



FY 2011 Department of Energy Annual Occupational Safety and Health Report for Federal Employees to the Secretary of Labor

(Comprehensive Report Format)

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Number of Federal civilian employees this report covers: 16,145

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Table of Contents

EXECUTIVE SUMMARY	1
A. Statistics	1
B. Occupational Safety and Health (OSH) Initiatives and Requirements	1
C. OSH Support Activities	2
D. Accomplishments and Goals	3
I. Statistics	4
A. Injury and Illness Statistics	4
1. Injury and Illness Rates	4
2. Injury and Illness Tracking System	6
3. Facilities with High Injury and Illness Rates	6
4. Significant Trends and Analysis of Lost Time Injury and Illness Data.....	7
B. Fatalities and Catastrophic Incidents	8
C. Overseas Employees	9
II. Federal Agency Occupational Safety and Health Requirements/Initiatives	9
A. Motor Vehicle Safety	9
1. Number of Vehicle Accidents.....	9
2. Seat Belt Use.....	10
3. Mandated Training Requirements.....	11
4. Motor Vehicle Safety and Distracted Driving	11
B. Integrating OSH and Emergency Response.....	12
1. COOP and Pandemic Plans.....	12
2. Challenges in Developing COOP and Pandemic Plans	12
C. Occupational Safety and Health (OSH) Resources	13
D. OSH Training for Existing Employees, Contractors and New Hires	14
III. OSH Support Activities	17
A. Field Federal Safety and Health Councils (FFSHC) & Other Social Networking	17
1. Participation in Activities	17
2. Other Committees and Activities.....	18
3. Social Networking as an aid for OSH programs.....	19
B. Ergonomics Program	21
1. Does your agency have a program to address ergonomics?	21
2. What efforts does your agency take to recognize and address ergonomic hazards?.....	21
3. Has the agency adopted any effective process to reduce ergonomic exposure and hazards?.....	21

C. Psychosocial Risk Factors.....	23
1. Employee Assistance or Equal Employment Opportunity Programs	23
D. Telework	24
E. Return to Work Programs (RTW).....	25
F. Occupational Exposure Limits (OELs).....	26
IV. Goals and Accomplishments	28
A. Accomplishments for FY 2011:.....	28
1. Headquarters Site Accomplishments:	31
2. Field Office Accomplishments:	31
B. Identify your annual OSH goals and significant OSH initiatives planned for FY 2012 and beyond.	32
V. Self-Evaluations.....	34
VI. Questions/Comments	34
Appendix I: Subagency Contacts	I-1
Appendix II: DOE Organization Chart	II-1
Appendix III: Safety Checklist for Telecommunicating	III-1

EXECUTIVE SUMMARY

The mission of the Department of Energy (DOE) is to ensure America's security and prosperity by addressing energy, environmental and nuclear challenges through transformative science and technology solutions. In fulfilling that mission, DOE and contractor employees regularly encounter significant hazards, including nuclear materials, radioactive substances, hazardous chemicals and wastes, and electrical hazards, as well as more commonplace hazards of motor vehicle operation, ergonomics, security personnel fitness training, and slips, trips and falls.

DOE's priority is worker safety. Programs to control the highest workplace hazards have led to a 25 percent reduction in overall Federal employee injury and illness case rates since fiscal year (FY) 2003 when the Safety and Health Return to Employment (SHARE) initiative was established. The challenge going forward will be to improve office and work station safety and reduce injuries related to slips, trips and falls.

A. Statistics

Injury and Illness Trends: The DOE Total Case Rate (TCR) and its Lost Time Case Rate (LTCR) are both less than half the overall Federal government rate, but DOE continues to set ambitious goals. For example, the Department plans to establish a standardized ergonomic program for employees located in Headquarters facilities to serve as a model for complex-wide implementation.

In FY 2011, DOE had 260 total cases compared with 247 cases in FY 2010; and the TCR of 1.61 was a 9 percent **increase** over last year's rate of 1.48. However, DOE's 76 lost time cases, a rate of 0.47, was an 11 percent **decrease** from FY 2010. Many lost time injuries were muscular strains or traumatic injuries associated with falls; materials handling; and slips and trips. Total workers' compensation chargeback costs for FY 2011 were \$9,434,701, a slight increase over the 2010 chargeback year costs of \$9,383,054. It should be noted that 64 percent of the compensation costs are from injuries and illnesses that occurred prior to FY 2000.

Fatalities and Catastrophic Accidents: DOE had no Federal employee fatalities or catastrophic accidents in FY 2011.

Overseas Employees: Of its 16,145 Federal employees, DOE assigns 23 employees overseas; these individuals work under the umbrella of the host organization's occupational safety and health plan. No injuries were reported by these employees.

B. Occupational Safety and Health (OSH) Initiatives and Requirements

Motor Vehicle Safety: There were seven DOE employee motor vehicle-related injuries in FY 2011, with five drivers and two passengers injured. The department-wide record collection systems that DOE utilizes do not provide information to distinguish between Federal employee and contractor employee motor vehicle accidents. In addition, there is no requirement for collecting data on seat belt usage or distracted driving. The Department's Federal Employee Occupational Safety and Health (FEOSH) program's computer-based training (CBT) presentation on distracted driving for all Federal employees addressed the challenges associated

with the use of cell phones and other hand-held devices, text messaging, and other forms of distracted driving. The training featured the on-camera endorsement of DOE Secretary Steven Chu, and it cited distracted driving research and campaigns by other Federal entities. The CBT included the Presidential Executive Order ban on Federal employee texting while driving and an interactive module that simulated texting while driving to challenge conventional thinking that a driver can successfully conduct multiple tasks simultaneously. Training participants were encouraged to take a pledge against distracted driving and to share that pledge with co-workers and family.

Integrating OSH and Emergency Response: DOE's Continuity of Operations Plan (COOP) addresses mission critical functions by incorporating procedures to secure sensitive DOE material movements involving transportation of nuclear materials, upgrading the security of all facilities to the extent required in a given emergency, and ensuring the safety and health of employees during a COOP event. The COOP includes procedures for tracking employees' locations and welfare, and provides for minimum staffing to support essential functions. DOE incorporates training, drills, and exercises to ensure employees take the appropriate response to possible emergency situations.

DOE has identified some challenges associated with integrating these programs. These challenges include: the potential for disease transmission with employees traveling internationally and the large number of foreign visitors to DOE facilities; developing a strategy for addressing the loss of critical OSH personnel due to staff attrition; addressing the need to support employees' family members during COOP activities; and enhancing training for safety and health considerations.

Agency Specific OSH Resources: There were no major changes in occupational safety and health resources reported during FY 2011. However, in the face of declining budgets and reductions in Federal staff, during FY 2012, DOE plans to analyze OSH staffing resources needed to support DOE missions.

OSH Training for Existing Employees, Contractors and New Hires: To ensure that all employees are made aware of DOE health and safety programs as efficiently as possible, DOE uses multiple platforms. DOE provides mandatory annual refresher OSH training to all existing employees and resident support contractors. New hire orientation training includes safety and health program information. In 2011, computer based annual training topics included the Workers' Compensation claims process for managers and supervisors, understanding human error and its effects on workplace accidents and injuries, and distracted driving. Training also provided an overview of the Presidential Initiative, *Protecting Our Workers and Ensuring Reemployment* (POWER). In addition to the training offered through HSS, DOE training centers and field sites provide site-specific training. Under 10 Code of Federal Regulations (CFR) Part 851, *Worker Safety and Health Program*, operating contractors are required to provide OSH training to all workers on DOE sites.

C. OSH Support Activities

Field Federal Safety and Health Council (FFSHC): DOE continues to support the FFSHCs to share occupational safety and health resources, including hosting meetings, holding FFSHC officer positions, providing training, and arranging for guest speakers.

Other Support Activities: DOE encourages staff participation in professional meetings and conferences, from internal workshops such as the annual DOE Integrated Safety Management (ISM) Conference to external professional forums such as the American Society of Safety Engineers (ASSE) and State Governors' Annual Safety Conferences.

Social Networking: DOE sites are beginning to use social networking and collaborative tools to promote real-time sharing of health and safety information. DOE recognizes the value of enhancing the use of these tools.

Ergonomic Safety Program: There currently is no DOE-wide ergonomics policy requiring sites to develop comprehensive programs that proactively consider, address and track ergonomic concerns. Ergonomic issues are handled by each site and prioritized according to the severity of the actual or potential injury. Some sites have reported challenges in promptly making ergonomic corrections following assessments. At the corporate organizational level, the Office of Health, Safety and Security (HSS) provides ergonomic information services to help address employee musculoskeletal illnesses.

Psychosocial Risk Factors: DOE provides mental health assessments and intervention programs for psychosocial risk factors through the Office of Human Capital Management (HC) Employee Assistance Program (EAP). All DOE Federal employees have access to the EAPs that are administered through the applicable servicing Human Resources offices. DOE's concern for employee safety and well-being extends beyond the workplace setting.

Telework: On March 1, 2010, the Deputy Secretary issued a memorandum to Department Heads encouraging aggressive support of Telework to improve the environment, reduce energy consumption, and improve both employees' quality of life and DOE's readiness for pandemic or continuity of operations situations. Department-wide participation goals for Federal employees were established that cover all types of Flexiplace/Telework arrangements.

Occupational Exposure Limits: DOE complies with the most protective requirements of the Occupational Safety and Health Administration (OSHA) and the American Conference of Government Industrial Hygienists (ACGIH).

D. Accomplishments and Goals

With a 25 percent injury reduction rate since FY 2003, DOE's efforts to reduce injuries in its high hazard workplaces have produced positive results. While DOE will continue to strive to reduce injury and illness rates in its high hazard operations, FY 2012 efforts will focus on establishing a standardized ergonomic program; enhancing reporting systems for motor vehicle safety data collection; and efforts to determine OSH support needs in the face of declining resources.

I. Statistics

A. Injury and Illness Statistics

1. Injury and Illness Rates

			(Check box if it applies)			
	FY 2010	FY 2011	Increased	Decreased	Stayed Same	% Change
Number of Federal Civilian Employees , including full-time, part-time, seasonal, intermittent workers	16,650	16,145	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-3%
Ratio of general staff to OSH staff	766:1	766:1 ¹	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No change
Explain how this ratio is determined	Based on the number of field responders					
Total Cases Injury/Illness (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities)	247	260	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+5%
Total Case Rate (rate of all injury/illness cases per 100 employees)	1.48	1.61	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+8%
Lost Time Cases (number of cases that involved days away from work)	89	76	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-15%
Lost Time Case Rate (rate of only the injury/illness cases with days away from work per 100 employees)	0.53	0.47	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-11%
Lost Work Days (number of days away from work)	2,514	3,003	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+19%
Lost Work Day Rate (per 100 employees)	15.1	18.6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+23%
Total Worker's Compensation Chargeback Costs	\$9,383,054	\$9,434,702	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<1%
Lost Production Days = Continuation-of-pay (COP) data + Number of days for which the Office of Workers' Compensation Programs (OWCP) paid wage-loss compensation to claimants in their first year of disability.	2,514	3,003	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+19%

¹ Includes OSH staff providing oversight of 16,145 Federal employees and approximately 150,000 contractor employees.

FY 2010 data in the Table above are from the *Fiscal Year (FY) 2010 Department of Energy Annual Occupational Safety and Health Report for Federal Employees to the Secretary of Labor*. Case numbers and costs for FY 2011 were calculated from quarterly Office of Workers' Compensation Programs (OWCP) summaries provided to DOE. Numbers of staff and case rates are taken from http://www.osha.gov/dep/fap/statistics/fedprgms_stats11_final.html.

The Presidential Initiative, *Protecting Our Workers and Ensuring Reemployment (POWER)*² included seven goals. DOE performance for each goal is shown in the table below.

Goal 1 – Total Case Rate			Status
FY 2009 Baseline	FY 2011 Target	FY 2011 Cumulative TCR	
1.66	1.64	1.61	Met
Goal 2 – Lost Time Case Rate			
FY 2009 Baseline	FY 2011 Target	FY 2011 Cumulative LTCR	
0.67	Keep at or Below 1	0.47	Met
Goal 3 – Analysis of Lost Time Injury and Illness Data			
Goal 3 is not tracked on a quarterly basis. Results will be reported at the end of the year.			N/A
Goal 4 – Timely Filing of Injury and Illness Notices			
FY 2009 Baseline	FY 2011 Target	FY 2011 Cumulative Timeliness	
63.8%	65.7%	70.5%	Met
Goal 5 – Timely Filing of Wage Loss Claims			
FY 2009 Baseline	FY 2011 Target	FY 2011 Cumulative Timeliness	
74.4%	74.4%	80.1%	Met
Goal 6 – Lost Production Days			
FY 2009 Baseline	FY 2011 Target	FY 2011 Cumulative LPD	
17.0	16.8	18.6	Did not meet
Goal 7 – Return to Work			
Note: Goal 7 is tracked only for the 14 agencies (not including DOE) with statistically significant case volumes.			N/A

² U.S. Department of Labor accessed at: <http://www.dol.gov/owcp/dfec/power/getxls.htm?id=1460000>

2. Injury and Illness Tracking System

DOE uses a Department-wide Computerized Accident/Incident Reporting System (CAIRS). CAIRS features all information required under 29 CFR 1960, Part I, *Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matter*, and shows corrective actions taken and recommended. Electronic reporting into this password protected system is required under DOE Order (O) 231.1B, *Environment, Safety and Health Reporting*. The system can be electronically queried to produce reports on trends from which DOE HSS produces periodic reports on Departmental, sub-organization, and site trends.

3. Facilities with High Injury and Illness Rates

As identified through CAIRS, the Bonneville Power Administration (BPA), Western Area Power Administration (WAPA), and the Office of Secure Transportation (OST) have had the highest injury and illness case rates in DOE, and this trend continued in FY 2011. The higher rates may be an indicator of those organizations' more physically demanding jobs.

Bonneville Power Administration: BPA had the highest number of claims with 82 cases, including 24 lost time cases. This is a 10 percent increase over the 75 cases BPA claimed in FY 2010, but BPA's hours worked also increased by 10 percent and so the rate remains about the same. Twenty-two FY 2011 cases involved material handling; 18 were falls; and 10 were slips and twists without falling. Four injuries resulted from electrical energy, including one explosion that caused acoustic trauma, but there were no lost time cases. There had been no electrical injuries in FY 2010. BPA claims initiated in FY 2011 accounted for 27 percent of the claims paid for all DOE FY 2011 cases while working 18.3 percent of the total hours worked by DOE Federal employees.

Western Area Power Administration: WAPA reported 34 injuries under OWCP, a reduction of one from the previous year, even though hours worked increased slightly—about 2 percent. WAPA claims accounted for 23 percent of the FY 2011 claims paid; however, one case accounted for nearly one half of the WAPA claim costs. WAPA worked 9 percent of Federal employee hours.

Office of Secure Transportation: OST had 69 total cases in FY 2011, including 14 lost time cases, an increase over the 41 cases reported in FY 2010. For 38 of the FY 2011 total cases (55 percent), the cause was not reported. Efforts are being implemented to expand CAIRS reporting training through the DOE National Training Center. OST reported a significant occurrence at a live indoor firing range simulation training exercise when a bullet fragment ricocheted out of the bullet trap and struck an observer stationed on an overhead observation platform. Although the injury was not life-threatening, a thorough investigation was conducted and results and recommendations were disseminated to all DOE facilities that operate live-fire shoot houses. In three cases, the injury was hearing loss, with two cases occurring on the same day in FY 2011; the third hearing loss case was from an event several years prior. Fourteen cases were sprains or strains not involving the back; seven cases were back sprains or strains. (Not all of the 69

cases are described here.) Three Federal agents were sickened by bacterial food poisoning on the same day, but none claimed lost time. Total FY 2011 costs for OST cases were 32 percent of the total DOE FY 2011 costs, even though OST employees worked only 4 percent of the total DOE Federal employee work hours.

4. Significant Trends and Analysis of Lost Time Injury and Illness Data

FY 2011 Major Trends			
Nature of Lost Time Injury or Illness (i.e., sprains, contusions, etc.)	Percent of Total*	Percent of Cost*	Summary of Measures Taken to Address <u>Cases</u> & Control Trends
Sprain/strain, not back	15.79	10.90	DOE uses Integrated Safety Management (ISM) to maintain safe operations by defining work scope, analyzing the hazards, developing and implementing hazard controls, performing work within controls, and providing feedback and continuous improvement.
Back Sprain/strain	14.48	3.55	
Traumatic injury, unclassified	13.16	15.26	
Fracture	10.53	22.64	
Pain/swelling/stiffness	9.21	20.47	
Cause of Lost Time Injury (i.e., slips, handling tools, etc.)	Percent of Total	Percent of Cost	Summary of Measures Taken to Address <u>Causes</u> & Control Trends
All falls	38.161	33.43	DOE's ISM is the primary mechanism for identifying and correcting hazards.
All material/equipment handling	19.74	21.56	
Unclassified	19.74	31.29	
Slip/twist, not fall	6.58	8.76	
Animals/insects	5.26	0.18	

* Percents are calculated as percents of the total lost time injury/illness cases, not total cases.

Seventy-six DOE Federal employees had an injury or illness with lost time. The costs for these injuries and illnesses represent only those costs paid during FY 2011; additional costs will be billed in FY 2012 and possibly in subsequent years.

Note: Lost Time data provided above do not include a norovirus outbreak that affected 24 DOE employees who became ill after a team-building lunch at a local restaurant. Most of the employees lost one to four days of work as a result, but since they were seen by the local public health department and did not file OWCP claims, their cases are not counted. However, they were entered into the DOE injury/illness log. A County Health Department investigation determined that two restaurant workers were the source of the virus.

B. Fatalities and Catastrophic Incidents

Total number of Fatalities: 0

Total number of Catastrophic Events: 0

DOE had no Federal employee fatalities or catastrophic accidents in FY 2011.

While not meeting the literal OSHA definition of a catastrophic³ event, DOE responded to an earthquake in the Washington, DC, metropolitan area as follows:

Description of incident: 5.8-magnitude earthquake centered in Virginia impacted the Washington, DC Metropolitan Area on August 23, 2011. Department staff members were required to evacuate their buildings in the Washington, DC area and suburbs. There were no injuries and no damage to DOE HQ and auxiliary sites.

More than 100 comments regarding DOE's emergency response were received following the earthquake. These comments were categorized into 13 key areas and an open invitation was sent to employees to participate on working groups to address these key areas. The working groups consisted of employees from many different Program Offices and both chapters of the National Treasury Employees Union (NTEU).

The working groups determined that: 1) the assembly areas in Washington, DC and Germantown, MD need to be relocated so that employees will not be in harm's way during an earthquake; 2) additional training was needed to educate employees as to the proper actions to take during an earthquake; and 3) additional communication to employees was needed in the first several minutes following the earthquake. These items are being addressed.

³ A catastrophe is defined by OSHA as the hospitalization of three or more employees resulting from a work-related incident or exposure, in general, from an injury or caused by a workplace hazard.

C. Overseas Employees

Overseas Employees	# of Overseas Civilian Employees	Provide Summary
1. How many civilian employees does your agency have overseas?	23	
2. How many of these employees are covered by the State Department because they reside on State Department posts?	23	
3. Please describe how the agency ensures the occupational safety and health of those employees not located at these posts?	Follow State Department's guidelines	

II. Federal Agency Occupational Safety and Health Requirements/Initiatives

A. Motor Vehicle Safety

	FY 2010	FY 2011 Total	FY 2011		Percentage Change from FY 2010
			Fleet	Other Vehicles	
Number of motor vehicle accidents experienced by employees*	60	Insufficient data available	54	Insufficient data available	Insufficient data available
Number of accidents resulting in personal injury	9	6	0	6	-33%

*See explanation below

1. Number of Vehicle Accidents

No injuries or fatalities were reported for FY 2011 in the General Services Administration (GSA) data.

In FY 2010, DOE required each site to report the information related to motor vehicle safety. In FY 2011, DOE utilized the GSA reporting database to determine if this information could be effectively collected. It was determined that the GSA system does not allow effective segregation of information by Federal employee accidents.

Per GSA, the DOE Federal and contractor employees drove 106,743,273 miles in FY 2010. At the time of this DOE Annual Report, the mileage numbers for FY 2011 have not yet been published⁴. It is assumed that most of these miles were driven by DOE contractors, since contractors outnumber Federal employees eight-to-one. Of the total DOE miles driven, 82,686,537 (77 percent) were driven in GSA-leased vehicles. The

⁴ General Services Administration. FY 2010 Federal Fleet Report, accessed at: <http://www.gsa.gov/portal/content/105255>

GSA Comprehensive, Repair, Accident, and Systems History (CRASH) database tracks damage claims for GSA-leased vehicles and indicates that DOE Federal and contractor employees submitted a total of 191 damage claims, 109 of which were for moving vehicle accidents and, as far as can be determined, 54 involved Federal employees. It must be noted that the FY 2011 fleet accident data reflect only those vehicles driven by DOE employees that were leased from GSA and that reported damages from accidents; accidents in vehicles owned by DOE are not included. In addition, no centralized data are available on accident numbers for DOE-owned or privately-owned vehicles driven on official business. Currently other DOE databases, such as CAIRS, do not collect vehicle accident data unless the damage involves employee injury or exceeds a reporting threshold. DOE plans to evaluate data collection and retrieval systems for motor vehicle safety in FY 2012.

Fourteen accidents were reported for Federal employees working at Headquarters facilities, which was a 48 percent reduction from FY 2010. No injuries were reported. Seventy-nine percent of these accidents occurred on DOE property.

Seven motor vehicle injuries were claimed under OWCP. Only five of these injuries were reported in CAIRS. Two resulted when an off road utility task vehicle overturned on a muddy road. One resulted when an employee operating a privately owned vehicle failed to stop at a checkpoint and then collided with the rapidly-activated security barrier at 30 mph. A whiplash injury resulted from a highway collision and in another case, a driver suffered multiple traumatic injuries when he was rear-ended while approaching a stop sign.

2. Seat Belt Use

Executive Order (EO) 13043, *Increasing Seat Belt Use in the United States*, requires that Federal employees on the job use seat belts while in a moving vehicle, whether they are drivers or passengers.

a. Please provide the following information:

	FY 2010	FY 2011 Total	FY 2011		Percentage Change from FY 2010
			Fleet	Other Vehicles	
Number of employees involved in motor vehicle accidents who were wearing seat belts	Data not reported in a centralized database				
Number of employees involved in motor vehicle accidents who were not wearing seat belts	Data not consistently reported in CAIRS				

b. Describe how your agency promotes compliance with this requirement. DOE O 440.1B, *Worker Protection Program for DOE (Including the National Nuclear Security Administration) Federal Employees*, requires each DOE organization to implement a motor vehicle safety program that addresses seat belt requirements and provisions of other safety devices. One DOE site requires that all employees read and sign that they understand the requirements of EO 13043 and EO 13513, *Federal Leadership on Reducing Text Messaging While Driving*. Other sites provide information on seat belt use requirements, send periodic email reminders about the requirements, or post notices on their intranet sites. Security officers observed that most drivers entering our HQ properties wear seat belts.

3. Mandated Training Requirements

What kind of mandated training requirements does your agency have for fleet and non-fleet vehicle operators? DOE has no department-wide driver training requirements beyond the possession of a valid driver’s license. DOE O 440.1B requires training for operators of specialty vehicles. Some DOE organizations, such as BPA and WAPA, do have mandated driver training for fleet operators.

4. Motor Vehicle Safety and Distracted Driving

	FY 2010	FY 2011 Total	FY 2011		Percent Change from FY 2010
			Fleet	Other Vehicles	
Number of motor vehicle accidents experienced by employees as a result of distracted driving	Data not collected	Data not collected	Data not collected	Data not collected	Data not collected
Describe efforts your agency has taken to comply with EO 13513, banning texting while driving, to improve overall motor vehicle safety, and decrease distracted driving.	Department-wide annual FEOSH safety training emphasized the hazards of distracted driving and the ban on texting while driving. Individual Offices and sites promote EO 13513 with posters, training, and safety fair booths.				

Note: In FY 2012, HSS plans to explore methods for collecting this data within existing requirements. See Goal b.

The DOE FY 2011 online safety refresher training features an interactive module designed to make employees aware of the impact that distracted driving has on motor vehicle accident and fatality rates. The interactive game/module challenges conventional thinking that a driver can successfully conduct multiple tasks simultaneously. The training also presents information about EO 13513, which bans text messaging while a Federal employee is driving a government-owned vehicle or driving a privately-owned vehicle while on government business. Training participants are encouraged to take a pledge against text messaging while driving and to share the spirit of that pledge with co-workers and family.

Examples of field efforts to improve motor vehicle safety include the following:

- At DOE's largest site, Hanford, the FEOSH Program Manager regularly participates on and supports the Hanford Site Traffic Safety Committee. In the past, such participation has resulted in safety improvements such as the installation of additional signage and improved pedestrian walkways.
- At the Oak Ridge Operations Office (ORO), Distracted Driving safety messages and posters are displayed throughout the site; a Distracted Driving Seminar was held for all Federal and contractor employees; and a Distracted Driving booth was set up at the annual Safety Fair. In addition, as ORO employees check out government vehicles, they are reminded on the check-out log about no texting and driving and that all occupants must wear a seat belt.

B. Integrating OSH and Emergency Response

The DOE COOP includes procedures for tracking the location and safety of all employees in the event of a terrorist attack or natural disaster. When the COOP is activated, safety and health specialists are an integral part of the incident command team.

1. COOP and Pandemic Plans

All DOE sites have emergency management programs that include emergency plans, training, and regular drills. Plans include assistance during evacuations for employees with special needs and medical conditions; coordination with site safety offices, incident management, and other emergency officials. Examples of emergency response plan activities include the following:

- HC participates in the annual Forward Challenge exercise designed to simulate an emergency event. HC performs the Agency Accountability Check via an automated telephone call-in system that accounts for employees' whereabouts and safe arrival to a safe place.
- ORO's Pandemic Plan addresses ORO's response to a pandemic situation. Additionally, planning and preparedness efforts focused on active shooter events; ORO coordinated with their security forces to finalize their response plan to such an event.
- The Office of Nuclear Energy (NE)-Idaho (NE-ID) has included in its pandemic COOP such preemptive measures as vaccinations, social distancing, shutdown of non-essential operations, or using alternate work locations.
- The Office of Energy Efficiency and Renewable Energy (EERE) has incorporated pandemic flu planning into its COOP; personnel are kept aware of pandemic flu developments by Intranet postings and email.

2. Challenges in Developing COOP and Pandemic Plans

Disease transmission. DOE staff are at risk of being exposed during pandemics because employees travel internationally, and DOE hosts a large number of international visitors.

DOE does not have a policy to reduce or restrict travel or hosting during public health warnings. However, DOE employees are alerted of any travel restrictions from Center for Disease Control (CDC) or the State Department and prioritize travel needs based on these restrictions.

Maintaining OSH critical resources. As discussed in other sections of this report, strategies are needed to ensure critical OSH support positions can be filled in the COOP in light of declining resources.

Training effectiveness. Training, information, and exercises on maintaining employee health and safety during a COOP or pandemic should be reinforced. DOE recognizes this need with annual exercises.

C. Occupational Safety and Health (OSH) Resources

			If yes, please indicate:		
	Yes	No	Percent Change	Resources Increased	Resources Decreased
1. Did your agency have any changes in resources dedicated to OSH and what was the change?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Currently unable to determine.	<input type="checkbox"/>	<input type="checkbox"/>
2. What impact did the change in OSH resources have on your agency's investment in safety and health?					
	Yes	No			
3. Has your agency implemented any recent policy changes to address the change in OSH resources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See discussion below.		

Although there has been no significant change in OSH resources reported in FY 2011, shortfalls are beginning to be seen as budgets decline and retirement rates increase. There is no Department-wide strategy geared specifically to determining the necessary OSH staffing and skill mix needed to support FEOSH.

The Department recognizes the need to maintain qualified staff in these positions. The revisions to DOE requirements for Federal technical capabilities (DOE O 426.1, *Federal Technical Capability, Chg 1*, dated September 20, 2011) are a key step in meeting this challenge. DOE has established a FY 2012 goal to examine and identify the OSH skill mix needed to support the Federal workforce.

D. OSH Training for Existing Employees, Contractors and New Hires

Safety and Health Training for Existing Staff	Yes	No	Frequency (Annual, Semi-annual, etc.)	Duration (Hrs, 1 day, 2 days, etc.)
1. Does your agency provide safety and health training to the following levels of existing staff and employees?	ISMS Conference Chemical Safety Workshop Annual FEOSH Training			
a. Safety and Health Managers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Annual	At least one hour; additional time depends on assignments.
b. Collateral Duty Safety and Health staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
c. Staff Members	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
d. 1 st Line Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
e. 2 nd Line Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
f. Senior Executive Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
g. Contractors	<input checked="" type="checkbox"/> required under 10 CFR 851	<input type="checkbox"/>		As needed
h. Volunteers	N/A	<input type="checkbox"/>		

Safety and Health Training for New Hires	Yes	No	Frequency (Annual, Semi-annual, etc.)	Duration (Hrs, 1 day, 2 days, etc.)
2. Does your agency provide safety and health training for the following levels of new hires?	FEOSH Orientation Training			
a. Safety and Health Managers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Numerous in-house and external training opportunities are presented throughout the year.	At least one hour
b. Collateral Duty Safety and Health staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
c. Staff Members	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Safety and Health Training for New Hires	Yes	No	Frequency (Annual, Semi-annual, etc.)	Duration (Hrs, 1 day, 2 days, etc.)
2. Does your agency provide safety and health training for the following levels of new hires?	FEOSH Orientation Training			
a. 1 st Line Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Numerous in-house and external training opportunities are presented throughout the year.	
b. 2 nd Line Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
c. Senior Executive Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
d. Contractors	<input checked="" type="checkbox"/>	<input type="checkbox"/>		As needed
e. Volunteers	N/A	<input type="checkbox"/>		
Safety and Health Training for New Hires	Please, describe: FEOSH online, site-specific, and task-specific training			
3. What succession planning policies does your agency have in place to train new Federal workers in occupational safety and health?	No Departmental-wide succession planning has been established specifically for OSH expertise to train new workers.			
Evaluating Safety and Health Performance for Managers (as required by 29 CFR 1960.11)	DOE requires annual written performance appraisals.			
4. What language is used to assess occupational safety and health performance and activities for managers?	<p>The following are examples where indentified:</p> <ul style="list-style-type: none"> • <i>Practices safe work habits and takes action to resolve unsafe conditions;</i> • <i>Builds and maintains collegial, effective relationships that facilitate achieving desired goals including departmental safety and health objectives;</i> • <i>Initiates and /or supports quality improvements in systems, services, or work processes, such as corrective action identified to resolve unsafe condition; and</i> <p><i>Responds appropriately and in a timely fashion to customers/stakeholders concerns and requests, including those regarding safety and health issues.</i></p>			

Safety and Health Training: Please list the specific training your agency offered in 2011 and indicate the platform used and number of employees trained.	Training Platform Used				Number of Employees Trained
	Classroom	Online	Webinar	Other (please, specify)	
FEOSH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6502
FEOSH supervisor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1413

Examples of field office initiatives in training include the following:

The Golden Field Office (GO) provides annual training in CPR/Adult First Aid/AED. Other specialty programs are offered to Federal and support service contract employees, and examples of these programs are addressed in the Psychosocial Risk Factors section. Personnel are encouraged to take the following safety courses offered through DOE’s Online Learning Center (OLC): Ladder Safety, Respirator Use, Respirator Protection, Asbestos Awareness, Back Safety, Confined Space, Driving Safety, Electrical Safety, and COOP.

At ORO, active shooter briefings were provided and approximately 300 employees and subcontractors attended. These briefings addressed how to respond when shots are fired (depending on employee location) and covered the warning signs for persons who may become violent. Safety awareness training is provided in the form of weekly safety messages on various topics sent to all Federal and support service contractor employees through the daily Employee Newsletter posted on ORO’s intranet. Safety messages and poster displays on a variety of safety and health topics are provided on a monthly basis in the lobby and on boards throughout the buildings. Topics have included slips/trips/falls, stress, emergency preparedness, holiday safety, employee safety, and driver safety.

III. OSH Support Activities

A. Field Federal Safety and Health Councils (FFSHC) & Other Social Networking

1. Participation in Activities

DOE encourages its offices to take advantage of safety services available through the Federal field council network and, at the same time, share DOE occupational safety and health resources. Some noteworthy examples of DOE participation in FFSHCs:

- Hosting meetings focused on OSH issues (WAPA, EERE)
- Holding FFSHC officer positions (Southwestern Power Administration/SWPA, Southeastern Power Administration/SEPA, EERE, WAPA)
- Providing OSH training/project support (SWPA, EERE, HC)
- Arranging for guest speakers on OSH topics (SWPA)

The following table illustrates the geographic distribution of DOE Offices’ FFSHC participation:

Federal Field Safety and Health Council	DOE Field Office Providing Support
Roadrunner (NM)	Albuquerque Complex (AC)
Denver (CO)	Western Area Power Administration, EERE
Dallas (TX)/Fort Worth (TX and OK)	Southwestern Power Administration
Atlanta (GA)	Savannah River Site Office, SEPA
Washington, DC	HSS and HC (HQ)

Federal Field Safety and Health Council	DOE Field Office Providing Support
Phoenix (AZ)	Sandia Site Office

2. Other Committees and Activities

DOE encourages staff participation in professional safety and health organizations. In addition to DOE safety events such as the ISM Conference (September 12-15, 2011, Kennewick, WA), Chemical Management Workshop (March 22-24, 2011, Washington, DC), 2011 Facility Representative/Safety System Oversight Workshop (May 2-6, 2011, Las Vegas, NV), Nuclear Safety Workshop (June 6-7, 2011, Crystal City, VA) and DOE-HSS Safety Day, DOE staff members participate in external safety and health forums. Examples include:

- National Fire Protection Association (NFPA): WAPA, ORO, HSS
- American Society of Safety Engineers (ASSE): WAPA
- National Safety Council (NSC): WAPA, HSS
- National Standards Committees (American National Standards Institute /ANSI, Nuclear Criticality National Standards/NCNS, Hydrogen Fluoride Industry Practice Institute/HFIPI): ORO

Three of the ORO technical staff are members of National Standards Committees as follows: NCNS, ANSI/ANS 8 Series, Use of Soluble Neutron Absorbers in Nuclear Facilities; Hydrogen Fluoride Industry Practices Institute (HFIPI); and NFPA 1710, *Standard for the Organization and Deployment of Fire and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*. Employees are encouraged to participate in annual ISM and Voluntary Protection Program conferences.

In addition to the participation listed above, SWPA personnel attended the Ergonomics Conference in Las Vegas.

The Office of Fossil Energy (FE) promotes annual Safety Day activities for its headquarters and field operations sites and encourages membership in professional OSH organizations and attendance at OSH-related conferences such as ISM.

Richland Operations Office (RL) reimburses employees for membership in professional societies and interacts with OSHA, NSC, the National Institute for Occupational Safety and Health (NIOSH), and other safety and health agencies and organizations.

Certified Safety and Health Committees (CSHCs) - DOE does not have a certified Safety and Health Committee.

3. Social Networking as an aid for OSH programs

Does your agency use social networking communities and relationships in promoting, improving and building higher standards of workplace safety and health?

Yes No

DOE uses social networking communities and relationships to promote, build, and reflect shared safety and health interests and/or activities. For example, the report, *Social Networking for Emergency Management and Public Safety*, prepared by DOE's Pacific Northwest National Laboratory for DOE, the Department of Defense, and the Department of Homeland Security, describes the methods in which social media networking technologies can be used to support emergency management and public safety operations throughout the Federal sector. See

http://www.au.af.mil/au/awc/awcgate/pnl/social_networking.pdf

Another example is the DOE field sites' use of GovLoop, the Social Network for Government by the Office of Human Resources Services, to advertise positions/vacancies and target specific communities such as the safety and health community. See

<http://www.govloop.com/forum/topics/job-chief-financial-officer-department-of-energy>.

DOE also uses social networking communities and relationships to share information and build consensus among the nation's electric utilities and grid operators via a comprehensive cyber security approach, giving utility companies and grid operators another important tool to improve the grid's ability to respond to cyber security risks and to share safety concerns. See <http://www.networkworld.com/community/blog/dept-energy-developing-project-reinforce-grid-cybersecurity>.

Many of the DOE National Laboratories and others sites maintain Facebook accounts for building and reflecting shared interests and/or activities, including safety and health, as does the Secretary of Energy.

Social Networking: As the use of social networking and collaborative tools becomes part of the internet mainstream, DOE is leveraging these tools to promote the real-time sharing of health and safety information. In addition to the government-wide communication tools (Facebook, Twitter, Linked-In, Electronic Grid, Powerpedia, and GovLoop), widely used HSS social networking tools include the following:

- The Operating Experience Summary Blog provides a forum for HSS to share operating experience with the DOE Complex and obtain valuable feedback. <http://oesummary.wordpress.com/>
- The Operating Experience Wiki provides a collaborative environment where HSS employees and contractors can share ideas on safety and also view weekly videos on diverse safety topics, from industrial accident summaries to vehicle safety. <http://operatingexperience.doe-hss.wikispaces.net/Videos>

	Facebook Twitter LinkedIn	GovLoop	Electric Grid	Powerpedia	Operating Experience Summary Blog	Operating Experience Wiki
How long has the agency's OSH program had an account on the following social networking site?	July 2008 Some field elements have demonstrated limited success with social networking for OSH programs	Used for recruiting OSH specialists	Sharing safety concerns	2010 No data supporting the extent of use was provided.	January 2010	January 2010
How often is the OSH site updated?	Site specific information is not provided by the sites	As needed	As needed	As needed	Weekly	Bimonthly
Does the OSH program provide links to worksheets to inform employees about OSH?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
How much traffic does the social networking site receive weekly (W), monthly (M), yearly (Y)?	Site specific information is not provided	Site specific information is not provided	Site specific information is not provided	Site specific information is not provided	W 904 M 3,917 Y 47,000	W 404 M 1,750 Y 21,000
Has your agency made any policy changes to develop social networking for OSH programs?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					

B. Ergonomics Program

1. Does your agency have a program to address ergonomics?

There is no DOE policy or requirement to support the establishment of a standard program. Efforts are managed and implemented at the site level.

The Department recognizes the need for a standard approach to ergonomic services to improve their content and effectiveness. Limited resources are available to address basic employee ergonomic needs in a timely manner, and therefore many efforts tend to be reactive rather than proactive. Discussions with various program offices have been conducted to explore the development of a standard program for Complex-wide application based on recommendations of an expert panel. See FY 2012 Goal a.

2. What efforts does your agency take to recognize and address ergonomic hazards?

DOE provides a variety of services:

- **Worksite assessments:** Typically, ergonomic issues are identified through an employee concern or a routine (annual) OSH facility workspace assessment conducted by OSH staff. The employee and manager are informed of recommendations for changes in work practices, equipment and/or furniture. It is the manager's responsibility to pursue securing funding for most standard and all "non-standard" or specialized furniture, workstation and computer accessories. In most cases that involve procuring special items, an employee is required to provide some form of medical documentation justifying the need for such items. However, in some facilities, long times may elapse before ergonomic corrections are made.
- **Outreach:** Internal HSS and DOE sites provide checklists, pamphlets, ergonomic concepts flyers, social media, staff meeting talks, posters showing ergonomic adjustments for workstations, and individual adjustments after assessments when new equipment has been provided. External outreach includes attendance at interagency meetings to share approaches and solutions. For example, in conjunction with the two key program offices (the Office of Administration and NNSA), HSS participated in meetings with U.S. Department of Interior (DOI) ergonomics staff to gain insight and awareness of ergonomic tools and furniture used to address issues throughout DOI. The meetings were informative and provided participating managers with solutions to their employees' concerns.

3. Has the agency adopted any effective process to reduce ergonomic exposure and hazards?

If yes, please explain.

The ability to measure effectiveness is very limited. The CAIRS reporting system is available for program offices and sites to report ergonomic related injuries. However, the requirement and value for this reporting are not well understood across the Department. As a result, data is not available to quantify the scope of the problem or trend and track improvement.

Examples of initiatives aimed at reducing exposures and hazards include the following:

- Albuquerque Complex (AC) safety professionals and ergonomics-trained personnel performed more than 200 administrative work station ergonomic surveys and provided ergonomic mice, keyboards, and keyboard trays when necessary; follow-up included work station maintenance and modifications.
- EERE-GO's FEOSH Manager has a strong ergonomic background and provides ergonomic assessments for staff.
- FE workers can request assessments from an in-house ergonomist.
- HC's Wellness Program provides print information on ergonomics, injury prevention, carpal tunnel syndrome, back pain; other health-related educational programs; and screenings such as spinal alignment.
- Legacy Management (LM) has conducted ergonomic assessments in the majority of its offices, and upgraded furniture when warranted.
- The Office of Nuclear Energy (NE) and DOE-ID have an Ergonomic Program Manager who is responsible for conducting ergonomic assessments during the annual office wide safety check (or any time an employee may request one), and for providing ergonomic equipment to meet needs identified during the checks.
- ORO performed 59 baseline ergonomic evaluations during FY 2011; ORO purchased 16 new ergonomic chairs and ergonomic office supplies, including ergonomic keyboards, computer tables, wrist rests, mouse pad/wrist rests adjustable keyboard trays, document holders, footrests, and computer eye glasses.
- Office of River Protection (ORP) employees may request a workstation ergonomic evaluation by a certified ergonomist; the written results are used to procure ergonomic equipment.
- RL's site medical contractor provides ergonomic evaluations.
- SWPA offers an annual ergonomic training course for all employees, and work station evaluations are provided.
- WAPA's public utilities specialists in the Rocky Mountain Region who spend their entire shift at computers benefitted from ergonomic assessments. Loaner chairs, sit/stand keyboard trays, and special monitor arms were brought in from a vendor and new equipment (chairs, sit/stand keyboards trays, and special arms that hold three monitors) was purchased. Employee feedback has been positive; the changes have made a difference in their work environment and how they feel at the end of the day.

C. Psychosocial Risk Factors

DOE provides mental health assessments and intervention programs on psychosocial risk factors through the Department's EAP, which provides referral services to all DOE Federal employees who need them. The Department's concern for the overall safety and welfare of its employees extends beyond the workplace setting. Examples of field experience in providing employee assistance include the following:

- The Golden Office (GO)
 - Re-examined the types of EAP assistance available to deal with grief and other life stressors when two GO employees died in non-work-related events within a two-month period in FY 2011.
 - Offered stress reduction and healthy living briefings on Tai Chi, Eating Organic Foods, How to Deal with Epilepsy, and Consistency in Chaos: Flourishing within a Stressful Life.
 - GO employees participated in a 12-week physical activity and nutrition program presented by the Colorado Federal Executive Board (CFEB) Health & Fitness Council, Denver Federal Wellness Center.
 - Reimburse a portion of an employee's health and fitness facility membership or weight management program. In addition, Federal Occupational Health Clinic Annual Physicals are available to GO employees who are 45 years or older, and employees are authorized to use administrative leave for these appointments.
 - The GO FEOSH manager sends out periodic emails with a safety message accompanied by a picture of a staff member's child or pet. Staff members have reacted positively and enjoy seeing their or a coworker's child or animal featured in a safety awareness message.
- ORO Human Resources presented lunch and learn seminars on topics such as stress.
- ORP has provided training on time management, conflict resolution, cultural sensitivity, sexual harassment prevention, the No Fear Act, and civil rights.
- At SWPA, stress management training was provided to all employees and contractors.

1. Employee Assistance or Equal Employment Opportunity Programs

In FY 2011, did your agency's OSH program work with employee assistance or equal employment opportunity programs, or use any of the following tools to address psychosocial risks? (Check all that apply)

- A change to the way work is organized
- A redesign of the work area
- Confidential counseling for employees
- Establishment of a conflict resolution procedure

- A change to working time/schedule arrangements
- Provision of psychosocial risk specific training (such as time management, conflict resolution, cultural sensitivity)

a. In FY2011, did your OSH staff receive any requests from employees to address*:			
Psychosocial Risk Factors	Yes	No	If yes, provide description:
Workplace Stress	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The responsibility for such EAP services is coordinated by each servicing human resources office and data are not collected centrally.
Bullying	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Workplace Violence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Does your OSH program have safety and health procedures in place to deal with:			
Psychosocial Risk Factors	Yes	No	If yes, provide description:
Workplace Stress	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All these subject areas are covered in DOE's EAP.
Bullying	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Workplace Violence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

* Within DOE, Office of Human Capital Management (HC) takes the lead responsibility for addressing psychosocial risk factors within the EAP. OSH staff is not usually involved in EAP issues except in cases of workplace violence. Access to employee assistance information is restricted for privacy and confidentiality reasons. Data is currently not being reported by the specific categories of workplace stress, bullying, harassment, and workplace violence.

D. Telework

Telework	Yes	No	If yes, describe & attach copy
1. Does your agency have a policy in place for dealing with the safety and health of teleworking employees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Self-Certification Safety Checklist in the <i>Desk Reference on DOE-Flex</i> .*
2. Has OSH guidance been provided to teleworkers in your agency?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Self-Certification Safety Checklist in the <i>Desk Reference on DOE-Flex</i> .
3. Does your agency have a checklist for risk assessment for telework environment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Self-Certification Safety Checklist in the <i>Desk Reference on DOE-Flex</i> .
4. Does your agency have a policy for continually evaluating the effectiveness of preventive measures for teleworking employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5. Has your agency had any injuries reported by teleworkers during this past year?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Telework	Yes	No	If yes, describe & attach copy
6. Has your agency included a section on Emergency Preparedness in your telework policy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DOE Notice (N) 314.1 instructs the COOP Manager to collaborate with HC to ensure that telework is an integrated part of the DOE COOP.

* The Sample Self-Certification Safety Checklist (Appendix H of the DOE-Flex Program) is provided as Appendix III of this report.

DOE Notice 314.1, *DOE-Flex: DOE's Telework Program*, was approved July 5, 2011, and establishes the requirements and responsibilities for the Department's telework program. The COOP Manager works collaboratively with HC to ensure that telework is an integrated part of DOE's COOP. HC also coordinates with other applicable program offices to periodically evaluate how well DOE is achieving its participation goals; the impact that telework is having on emergency readiness, energy use, recruitment and retention, employee performance, productivity, and employee attitudes and opinions on teleworking; and to identify best practices.

Under this Notice, telecommuting employees and their supervisors must complete training at <http://www.telework.gov> to satisfy the basic training requirements, supplemented by the Departmental element's Telework Coordinator and/or local guidance so all employees understand how the program is administered locally. This Notice further specifies that all supervisors and managers of employees who telework must complete available telework training for supervisors.

In July 2011, HC issued a *Desk Reference on DOE-Flex* to supplement DOE N 314.1. Included in this desk reference is a sample Self-Certification Safety Checklist that the employee must complete about the worksite environment and the workstation; the employee's supervisor must co-sign the Checklist. By signing the checklist, the employee agrees to maintain the home worksite in a reasonably safe condition, keeping it hazard-free and normally free from distractions.

In the field, for example, all LM employees who telework must complete LMF 322.3-1A, *Mandatory LM Telework Application*, for emergency preparedness planning purposes, and form LMF 322.3-1B, which employees must sign indicating that they will maintain a safe telework environment.

E. Return to Work Programs (RTW)

In 2010, HSS began discussions with HC concerning the POWER initiative. The first collaborative effort was an online training module about the OWCP claims process developed and released in FY 2011 for all DOE supervisors. This training included information about the RTW process, goals, and expectations regarding supervisors' roles.

F. Occupational Exposure Limits (OELs)

1. What OELs does your agency use to analyze hazardous chemicals?		
Standards	Yes	No
PELs (Permissible Exposure Limits)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1989 PELs (Rescinded)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
RELs (Recommended Exposure Limits – NIOSH)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TLVs (Threshold Limit Value – ACGIH)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WEEL (Workplace Environmental Exposure Level – AIHA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
IOELVs (Indicative Occupational Exposure Limit Values – EU)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: DOE O 440.1B, states: Nothing in this document must be construed as relieving a Federal facility from complying with any additional specific safety and health requirements that it determines to be necessary to protect the safety and health of workers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Does your Department/Agency develop in-house OELs for hazardous chemicals used in the workplace? Yes No If so, are the limits more stringent than for any of the hazardous chemicals with an OSHA-established permissible exposure limit? Yes No If yes, are the OELs published? Yes, DOE published 10 CFR 850, *Chronic Beryllium Disease Prevention Program*.
- Does your Department/Agency develop in-house OELs for hazardous chemicals that do not have a PEL established by OSHA? Yes No If yes, are they published?
- How are in-house OELs adopted by your Department/Agency? The history of the promulgation of 10 CFR 850 is contained in the Preamble to the standard. Who’s responsible for the OELs’ adoption? 10 CFR 850 was approved by the Secretary of Energy.
- How are in-house OELs enforced by your Department/Agency? 10 CFR 850 applies to DOE contractor operated facilities and is enforced under the authority of their respective standards. Who is responsible for OEL enforcement? The Secretary of Energy is responsible for OEL enforcement of DOE contractor operations, and enforcement is implemented by HSS.

DOE O 440.1B, *Worker Protection Program for DOE (Including the National Nuclear Security Administration) Federal Employees*, Approved: May 17, 2007, and Certified: June 17, 2011, requires compliance with the following:

- 29 CFR Parts 1910-1960; *Labor*
- 10 CFR Part 850, *Chronic Beryllium Disease Prevention Program*;

- ACGIH, *Threshold Limit Values for Chemical Substances and Physical Agents and Biological Exposure Indices*, states, “. . . when the ACGIH Threshold Limit Values (TLVs) are lower (more protective) than permissible exposure limits in 29 CFR Part 1910.” Note: This requirement is also applied to all subcontractors performing work in DOE facilities, under 10 CFR 851.
- 42 CFR Part 73, *Select Agents and Toxins*;
- 9 CFR Part 121, *Possession, Use and Transfer of Select Agents and Toxins*; and
- 7 CFR Part 331, *Possession, Use and Transfer of Select Agents and Toxins*.

DOE O 440.1B, states: “Nothing in this document must be construed as relieving a Federal facility from complying with any additional specific safety and health requirement that it determines to be necessary to protect the safety and health of workers.”

IV. Goals and Accomplishments

A. Accomplishments for FY 2011:

Identify your annual OSH goals for FY 2011. Please explain whether your agency achieved those goals, in what timeframe, and how success was measured.

OSH Goals for FY2011	Did your agency achieve this goal? (yes or no)	In what timeframe?	How was success measured?
a. Motor Vehicle Safety Awareness – Develop an on-line training module incorporated into the orientation and annual FEOSH training that improves driver safety awareness and supports the President’s Executive Order on texting.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	The online training module was posted in the Online Learning Center in April 2011.	The motor vehicle safety awareness module was developed, tested and launched on the DOE Online Learning Center. Positive feedback from FEOSH POCs and employees. Also, several organizations outside DOE have requested reviews of these modules for their use.
b. Protecting Our Workers and Ensuring Re-employment (POWER) Initiative - Explore intervention strategies aimed at improving return-to-work outcomes (consistent with the President’s POWER Initiative). Include an OWCP refresher training module in the FEOSH annual training for managers and supervisors.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	The online training module was posted in the Online Learning Center in April 2011.	The OWCP refresher course was developed, tested and launched. Positive feedback from FEOSH POCs and employees. Also, several organizations outside DOE have requested reviews of these modules for their use.

OSH Goals for FY2011	Did your agency achieve this goal? (yes or no)	In what timeframe?	How was success measured?
<p>c. Best Practices & Standards - Integrate safety and health considerations into Federal facility design requirements; determining best practices, codes and specifications for integrating occupant safety and health considerations into building designs. Establish a workgroup to collate and centralize information, develop guidelines, and integrate those guidelines into building standards and codes. GSA has indicated that it is willing to establish a work group or cooperate with a DOE task group or partner.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>Actions completed by September 2011.</p>	<p>Completion of a multi-phased approach instituting building design improvements. Examples include:</p> <ul style="list-style-type: none"> • Coordinated agency efforts with GSA to achieve LEED⁵ certification • Completed fire safety upgrades – a five year, \$14 million project • Collaborated with GSA to eliminate water leaks (e.g., installed new roof on Forrestal Building) • Consulted with GSA in establishing safety criteria for new “hotel/shared” office spaces

⁵ LEED, which stands for Leadership in Energy and Environmental Design, is an internationally-recognized green building certification

OSH Goals for FY2011	Did your agency achieve this goal? (yes or no)	In what timeframe?	How was success measured?
<p>d. Young Worker Safety and Health Initiative - Partner with other Federal Agencies and Departments to develop safety awareness tools to encourage Federal workers to inform, instruct, and influence the young people in their families and communities on worker safety and health issues.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>Actions completed by September 2011.</p>	<p>While DOE did not enter into any formal cooperative efforts with other Federal agencies, DOE was active in a number of Department-wide awareness efforts:</p> <ul style="list-style-type: none"> • Motor vehicle safety (particularly distracted driving/texting) materials were provided to the families of the DOE community (e.g., share the CBT). These tools featured the endorsement of Federal agencies (OSHA, NHTSA) and the NSC. • Safety Day events were held at HQ and field locations to provide for the active participation of DOE families. For example, more than 60,000 people from the Hanford community attended an event that included a live demonstration by the Hanford rescue service and medical community, and local schools brought students in to participate in the safety exercise. Also, a number of vendors provided safety demonstrations.
<p>e. Safety and Health (FEOSH) Training - Update FEOSH training for Federal employees; provide distance-learning opportunities and make more training available on-line and determine “best practices” used by other Federal agencies in developing and delivering OSH training.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>The online FEOSH training module was posted in the Online Learning Center in April 2011.</p>	<p>The online FEOSH training module was posted in the Online Learning Center in April 2011.</p>

1. Headquarters Site Accomplishments:

- The Office of Management (MA) focused on asbestos dangers by providing informational briefings to Program Offices affected by the fire sprinkler installation project, and the construction and contractors performing that work. MA inspected asbestos abatement work performed by GSA and DOE contractors; reviewed asbestos monitoring results; and worked with Facilities and Procurement personnel, the Union, and several Program Offices. As a result, these actions improved the contractors' ability to identify asbestos hazards and protect their employees and DOE employees during the course of their work.
- In addition, MA trained all Contracting Officer Representatives (COR) on 10 CFR 851 requirements, and, as a result of the training, received and reviewed *Worker Safety and Health Plans* covering 67 HQ contracts. After reviewing the Plans, MA worked with contractors to submit Work Control Permits/Job Hazard Analyses for work performed at HQ.

2. Field Office Accomplishments:

- Albuquerque Service Center (AC) performed indoor air quality studies; abated asbestos-containing carpet mastic; developed new periodic maintenance schedules for kitchen equipment; completed more than 200 ergonomic assessments and corrective actions; repaired or re-painted lines for pedestrian walkways and stairs; began moving personnel out of modular buildings to avoid excessive summer and winter temperatures; and corrected numerous air quality, temperature, rodent, insect, and other safety and health issues.
- ORO continued to focus on safety through annual ISM training, Safety Awareness monthly topics, weekly Employee Newsletter, Health Fair, and generic safety-related goals communicated from Management to the work force. Sponsored safety messages and poster displays about Distracted Driving, conducted a Distracted Driving Seminar at the American Museum of Science and Energy; set up a Distracted Driving booth at the ORO Safety Fair, and updated the government vehicle check-out log to include a statement concerning not texting and driving.
- FE conducted FEOSH inspections of FE workspace in the Forrestal and Germantown facilities; and enhanced emergency evacuation capabilities at both locations.
- RL implemented Motor Vehicle Safety Awareness by adding an on-line training module to orientation and the annual FEOSH training.

B. Identify your annual OSH goals and significant OSH initiatives planned for FY 2012 and beyond.

Please provide the following information.

DOE GOALS FOR FY 2012 AND BEYOND

OSH Goals FY 2012 & Beyond	Strategies for achieving goals	Timeframe for achieving goals	Explanation of how success will be measured
a. Explore the development of a standardized ergonomic program for employees located in Headquarters facilities	<ul style="list-style-type: none"> • Headquarters site based programs OSH staff will coordinate resources to develop an approach • HSS will evaluate the application of the Headquarters model for complex-wide use • Provide recommendations to DASHO and Program Managers 	End of 2012	Reach agreement on a standardized program and implementation plan
b. Evaluate data collection and retrieval systems for motor vehicle safety	<ul style="list-style-type: none"> • DOE will explore methods for collecting this data within existing reporting requirements (CAIRS) 	End of 2012	New requirements will be implemented through the Department's Directive review process
c. Develop a complex-wide FEOSH Awareness campaign	<p>HSS will lead the collaborative effort with the Departmental elements by:</p> <ul style="list-style-type: none"> • Enhancing communications between site POCs/Champions⁶ • Developing best practices program literature • Establishing a clearinghouse for site S&H events good practices • Enhance communication through better online technology and social media • Establish an annual Workshop for OSH staff 	June 2012 and continuous thereafter	Feedback surveys and monitoring information technology usage
d. Identify and evaluate system needed to determine OSH Staffing resources	<p>Assess capabilities of existing systems to capture OSH needs</p> <p>Evaluate FTCP self-assessment criteria</p> <p>Provide recommended changes to DASHO and Program Managers.</p>	2013	Completion of OSH Resource assessment

⁶ *Points of Contact* refers to site safety and health contacts, also called *FEOSH Champions*.

OSH Initiatives for FY 2012 & Beyond	Strategies for achieving initiative	Timeframe for achieving initiative	Explanation of how success will be measured
a. Establish a DOE-wide ergonomics program based on the recommendations of the ergonomics expert panel	<ul style="list-style-type: none"> • Define the program • Pilot implementation at DOE HQ facilities • Present recommendations and lessons learned to DASHO • Use the Program POC/Champions to promote the program to the field sites 	2013	Employee feedback surveys Injury reduction
List Metrics Used by Agency for Leading Indicators		Describe Metrics Used by Agency for Leading Indicators	
a. Performance standards for both managers and non-managerial employees b. Train managers and employees in the expectations of ergonomic best practices.	Measure rate of reporting and resolution of ergonomic injuries and illnesses		

In addition to the DOE Goals, individual programs and sites have additional goals:

- Office of River Protection (ORP) will continue to emphasize ergonomics, health and wellness, and motor vehicle safety.
- Southwest Power Administration (SWPA) is creating a behavior-based safety program and a benchmarking project to record near misses in order to recognize safe behavior, and modify and improve contractor oversight.
- WAPA will continue working with SAFESTART behavior based safety to determine why the rates within WAPA have not decreased. In 2012, WAPA plans to revise its Medical Order and facility inspection checklists.
- Office of Energy Efficiency and Renewable Energy (EERE) Golden Office's (GO) major goal is to emphasize positive safety awareness, integration of safety and health into work practices, and employee training. Because three GO employees died in non-work-related events in FY 2011, a major goal is to ensure that GO staff has access to EAP services to deal with grief and other life stressors.
- ORO will emphasize its Wellness Program and Distracted Driving.
- MA will update the Headquarters facility Asbestos Operations and Maintenance Plan and list of asbestos locations; train contractors and CORs on the work planning and control program; train the Incident Management Team on the National Incident Management System; and update the Warden/Monitoring training.

V. Self-Evaluations

DOE Elements utilized this annual report format and data collection process to serve as their annual self-assessment tool. As resources permit, field units will utilize the OSHA-published self-evaluation guide developed for Federal agencies.

VI. Questions/Comments

DOE requests that OSHA provides the information needed for the FY 2012 Annual Report prior to August 2012. The absence of adequate lead time to communicate with all program elements significantly limits DOE's ability to ensure the requested data can be collected and analyzed to meet the January 1, 2013, submission deadline.

DOE wishes to thank OSHA's Office of Federal Agency Programs (specifically Mr. Gregory Barber and Mr. David Ward) for their participation in DOE's 2011 Annual FEOSH Points-of-Contact meeting.

Appendices

Appendix I: Subagency Contacts

Name	Official Title	Telephone	E-mail	
Subagency Name:	National Nuclear Security Administration			
OSH Manager	Joyce Arviso-Benally	General Engineer	505-845-4109	Joyce.Arviso-Benally@nnsa.doe.gov
	Stephen Wallace	Senior Occupational Safety and Health Advisor	202-586-6113	Stephen.Wallace@nnsa.doe.gov

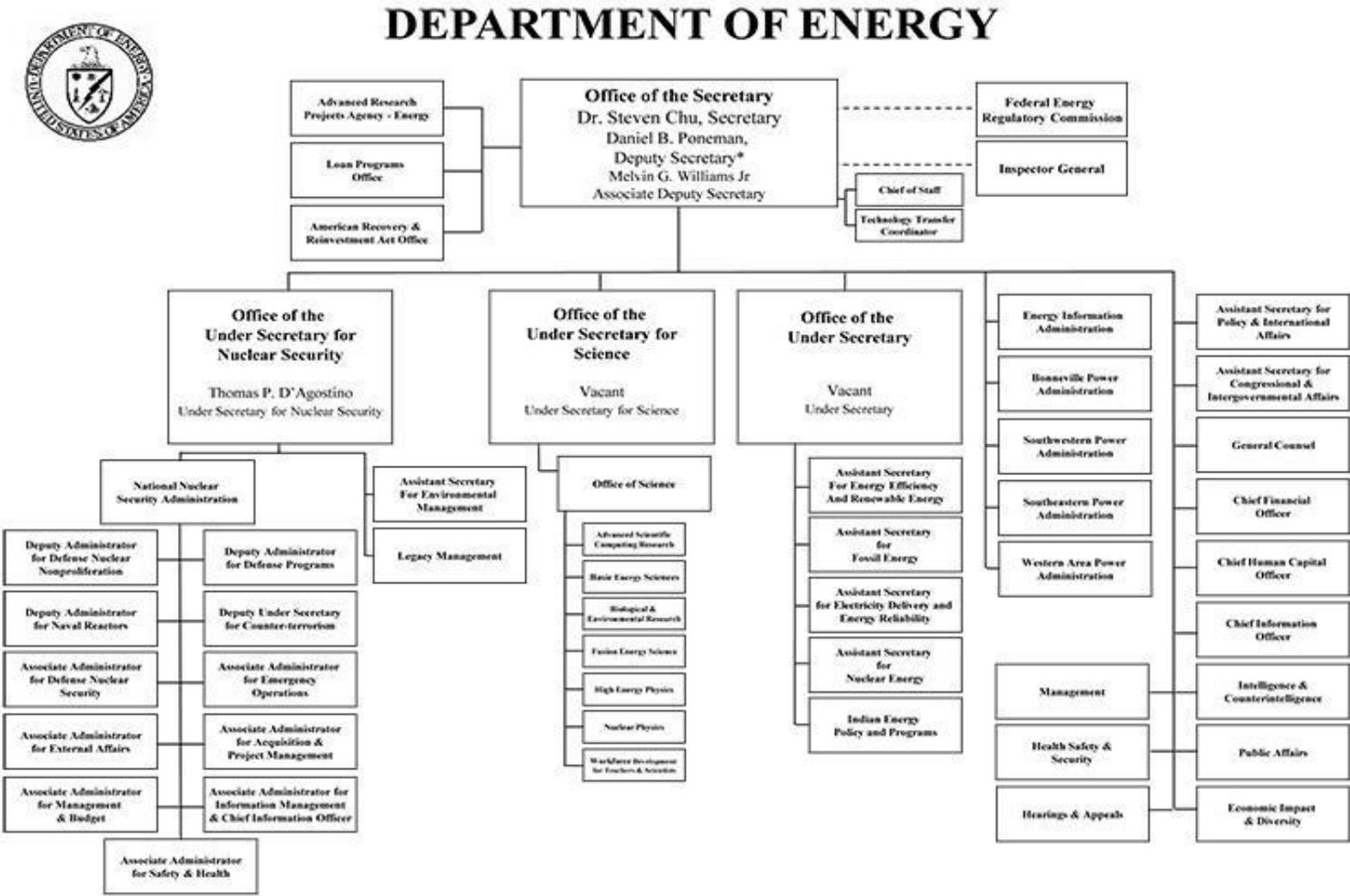
Subagency Name:	Office of Science			
OSH Manager	Matt Cole	Fire Protection Engineer	301-903-8388	Matt.cole@science.doe.gov

Subagency Name:	Bonneville Power Administration			
OSH Manager	Alan Connors	Safety Technician	360-418-2383	awconnors@bpa.gov

Subagency Name:	Western Area Power Administration			
OSH Manager	Kathy Patchell	Safety and Occupational Health Manager	720-962-7295	Patchell@wapa.gov

Subagency Name:	Headquarters Facilities (National Capital Region)			
OSH Manager	Cherylynn Williams	Safety and Occupational Health Manager	202-586-1005	Cherylynn.williams@hq.doe.gov

Appendix II: DOE Organization Chart



* The Deputy Secretary also serves as the Chief Operating Officer

Appendix III: Safety Checklist for Telecommunicating



**Appendix H
U.S. DEPARTMENT OF ENERGY
DOE-FLEX PROGRAM**

Sample Self-Certification Safety Checklist

(To be completed when the employee's home will be the telework worksite)

Employee's Name: _____

The purpose of this form is to ensure that the terms of the telework agreement are fulfilled. The employee, if declaring that the telework worksite will be his/her or another family member's home, agrees to maintain it in a reasonably safe condition, keeping it hazard-free and normally free from distractions. If the employee answers "no" to any of the questions below, the supervisor and the employee should discuss the issue so that both the employee and the supervisor understand the condition of the worksite. The checklist will be made available to the appropriate safety and workers' compensation officials if the employee is injured at home while performing work and files a claim for compensation under the Federal Employee Compensation Act.

Part I - Worksite Environment	Yes	No
1. Are temperature, noise, ventilation, and lighting levels adequate for maintaining your normal level of job performance?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all stairs with four or more steps equipped with handrails?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are all circuit breakers and/or fuses in the electrical panel labeled as to intended service?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do circuit breakers clearly indicate if they are in the open or closed position?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires to the ceiling)?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the building's electrical system permit the grounding of electrical equipment?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are file cabinets and storage closets arranged so drawers and doors do not open into walkways?	<input type="checkbox"/>	<input type="checkbox"/>
9. Are chairs free of any loose casters (wheels) and are the rungs and legs of the chairs sturdy?	<input type="checkbox"/>	<input type="checkbox"/>
10. Are the phone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard?	<input type="checkbox"/>	<input type="checkbox"/>
11. Is the office space neat, clean, and free of excessive amounts of combustibles?	<input type="checkbox"/>	<input type="checkbox"/>
12. Are floor surfaces clean, dry, level, and free of worn or frayed seams?	<input type="checkbox"/>	<input type="checkbox"/>
13. Are carpets well secured to the floor and free of frayed or worn seams?	<input type="checkbox"/>	<input type="checkbox"/>
14. Is there enough light for reading?	<input type="checkbox"/>	<input type="checkbox"/>

Appendices

Part II - Workstation	Yes	No
15. Is your chair adjustable?	<input type="checkbox"/>	<input type="checkbox"/>
16. Do you know how to adjust your chair?	<input type="checkbox"/>	<input type="checkbox"/>
17. Is your back adequately supported by a backrest?	<input type="checkbox"/>	<input type="checkbox"/>
18. Are your feet on the floor or fully supported by a footrest?	<input type="checkbox"/>	<input type="checkbox"/>
19. Do you have enough leg room at your desk?	<input type="checkbox"/>	<input type="checkbox"/>
20. Are you satisfied with the placement of your monitor and keyboard?	<input type="checkbox"/>	<input type="checkbox"/>
21. Are your wrists fairly straight when keying?	<input type="checkbox"/>	<input type="checkbox"/>
22. When typing, are your forearms close to parallel with the floor?	<input type="checkbox"/>	<input type="checkbox"/>
23. Is there space to rest the arms while not typing?	<input type="checkbox"/>	<input type="checkbox"/>
24. Is the top of the monitor eye level?	<input type="checkbox"/>	<input type="checkbox"/>
25. Is it easy to read the text on your monitor?	<input type="checkbox"/>	<input type="checkbox"/>
26. Is the monitor free from noticeable glare?	<input type="checkbox"/>	<input type="checkbox"/>
27. Do you need a document holder?	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

_____	_____
Employee's Signature	Date
_____	_____
Supervisor's Signature	Date

PRIVACY ACT STATEMENT

The Telework Enhancement Act of 2010 (Public Law 111-292), Section 6120 of Title 5 to the United States Code, and Executive Memorandum of July 11, 1994 (59 FR 36017) authorizes collection of this information. Providing information and signing this application is voluntary, but failure to sign it will preclude the authorization for the employee to telework. The primary use of the information contained in this agreement is by applicable management officials and supporting administrative staffs, payroll and accounting staffs, human resource staffs, and travel and transportation staffs to approve and record the this employment situation. There are no additional uses that may be made of the information collected in the agreement. The official copy of this agreement, which is a category of record included in the OPM/GOVT-1 General Personnel Records system, is maintained by the applicable Departmental element's Telework Coordinator.