

**FEDERAL AVIATION ADMINISTRATION
ANNUAL OCCUPATIONAL SAFETY AND HEALTH REPORT
FISCAL YEAR 2003**

Fiscal Year: 2003
 Name of Agency: Department of Transportation
 Name of Component: **Federal Aviation Administration**
 Address: 800 Independence Avenue SW
 Washington DC 20591

Number of Employees Covered by this Report: 49,477
 Name of Responsible Individual: Tom Holloway
 Title: Manager, Environment, Energy, and Employee Safety Division
 Phone Number: 202-267-8114

The Federal Aviation Administration (FAA) has primary responsibility for the safety of civil aviation and is an Operating Administration of the U. S. Department of Transportation. There are over 4,000 facilities in 9 Regions and 2 Centers nationwide. The FAA Office of Environment and Energy develops the agency's occupational safety and health policy, which the lines of business and staff offices carry out within their own organizations. The Environmental, Energy, and Safety Division within the Air Traffic Services line of business provides safety program implementation and technical services to their field organizations.

PART 1: STATISTICAL INFORMATION

	Fatalities	Number of Employees	Total Cases	Total Case Rate Per 100 employees	Lost Time Cases	Lost Time Case Rate	OWCP Chargeback Costs	COP Costs
FY00	1	49,068	1,798	3.66	978	1.99	\$83.7 M	\$2.6M
FY01	3	50,491	1,872	3.70	1,164	2.30	\$86.4 M	\$3.0M
FY02	3	50,605	1,707	3.37	1,029	2.03	\$87.8 M	\$2.5M
FY03	2*	49,477	1,545	3.12	1,037	2.09	\$88.3 M	\$1.9M

* One of these fatalities was judged not work-related by OWCP. Data Source: DOT/WCIS

Although the lost-time cases and OWCP chargeback costs increased slightly, continuation of pay (COP) costs decreased. We are starting to see improvements in COP costs because of recent efforts in OWCP case management. More full-time OWCP specialists were hired, case files are being reviewed, and some employees were brought back to work from the long-term OWCP rolls.

Our case management and return-to-work efforts have only recently started and do not yet encompass the entire organization. As these programs expand throughout all the FAA's regions and organizations, future improvements in the OWCP chargeback and COP costs should become evident.

The largest numbers of lost-time cases are a result of: stress claims because of air traffic operational incidents; sprains and strains from materials handling; and slips, trips, and falls. Both of our fatalities resulted from heart attacks occurring in the workplace.

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One occurred several hours after the individual took part in physically stressful activities, and the other had no discernible work-related cause according to OWCP.

PART 2: SAFETY PROGRAM ACCOMPLISHMENTS AND INITIATIVES IN FY03

- We launched the Safety Management Information System (SMIS). This is a web-based system for collecting and analyzing data on work-related injuries and illnesses which allows supervisors to directly enter employee injury information. SMIS also can be used to document property damage and vehicle incidents, close-calls, and workplace safety inspections. This is a significant permanent resource allocated to the safety program. It will allow us to analyze injury data to target our interventions to help prevent similar occurrences in the future.
- We completed a white paper on Prevention of Employee Injuries and Restoration of Injured Employees to Work. The paper was a collaborative effort of many FAA organizations. It identified current initiatives and recommended additional actions to improve employee safety and return employees to work as soon as possible.
- We held a national-level Occupational Safety, Health, and Environmental Compliance Committee (OSHECCOM) meeting. Management committed to promote employee safety, enter all mishaps into SMIS, and to stress rehabilitation and return to work for injured employees.
- We offered a day-long safety orientation seminar for our organizational points-of-contact to aid them in the conduct of their programs. Information was provided on general safety topics, safety management responsibilities, risk management, and how to use the SMIS system to analyze employee injury data.
- We incorporated OSH training in the FAA Academy Airway Facilities technician courses and provided safety training for Academy instructors. There are now over 100 training courses which include employee safety practices.
- The Air Traffic organization has analyzed injury data and has directed specific efforts to address the causes of stress and headset tones claims.
- Air Traffic supported the acquisition of over 40 new systems by providing occupational safety and health and environmental technical assistance throughout the acquisition process.
- Air Traffic completed Occupational Safety and Health Compliance Program (OCP) Plans for Southern Region and the William J. Hughes Technical Center. Both organizations now have five-year plans for implementation of their OSH programs.
- Regional Airway Facilities Division Managers completed self-evaluations of their environmental and OSH programs and reported the results to the Environmental, Energy and Safety Division. This process allowed the Regions and Systems Management Offices (SMOs) to review their own programs and then the national program office was able to gauge the programs' status as well.
- Air Traffic also provided personnel training for the high-risk areas of electrical safety, lockout/tagout, and emergency evacuation in FY03.

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- Our Regulation and Certification line of business held a national team meeting for collateral duty safety personnel to identify resources and discuss program development, marketing, management, monitoring, and assessment. This effort will continue in FY04.
- Some FAA Regional Administrators served on regional OSHECCOM committees as chair or co-chair.

PART 3: SAFETY PROGRAM PLANS, GOALS, AND OBJECTIVES FOR FY04

- Brief the DASHO quarterly, who can then brief senior management, on OSH program status.
- Monitor and assess the line of business and staff office procedures developed for management review of all work-related injuries and illnesses.
- Continue efforts to better coordinate OSH and OWCP data within the agency.
- Continue efforts to better coordinate and communicate OSH issues between Headquarters and the implementing field organizations.
- Include employee safety in performance plans for managers and employees.
- Establish and meet goals under the new Department of Labor Safety, Health, and Return-to-Employment (SHARE) Initiative.
- Continue to use SMIS to record all mishaps.
- Identify the most prevalent mishaps and use training, protective equipment, process improvements, and hazard abatement to prevent future mishaps.
- Foster an organizational shift toward a safety culture that encourages employees to work safely and rewards safe work practices.
- Develop agency-wide safety and OWCP training materials for all managers, relying on existing materials and new, low-cost alternatives such as CD-ROMs.

PART 4. FAA presented the Safety Management Information System (SMIS) capability at a recent FACOSH meeting. The system was presented to the Department of Energy and NASA as a model that can be easily modified for their use. FAA may offer SMIS for government-wide use under the e-Gov initiative during FY04.

ATTACHMENTS

1. White Paper on Prevention of Employee Injuries and Restoration of Injured Employees to Work
2. Line of Business and Staff Office annual OSH report submissions:
 - a. Air Traffic Services
 - b. Regulation and Certification
 - c. Region/Center Operations
 - d. Financial Services
 - e. Airports
 - f. Public Affairs