

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Annual Occupational Safety and Health Report for CY-85

FROM:

[Redacted]

TC/SN/OI

[Redacted]

EXTENSION

NO.

DATE

22 Nov 85

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

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

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

1. C/IMSS

11/26 11/26

We have reviewed our safety and health program and completed the questionnaire report for CY-1985. Attached is our report.

If I can be of any further assistance, please contact me

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Annual Occupational Safety and Health Report for CY-85

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			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.	C/IMSS				<p>We have reviewed our safety and health program and completed the questionnaire report for CY-1985. Attached is our report.</p> <p>If I can be of any further assistance, please contact me</p>
2.		11/26	11/26		
3.					
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OCCUPATIONAL SAFETY AND HEALTH PROGRAM

ANNUAL REPORT FOR CY 85

NAME AND ADDRESS OF FACILITY/COMPONENT

Office of Logistics

STAT

NUMBER OF EMPLOYEES

NAME OF FACILITY/COMPONENT SAFETY OFFICER

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1. Has the head of your Facility/Component issued a policy statement that:

- a. Emphasizes his/her commitment to a safe and healthful workplace? X
- b. Charges all levels of management to be responsible and accountable for the program? X
- c. Requires employee compliance with applicable OSHA and/or Agency standards? X
- d. Has been communicated to all Agency personnel? X
- e. Assures employee OSH rights? X

2. Does the Official in Charge directly supervise the person(s) responsible for managing the OSH program?

 X

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> X </u>	<u> </u>

If other, please explain. Meet as required, depending upon the
problem and the circumstances.

4.. How frequently does your Official in Charge communicate

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- 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.

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Name DC/SD/OL _____

Title Chairman, OL Safety and Health Committee

Name _____

Title _____

6. What is the approximate percent of time this (each) person spends on the OSH program? 20 % 7 %
(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. Inspections/evaluations	<u> X </u>	_____
d. Personal protective equipment	<u> X </u>	_____

(continued on next page.)

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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 (GS-018, 019, 081, 803, 804, 1815, 1825, 2125, etc.*)	<u>N/A</u>	<u>N/A</u>
b. Health Professionals (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.

N/A

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>9 *</u>	<u> </u>
b. Field personnel	<u>0</u>	<u>0</u>

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

* Includes nurse (part-time) who devotes her entire time and the eight members of OL's Safety and Health Committee whose time range from 5% to 25%.

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10. Have safety and health program goals and objectives been established? X

11. What were the primary occupational safety and health program goals achieved during Calendar Year. (Briefly list.)

* Please see attachment

12. What primary occupational safety and health program goals were not achieved during Calendar Year. (Briefly list.)

P&PD Housekeeping initiatives (due to space constraints)

13. How often are your goals and objectives reviewed?

- a. Monthly
- b. Quarterly X
- c. Semiannually
- d. Annually X
- e. Other

YES NO

14. Are your OSH goals and objectives included in your Facility/Component's quarterly review system (management by objectives - MBO's, program execution plan - PEP) or other similar system? X *

* Major, specific projects are included in Division level MBOs when warranted.

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15. Briefly list your primary goals for Calendar Year.

Please see attachment.

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					
	INSPECTIONS	TRAINING	INFORMATION	BUDGET AND STAFFING	ABATEMENT PRIORITIES	OTHER
a. Injury and illness incidence data. 1. Lost workday cases 2. Total cases	F	F	S	S	S	
b. Injury and illness (OWCP) cost data	S	S	S	S	S	
c. Recognized hazard data	A	F	F	S	S	
d. Employee reports of unsafe and unhealthful working conditions	F	S	S	S	S	
e. Recommendations of employee representatives	F	F	S	S	S	
f. Other: _____						

17. Have any special in-depth tests been conducted?

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YES X NO

If yes, briefly describe.

P&PD - P&PD has just had a complete health and safety survey. We are awaiting the final report to complete identified remedial actions.

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CD - 1. An in-house test was conducted at [redacted] on hazards involved with handling vermiculite (tests proved to be negative). However, special handling procedures were recommended as a result of this test.

2. Final A&E has been completed for hazardous disposal building to be incorporated into new annex for which money has been approved for FY 85-86. This was recommended by private consulting firm in 1983; in addition to our own OS/OMS Safety Branch.

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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						
	EMPLOYEES POTEN- TIALY EXPOSED	CURRENT PRIORITY	COUNTERMEASURES EMPLOYED						
			H, M, L	TRAINING	WORKPLACE HAZARD ABATEMENT	INFORMATION CAMPAIGN	DEVELOPMENT OF NEW STANDARDS	RULES AND REGULATIONS	FREQUENT INSPECTIONS
a. Traumatic injuries	35 %	M	X	X	X			X	X
b. Occupational skin diseases or disorders	2 %	L	X		X			X	X
c. Dust diseases of the lungs (Pneumoconioses)	1 %	L	X		X			X	X
d. Respiratory conditions due to toxic agents	1 %	L	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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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.

Procedure	DEVELOPED	FORMALLY COMMUNICATED TO FIELD OSH STAFF	COMMUNICATED TO ALL SUPERVISORS	COMMUNICATED TO ALL EMPLOYEES
a. For abatement of hazards when other agencies are involved.	*		X	X
b. For employees to participate in OSH 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 OSH 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.	X	X	X	X
g. For resolving conflicting standards.	X	X	X	X
h. To permit entry of Agency OSH 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 OSH duties.	X	X	X	X

* Procedure is to notify the Safety Staff

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following as appropriate.)

- | | |
|--|---------------|
| a. Poster | <u> X </u> |
| b. Administrative directive | <u> X </u> |
| c. Routine part of new employee orientation procedures | <u> X </u> |
| d. Periodic publications | <u> X </u> |
| e. Other (list): <u> Training </u> | <u> X </u> |
| f. No formal methods employed | <u> </u> |

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 | <u> X </u> |
| b. Newsletter | <u> X </u> |
| c. Memoranda | <u> X </u> |
| d. Pamphlets | <u> X </u> |
| e. Other (list): <u> Films, Activity Reports </u> | <u> X </u> |
| f. None | <u> </u> |

COMMITTEES

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

<u> YES </u>	<u> NO </u>
<u> X </u>	<u> </u>

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

- | | |
|-----------------------|---------------|
| a. Less than one year | <u> </u> |
| b. 1 - 2 years | <u> </u> |
| c. 3 - 4 years | <u> </u> |
| d. 5 - 6 years | <u> </u> |

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24. What is the typical membership of your committees?

a. Management representatives

100 % *

b. Safety and health specialists

c. Employee members

d. Employee representatives

* Office Level - Division level maintains a mixture of management and employees

25. What is the total number of safety and health committees in your Facility/Component?

4

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?

Formal reports are based on need. At present, two Division level committees

(CD and P&PD) report formally to their respective chiefs.

Is there a formal follow-up procedure?

X

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

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.)	*	_____
* OL utilizes Agency guidelines & regulations		
30. If yes, has the policy been communicated to all Facility/Component subunits and field establishments?	X	_____
31. Have official (management and non-management) representatives to Field Councils been appointed by the head of each establishment?	*	_____

* The D/L appoints the chairman of the OL Committee and Division representatives are selected by their Division Chiefs.

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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	x	100 %	___	___	___	___
b. Employees assigned to operate "new" equipment	*	___	___	___	___	___
c. Employees assigned to "new/different" tasks	*	___	___	___	___	___
d. Employees in high risk jobs	*	___	___	X	100 %	___
e. Top management officials	*	___	X	___	___	___
f. Supervisors	*	___	___	___	___	___
g. Safety and health specialists	*	___	___	___	___	___
h. Safety and health inspectors	*	___	___	___	___	___
i. Collateral duty safety and health personnel	X	___	___	___	___	___
j. Occupational safety and health committee members	X	___	___	___	___	___
k. Employee representatives	___	___	X	___	___	___
l. Other employees	___	___	X	___	___	___

* At present, training policies are established along divisional lines and depends on need. At [] training procedures are established for those populations indicated. At P&PD, the need or requirements for determines the primary training.

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YES NO

to address special or unique problems identified in your areas?
If yes, please list these courses.
(Attach additional pages as necessary.)

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 involved in shipping		28	40
Forklift Operator Training	All new or potential operators		40	20
Forklift Operator Refresher	All employees involved in materiel handling		75	2
Fire Fighting Operations for Fire Brigade i.e Breathing Apparatus Hose evolutions, structural fire supression etc..	Keep Fire Brigade abreast of new fire fighting techniques		14	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 materiel handling equipment and their supervisors	Film and Video Cassette
"The Color of Danger"	Employees who operate materiel handling equipment and their supervisors	16mm Film
"Safe Transport of Hazardous Materiels"	All persons <input type="text"/> involved with hazardous shipments thru DOT	Film - Video Cassette
"Countdown to Disaster"	All personnel (pertains to fire safety):	Cassette

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INSPECTIONS

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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 X
- c. Semiannually _____
- d. Annually X
- e. Other _____

* The nature of the area and hazard dictates the frequency of the inspection.

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 OSH professionals?

* At least one inspection per year is conducted by a trained representative of the DDA Safety Staff.

 %

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

50 %

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approximately what percent was abated within your inspection report deadlines in the past calendar year?

55 %

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

75 %

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., OSH staff, I.G. staff, private contractor, another organizational unit within your Facility/Component). (Attach additional pages as necessary.)

Please see attachment

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.)

Please see attachment

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proposed, approved, and implemented as a result of your self-evaluations? Indicate the status of each. (Attach additional pages as necessary.)

Please see attachment.

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ATTACHMENT

Response to Question 11. By Division

P&PD - Implemented a safe lifting awareness program.

- Implemented hearing screening and protection safeguards.

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- Still using Man & Manager textbook technique for inspections.

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- Film program on Safety - Fire Prevention.

- Forty hours of fire brigade training

- Training classes for forklift operators and materiel handling equipment.

Response to Question 15. By Division

P&PD - Hazard communication.

- Improve space for safe equipment operations.

- Issue a policy for supervisory enforcement for hearing protection.

- Improve loading dock operations.

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- To continue to reduce accidents through employee supervisor awareness and President Reagan's program for reduction of accidents in government. total accidents CY 1984 - 26 accidents, 9 lost time. total accidents to date (11-01-85). CY 1985 - 19 accidents, 4 lost time.

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- Through [redacted] Medic CPR classes to have a sufficient number of employees trained in CPR and First Aid.
- Strive for an overall improved ration of trained supervisors which will equate with the table of organization for each Branch and tenant organization.
- Have General Services Administration remove empty PCB transformers from [redacted] roof in FY-86.

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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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[redacted] has a component Safety Officer who has been trained in safety management techniques by a creditable outside organization. The Safety Officer, who has attended Agency-sponsored (OSHA) forty-hour training programs, implements the safety program and follows through with the assistance of supervisors in the investigation of work accidents or hazards and "near misses".

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Personnel who have attended first aid classes assist in emergency care for ill or injured employees. [redacted] has a full time Medical Technician assigned to handle emergencies. CPR and other related training courses such as first aid are conducted by the Medical Technician.

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The safety program [redacted] is consistent with the intent of [redacted] "CIA Safety & Health Program". [redacted] has had relatively few involving lost time in calendar year 1985. During the period 1 January 1985 through 31 October 1985 [redacted] has experienced four lost time accidents out of a total of 19 accidents overall.

Listed below are a number of safety problem areas and safety measures accomplished during the period 1 January 1985 through 31 October 1985.

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

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Dust Problems - GSA employs two machines, an electric sweeper and electric scrubber, to reduce the amount of dust in the [redacted]. These machines are similar to dust removal equipment throughout the industrial community. The machines have been used daily; however, the machines are very old and have been in a state of disrepair quite frequently over the past few months. [redacted] has been discussing this problem with General Services Administration (GSA) in an attempt to have the machines replaced. If GSA cannot replace the machines by January 1986, [redacted] will reprogram funds and procure new machines through Agency logistics channels.

Excessive Heat or Cold

Excessive Heat - GSA established a task force to resolve excessive heat problems in the industrial area during the summer months. The overhead ventilating fans were repaired and serviced and were 95% operational. The five percent nonoperational fan equipment was attributed to replacement repair parts being on order through GSA procurement channels. The roof was repainted with additional aluminum reflective paint which reduced the temperature about ten percent. Some relief from the hot sun was noticed as a result of this exercise.

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condition. Permission was received from GSA to again raise the temperatures in the industrial work area. Rubber traffic doors are installed at the loading docks in the Transportation Management Branch (TMB). Blower-heating curtains are installed at the TMB and Receiving Section (RS) dock overhead doors to keep out cold air. 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.

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Roof Leaks - The roof leaks [] 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 and the remaining 200,000 sq. ft. which requires less extensive repairs will be repaired in calendar year 1986. Sporadic leaks are repaired by GSA on an ad hoc basis as required.

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Radiation - In the past [] has not dealt with any major radiation problems as most of our shipments involving radiation hazards are minimal and are properly packaged upon arrival prior to receipt at []

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Safety Shoes - All personnel [] are now issued two 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 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.

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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 inspection is made every Friday by the Safety Officer and reported in writing to Chief, [] and 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 employees. The most current safety meeting was held in August 1985.

Training - Scheduled and/or Recommended

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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 CY1986.

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for the calendar year 1986, 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.

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Forklift Training - Eight forklift training courses were held at [redacted] for new employees. At least eight will be held in CY-1986. Refresher training will be held periodically through the use of films and videotapes to remind employees about safety and hazards involved in forklift operation.

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Fire Brigade Training - [redacted] Fire Brigade Training (basic fire fighting) protective clothing, and self-contained breathing apparatus) classes were held both at [redacted] and on the fire training grounds [redacted]. Fire ground operations [redacted] are planned again in Spring 1986.

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Hazardous Materiels Training - As previously stated in question 11 above, a hazardous materiel training course will be conducted at [redacted] in the Spring of 1986 by a representative from the Department of Defense. About 35 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.

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Hazardous Materiels Storage - An Architectural and Engineering (A&E) has been completed for the construction of an environmentally controlled building for the storage of hazardous materiel in an area near the proposed [redacted]. The construction of the hazardous area will be commensurate with the [redacted] expected to be completed in January 1987.

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

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Repaving Project - Complete repaving of outside areas of the [redacted] was completed in the spring of 1985. Improvement has been realized in the entire outside area from potholes and gravel accumulation. This project is now complete.

Physical Stress - Improved environment with a new dayroom and new rest room facilities and installation of additional recreational equipment during smoke breaks, lunch hours and before working hours has provided much needed changes in these areas. Additional new improved materiel handling equipment was acquired, and office areas, including Small Purchases Section and Inventory and Audit Staff

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the working environment. Additional offices for TMB are being constructed to house the Support Section, truck dispatcher, and drivers with renovations to be completed in November 1985.

New Exercise Equipment - In the interest of promoting physical fitness, selected exercise equipment was procured during calendar year 1985 in coordination with [] Medical Technician and the physical therapist assigned to the Office of Medical Services. The therapist visited [] on several occasions to demonstrate the new equipment and to brief [] personnel on sound physical fitness programs.

Safety Committee - A safety committee consisting of several [] employees was established several years ago for improving the overall safety []. The group meets quarterly and membership is rotated on an annual basis.

Maintenance of Machinery and Vehicles - A preventative maintenance program is well established by [] Maintenance Staff to preclude excessive wear and breakdowns of equipment. Whenever new equipment is received [] the manufacturer is contacted as necessary to pay a visit [] for the purpose of familiarizing maintenance personnel in the operation and repair of the equipment or employees have visited vendor's installations to become more familiar with the equipment.

Lighting - Areas [] were surveyed for the purpose of improving the lighting in Storage & Issue Section, Classification, Repair & Disposal Section, Packing & Crating Section and Transportation Management Branch. Funds in the amount of \$43,000 has been transferred to GSA to initiate a program for improvement of the lighting where necessary. In addition to the areas inside the [] the outside compound was surveyed, and GSA installed sodium vapor lighting which has improved nighttime lighting about 60%.

Electrical Improvements - All standard type electrical cords in [] were replaced with extension cords equipped with circuit breakers. Our leaking PCB transformer has been repaired and is now in good condition. The leak did not affect employees as the leak was detected early, and prompt action was taken by GSA to prevent serious damage and to eliminate a safety hazard.

Handling of Explosives or Flammable Substances - All [] supervisors have been notified of their responsibility for storage of incoming and stock flammables. Special sheds are available to hold these items while awaiting transshipment. A video tape has been received on hazardous chemicals to be shown periodically to all concerned employees.

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[redacted] Safety and Health Program, through the efforts of management and all employees continues on the positive side.

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Although [redacted] has many diversified operations, [redacted] has experienced few lost time accidents which we attribute to implementation of sound and established safety and health habits on a continuing basis. Particularly of significance during this past year is that [redacted] experienced its heaviest workload in history in setting new records for overtime worked, cargo packed, tonnage handled, vehicle mileage over the road, and productivity achieved without any corresponding increase in accidents.

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[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 calendar year 1986. 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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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 [redacted] Safety Officer to safety related activities.

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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.

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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] [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 late 1983 safety inspection by DDA/Safety Staff, is 100%.