

~~S E C R E T~~

30 Nov 1987

MEMORANDUM FOR: Chief, Operations Support Branch,  
Supply Division, OL

FROM: Acting Chief  
Real Estate and Construction Division, OL

SUBJECT: Occupational Safety and Health Program - Annual  
Questionnaire

25X1

The Real Estate and Construction Division has on its staff a Safety Officer assigned from the Office of Medical Services to provide assistance and ensure compliance with the Occupational Safety and Health Program. The Chief of the Field Engineering Branch is an advisor to the Agency Occupational Safety and Health Committee, which meets frequently with the committee on matters of safety and health. The Real Estate and Construction Division Occupational Safety and Health program is an integrated part of the Logistics program.

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OL 13413-87

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OCCUPATIONAL SAFETY AND HEALTH PROGRAM

ANNUAL REPORT FOR CY 1987

NAME AND ADDRESS OF FACILITY/COMPONENT

25X1

[Redacted box]

NUMBER OF EMPLOYEES

25X1

[Redacted box]

NAME OF FACILITY/COMPONENT SAFETY OFFICER

25X1

[Redacted box]

SAFETY OFFICER

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ADMINISTRATION

|  | <u>YES</u>    | <u>NO</u>          |
|--|---------------|--------------------|
| 1. Has the head of your Facility/Component issues a policy statement that:   |               |                    |
| a. Emphasizes his/her commitment to a safe and healthful workplace?  | <u>  X  </u>  | <u>      </u>      |
| b. Charges all levels of management to be responsible and accountable for the program?   | <u>  X  </u>  | <u>      </u>      |
| c. Requires employee compliance with applicable OSHA and/or Agency standards?  | <u>  X  </u>  | <u>      </u>      |
| d. Has been communicated to all Agency personnel?  | <u>  X  </u>  | <u>      </u>      |
| e. Assures employee OSHA rights?   | <u>  X  </u>  | <u>      </u>      |
| 2. Does the Official in Charge directly supervise the person(s) responsible for managing the OSHA program?   | <u>      </u> | <u>  X  </u>       |
| 3. How frequently does your Facility/Component Safety Officer meet or communicate officially with the Official in Charge on safety and health matters? |               |                    |
|  | <u>Meet</u>   | <u>Communicate</u> |
| a. At least weekly   | <u>      </u> | <u>  X  </u>       |
| b. At least monthly  | <u>      </u> | <u>      </u>      |
| c. At least quarterly  | <u>  X  </u>  | <u>      </u>      |
| d. Other   | <u>      </u> | <u>      </u>      |

If other, please explain. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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4. How frequently does your Official in Charge communicate with the person(s) responsible for managing the OSHA program?

- a. Daily \_\_\_\_\_
- b. At least weekly \_\_\_\_\_
- c. At least monthly  X  \_\_\_\_\_
- d. At least quarterly \_\_\_\_\_
- e. Other \_\_\_\_\_

If other, please explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Who manages your safety and health program? If you have different individuals for safety and health, list both and identify their assignments.

Name \_\_\_\_\_

Title  Safety Officer  \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

6. What is the approximate percent of time this (each person spends on the OSHA program?)  
 80%   5%   
(safety) (health)

7. Were the financial resources received in calendar year adequate for the following purposes?

|  | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| a. Occupational Safety and health personnel. | <u> X </u> | _____     |
| b. Training                                  | <u> X </u> | _____     |
| c. Inspection/evaluations                    | <u> X </u> | _____     |
| d. Personal protective equipment             | <u> X </u> | _____     |

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|  | <u>YES</u>   | <u>NO</u>   |
|--|--------------|-------------|
| e. Abatement   | <u>  X  </u> | <u>    </u> |
| f. Program promotional items   | <u>  X  </u> | <u>    </u> |
| g. Medical surveillance program for employees                                | <u>  X  </u> | <u>    </u> |
| h. Safety and health sampling, testing, laboratory, and analytical equipment | <u>  X  </u> | <u>    </u> |
| i. Technical information, documents, periodicals, etc.                       | <u>  X  </u> | <u>    </u> |

8. Provide the total number of full-time safety and health headquarters and field personnel in the following categories as defined in 29 CFR 1960.2(s).

|  | <u>Hqtrs.</u>  | <u>Field</u>   |
|--|----------------|----------------|
| a. Safety Professionals<br>(GS-018, 019, 081, 803, 804, 1815, 1825, 2125, etc.*) | <u>  N/A  </u> | <u>  N/A  </u> |
| b. Health Professionals<br>(GS-602, 610, 645, 690, 699, 1306, 1311, 1320, etc.*) | <u>  N/A  </u> | <u>  N/A  </u> |

\*or equally qualified military, agency, or nongovernmental personnel.

9. Provide the total number of part-time (collateral duty) safety and health headquarters and field personnel.

|                           | <u>Total number</u> | <u>Approximate full-time equivalent</u> |
|---------------------------|---------------------|---|
| a. Headquarters personnel | <u>    1    </u>    | <u>   85%   </u>                        |
| b. Field personnel        | <u>  N/A  </u>      | <u>  N/A  </u>                          |

Column 2 equals the percent of column 1 in full-time equivalency.

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GOALS AND OBJECTIVES FOR CY.

15. Briefly list your primary goals for Calendar Year.

Please see attachment

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16. To what extent are planning factors a. through f. below used in planning the program elements listed in the right-hand columns? (N = Never; R - Rarely; S = Sometimes; F = Frequently; and A = Always)

| PLANNING FACTORS   | PROGRAM ELEMENTS                                    |                                      |   |   |  |                       |
|--|---|--------------------------------------|---|---|--|-----------------------|
|  | I<br>N<br>S<br>P<br>E<br>C<br>T<br>I<br>O<br>N<br>S | T<br>R<br>A<br>I<br>N<br>I<br>N<br>G | I<br>N<br>F<br>O<br>R<br>M<br>A<br>T<br>I<br>O<br>N | B<br>U<br>D<br>G<br>E<br>T<br>F<br>&<br>I<br>N<br>G | A<br>P<br>P<br>R<br>O<br>P<br>R<br>I<br>E<br>T<br>E<br>S | O<br>T<br>H<br>E<br>R |
| a. Injury and illness incidence data.<br>1. Lost workday cases<br>2. Total cases | F   | F<br>F<br>F                          | S   | S   | S  |                       |
| b. Injury and illness (OWCP) cost data   | S   | S                                    | S   | N   | S  |                       |
| c. Recognized hazard data  | F   | F                                    | F   | S   | S  |                       |
| d. Employee reports of unsafe and unhealthful working conditions                 | S   | S                                    | S   | S   | S  |                       |
| e. Recommendations of employee representatives                                   | F   | F                                    | S   | S   | S  |                       |
| f. Other   |   | N/A                                  |   |   |  |                       |

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17. Have any special in-depth studies of specific hazards been conducted by your staff or by outside consultants within the past year?

YES \_\_\_\_\_ NO X \_\_\_\_\_

If yes, briefly describe.

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S E C R E T



MEASURES EMPLOYED TO MITIGATE INJURY AND ILLNESS IMPACTS

18 Please complete the following table. In Section I, enter the approximate percentage of employees potentially exposed to the injuries and illnesses listed a. through h. and the appropriate letter H, M, or L (H = High, M = Moderate, L = Low or none) to indicate current priority in your hazard reduction program. In Section II, place an "X" in the appropriate portion of the table for each of the items a. through h. to indicate whether the particular countermeasure shown is being used to mitigate the impact of the injury or illness category.

| TYPE OF OCCUPATIONAL INJURY OR ILLNESS (As defined on OSHA Form No. 100F) | SECTION I |         | SECTION II      |   |   |   |   |   |   |
|---|-----------|---------|-----------------|---|---|---|---|---|---|
|   | PERCENT   | H, M, L | COUNTERMEASURES |   |   |   |   |   |   |
|   |           |         | W               | I | D | R | F |   |   |
|   |           |         | O               | N | E | U | R | E |   |
|   |           |         | R               | F | V | L | Q |   |   |
|   |           | C       | K               | O | E |   |   |   |   |
|   |           | U       | P               | H | R | L | E |   |   |
|   |           | R       | R               | L | A | M | O | S | E |
|   |           | R       | P               | A | A | Z | A | A | C |
|   |           | E       | R               | I | C | A | B | T | A |
|   |           | N       | I               | N | E | R | A | I | M |
|   |           | T       | O               | I | D | T | O | P | N |
|   |           | X       | R               | N | E | N | A | T | A |
|   |           | L       | P               | I | G | M | I | N |   |
|   |           | O       | T               |   | E | G | O | F | D |
|   |           | Y       | S               | Y | N | N | A | N | S |
|   |           | E       |                 |   | T | I | N | R | S |
|   |           | D       |                 |   |   | G | E | D | S |
|   |           |         |                 |   |   | W | S |   |   |
| a. Traumatic injuries   | 66%       | M       | X               |   | X |   |   | X | X |
| b. Occupational skin disease or disorders                                 | 1%        | L       | X               |   | X |   |   | X | X |
| c. Dust diseases of the lungs (Pneumoconioses)                            | 2%        | L       | X               |   | X |   |   | X | X |
| d. Respiratory conditions due to toxic agents                             | 1%        | M       | X               |   | X |   |   | X | X |
| e. Poisoning (Systemic effects of toxic materials)                        | 0         |         |                 |   |   |   |   |   |   |
| f. Disorders due to physical agents (other than toxic materials)          | 0         |         |                 |   |   |   |   |   |   |
| g. Disorders due to repeated trauma                                       | 0         |         |                 |   |   |   |   |   |   |
| h. All other occupational illnesses (list)                                | 0         |         |                 |   |   |   |   |   |   |

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## IMPLEMENTATION

19. The following is a list of procedures your Facility/Component developed and communicated to safety and health personnel at field establishments, to supervisors, and to employees. Please indicate by and (X) the extent of development and communication.

| Procedures   | D<br>E<br>V<br>E<br>L<br>O<br>P<br>E<br>D | F<br>O<br>R<br>M<br>A<br>L<br>L<br>Y<br>O<br>C<br>C<br>O<br>M<br>M<br>U<br>N<br>I | C<br>O<br>M<br>M<br>U<br>N<br>I<br>C<br>A<br>T<br>E<br>D<br>T<br>O | A<br>L<br>L<br>S<br>U<br>P<br>E<br>R<br>V<br>I<br>S<br>O<br>R<br>S | C<br>O<br>M<br>M<br>U<br>N<br>I<br>C<br>A<br>L<br>T<br>O<br>E<br>M<br>P<br>L<br>O<br>Y<br>E<br>E<br>S |
|--|---|---|--|--|---|
| a. For abatement of hazards when other agencies are involved.  | N/A                                       |   |  |  |   |
| b. For employees to participate in OSHA activities on official time.   | X   | X   |  | X  | X   |
| c. For employees exclusive of any negotiated procedure, to report hazardous conditions, including time limits on action, notification to reporting employee, and inspection. | X   | X   |  | X  | X   |
| d. To assure that employees are not subject to restraint, reprisal, or coercion for exercising OSHA rights.  | X   | X   |  | X  | X   |
| e. To maintain a log of injuries and illnesses at each work location.  | X   | X   |  | X  | X   |
| f. For issuing alternate and/or supplementary standards.   |   |   |  |  |   |
| g. For resolving conflicting standards   |   |   |  |  |   |
| h. To permit entry of Agency OSHA inspectors to classified areas.  | X   | X   |  | X  | X   |
| i. For issuance of notice of unsafe conditions within 30 days.   | X   | X   |  | X  | X   |
| j. For abatement and follow-up.  | X   | X   |  | X  | X   |
| k. For evaluating performance of personnel with OSHA duties.   | X   | X   |  | X  | X   |

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20. How are employees notified about their occupational safety and health rights and responsibilities? (Check as many of the following as appropriate.)

- a. Poster     X
- b. Administrative directive     X
- c. Routine part of new employee orientation procedures     X
- d. Periodic publications     X
- e. Other (list): Supervisor's mini-safety meetings     X

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- f. No formal methods employed

21. How many of the following methods are routinely used to provide additional occupational safety and health information? (Check as many as appropriate).

- a. Posters     X
- b. Newsletter     X
- c. Memoranda     X
- d. Pamphlets     X
- e. Other (list): Films & Cassettes     X
- f. None

COMMITTEES

22. Does your Facility/Component have safety and health committees? If yes, answer questions 23 through 28. If no, proceed to question 29. YES NO

    X               

23. How long have most of your safety and health committees been in operation?

- a. Less than one year
- b. 1 - 2 years
- c. 3 - 4 years
- d. 5 - 6 years
- e. 7 years or more     X

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Approximate  
percent

24. What is the typical membership of your committees?

- a. Management representatives 40%
- b. Safety and health specialists 10%
- c. Employee members 40%
- d. Employee representatives 10%

25. What is the total number of safety and health committees in you Facility/Component: 1

26. How often do committees conduct meetings:

- a. At least weekly \_\_\_\_\_
- b. At least monthly \_\_\_\_\_
- c. At least quarterly X
- d. At least annually \_\_\_\_\_

YES                      NO

27. Are written minutes taken at committee meetings

X                      \_\_\_\_\_

Is a formal report of issues and recommendations prepared?

X                      \_\_\_\_\_

If so, to whom is it submitted?

25X1  Branch Chiefs & all Safety  
Committee Members.

Is there a formal follow-up procedure?

X                      \_\_\_\_\_

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28. How effective would you say most of your safety and health committees have been in performing the following functions?

|   | <u>Not Effective</u> | <u>Generally Ineffective</u> | <u>Somewhat Effective</u> | <u>Very Effective</u> |
|---|----------------------|------------------------------|---------------------------|-----------------------|
| a. Identifying hazardous conditions                       | _____                | _____                        | <u>    X    </u>          | _____                 |
| b. Communicating OSHA problems to management              | _____                | _____                        | <u>    X    </u>          | _____                 |
| c. Increasing safety consciousness in the workplace       | _____                | _____                        | _____                     | <u>    X    </u>      |
| d. Reducing accident rates                                | _____                | _____                        | _____                     | <u>    X    </u>      |
| e. Improving health conditions                            | _____                | _____                        | <u>    X    </u>          | _____                 |
| f. Finding solutions to OSHA problems that are discovered | _____                | _____                        | <u>    X    </u>          | _____                 |

FIELD FEDERAL SAFETY AND HEALTH COUNCILS

|   | <u>YES</u>               | <u>NO</u> |
|---|--------------------------|-----------|
| 29. Does your Facility/Component have a formal policy specifically encouraging participation in Field Federal Safety and Health Councils? (If yes, please attach a copy.) | <u>    X*    </u>        | _____     |
| 25X1 * OL utilizes Agency guidelines and regulations  | <input type="checkbox"/> | _____     |
| 30. If yes, has the policy been communicated to all Facility/Component subunits and field establishments?   | <u>    X    </u>         | _____     |
| 31. Have official (management and non-management) representatives to Field Councils been appointed by the head of each establishment?                                     | <u>    X    </u>         | _____     |

TRAINING

32. Has your Facility/Component developed safety and health training policies and procedures for the target populations listed below? (If yes, indicate the percent of the population trained in CY.)

|   | <u>Primary Training</u> |             |          | <u>Refresher</u> |             |          |
|---|-------------------------|-------------|----------|------------------|-------------|----------|
|   | Yes                     | Percent     | No       | Yes              | Percent     | No       |
| a. New employees                                    | <u>X</u>                | <u>100%</u> | ___      | <u>X</u>         | <u>100%</u> | ___      |
| b. Employees assigned to operate "new" equipment    | <u>X</u>                | <u>100%</u> | ___      | <u>X</u>         | <u>100%</u> | ___      |
| c. Employees assigned to "new/different" tasks      | <u>X</u>                | <u>100%</u> | ___      | <u>X</u>         | <u>100%</u> | ___      |
| d. Employees in high risk jobs                      | <u>X</u>                | <u>100%</u> | ___      | <u>X</u>         | <u>100%</u> | ___      |
| e. Top management officials                         | ___                     | ___         | <u>X</u> | ___              | ___         | <u>X</u> |
| f. Supervisors                                      | <u>X</u>                | <u>100%</u> | ___      | <u>X</u>         | <u>100%</u> | ___      |
| g. Safety and health                                | <u>X</u>                | <u>100%</u> | ___      | <u>X</u>         | <u>100%</u> | ___      |
| h. Safety and health inspectors                     | <u>X</u>                | <u>100%</u> | ___      | <u>X</u>         | <u>100%</u> | ___      |
| i. Collateral duty safety and health personnel      | <u>X</u>                | <u>100%</u> | ___      | <u>X</u>         | <u>100%</u> | ___      |
| j. Occupational safety and health committee members | <u>X</u>                | <u>100%</u> | ___      | <u>X</u>         | <u>100%</u> | ___      |
| k. Employee representatives                         | <u>X</u>                | <u>100%</u> | ___      | <u>X</u>         | <u>100%</u> | ___      |
| l. Other employees                                  | <u>X</u>                | <u>100%</u> | ___      | <u>X</u>         | <u>100%</u> | ___      |

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33. Has your Facility/Component conducted training courses during the report year to address special or unique problems identified in your areas?  
 If yes, please list these courses.  
 (Attach additional pages as necessary.)

YES                      NO

  X                              

| <u>Course Title</u>     | <u>Course Objective (ident. problems)</u>   | <u>Trainee Classification</u> | <u>Number Attendees</u> | <u>Number Hours</u> |
|-------------------------|---|-------------------------------|-------------------------|---------------------|
| Hazardous Cargo         | For Employee Certification                  |                               | 29                      | 40                  |
| Forklift Training       | New & Potential Operators                   |                               | 32                      | 40                  |
| CPR                     | Protection of Workforce                     |                               | 20                      | 40                  |
| Forklift Refresh Course | All Involved Employees                      |                               | 75                      | 2                   |
| Fire Fighting           | Keep Fire Brigade Abreast of New Technology |                               | 10                      | 12                  |

34. If you developed or used training materials during the report year that you think would be helpful to others, please list below.  
 (Attach additional pages as necessary.)

| <u>Subject Matter</u>                      | <u>Intended Audience</u>   | <u>Type of Training Material (film, slides, text)</u> |
|--|--|---|
| The Great Betrayal                         | Employees who operate material handling equip. and their Supervisors | Film and Video Cassette                               |
| The Color of Danger                        | Employees who operate material handling equip. and their Supervisors | 16 MM Film  |
| 25X1 Safe Transport of Hazardous Materials | All persons involved with said material <input type="text"/>         | Film and Video Cassette                               |
| 25X1 Countdown to Disaster                 | All Personnel <input type="text"/>                                   | Cassette  |

INSPECTION

YES

NO

35. Does your Facility/Component conduct formal inspections as defined in 29 CFR Part 1960.2(k), of all areas and operations of each workplace and office?

X

\_\_\_\_\_

36. Where there is a known risk of accidents, injuries, or illnesses, how frequently do you conduct formal inspections?

a. Daily \_\_\_\_\_

b. Weekly X

c. Monthly \_\_\_\_\_

d. Other \_\_\_\_\_

37. How frequently are less hazardous areas/operations of your Agency formally inspected?

a. Monthly X

b. Quarterly \_\_\_\_\_

c. Semiannually \_\_\_\_\_

d. Annually \_\_\_\_\_

e. Other \_\_\_\_\_

38. Provide an estimate of the percent of your Facility/Component's personnel working in areas in which at least one periodic inspection was conducted in the past calendar year.

100%

39. Of all formal inspections in the past calendar year, approximately what percent was conducted by trained OSHA professionals?

100%

40. Of all formal inspections in the past calendar year, approximately what percent was conducted by supervisors?

50%

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41. Of all known unsafe or unhealthful working conditions, approximately what percent was abated within your inspection report deadlines in the past calendar year? 95%

42. Of all known imminent danger situations, approximately what percent was abated within your inspection report deadlines in the past calendar year? 100%

SELF-EVALUATIONS

43. Describe your Facility/Component's program of self-evaluation. Outline the procedure(s) utilized, list types of data and how collected, and indicate who conducted the evaluation (e.g., OSHA staff, I.G. staff, private contractor, another organizational unit within your Facility/Component). (Attach additional pages as necessary.)

See Attached sheet

25X1  
25X1 Evaluations of the [redacted] program conducted by Chief of Operations & Maintenance Branch [redacted] and Safety Officer [redacted]

44. Describe the results of your self-evaluations. Your discussion should assess the degree to which your Facility/Component has implemented the requirements of Executive Order 12196, the quality of the safety and health program, and any failures to meet program requirements. It should also include a description of your areas' progress in meeting your goals and objectives, and any unusual program accomplishments during the year. If applicable, describe unusual problems encountered and the results of any innovative means you employed to address those problems. (Attach additional pages as necessary.)

-See attached sheets

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S E C R E T

45. What changes in your safety and health program have been proposed, approved, and implemented as a result of your self-evaluations? Indicate the status of each. (Attach additional pages as necessary.)

See attached sheets

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ATTACHMENT

Response to Question 11.

25X1  - Still using Man & Manager textbook technique  
for inspections

25X1

Film program on Safety - Fire Prevention.

25X1 Forty hours of fire brigade training

Training classes for forklift operators and  
materiel handling equipment.

Response to Question 15.

25X1  - To continue to reduce accidents through employee and  
supervisor awareness and President Reagan's program  
25X1 for reduction of accidents in government.   
25X1 total accidents CY 1986 - 43 accidents, 8 with lost  
time.  total to date (20 NOV. 87) CY 87 25  
accidents , 7 with lost time.

25X1 Through  Medic CPR classes to have a  
sufficient number of employees trained in CPR and  
First Aid.

Strive for an overall improved ratio of trained  
supervisors which will equate with the table of  
organization for each Branch and tenant organization.

25X1 General Services Administration removed empty PCB  
25X1 transformers from  roof in FY-87, and all  
such items which were located at  Compound  
have been disposed of properly and in a timely  
fashion.

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## Response to Question 43

## Evaluation Factors:

1. Leadership and administration
2. Management training
3. Inspections
4. Job analysis & procedures
5. Investigations
6. Job observations
7. Emergency plans (fire evacuations)
8. Protective and safety equipment (masks, safety shoes, goggles)
9. Rules & regulations
10. Skill training
11. Emergency care such as CPR, mini safety and first aid courses
12. Engineering controls - safeguarding machinery
13. Purchasing controls
14. Communications
15. Hiring & placement of personnel
16. Program follow-up system
17. Reference library
18. State of the art changes in personnel protective equipment
19. State of the art training in fire/suppression, fire prevention, sprinkler systems, etc.
20. Good, sound fire prevention practices
21. Procurement of new training films on fire prevention and home fire safety and a continuing program through out the year to see that all  personnel are afforded the opportunity to attend.

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S E C R E T

## Response to Question 44

25X1 [ ] has a component Safety Officer who has been trained in safety  
 25X1 management techniques by a creditable outside organization. He has  
 25X1 attended Agency-sponsored (OSHA) 40-hour training programs. [ ]  
 25X1 Safety Officer implements the safety program and follows through with the  
 25X1 assistance of supervisors in the investigation of work accidents or  
 25X1 hazards and "near misses". Selected personnel are trained in emergency  
 25X1 care for the ill or injured. [ ] has a full time Medical Technician  
 25X1 assigned to handle any extreme emergencies, and to conduct CPR and other  
 25X1 related emergency treatment courses [ ]

25X1 The safety program at [ ] is consistent with the intent of [ ]  
 25X1 [ ] CIA Safety & Health Program. [ ] has experienced relatively  
 25X1 few accidents involving lost time during the past calendar year. During  
 25X1 the period 1 January 1987 through 20 November 1987 [ ] has  
 25X1 experienced seven (7) lost time accidents out of 25 total accidents  
 25X1 overall.

Listed below are a number of safety problem areas and safety measures  
 accomplished during the period 1 January 1987 through 20 November 1987.

25X1 Fumes & Vapors - Twenty-four exhaust fans are strategically located  
 25X1 throughout [ ] to protect employees' health. Six additional fans  
 25X1 are installed in overhead door openings in summertime.

25X1 Dust Problems - GSA employs two machines, an electric sweeper and  
 25X1 electric scrubber, to reduce the amount of dust [ ] These  
 25X1 machines are similar to dust removal equipment used throughout the  
 25X1 industrial community. The machines are used daily, the machines are  
 25X1 very old and have been in a state of disrepair quite frequently over  
 25X1 the past few months. [ ] personnel have been discussing this  
 25X1 problem with General Services Administration (GSA) in an attempt to  
 25X1 have the machines replaced. [ ] floors have been sealed periodically  
 25X1 throughout the year to reduce dust problems.

Excessive Heat or Cold

Excessive Heat - GSA established a task force to resolve  
 excessive heat problems during the summer months. The overhead  
 ventilating fans were repaired and are 95% operational. Defective  
 units are awaiting spare parts replacement. The roof was painted  
 with an aluminum reflective paint which reduced the temperature  
 about ten percent (10%). Some relief from the hot sun was noticed  
 as a result of this exercise.

Excessive Cold - All heating units are in good operating  
 condition. Permission was received from GSA to again raise the  
 temperatures in the industrial work areas. New closer fitting large  
 overhead doors have been installed in the Small Purchases Section  
 (SPS) Receiving Area to keep out cold air. Clear plastic sheeting  
 has been installed around selected unused overhead doors to keep out  
 the cold air. The new enclosed dock area is now completed.  
 This should create a better environment in which to work.

S E C R E T

S E C R E T

25X1 Radiation - In the past [ ] has not dealt with any major  
radiation problem as most of our shipments involving a radiation  
25X1 hazard are very minimal and are properly packaged upon arrival here  
at [ ]

25X1 Roof Leaks - The roof leaks in [ ] have been corrected through  
the establishment of a GSA contract with a local vendor. A large 50,000  
square foot quadrant which was the most seriously damaged area was  
completely repaired. The remaining 200,000 square feet which requires  
less extensive repairs was repaired in calendar year 1986. Sporadic  
leaks are repaired by GSA on an ad hoc basis as required.

25X1 Safety Shoes - All personnel at [ ] are now issued two (2) pairs  
of safety shoes. The shoes are fitted on the job through the periodic  
visit of a commercial shoe truck or are purchased individually if volume  
25X1 sales do not necessitate the truck transiting [ ] Individuals draw  
official funds and purchase safety shoes accordingly. Periodic  
inspections are made to insure that personnel are wearing safety shoes as  
prescribed by regulations. Supervisors are responsible for compliance  
with the program.

25X1 Housekeeping Practices - Safety Inspections - Weekly and monthly  
inspections are conducted on all shop tools and equipment. [ ] fire  
extinguishers are inspected semi-annually. A weekly safety and security  
25X1 inspection is made every Friday by the Safety Officer and reported in  
writing to the Chief [ ] Supervisors are advised to take corrective  
action as necessary. All supervisors are made aware of the need for good  
housekeeping and safety practices, and in turn, pass on their experience  
along to the employees under their supervision. The most current safety  
meeting was held in September 1987.

#### Training - Scheduled and/or Recommended

25X1 Safety Responsibility - The National Safety Council says that the  
primary responsibility for safety lies with the supervisor; subsequently,  
[ ] is planning an updated supervisor's training course in CY 1988.

CPR & First Aid Classes - Six (6) or more CPR classes are planned for  
the calendar year 1988, and a short first aid class in concert with these  
CPR classes. Annual re-certification will be given to all CPR trained  
employees who complete the one-half day refresher course in CPR

25X1 Forklift Training - Ten (10) forklift training courses were held at  
[ ] for new employees. At least eight (8) will be held in CY-1988.  
Refresher training will be held periodically through the use of films and  
videotapes to remind employees about safety and hazards involved in  
forklift operations.

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Response to Question 44 continued

25X1 Fire Brigade Training - [ ] Fire Brigade Training (basic fire  
25X1 fighting protective clothing, and self-contained breathing apparatus)  
25X1 classes were held both at [ ] and on the fire training grounds at  
[ ]

25X1 Hazardous Materiels Training - As previously stated in question 11, a  
25X1 hazardous material training course will be conducted [ ] in the  
Spring of 1988 by a representative from the Department of Defense. About  
30 personnel normally attend this course which includes re-certification  
of employees who are continually involved in handling hazardous cargo.

Fire Drills - Evacuation Fire Drills and employee fire safety  
awareness are scheduled for early spring and throughout the year  
particularly during Fire Prevention Week in October.

25X1 Hazardous Materiels Storage - The construction of an environmentally  
25X1 controlled building for the storage of hazardous materiel in an area near  
the proposed [ ] is now complete. Two buildings, with four (4)  
bays are ready for occupancy once explosion proof motors are installed  
for overhead door operation.

25X1 Painting of Forklifts - [ ] forklifts have been painted in house with  
25X1 safety approved lime/yellow OSHA approved color to have them more readily  
visible by employees, and all new forklifts procured hereafter are  
painted with the same safety approved color.

Physical Stress - Improved environment with a new dayroom and new  
restroom facilities and installation of additional recreational type  
equipment during smoke breaks, lunch hours and before working hours  
provided much needed changes in these areas. Additional new improved  
materiel handling equipment is being acquired and office areas,  
including Small Purchase Section and Inventory & Audit Section,  
provided better office space because of renovations. Office in the  
Transportation Management Branch (TMB) area were reconfigured to  
improve the working environment. Additional offices for TMB were  
constructed to house the Support Section, truck dispatcher, and  
drivers. Completion of the renovations were accomplished in July  
1986. The renovation of the men's and ladies' restrooms near front  
door #50 was completed on or about 10 October 1986.

25X1 New Exercise Equipment - In the interest of promoting physical  
25X1 fitness selected exercise equipment was procured during calendar year  
25X1 1987 in coordination with [ ] Medical Technician and the physical  
25X1 therapist assigned to the Office of Medical Services. The therapist  
25X1 visited [ ] on several occasions to demonstrate the new equipment and  
25X1 to brief [ ] personnel on sound physical fitness programs. A new  
25X1 separate area adjacent to the medical office has been set up as a fitness  
room for [ ] personnel.

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Response to Question 44 continued

25X1 Safety Committee - A safety committee consisting of several [redacted]  
25X1 personnel is established for improving overall safety [redacted] The  
Group meets quarterly, and membership is rotated on an annual basis.

25X1 Machinery Requiring Maintenance - A preventative maintenance program  
is well established by [redacted] Maintenance Mechanic to preclude  
25X1 excessive wear and breakdowns of equipment. Whenever new equipment  
25X1 is received [redacted] the manufacturer is contacted as necessary to  
familiarize maintenance personnel with the care, operation and repair  
of the equipment. This is accomplished either in house or out of  
house.

25X1 Poor Lighting - Areas [redacted] were surveyed and additional  
overhead lighting was installed in Storage & Issue Section,  
25X1 Classification, Repair & Disposal Section and Freight Traffic  
Branch. In addition to the areas inside [redacted] the outside  
compound was surveyed, and GSA installed sodium vapor lighting which  
25X1 has improved nighttime lighting about 60%. Sodium vapor lighting has  
25X1 also been used [redacted] and to illuminate the rear yard [redacted]  
Maintenance Staff has an ongoing light replacement program to help  
25X1 reduce the amount of "lights out" throughout [redacted]  
25X1

Primary Goals and/or Accomplishments

25X1 [redacted] Safety and Health Program, through the efforts of  
management and all employees, continued on the positive side. Even  
25X1 though many of [redacted] operations are labor intensive and [redacted] has  
25X1 many diversified operations, [redacted] has experienced few lost time  
accidents which we attribute to implementation of good sound and  
established safety and health habits on a continued basis.  
25X1 Particularly of significance during this past year is that [redacted]  
again experienced a heavy workload setting new records for overtime  
worked, cargo packed, tonnage handled, vehicle mileage over the road,  
and productivity achieved without any corresponding increase in  
accidents.

25X1 [redacted] plans to continue daily and weekly inspections through  
the various branch supervisors, and a follow-up program is in  
operation to record progress through the end of 1987. All personnel  
are encouraged to participate in physical fitness programs, good  
safety practices and to be aware of potential safety hazards and to  
report same immediately.

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Response to Question 45

45. What changes in your safety and health program have been proposed, approved, and implemented as a result of your self-evaluations? Indicate the status of each. (Attach additional pages as necessary.)

25X1 Management consistently initiates a local policy statement concerning the many phases of safety [redacted] Safety now has become a specific part of each agenda for management meetings. Safety is a specific requirement in Performance Appraisal Reports. All levels of supervisors are or will be trained (in the near future) in safety management to include planned inspections, accident investigation, skill training, job instruction and conduct of group meetings. Management has requested that more time be allocated by the Safety Officer to safety related activities.

Foremen and supervisors are being trained to have specific standards established to instill involvement in accident investigations, planned inspections and safety communications. Plans are being formulated for all new employees with new assignments, to include supervisors, to receive formal job orientation that includes safety, i.e., job and craft rules, accident reporting, protective equipment and safety responsibilities. A prepared plan and check list will be used to insure that the critical information is disseminated.

Inspections and planned tours are conducted on a weekly basis. Emphasis is placed on identifying the basic causes for deficiencies found. This gives top management high visibility to all employees and enables employees to become aware of what priority should be placed on safety. An accelerated preventative maintenance program has been implemented to reduce breakdowns and failures of equipment.

25X1 A current analysis of protective equipment needs for all employees was made. Closer coordination with more clearly defined responsibilities for safety will be paramount pertinent to all tenants [redacted] to insure that safety standards will be honored.

Over the road vehicle operators and forktruck lift operators through refresher courses will be instructed in operator's inspection and minor maintenance to ease the workload of mechanics.

The abatement program, as a result of the early 1984 safety inspection by DDA/Safety Staff, is 100% completed.

S E C R E T