **III. GENERAL FACTUAL DATA**

#### **A. Statistical Information**

(1) The American Standards Association Code Z16.1 was used as a guide for recording and measuring the work injury experience of Agency employees. The statistical analysis included injury reports for calendar year 1966 received by the Safety Staff as of 1 March 1967. [See III, B, (2) and (4)]

(2) The Bureau of Employees' Compensation furnished the Agency a tabulation of Agency injury cases processed by them for 1965, along with sufficient data for the Agency's Safety Staff to compute a BEC frequency and severity rate. [See III, B, (1) and (3)] Direct costs due to injuries were also furnished to the Agency by BEC. [See III, C, (1)]

(3) All vehicle accidents were reported to the Safety Staff during 1966 regardless of the extent of damage. The motor vehicle frequency rate was computed from these reports and the total Agency vehicle mileage records. In 1965 the motor vehicle frequency rate was computed on the basis of available information which did not include many accidents which resulted in less than one hundred dollars' damage. See III, B, (5)

<u>B. Frequency and Severity Rates</u>	<u>1965</u>	<u>1966</u>
(1) BEC Frequency Rate	1.1	-
(2) Agency Frequency Rate	3.6	3.9
(3) BEC Injury Severity Rate	2211	-
(4) Agency Injury Severity Rate	952	92
(5) Motor Vehicle Frequency Rate	7.2	8.5

<u>C. Accident Costs</u>	<u>1965</u>	<u>1966</u>
(1) BEC Direct Costs	\$4,300,845.00	-
(2) Agency Paid Tort Claims	\$6,844.50	\$2,945.49
(3) Fire Damage	-	\$37,371.85
(4) Motor Vehicle	-	\$22,635.92
(5) Other Losses	-	\$9,314.58

#### IV. PLANS FOR 1967

A. Emphasis will continue to be placed on implementation of the Agency's policy of encouraging safety practices, eliminating work hazards, and reducing accidents and injuries involving its personnel.

B. Efforts will be made to include off-the-job injuries in the Agency's Safety Program as it is realized that these injuries result in more lost time by employees than on-the-job injuries.

<u>C. Accident Costs</u>	<u>1965</u>	<u>1966</u>
(1) BEC Direct Costs	\$4,500,845.00	-
(2) Agency Paid Tort Claims	56,844.50	\$2,945.49
(3) Fire Damage	-	\$27,371.85
(4) Motor Vehicle	-	\$32,633.92
(5) Other Losses	-	\$9,314.38

**IV. PLANS FOR 1967**

A. Emphasis will continue to be placed on implementation of the Agency's policy of encouraging safety practices, eliminating work hazards, and reducing accidents and injuries involving its personnel.

B. Efforts will be made to include off-the-job injuries in the Agency's Safety Program as it is realized that these injuries result in more lost time by employees than on-the-job injuries.

C. The Agency's Safety Staff will continue to work with the Department of Labor, Federal Safety Council, and the National Safety Council to achieve the goals set for Mission SAFETY-70.

D. Many unsafe practices and hazards of the job are undoubtedly observed by employees who fail to report them. Efforts will be directed toward achieving more active employee participation in the Safety Program through the Incentive Awards Program.

E. Special emphasis will continue to be placed upon sound basic safety practices such as (1) fire and safety inspections of buildings and areas; (2) review of plans and specifications for new construction and remodeling; and (3) specialized training of employees in fire fighting, first aid, and vehicle operation.

F. Efforts will be made to obtain pertinent information from health insurance claims submitted by Agency employees for off-the-job accidents.



G. The revised Application for Leave Form, SF-71, is currently in use. It is anticipated that off-the-job injuries reported on this form will be tabulated during 1967.

V. OTHER

A. Five hundred first aid and lost time injuries were analyzed for the purpose of comparing age groups of the injured personnel. The highest rate (18.2 per cent) is in the 20-24 age group and the next highest rate (16 per cent) is in the 15-19 age group. Office type accidents, slips, and falls accounted for 46 per cent of the accidents in these age groups. It was noted that these two groups incurred 34 per cent of the injuries although they comprise approximately 3 per cent of the Agency's employees.

B. For the year 1966 studies were made by the Agency's Safety Staff to determine causes and severity of accidents with respect to types of employment and areas of employment [redacted]

[redacted] Information obtained from these studies will be used to attempt to decrease further the accident and injury rates of the

Central Intelligence Agency.

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