

**Aircraft Certification Service (AIR)
Occupational and Safety Health Program
Accomplishments for 2003**

1. Management Leadership and Employee Involvement –

- The AIR OSH representatives actively participate in monthly Regional meetings and all OSH telecons. Local PASS and NATCA representatives are invited to each Regional meeting and each AVR OSH telecon.
- A “Safety Minute” where a safety issue is discussed with employees is conducted during most staff meetings.
- An annual Files Clean Up Day has reduced the amount of obstacles and dust from employee’s work areas.
- Several managers participated in the two pilots for the SMIS program.
- In Northwest Mountain, a process is now in place whereas employee issues are raised through their bargaining unit representative to the Directorate OSH representative for resolution. This has proved successful in various issues such as temperature control and air quality issues.

2. Hazard Prevention and Control -

- All managers are in the process of completing their required annual workplace inspections. The OSH representatives will respond to any findings and follow-up to ensure corrections, if any are necessary, are made. The OSH representatives will maintain the inspections on file.
- Each Branch Manager reviewed their safety equipment needs and submitted itemized lists of safety supplies. The budget focal point (BFP) included safety supplies funding as a separate line item in the FY-04 budget submittal. The BFP created a facility within BOSS to capture and track all safety-related purchases.
- Air Quality testing will be conducted in January 2004 at the Windsor Locks facility which houses MIDO-41, FSDO-03, and an Airways Facility office, as the result of a concern that had been raised regarding the air quality in the FSDO office.
- In the fall of 2003, the New England Region installed Mylar on all windows at the Regional Office. The Mylar was installed to protect employees from flying glass in the event of a natural disaster or terrorist attack.
- As a proactive effort toward injury prevention in the office, when two chairs broke at the MIDO-44 office in Pennsylvania, the New England OSH representative worked with UNICOR and successfully got all the office chairs replaced with new ergonomic chairs, at no cost to the Directorate. UNICOR agreed that since the chairs were only 6 years old, and 2 were broken, it was best to replace them all to prevent the chance of a serious

accident. In addition, when the New York ACO relocated to new office space in December 2003, they purchased new ergonomic chairs for the entire ACO workforce.

- In Northwest Mountain, an asbestos mitigation plan was developed and implemented after a small amount of asbestos was disclosed by the lessor of a building that was being renovated for use for one of their branch offices. The asbestos was confined to sheet vinyl flooring and flooring mastic in an electrical closet and janitorial closet and was within the GSA acceptability criteria. It was also in an area of the building that is not occupied by FAA personnel, however, due to the sensitive nature of the issue, the asbestos was removed prior to FAA personnel moving into the facility.
- Northwest Mountain installed new ergonomic keyboard trays in all workstations for their SACO offices and Standards staff offices as a proactive effort toward injury prevention in the office environment. The remaining office spaces will have ergonomic trays installed in FY 04 after an office reconfiguration takes place. In addition, all employees received new ergonomic chairs.
- As part of office relocation/adjustment, safety was included in the design phase.

3. Occupational Safety and Health Training –

- Each supervisor has reviewed AVR's CD *Safety Review for FAA Supervisors*. New supervisors are provided the CD and instructions to review upon hire.
- The AIR OSH representatives participated in a national team meeting with a contractor to provide input on identifying resources needed to adequately manage a comprehensive OSH program within AVR. Elements of such a program were brainstormed and included the need for overall program development and marketing, management, monitoring and assessment. Additional support will be provided to this effort in FY 04.
- In New England, an Occupational Health and Safety section has been added to the Manager Web Site. This site includes the AVR OSH Handbook, FAA Order 3900.19B, and AVR's training for management, *Safety Review for FAA Supervisors*. All Managers and Supervisors have completed this training. New supervisors are provided instructions to take this online training upon hire.
- Also, in New England, an Occupational Health and Safety section has also been added to the Employee Web Site, to increase employee's awareness of safety in the workplace. This site includes the AVR OSH Handbook, Order 3900.19B, and the Employee Safety Training course. All employees have been encouraged to visit this site and take the training.
- The newly appointed Northwest Mountain OSH representative visited 3 field offices to identify herself as the OSH representative and to brief managers and supervisors on safety requirements.

4. OSHA Goals –

- Increase OSH program visibility and employee awareness and involvement in safety initiatives.
- Track all safety-related purchases, and continue to include safety supplies as a separate line item on all future budget submittals.
- Increase publicity regarding safety and accident prevention in the workplace to employees and field staffs.
- Identify and document a baseline program status and establish measurements and goals for improving program management/reducing accidents and injuries.