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INFORMATION: Agency Fiscal Year 1999 Annual Report on Occupational Safety and Health

Assistant Administrator for Policy,  
Planning, and International Aviation, API-1

Associate Director for Administrative Management, M-43

Attached is the annual assessment report for the FAA Occupational Safety and Health Program as requested in the Department of Labor letter to the Designated Agency Safety and Health Officials. If you have questions about the report, please contact Michael Thomas of my staff on (202) 493-4292.

**ORIGINAL SIGNED BY  
DAVID TRAYNHAM**

David Traynham

Attachments  
FY-99 Annual Report  
FAA Order 3900.19B

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FY 1999  
 AGENCY FISCAL YEAR 1999 ANNUAL REPORT ON  
 OCCUPATIONAL SAFETY AND HEALTH

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Fiscal Year: 1999

Name of Agency (Department): Federal Aviation Administration

Name of Component: Environment, Energy and Employee Safety, AEE-200

Address: 800 Independence Avenue, SW, Washington, DC 20591

Number of employees covered by this report: 49,770

Name of individual responsible for the occupational safety and health program of the agency or component covered by this report: Tom Holloway

Title: Manager, Environment, Energy and Employee Safety, AEE-200

Telephone number: (202) 267-8114

1. a. The following chart is submitted to show FAA injury/illness data for fatalities and lost time disabilities for the report year and, a comparison of the fatalities and disabilities with similar statistics for the previous three-years. This data is based on agency claims submitted to the Office of Workers' Compensation Programs (OWCP) and returned to the FAA through the DOT Workers' Compensation Information System (WCIS).

<b>Number of Cases</b>				
	<b>FY-99</b>	<b>FY-98</b>	<b>FY-97</b>	<b>FY-96</b>
<b>Lost Time Disabilities</b>	909	945	1027	903
<b>Fatalities</b>	0	2	0	1

b. The following table displays the most recent OWCP chargeback and COP costs with a comparison of the costs with similar statistics for the previous three-years.

<b>Chargeback (CB)</b>				
(CB = July 1, 19XX - June 30, 19XX)				
By chargeback billing years	<b>CB-99</b>	<b>CB-98</b>	<b>CB-97</b>	<b>CB-96</b>
<b>OWCP CB Cost</b>	84,336,760	83,828,421	78,087,309	77,935,181
<b>COP</b>	1,683,278	1,988,529	2,032,794	1,731,577

c. In using the CB 96-97-98-99 WCIS data, the most significant statistic reflects the fact that 631, 655, 629, and 632, cases respectively, were attributed to mental disorder at a combined payment of \$111,947,773. Similarly, CB 96-97-98-99 WCIS data shows that back strain occurred 365, 491, 520 and 503 times respectively for a combined payment of \$30,773,043.

A significant finding is that the CA-1 and CA-2 forms are not being completed with enough information to correctly classify mishaps. For example, "Unclassified" mishaps accounted for \$58,700,574 or 58% of the mishaps for the 95-96 CB year, for \$60,690,832 or 50% of the mishaps for the 96-97 CB year, and \$64,176,415 or 48% of the mishaps for the 97-98 CB year. FAA has briefed this finding to the Occupational Safety, Health, and Environmental Compliance Committee (OSHECCOM).

2. The following describes the accomplishments of the FAA Occupational Safety and Health Program and initiatives implemented last fiscal year to control the trends and major causes or sources of fatalities and lost time disabilities in the agency to improve overall safety and occupational health program effectiveness. FAA successes and/or failures as a result of agency implementation of these initiatives are also addressed. We have provided an explanation of significant onetime or additional permanent resources allocated to the safety and occupational health program last year for areas such as: workplace hazard abatement, research and development, data systems, staffing, training, etc. A copy of the safety and occupational health policy and proclamations related to those initiatives is attached.

- Accomplishments for assuring that workers, supervisors and committee members received appropriate job health and safety awareness and hazard recognition information and training.

- Issued FAA Order 3900.19B titled "FAA Occupational Safety and Health Program," on April 29, 1999. Initially published with 11 chapters, three more chapters were subsequently added in FY-99. (See Appendix A)
- Restructured the OSHECCOM to include Associate and Assistant Administrators representing all FAA lines of business.
- Introduced the Federal Worker 2000 Presidential Initiative at the September 1999 OSHECCOM meeting, and initiated team workshops to address FAA OWCP issues.

- Initiated the publication of the Bridge, a national newsletter that focuses on environmental compliance, safe work practices, and energy conservation. We also initiated the publication of several regional safety newsletters.
- Enhanced Safety Management Information System (SMIS) to include a Top Management Safety Training module, Supervisor Safety Training, and a module for OSHA 600 training, and added a Safety evaluation/Facility Inspection checklist, and a Hazard Reporting Module.
- Conducted workshops to explore the need for pre-placement and periodic medical examinations for employees in the Job Series 2100 who climb FAA towers.
- Issued implementation and funding guidance regarding eye wash stations at various locations staffed and/or maintained by FAA personnel.
- Issued implementation guidance regarding first aid and bloodborne pathogens kits to ensure that agency employees have immediate access to minimal medical items should injuries occur to employees while performing their assigned duties.
- Developed a standard training course for all members of the FAA's national, regional and field safety committees (Occupational Safety, Health, and Environmental Compliance Committees) to provide them with basic knowledge to identify occupational safety hazards.
- Partnered with OSHA by serving as a beta test site for the OSHA 600 Course via Internet.
- Expanded the Environmental Bulletin to include information about legislative and regulatory changes in Occupational Safety and Health.
- Concluded full coordination of the national Hazard Communication Program implementation order, which is being reviewed by employee bargaining units before publication.
- Developed a national Airway Facilities respiratory protection order. The order is being coordinated nationally and with employee bargaining units before publication.
- Initiated a process to ensure that all agency employees participate in at least one fire drill annually.
- Conducted seven training classes to support agency technicians in performing fire/life safety system maintenance.
- Initiated upgrades of 11 percent of agency owned and operated airport traffic control towers.
- Initiated implementation of an agency-wide Occupational Safety and Health Compliance Program consisting of five-year plans for establishing and maintaining occupational safety and health compliance in each region and center covering 17 program areas including milestones, budget and staffing. The program was implemented in one region in 1999.
- Provided initial and refresher asbestos management training to agency Airway Facilities employees at headquarters and regions. This training will enable the Airway Facilities personnel to manage asbestos abatement activities and respond to facility-related incidents more effectively.
- Provided fall protection training to agency Airway Facilities employees at headquarters and regions.

- Established an ongoing program for forklift certification identifying 600 employees for initial training and certification at Mike Monroney Aeronautical Center. We inspected all forklifts and completed necessary safety upgrades in the Alaskan Region.
- Initiated audits of existing FAA Academy courses to ensure inclusion of environmental and occupational safety and health requirements. The audits are being conducted in accordance with a memorandum of understanding among the principal organizations responsible for agency training.
- Developed minimum training standards for occupational safety and health. The standards are in final review.
- Developed an equipment-based training needs assessment for Job Series 2100, Airway Transportation Systems Specialist. These specialists are responsible for maintaining the National Airspace System.

- Accomplishments for assessing the effectiveness of your safety and occupational health programs.

- Continued development of the OSH evaluation program, a systematic, thorough, agency-wide programmatic review. During FY-99 we completed and field-tested the protocols for Air Traffic and Aviation Medicine.
- Developed an agency Annual Inspection Program (AIP) to identify and correct unsafe and hazardous conditions in employee work areas. Implementation of the AIP is contingent on funding availability.
- Concluded arrangements to participate in the agency's National Airspace System Technical Evaluation Program (NASTEP) for review of occupational safety and health activities at agency facilities.
- Hired a Certified Industrial Hygienist to establish and manage the agency's national radiation safety program.
- Conducted baseline reviews of fire/life safety in all airport traffic control towers under new OSHA Standard 29 CFR 1960.20. Con
- Conducted seat belt and Child Safety Seat Checks.
- Conducted fire/life safety training and fire drills for all airport traffic control towers.

- Accomplishments in the identification, assessment and resolution of safety and health problems, including your agency's system of (a) providing recognition to outstanding achievers and (b) establishing accountability and performance standards for managers, supervisors, and employees.

- Implemented a FAA Pre-Construction and Maintenance Project Safety and Health Checklist for use by project managers when performing construction and maintenance activities. Region and center occupational safety and health personnel are actively promoting the use of the checklist. Use of the checklist resulted in a 53 percent reduction in environmental and occupational safety and health construction related incidents at FAA facilities from 1998 through 1999.

- Established a process to recognize agency employees for significant accomplishments related to identification, assessment, and resolution of safety and health incidents/problems. Under the process, the following recognition was accomplished.
  - An Occupational Safety and Health Manager was granted a lump sum monetary award for successfully resolving a sealant odor incident at an Air Route Traffic Control Center. Odors entered the air traffic control room occupied by air traffic controllers forcing some employees to leave the facility thereby affecting air traffic control operations.
  - A team of agency employees was nominated for an agency national honorary award for excellence in recognition of its outstanding efforts in successfully abating an asbestos related incident at an Air Route Traffic Control Center. The team successfully abated the contaminated area without interruption of air traffic control operations or exposure of employees to hazardous materials.
  
- Unique or significant accomplishments that your agency made last year to enhance employee participation, involvement, and consultation in the safety and occupational health program.
  - Published and distributed a poster on Occupational Safety and Health Protection for FAA Employees as required by OSHA 29 CFR 1960.12c. The poster identifies the responsibilities of the FAA, employee responsibilities, rights of employees and their representatives, and responsible officials.

3. We identified our annual OSH plans, goals and objectives, and significant OSH initiatives planned and programmed for the coming year(s) as follows:

- Develop additional policy chapters for inclusion in FAA Order 3900.19B. Topics will include: Hearing Conservation (revision); Thermal Stress Prevention Program; Job Hazard Analysis; First Aid Program; Occupational Safety and Health Training and Awareness Program; Office Safety; Safety Management Information System; Bloodborne Pathogens Program; and Building Air Quality Program.
- Conduct at least one workshop with regional occupational safety and health managers to build teamwork and ensure that actions are being taken to comply with regulatory mandates in 2000.
- Publish or revise implementation guidance for the following program areas by 2001:
  - Fall protection
  - Asbestos
  - Electrical/high voltage
  - Control of hazardous energy (lockout/tagout)
  - Confined space entry
  - Respiratory protection and personal protective equipment
  - Radiation exposure assessments
  - Job hazard analysis
  - Lead paint

- Model asbestos operations and maintenance plan
  - Continue audits of existing FAA Academy courses to ensure occupational safety and health requirements are included. Audits of Airway Facilities and Air Traffic resident courses are scheduled for completion by 2002.
  - Implement the agency-wide Occupational Safety and Health Compliance Program at the 10 remaining regions and centers by 2002.
  - Conduct training needs assessments for other than Airway Facilities Job Series 2101, Airway Transportation Systems Specialist, by 2002.
4. We recommend that OSHA distribute to the Federal Agencies a description of the intended audience and the anticipated uses of the data included in the annual reports.