

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Annual Occupational Safety & Health Report - 1987

DD/A Registry
88-1543X

FROM:

C/Safety Division/OMS

EXTENSION

NO.

DATE 20 January 1988

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.)

DDA
7D24, Headquarters

21 JAN 1988

CD

FYI.
Welcome comments at next committee meeting.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

DDA REGISTRY
FILE: 12-1

Log 5-12-AR

14 JAN 1988

Washington D.C. 20505

The Honorable Ann Dore McLaughlin
The Secretary of Labor
Washington, D.C. 20210

Dear Madam Secretary:

Transmitted herewith is the Central Intelligence Agency's Annual Occupational Safety and Health Report for Fiscal Year 1987. The report was prepared in consonance with Title 29, Code of Federal Regulations, Part 1960, and the guidelines provided in attachment to memorandum dated 20 November 1987 from the Director, Office of Federal Agency Programs.

I feel that the report reflects an active and effective Occupational Safety and Health Program (OSHP). An augmented dedicated Safety Staff and more active participation by the CIA Occupational Safety and Health Committee have strengthened the OSHP during FY87. The Safety Staff now consists of one part-time and 15 full-time professionals, three of whom are assigned full-time to major CIA components. Lost workday injuries/illnesses were reduced from 134 in FY86 to 118 in FY87.

Special emphasis on the shortfall areas (annual survey of each facility and safety training of each employee, Title 29, CFR 1960) has resulted in an increase of comprehensive surveys from 91 in FY86 to 100 in FY87, as well as an increase in training received and presented by safety professionals. These areas are expected to be improved in FY88 through the employment of a safety officer experienced in motor vehicle safety and the presentation of training addressing the needs of handicapped employees.

Please be assured that full compliance with Federal Statutes requiring safe and healthful work environments for Federal employees is the primary goal of the Occupational Safety and Health Program.

Sincerely,

[Redacted Signature]

William F. Donnelly
Deputy Director
for
Administration

Enclosure

C/SD/OMS [Redacted] (13 Jan 88)

Distribution:

- Orig. - Addressee
- 1 - DDA Registry Subject (w/att) 1 - D/OMS (w/att)
- 1 - DDA Registry Chrono (w/att) 2 - SD/OMS (w/att)

AGENCY ANNUAL REPORT

Occupational Safety and Health Program

Fiscal Year 1987

Name of Agency

Central Intelligence Agency

Address

Washington, D. C. 20505

Number of employees covered by this report

Covers the entire Central Intelligence Agency. The number of employees is classified.

Name of individual responsible for the Occupational Safety and Health Program of the Agency

Gary E. Foster

Telephone number of this individual

STAT

Title of this individual

Director of Medical Services

1. Injury/Illness Data

A. The occupational injury/illness statistical data in this report are based on occupational injuries and illnesses incurred by Central Intelligence Agency (CIA) employees worldwide during FY87 for which reports were received in the Safety Division, Office of Medical Services (OMS), by 31 October 1987. CIA regulations require that each occupational injury/illness be reported to the Safety Division on internal accident/injury Form 2652A. Copies of each Form CA-1 (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation), Form CA-2 (Federal Employee's Notice of Occupational Disease and Claim for Compensation), and internal CIA Form 379 (a report of each employee treated in OMS for an occupational injury/illness) are received in the Safety Division to insure every incident is reported. The Safety Division also receives computer printouts of each employee who takes traumatic leave, number of days taken, and costs.

B. Attachment 1 reflects the fatalities, lost time injuries/illnesses, and leave costs during FY87, FY86, FY85, and FY84.

C. Attachment 2 reflects the types and numbers of lost workday occupational injuries/illnesses incurred during the past four fiscal years. There is a decrease in these incidents from 134 in FY86 to 118 in FY87. Slips and falls (43) and lifting (24) continue to be the primary causes of lost workday injuries, 67 in FY87 compared to 72 in FY86.

2. Accomplishments and initiatives implemented to improve the CIA's Occupational Safety and Health Program

A. Employee training and safety awareness are considered vital to an effective occupational safety and health program and were given special emphasis as follows:

(1) Safety, health, and fire prevention professionals in the Safety Division received 1,312 hours of specialized training. Five nurses in the Office of Medical Services are certified in Occupational Health Nursing and five are in

training for the examination in 1988. Members of the medical staff attended a broad spectrum of internal and external continuing medical education and management courses to improve their skills to enable the provision of enhanced medical support to the CIA and its employees.

(2) Each new employee was given a one-half hour briefing regarding the CIA's Occupational Safety and Health Program.

(3) Twenty-three courses, in addition to numerous briefings, concerning safety, fire prevention, and occupational health were presented to CIA employees who enrolled as a result of their interest or were assigned. The courses ranged from five-day basic safety and health to shorter courses designed for specific employees and jobs. First aid training courses were attended by [] employees and [] employees were certified in cardiopulmonary resuscitation.

STAT
STAT

(4) A correspondence safety training program was initiated for component safety officers overseas. The initial phase included review of CIA regulations concerning the Occupational Safety and Health Program and responsibilities of the component safety officers. A different subject, such as fire safety, asbestos safety, hazardous materials, noise, etc., was covered each month and the information was presented in the form of video tapes, booklets, and other materials suitable not only for training the component safety officers but also for presentation to the employees.

(5) Employees were provided information and training regarding alcohol, drugs, emotional health, and physical fitness through an Employee Assistance Program. Fifty-nine (59) briefings (24 for supervisors) were presented to [] employees (570 supervisors). Exercise as medicine and relating exercises to injury prevention were emphasized in 119 group and 144 individual briefings attended by [] employees. A Headquarters Notice setting forth the CIA's policy on drug and alcohol use was also published.

STAT

STAT

(6) Training in "Coping with the Stresses of Captivity" and "Coping with Violence Abroad" was

made available to employees and their dependents scheduled for assignments overseas. Also, "Terrorism and the Traveler," a four-hour presentation, is mandatory for employees who travel internationally and was presented many times throughout the year.

(7) An AIDS education program for employees worldwide was completed and will be reinforced on a regular basis.

(8) A series of 10 health education presentations by outside guest speakers was provided for employees on health topics of current interest.

(9) Employees were encouraged on a continuing basis to stop smoking. A two-hour "Stop Smoking Clinic" was presented four times in the CIA Headquarters Building by a representative of the American Lung Association. A Headquarters Regulation and two Notices setting forth policy and procedures governing smoking in the CIA occupied buildings and facilities were published.

(10) An Employee Bulletin was published advising employees of the importance of filing Forms CA-1 and CA-2 for job related injuries and illnesses. The Notice also provided information regarding completion of the forms and use of traumatic leave.

(11) Employee safety awareness was also promoted through distribution of applicable safety brochures and publication by the Office of Medical Services of a quarterly "Newsletter" and monthly "Health in the News" information sheet.

STAT

(12) Twelve different messages promoting safety awareness in employees were broadcast over a six-month period on message monitors in the CIA Headquarters Building.

(13) Published a Headquarters Notice which listed the function of the CIA Occupational Safety and Health Committee, the duties and names of the members, and encouraged employees to give full support to the Occupational Safety and Health Program.

(14) The Safety professional assigned to a major CIA component participated as class instructor in over 500 hours of safety/fire protection instruction and use of emergency evacuation equipment. Student man-hours exceeded 5,000 hours. Cardiopulmonary resuscitation (CPR) and first aid instruction was provided to several overseas facilities and [] employees were certified.

STAT

B. The effectiveness of the Agency's Safety and Health Program was evaluated formally through preparation of comprehensive reports. An Annual Accident Analysis Report was prepared for the Deputy Director of Central Intelligence, copies of which were provided to members of the CIA Occupational Safety and Health Committee. The annual report to the Secretary of Labor was reviewed and signed by the Deputy Director for Administration. A comprehensive report reviewing duties of Occupational Safety and Health Committee members and setting forth shortfalls of the Occupational Safety and Health Program was also prepared for the Committee.

C. The identification, assessment, and resolution of existing and potential safety, fire, and health hazards in the work environments were addressed as follows:

(1) Professionals (safety officers, fire prevention engineers, industrial hygienists) of the Safety Division conducted [] comprehensive surveys [] compared with [] during 1986.

STAT
STAT
STAT

(2) The Safety Enhancement Program, initiated in 1983 to provide safety/health/fire protection equipment necessary to improve the working environments of CIA employees worldwide, was expanded to include personal protective equipment such as portable smoke detectors, door locks, and first aid kits issued to employees on TDY travel. Under the Program, which was funded by the Safety Division, [] units were issued.

STAT

(3) Two professional safety officers, assigned to implement the safety and health

program for two major components, accomplished the following:

(a) Made 11 trips overseas conducting surveys of [] facilities.

STAT

(b) Initiated a Water Distiller Program and distributed water distillers to residences overseas with contaminated water supplies.

(c) Provided safety supplies and equipment at a cost of [] as the result of surveys and requests.

STAT

(d) Developed a Hearing Conservation Program designed to reduce noise levels experienced by Communication operators. New receivers are now being evaluated.

(e) Provided detailed briefings regarding safety and health in the office and home to employees scheduled for assignments overseas.

(f) Fifteen security/safety officers conducted [] safety inspections.

STAT

(4) The CIA Occupational Safety and Health Committee instituted a review of the Safety and Health Program to identify weaknesses and to consider recommendations to strengthen the program.

(5) Conducted [] asbestos surveys at [] CIA facilities worldwide. The surveys included sample collection, air monitoring, analysis, inspection of physical condition, and evaluation of abatement strategies. Asbestos was removed from six areas. In addition, a comprehensive asbestos identification survey was completed for the CIA Headquarters Building. Asbestos was removed from four areas, and the remaining asbestos was prioritized for future removal.

STAT

(6) Radon monitoring was conducted in [] buildings occupied by CIA employees in the Washington, D.C., and domestic areas. The results indicated conformance with guidelines of the Environmental Protection Agency.

STAT

(7) Continued special emphasis on the Hazard Communication Program (HCP) in conformance with Title 29, Code of Federal Regulations, Part 1910.1200. An electronic message supplementing information previously provided in Regulations was sent to each CIA facility overseas concerning the HCP. A file of material safety data sheets (MSDS) was compiled for chemical products commonly used at CIA facilities and a copy of this file was provided to each CIA facility worldwide. A copy of the file was also provided to the CIA Security Duty Office which is manned 24 hours a day and receives all emergency calls. A master file of all MSDS is maintained in the Safety Division. Chemical Product inventories were taken at three large laboratory facilities and MSDS were obtained.

(8) In addition to preventative and corrective measures taken as the result of overall surveys, fire protection engineers of the Safety Division accomplished the following to further strengthen the fire prevention/protection program.

(a) Reviewed the design submittals and plans for proposed new and renovated facilities occupied by CIA employees.

(b) Performed 11 special fire inspections of CIA facilities for specific fire hazards and conducted nine acceptance tests of fire protection systems.

(c) Installed fire detection systems in six buildings occupied by CIA employees overseas and surveyed an additional one for future installation.

(d) Detailed a fire prevention engineer to the New Headquarters Building Project Office on a two-day a week schedule to ensure compliance with applicable fire prevention/protection criteria for new construction and renovations.

(e) Procured an IBM personal computer with automatic computer assisted design for use in the design of fire protection systems and the creation of as-built drawings. The PC will

also be used with software for designing and analyzing new and existing fire protection systems.

(f) Repaired the fire alarm systems in two domestic CIA facilities and installed a Halon fire suppression system in another facility.

(9) Established an Institutional Review Board to review research proposals to ensure the protection of human subjects involved in research studies.

(10) Following are some of the important accomplishments at a major facility which has an aggressive Occupational Safety and Health Program and Safety and Health Committee:

(a) Certified employees in Cardiopulmonary Resuscitation and provided Advanced First Aid Training to employees.

STAT
STAT

(b) Fire safety training highlighted by practical exercises was provided to 129 employees during Fire Prevention Week.

(c) Safety awareness and fire prevention were emphasized in briefings of new employees and members of conference groups.

(d) Conducted fire drills in three high occupancy buildings during Fire Prevention Week using non-toxic smoke to block one exit to simulate a real fire.

(e) Safety, health, and fire prevention were enhanced through extensive monthly inspections by fire department personnel, nightly inspections by security personnel, and monthly sanitary inspections by medical personnel. Medical personnel also tested drinking water monthly.

(f) Reduced risk of electrically related fires and injuries through a total upgrade of the overhead electrical distribution system and replacement of interior electrical distribution panels.

(g) Installed a complete fully supervised fire alarm system in a major records holding center.

(h) Installed 31 additional emergency lights as a result of inspections.

(i) Reduced hazards that could have caused slips and falls, i.e., installed guardrails along a roadway used by pedestrians, installed a handrail on a loading dock, repaired outside steps to a basement area, inspected and repaired as necessary all search carts and ladders in a records center, and relined parking and pedestrian areas near a warehouse.

(j) Installed backup horns on all emergency vehicles to increase pedestrian safety.

(k) The Safety Committee held quarterly meetings with emphasis on increased safety in the work environment.

(l) One major component published an overall safety plan addressing all facets of safety for the operations and work environments of the component, and another component produced an internal document detailing safety procedures for the facility.

(ll) The working environments of CIA employees at [redacted] were improved considerably through the following actions:

(a) [redacted] has an assigned safety officer who devoted approximately 85 percent of his time to safety. He has been trained in safety management techniques by a creditable outside organization, attended a 40-hour OSHA course, assists supervisors in the investigation of accidents and "near misses" and conducts continuing inspections in addition to weekly formal surveys of the more hazardous areas. Other areas are inspected monthly.

(b) Provided training in five different safety courses [redacted]

STAT

STAT

STAT




STAT

(c) Each employee has two pairs of safety shoes which were fitted on the job through units of a commercial shoe trade. Inspections are made to ensure the shoes are worn.

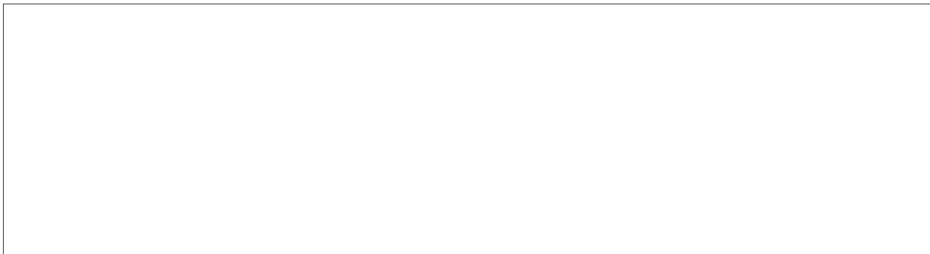
(d) Conducted periodic fire drills to ensure employees are aware of evacuation routes and procedures.

(e) Constructed an environmentally controlled building for storage of hazardous materials.

(f) Procured and installed selected exercise equipment in coordination with the Medical Services physical therapist. The therapist visited  on several occasions to demonstrate the equipment and brief employees on several physical fitness programs.

STAT

(g) The safety committee met quarterly and its members are rotated on an annual basis.



STAT

(i) Established safety as a specific part of each agenda for management meetings as well as a specific requirement in Performance Appraisal Reports.

3. Occupational Safety and Health Plans, Goals, Objectives, and Significant Initiatives for FY 1988

A. Hire an additional Safety Officer, with experience in motor vehicle safety, to be responsible for the CIA Motor Vehicle Safety Program.

B. Expand the existing training programs for employees to include:

(1) Two five-day courses for the deaf and non-ambulatory employees.

(2) A one-day refresher training course for component safety officers.

(3) A one-day training course for the CIA Security Protective Officers in the Washington, D.C., area.

(4) A safety awareness program via the Headquarters TV cable network for senior management personnel.

(5) A one-day safety awareness course for CIA security escort employees.

(6) Two three-day advanced safety survey courses as a supplement to the five-day Basic Safety Course for component safety officers.

C. Install fire detection and alarm systems in

[REDACTED]

STAT

D. Establish a training program for the communicators in the Office of Communication covering the operation and maintenance of typical fire detection and suppression systems

[REDACTED]

STAT

STAT

E. Develop a computer file to manage personal exposure data for employees who are occupationally exposed to asbestos, noise, and ionizing radiation.

F. Update and publish the Headquarters and Field Regulations regarding the Radiation Safety Program.

G. Continue the emphasis on comprehensive safety and health surveys, conducting as many outside of the Washington, D.C., area as budget restraints will permit.

H. Establish a new health education program which will formalize and coordinate the existing programs in

"Wellness" to provide seminars to management personnel regarding wellness.



STAT

4. Accomplishments and Initiatives to carry out Executive Order 12566

A. The CIA's policy, based on provisions of EO 12566, regarding the use of safety belts in motor vehicles was published in Headquarters and Field Notices distributed to CIA employees worldwide.

B. Mandatory use of safety belts by operators and passengers of government vehicles as well as personal automobiles on official business is emphasized in each safety course.

C. brochures and posters encouraging the use of safety belts were distributed to employees through use of bulletin boards in buildings occupied by CIA employees.

STAT

D. Chauffeurs of official vehicles remind passengers to fasten their safety belts and stickers, "please fasten seat belts," were stuck on the dashboard of official vehicles.

E. Fifteen hundred key rings emphasizing use of safety belts, "Buckle-up, occupants of this vehicle are required to use safety belts," were purchased and are being distributed to CIA employees.

F. Initiated clearance procedures for a safety officer, experienced in motor vehicle safety, who will be responsible for implementing the CIA Motor Vehicle Safety Program.

Page Denied

Next 1 Page(s) In Document Denied