

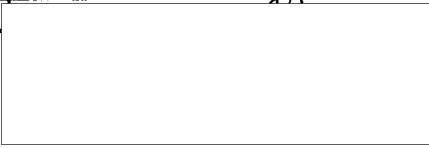
Date

ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. D/OMS 1D4061 Hqs	<i>[Handwritten Initials]</i>	5/21
2. DDA/EKO 7D18 Hqs	<i>[Handwritten Initials]</i>	27-5
3. ADDA	<i>[Handwritten Initials]</i>	7 MAY 1951
4. DDA	<i>[Handwritten Initials]</i>	7 MAY 1951
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination		

REMARKS *Concur.*



For DDA Signature

DO NOT use this form as a RECORD of approvals, concurrences, disposals, or actions

Room No. _____ Bldg. _____

[Handwritten Signature]
 Chief, Safety Division, OMS

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
 Prescribed by GSA
 FPMR (41 CFR) 101-11.206

☆ GPO : 1983 O - 381-529 (301)

STAT

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DD/A Registry
86-0999

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: William F. Donnelly
Deputy Director for Administration

EXTENSION

NO. ;

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED FORWARDED

1. DDCI
7E12 Hqs

30 MAY

8

2.

3. EXO/
DDA

30 MAY 1986

30/5 [Signature]

4. A/DDA

2 JUN 1986

[Signature]

5. ~~DDA~~

6.

7. DDA Log

8.

9.

10.

11.

12.

13.

14.

15.

DD/A REGISTRY
FILE: 12-2



~~SECRET~~

86-0999

27 MAY 1986

MEMORANDUM FOR: Deputy Director of Central Intelligence
FROM: William F. Donnelly
Deputy Director for Administration
SUBJECT: Central Intelligence Agency Annual Report
of Accident Analyses - CY 1985

25X1

1. Action Requested: None, for information only.

2. Background: The Safety Division, Office of Medical Services, has prepared the attached Annual Accident Analyses Report for CY 1985. The report was prepared as one facet of the requirement of Executive Order 12196 that each Agency operate an occupational safety and health management information system. A copy of the report will also be provided to each member of the Agency's Occupational Safety and Health Committee.

25X1

3. Staff Position: Occupational injuries, illnesses, fires, motor vehicle accidents, and other accidents involving CIA personnel, equipment and facilities are reported to and analyzed by personnel of the Safety Division, Office of Medical Services.

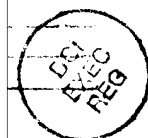
25X1

[Redacted]

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25X1

[Redacted]



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25X1 The injuries/illnesses computed in the IR decreased
 25X1 from [redacted] Slips and falls continued to be the major
 25X1 causes of these injuries. However, it is encouraging to
 25X1 note that these decreased from [redacted] Special emphasis
 25X1 is continuing toward the reduction of these injuries
 25X1 through careful review of each accident, inspections and
 25X1 surveys, contacts with the appropriate officials for
 25X1 immediate elimination of detected hazards, and through
 25X1 distribution of posters and literature emphasizing causes
 25X1 of these accidents. [redacted]



25X1 Motor vehicle accidents increased from 58 in CY 1984
 25X1 to 66 in CY 1985. However, the losses were lowered from
 25X1 [redacted]

25X1 I feel that the comprehensive statistics in the
 25X1 Accident Analyses report reflect very favorably upon the
 25X1 CIA's overall Occupational Safety and Health Program and
 25X1 efforts will continue toward producing a report as
 25X1 meaningful as possible. [redacted]

[redacted signature box]

William F. Donnelly

Attachment

SECRET

Central Intelligence Agency 1985 Annual Report



Accident Analyses

**Prepared By Safety Division
Office of Medical Services
Directorate of Administration**

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INTRODUCTION

25X1 1. The Central Intelligence Agency's Safety and Health Program is conducted in compliance with the Occupational Safety and Health Act, Executive Order 12196 and Title 29 Code of Federal Regulations Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs [redacted]

25X1 2. The statistics in the Agency's Annual Report of Accident Analyses for 1985 are based on accidents, fires, injuries and illnesses defined, reported and recorded in accordance with guidelines furnished by the Secretary of Labor. The report includes analyses of the incidents listed in subparagraphs a, b, c, and d which occurred during calendar year 1985 and were reported to the Safety Division by 31 January 1986. [redacted]

25X1 a. Occupational injuries and illnesses incurred by Agency employees [redacted]
25X1 [redacted]

b. Accidents involving official and quasi-personal motor vehicles.

c. Accidents which resulted in damage to other types of Agency equipment.

d. Fires which resulted in personal injury or damage to Agency property or equipment.

25X1 3. Reports furnished by the Office of Personnel, Office of Medical Services, Office of Logistics, Office of General Counsel, and Incident Report Form 2652a forwarded to the Safety Division in compliance with [redacted] were utilized in these analyses [redacted]



DEFINITIONS

1. *Occupational Injury* is any injury which results from a work accident.
2. *Occupational Illness* is any abnormal condition or disorder caused by exposure to environmental factors associated with employment.
3. Categories of occupational injuries and illnesses are as follows:
 - a. *First Aid*—one-time treatment and subsequent observation for minor scratches, cuts, bruises, etc., which do not ordinarily require medical care.
 - b. *Fatality*—an employee's death resulting from an occupational injury or illness.
 - c. *Lost Workday*—injuries/illnesses, other than fatalities, which involve days, or parts of days, away from work beyond the date of injury.
 - d. *Nonfatal*—injuries/illnesses, other than Lost Workday, which result in one or more of the following: (1) medical treatment other than first aid, (2) diagnosis of occupational illness, (3) loss of consciousness, or (4) transfer to another job.
4. *Days Lost* are the workdays, after the date of the injury or illness, for Lost Workday cases that the employee would have worked but could not.
5. *A Motor Vehicle Accident* is any occurrence involving an Agency official or quasi-personal vehicle while operated which results in death, injury or property damage of \$100 or more, regardless of who was injured or what property was damaged.
6. *Other Accidents* include incidents which result in damage of \$100 or more to Agency property or equipment.
7. *Fires* include incidents of unplanned burning which result in damage to Agency property or equipment.
8. *Incidence Rate (IR)* is the number of injuries and illnesses, excluding first aid, per 200,000 employee hours worked. The IR formula is:

$$IR = \frac{\text{Number of Injuries and Illnesses} \times 200,000}{\text{Employee Hours Worked}}$$

9. *Motor Vehicle Accident Frequency Rate* is the number of accidents per 1,000,000 miles driven. Written as a formula:

$$FR = \frac{\text{Number of Accidents} \times 1,000,000}{\text{Miles Driven}}$$

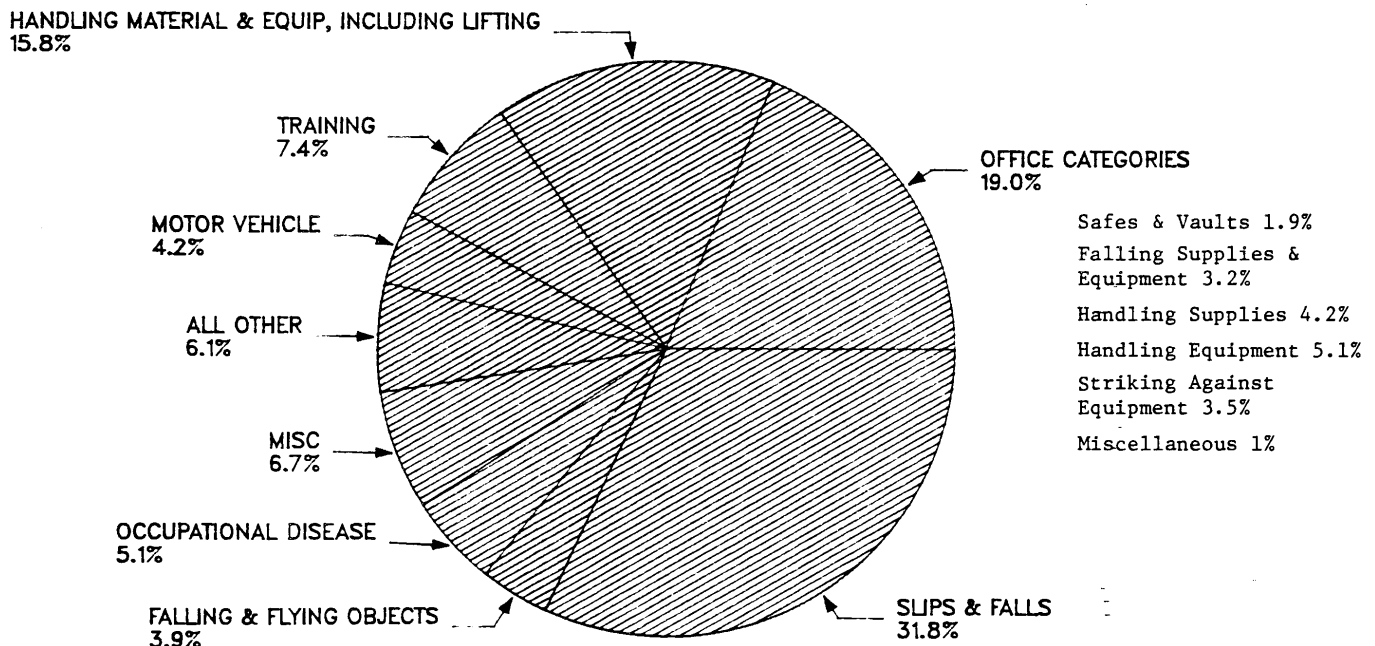
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1985 INJURIES AND ILLNESSES (LOST WORKDAY & NONFATAL)



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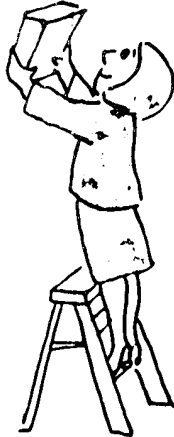


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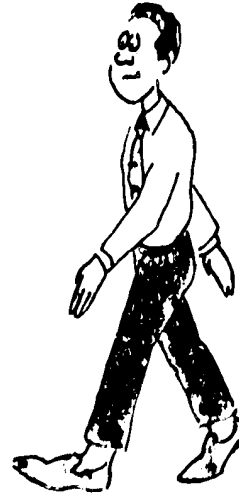
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THE TWO MAJOR CAUSES OF LOST WORKDAY AND NONFATAL INJURIES

Slips and Falls

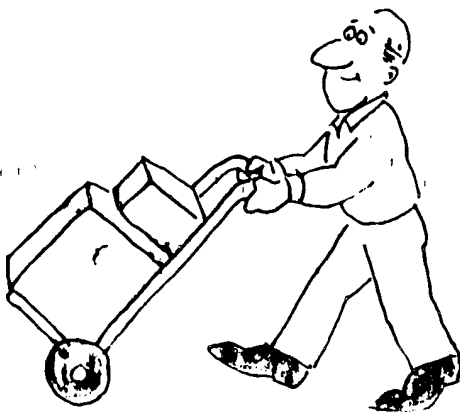


Don't climb on chairs or boxes. Use a stepladder instead.

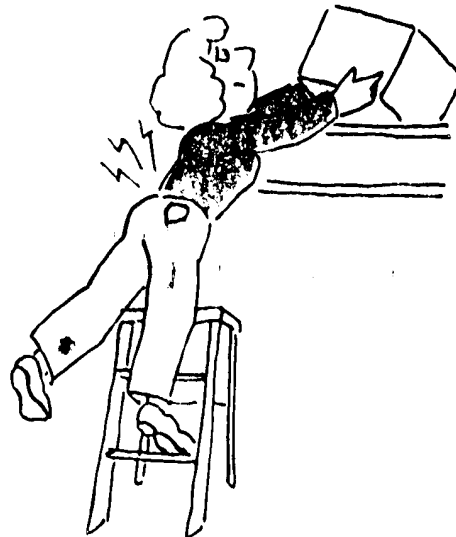


Walk safely. Don't hurry.

(Handling Material and Equipment / Including Lifting)

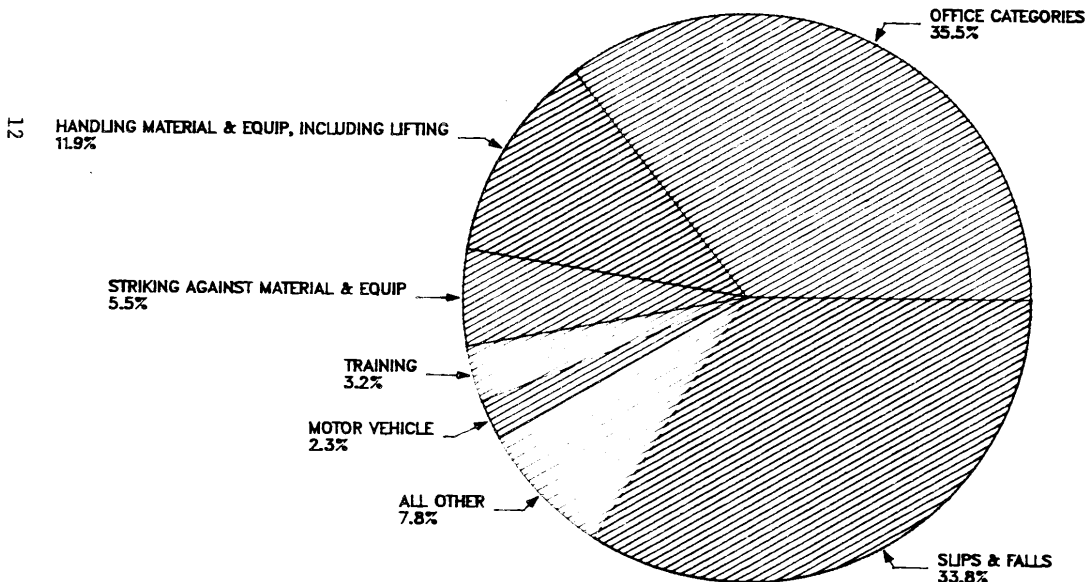


Use mechanical help like hand trucks and carts whenever possible.



Keep balanced—don't lift in an awkward position.

1985 INJURIES AND ILLNESSES (FIRST AID)



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