
Annual Occupational Safety and Health Report to the Secretary of Labor

Fiscal Year: 2000

Name of Agency (Department): Department of Transportation

Name of Component: Federal Aviation Administration

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

Number of employees covered by this report: 49,068

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

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

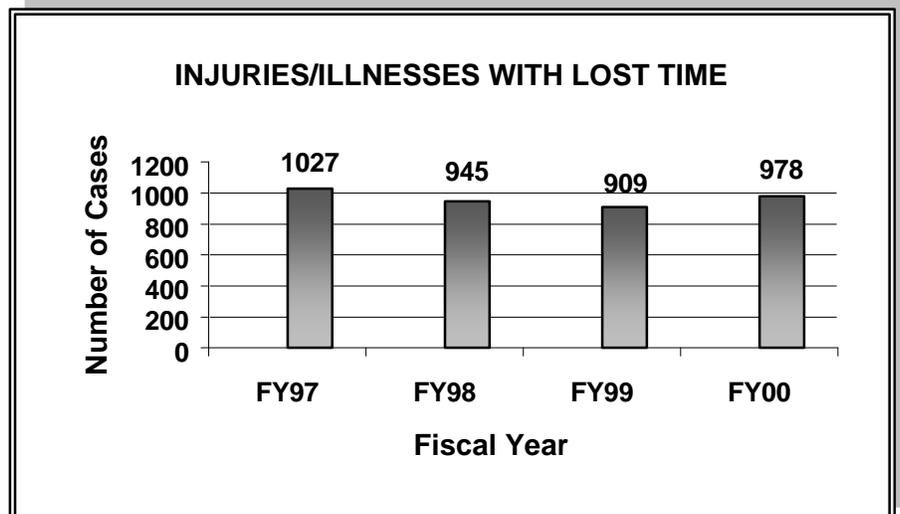
Telephone number: (202) 267-8114

1. DATA AND ANALYSIS

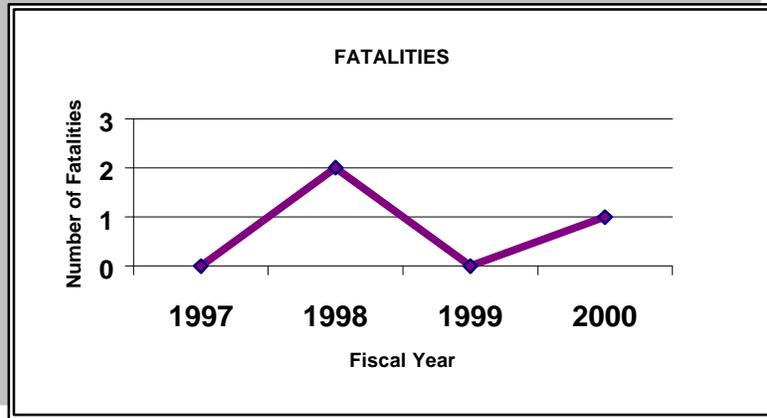
1a. Comparison of FY 2000 statistics for lost time disabilities and fatalities.

The two charts in this section compare FY 2000 FAA injuries/illnesses that involved lost time and FAA fatalities with the previous three years' statistics.

This information is based on agency claims submitted to OWCP and returned to the FAA through the DOT Workers' Compensation Information System (WCIS).



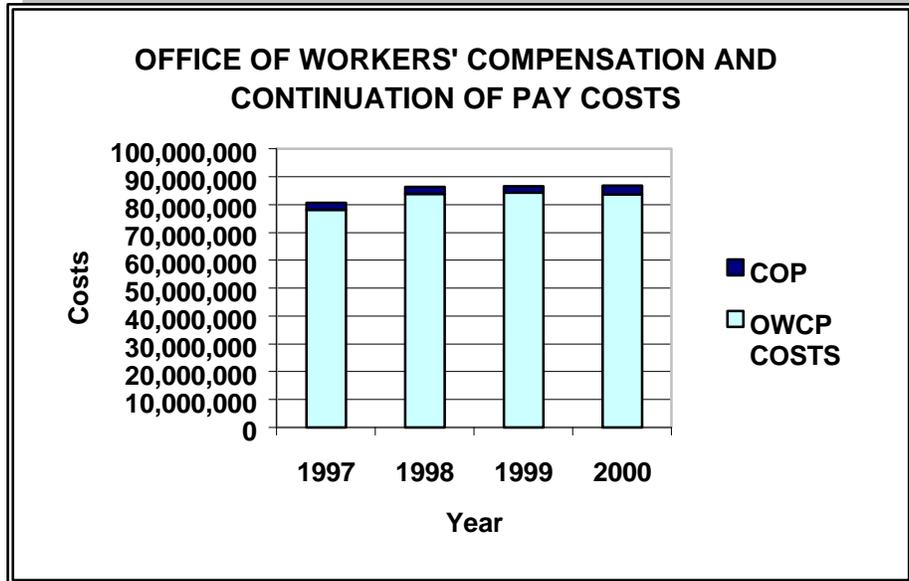
Since 1997 there have been a total of three fatalities as shown in this chart.



1b. Office of Workers' Compensation Programs (OWCP) costs

The following chart displays the most recent OWCP chargeback and continuation of pay (COP) costs for the previous three years with the table providing the specific figures. Note that the OWCP figures are based on the chargeback year, which runs from 7/1 – 6/30, while the COP figures are based on the fiscal year, from 10/1 – 9/30.

The OWCP costs declined slightly \$635,670 (.75%), but the COP costs increased \$916,131 (41%) during FY 2000 resulting in an estimated net increase in workers' compensation costs of \$280,461.



OWCP AND COP COSTS

	1997	1998	1999	2000
OWCP COSTS^a	\$78,087,309	\$83,828,421	\$84,336,760	\$83,701,090
COP COSTS^b	\$ 2,032,794	\$ 1,988,529	\$ 1,683,278	\$ 2,627,014
TOTALS	\$80,120,103	\$85,816,950	\$86,020,038	\$86,328,104

COP figures and totals were revised 4/12/01.

Note: a OWCP figures are based on the chargeback year (7/1–6/30); updated as of 12/2000

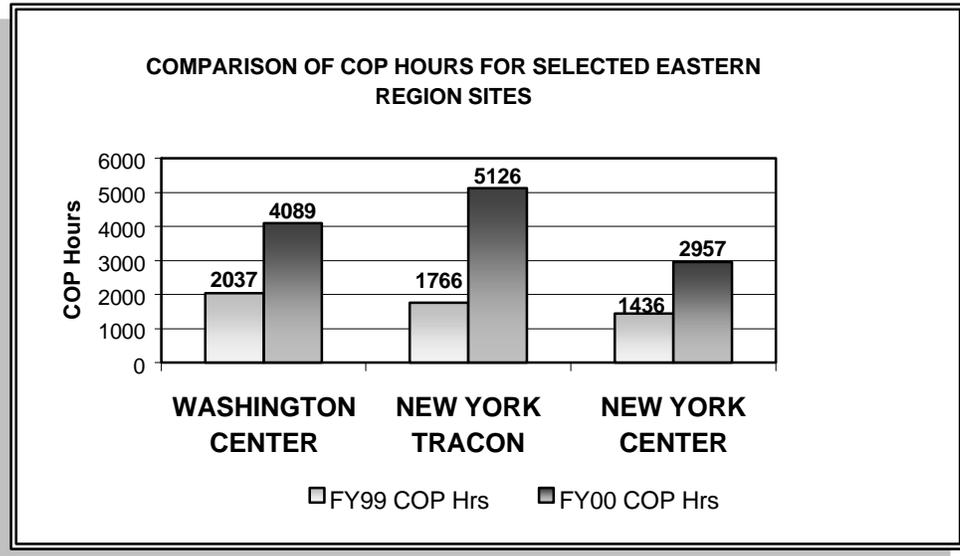
As indicated in the following table, one of the major reasons for the increase in COP hours/costs was an increase in the number of COP hours claimed by employees in Job Series 2152, Air Traffic Controllers (ATCs). A 39% wage increase in FY 2000 for ATCs also played a significant role in the increased costs. It should also be noted that Series 2152 COP hours accounted for 44.6% of the total COP hours in FY 2000.

COP Cost per Hour by Fiscal Year

FY	COP Cost	COP Hours	\$ per Hour	Series 2152 COP Hours	% of Total
1997	\$2,565,720.74	95,168	\$26.96		
1998	\$2,574,594.09	93,691	\$27.48		
1999	\$2,228,640.36	90,566	\$24.61	31,757	35.10%
2000	\$3,144,771.34	91,680	\$34.30	40,864	44.60%

In this chart, the most striking increase in the number of COP hours claimed occurred in three facilities in the Eastern Region: Washington Center, New York TRACON, and New York Center. This increase in the number of hours contributed significantly to the increase in COP costs.

Part of this increase is attributable to the higher salary levels, as mentioned above, paid to air traffic controllers in FY 2000 under the terms of their bargaining unit contract with the



FAA. Some cases have been successfully controverted and denied; however, they have not yet been converted back to personal leave and deducted from COP costs.

The largest percentage of COP increase in FY 2000 is due to an increase in reported emotional trauma cases following air traffic control operational errors and deviations at a small number of facilities. The majority of these cases have in fact been controverted.

The Agency is working closely with the bargaining units and regional management to identify causal factors so that operational errors can be reduced, which in turn will reduce the number of emotional trauma cases. Concerns over the increasing trend of

emotional trauma cases, quality of medical evaluations, care received by the employees after an incident, and return of employees to work as soon as possible are a top priority in FY 2001 and are being addressed with the FAA medical divisions and the Department of Labor.

1c. Significant trends and major causes or sources of fatalities and lost time disabilities

Based on the WCIS information, the majority of OWCP claims for FY 2000 were mental/emotional and back sprains/strains. In addition, our statistics show that many CA-1 and CA-2 forms are not being completed with enough information to correctly classify mishaps; therefore, a significant number of claims are listed as “unclassified.” FAA briefed this finding to the Occupational Safety, Health, and Environmental Compliance Committee (OSHECCOM) and the lines of business are working together to correct this.

1d. Federal Worker 2000 Status

This year FAA developed an Implementation Plan outlining specific steps for meeting the Federal Worker 2000 (FW2K) initiative. A cross-functional committee was established involving occupational safety and health, workers’ compensation, budget, aviation medicine, training, security, and labor unions. This committee outlined a four-point approach: program management, training and education, claims processing improvements, and prevention efforts. Subsequently, two subcommittees were formed to handle training and light duty issues related to FW2K. See Appendix B.

The FAA Environment, Energy, and Employee Safety Division, AEE-200, and FAA Employee Relations & Benefits Functional Team, AHL-100, have been working cooperatively on this project and have solicited participation from throughout the agency.

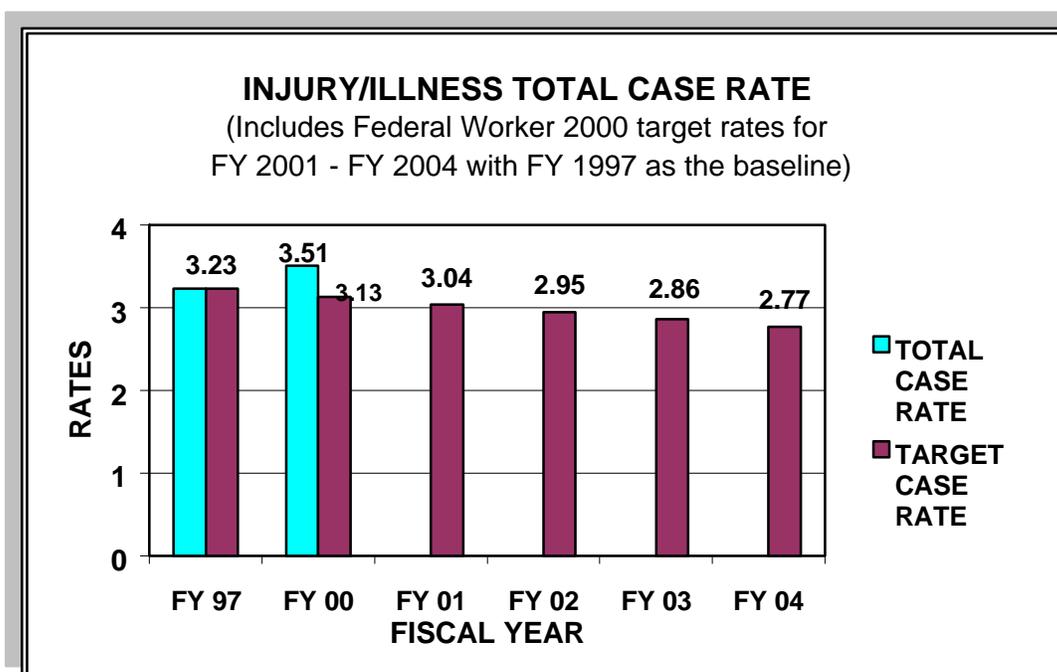
To assist with the implementation of the FW2K plan, an information package was distributed to Lines of Business (LOB), Staff Offices, national OSHECCOM members, field OSHECCOM chairs, and the unions.

To enable the data to be gathered that will provide benchmarks for the three FW2K goals, an interface between the Safety Management Information System (SMIS) and the Workers’ Compensation Information System (WCIS) was created. Data sharing began in August, enabling the LOB to begin establishing baselines.

Federal Worker 2000 Goals Update

Goal 1a - Reduce overall Total Case Rate (total number of injuries/illnesses) by 3% per year beginning with FY 2000 and using FY 1997 figures as the baseline.

- Status
 - Based on the FY 1997 Total Case Rate of 3.23, our FY 2000 injury/illness case rate of 3.51 was an increase of 8.67%. The following chart illustrates this and also shows the target case rates for the next four fiscal years. (Starting with the FY1997 rate of 3.23 and beginning with FY 2000, we subtracted 3% each year for FY 2000 – FY 2004 to obtain the target rates.)



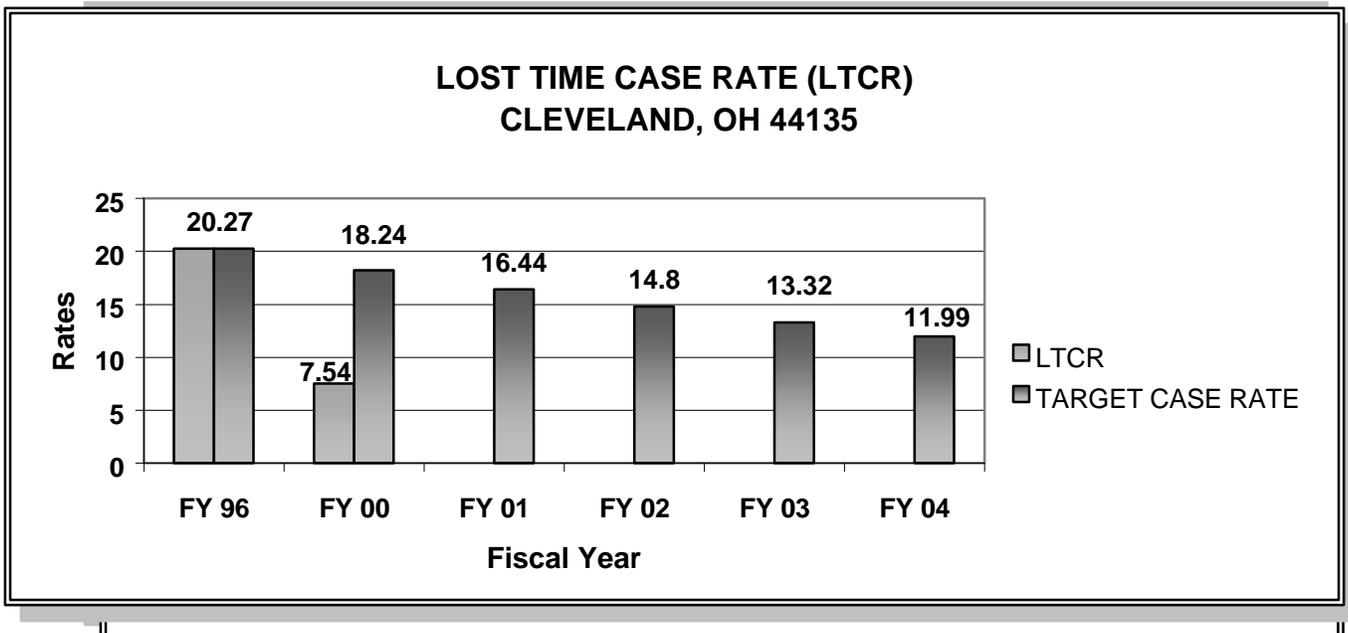
- The following actions are being taken to address the FY 2000 increase:
 - Improved reporting capabilities and closer tracking of loss information to determine injury characteristics (e.g., cause, nature of injury, facility and organization association, etc.). Obtaining these characteristics will enable us to identify and implement control measures to reduce injury/illness frequency (e.g., engineering controls, training, personal protective equipment, etc.)
 - Continued development of our comprehensive OSH program
 - Appointed safety Points of Contact for our Lines of Business which includes a safety management orientation for them
 - Implemented an FAA-wide Occupational Safety and Health Compliance Program (OCP). The OCP establishes and maintains occupational safety and health compliance program areas, including milestones, budget projections and staffing requirements for each area.

Goal 1b - Improve the timeliness of reporting of injuries and illnesses to the Department of Labor by 5 percent per year

- Status
 - Statistics provided by AHR show that in FY 2000 the timeliness of reporting improved by 5.5%

Goal 2 - For those work sites with the highest rates of serious injuries, reduce the occurrence of such injuries by 10 percent per year. The baseline for each location was its FY 1996 Lost Time Case Rate.

- Status
 - FAA had three locations listed as having “highest rate of serious injury.” OSHA removed one upon receipt of corrected data. Removal of a second site is anticipated pending the receipt of additional corrected data.
 - Department of Labor (DOL) provided the Lost Time Case Rates for the FY 1996 baselines. To determine the FY 2000 – FY 2004 target rates, we began with the FY 1996 Lost Time Case Rates, deducted 10% from the FY 1996 figure to reach the target rate for FY 2004, and then deducted 10% a year to determine the target rates for FY 2001 – FY2004.
 - The following charts show
 - Westbury, NY - The Lost Time Case Rate increased 47%. As indicated in section 1b above, these case rates are being addressed as a top priority in FY 2001 in a cooperative effort among Air Traffic, Aviation Medicine, and DOL.
 - Cleveland, OH facility – The Lost Time Care Rate decreased 63%.
 - For consistency with OWCP data, we have used the date that the claims case was created rather than the date of injury.
 - The Lost Time Case Rate (LTCR) formula = $\frac{\# \text{ Lost Time Cases} \times 100}{\# \text{ of employees}}$



Goal 3 - Reduce the rate of lost production days (i.e. the number of days employees spend away from work) by 2% per year.

- Status
 - Currently we lack the data needed to calculate the lost production days. These data are available DOT-wide only and not FAA specifically. The integration of the SMIS and WCIS systems may allow us to calculate this information in the future.

2. SAFETY AND OCCUPATIONAL HEALTH PROGRAM ACCOMPLISHMENTS

The following describes FAA safety and occupational health program accomplishments and initiatives that were implemented last fiscal year to control the trends and major causes or sources of fatalities and lost time disabilities in the agency as well as 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.

2a. Accomplishments for assuring that workers, supervisors and committee members received appropriate job health and safety awareness and hazard recognition information and training

- Developed additional policy chapters for inclusion in FAA Order 3900.19B. Topics include: Hearing Conservation (revision); Thermal Stress Prevention Program; First Aid Program; Occupational Safety and Health (OSH) Training and Awareness Program; Office Safety; Safety Management Information System; Bloodborne Pathogens Program; and Personal Protective Equipment. (See Appendix A)
- Developed an MOU between the FAA and DOT that enabled an interface between the Safety Management Information System (SMIS) and the Workers' Compensation Information System (WCIS). Data sharing began in August 2000.
- Conducted regular meetings of the Federal Worker 2000 committee and its training and light duty subcommittees. The training subcommittee is nearing completion of a presentation on the OWCP claims process that can be used at field locations.
- Distributed a Federal Worker 2000 information package to Lines of Business (LOB), Staff Offices, national Occupational Safety, Health and Environmental Compliance Committee (OSHECCOM) members, field OSHECCOM chairs, and the unions. Separate OSH and OWCP points of contact have been appointed in the LOB, and briefed on their respective organizational responsibilities.
- Completed a pilot program in July for the electronic submission of CA-1's. As of October 1, 2000, all FAA Regions began submitting claims electronically.
- Continued development of OSHECCOM as mechanism for effective management-level communication:
 - Provided management briefings on the agency's OSH program, including OSHECCOM. Two LOB Associate and/or Assistant Administrators' offices have requested briefings.
 - Received responses from LOB on OSH technical and budget needs.
- Developed National Model Asbestos Abatement Contingency Plans for:
 - Automated Flight Service Stations (AFSS).

- Airport Traffic Control Towers (ATCT)/Terminal Radar Approach Control (TRACON) Facilities.
- Developed revised FAA Order 1050.20A, Airway Facilities Asbestos Control Program.
- Completed union coordination of FAA Order 6000.XX, Airway Facilities Hazard Communication Program.
- Developed Implementation Guidance for the following parts of FAA Order 3900.19B, FAA Occupational Safety and Health Program: fall protection, confined space entry, hazardous energy control (lockout/tagout), electrical safety, climbing and walking surfaces, and radiation.
- Issued Maintenance Alerts for safety procedures during maintenance of Automated Weather Observing System (AWOS), Low-Level Windshear Alert System (LLWAS) and Wind Measuring Equipment (WME) and for safety procedures for Rigid Rail Climbing Systems.
- Audited 15 existing FAA Academy courses to ensure inclusion of environmental and occupational safety and health requirements.
- Provided initial and refresher asbestos abatement supervisor/hazardous waste operations worker training to Airway Facilities headquarters employees to enable them to manage asbestos/hazard abatement activities and respond to facility-related incidents more effectively.
- Developed draft National Model Asbestos Operations and Maintenance Plan for use by FAA field facilities.
- Conducted six Fire Alarm Maintenance training classes for 150 students.
- Developed Standard ATCT Fire Life Safety (F/LS) upgrade packages and conducted training.
- Conducted safety training classes in all regions. Topics included (not all topics were covered in all regions) fall protection, electrical safety, basic and refresher hazmat handling, hazard recognition, respirator and fit testing, fire alarm systems, accident and incident investigations, safety inspection techniques, lockout/tagout, hazardous waste operations worker, defensive driving, use of the Annual Inspection Program (AIP), first aid/CPR, forklift, fire and life safety, confined space, asbestos, construction safety, and fuel storage tank monitoring equipment.
- Hosted OSHA 600 courses at three System Management Offices to teach the basics of safety inspections and safety hazard recognition in the workplace.
- Developed a Lyme disease awareness-training program.
- Established small work groups to target areas that pose the greatest risk to employees, to review current programs, and to rewrite them to be more helpful to the Airway Facilities technicians and supervisors in the field and to ultimately improve work safety.
- Issued guidance to field facilities regarding responsibility for enforcement of specific safety initiatives, such as wearing PPE, fall protection equipment and other safety items. Issued annual memorandum on F/LS requirements and certification to ensure accountability by managers.
- Conducted quarterly Occupational Safety, Health, and Environmental Compliance Committee meetings with lines of business. Conducted quarterly meetings of the

regional safety team and System Management Office representatives to address implementation issues.

- Continued development of regional safety handbooks.
- Established an initiative to bring System Support Centers into compliance with OSHA regulations through employee/supervisor training.
- Initiated development of the Web for Environment and Safety Tracking (WEST), a website for all safety and environmental databases currently residing on other systems. The WEST includes all forms and training course presentations to be used in the occupational safety and health program.
- Established procedures to post OSH and Environmental Compliance Committee (OSHECCOM) minutes on regional web sites.
- OSHECCOM gave presentations on Lyme disease.

2b. Accomplishments for assessing the effectiveness of your safety and occupational health programs.

- Continued development of the OSH evaluation program. Completed and field-tested protocols for Human Resources and Research and Acquisitions.
- Increased regional involvement in the agency's National Airspace System Technical Evaluation Program for review of occupational safety and health activities at regional facilities.
- Implemented the FAA-wide Occupational Safety and Health Compliance Program (OCP) in four regions. The OCP consists of five-year plans for establishing and maintaining occupational safety and health compliance in FAA's nine regions and two centers covering 18 program areas, including milestones, budget projections and staffing requirements for each area.
- Established a contract resource to manage mishap reporting data, medical surveillance and other safety related data management systems.
- Conducted FAA-wide safety belt checks in all regions.

2c. 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.

- Developed a medical advisory and health risk questionnaire to assess the health status of Job Series 2100 personnel before they climb FAA towers.
- Resolved issue of Lyme Disease vaccinations for FAA field personnel. Aviation Medicine and Professional Airways Systems Specialists (PASS) reached consensus in recommending safe work practices in lieu of vaccinations due to insufficient data on long-term health outcomes of vaccinations.
- Established a quality control program to ensure that high-powered tubes utilized in National Airspace System (NAS) systems and equipment comply with radiation emission standards.
- Initiated 14 new Fire/Life Safety (F/LS) Airport Traffic Control Tower (ATCT) upgrade projects.

- Certified to OSHA that FAA ATCTs are compliant with the administrative requirements of 29 CFR 1960.20, including fire drills and training.
- Initiated pilot program on two FAA systems (Terminal Doppler Weather Radar and Approach Light System with Sequenced Flashing Lights) for job hazard analyses of equipment used by FAA technicians.
- Initiated workgroup including bargaining unit participation to enhance maintenance of installed F/LS systems in all FAA operational facilities.
- Several awards were issued to recognize regional and headquarters employees for their contributions to the identification and resolution of safety and health issues.
- Re-emphasized the use of the FAA Pre-Construction and Maintenance Project Safety and Health Checklist by project managers. Use of the checklist resulted in a 44% reduction in environmental and occupational safety and health construction related incidents from 1999 through 2000.
- Developed a tracking and reporting program to assist in the resolution of safety and environmental discrepancies.
- Performed annual maintenance and testing of fire detection and alarm systems including fire drills.
- Completed comprehensive job hazard analysis (JHA) of employees applying pesticides, resulting in significant changes to a region's pesticide policy.
- Completed 171 inspections of communication towers to determine whether/how to install new climbing and fall protection devices, which resulted in the installation of 140 new climbing and fall protection devices.
- Utilized the Annual Inspection Program to correct regional safety deficiencies.
- Conducted comprehensive inspections of facilities including personal protective equipment and noise surveys.
- Completed inspections and certifications of fire protection systems in one region.
- Conducted facility safety inspections at 316 facilities. Utilizing the Annual Inspection Program, deficiencies were documented, prioritized based on risk, and stored in the compliance management system database for tracking.
- Conducted air and water quality evaluations at 35 air traffic facilities for radon, asbestos, standard ventilation and comfort parameters.
- Maintained periodic air monitoring of high-risk chemical exposure areas to ensure engineering controls were operating properly or respirator usage was adequate.
- Completed a re-evaluation of confined spaces and identified new confined spaces installed with new construction projects.
- Completed annual inspection of overhead cranes, slings, and hoists.

2d. **Unique or significant accomplishments that your agency made last year to enhance employee participation, involvement, and consultation in the safety and occupational health program.**

- Hired a Certified Safety Professional in AEE-200 to assist in the development of initiatives to meet the agency's safety and health goals outlined in the FAA Federal Worker 2000 Plan.
- Supported the ONE DOT Flagship Initiative called Buckle Up America in the following ways:

- Conducted Agency-wide seatbelt checks. One Region achieved 100% seatbelt use over the course of the year.
- Released Thanksgiving message promoting the use of seatbelts and encouraging employees not to drink and drive.
- Promoted December as National Drunk and Drugged Driving Prevention Month.

3. IDENTIFY YOUR ANNUAL OSH PLANS, GOALS AND OBJECTIVES, AND SIGNIFICANT OSH INITIATIVES PLANNED AND PROGRAMMED FOR THE COMING YEAR(S).

The FAA plans to take the following actions regarding issues and programs involving safety and occupational health.

- Revise Supervisor Performance Plans to include responsibility for employee occupational safety and health.
- Develop additional policy chapters for inclusion in FAA Order 3900.19B on: job hazard analysis; electrical safety; evaluation of agency OSH programs; water quality; lead in workplaces; and building air quality.
- Continue/expand programs for: hazardous energy; climbing, walking surfaces, fall protection; hazard communication; personal protective equipment; working conditions; hazard assessment; lead; and construction safety.
- Conduct safety management orientation for the OSH and OWCP points of contact for the lines of business to introduce basic safety concepts and strategies for effective claims management.
- Conduct three OSH program evaluations.
- Implement the FAA-wide Occupational Safety and Health Compliance Program at seven remaining regions and centers by 2002.
- Publish in FY 2001 FAA Orders 6000.XX, Airway Facilities Hazard Communication Program; 3000.XX, Air Traffic Services Respiratory Protection Program; and 1050.20A, Airway Facilities Asbestos Control Program.
- Develop Implementation Guidance for the following parts of FAA Order 3900.19B, FAA Occupational Safety and Health Program: Chapter 2, Workplace Inspections, Abatement Procedures and Variances; Chapter 22, First Aid; and Chapter 25, Personal Protective Clothing and Equipment.
- Develop/issue Maintenance Alert for safety procedures for the Fluke 80K-6 Probes and Test Equipment.
- Audit 30 FAA Academy courses to ensure inclusion of occupational safety and health requirements.
- Initiate 28 new ATCT upgrade projects.
- Develop F/LS upgrade designs for projects to be accomplished in FY02.
- Conduct training in fire alarm maintenance and fire/life safety.
- Conduct at least one workshop in 2001 for Regional Program Managers for Environment and Safety/Regional Occupational Safety and Health Managers.
- Develop/implement radiation safety; new ergonomics standard; hearing conservation; and indoor air quality programs.

- Conduct annual facility safety inspections and abate deficiencies.
- Continue training of OSH professionals and bargaining unit safety representatives.
- Create a regional OSH and Environmental Compliance Committee web site.
- Develop an automatic external defibrillator program and provide training.
- Initiate design phase for four F/LS ATCT upgrade projects and construction phase for six F/LS ATCT upgrade projects; perform annual testing of fire detection and alarm systems and conduct fire drills and employee training at ATCTs.
- Enhance communications with headquarters and field facilities and emphasize employee safety training.
- Maintain periodic air monitoring of high-risk chemical exposure areas.
- Conduct facility job hazard assessments.
- Develop centralized material safety data sheet data library.

ATTACHMENTS: (These were included with the report to OSHA.)

Appendix A: New Chapters for Agency order 3900.19B, FAA Occupational Safety and Health Program completed in FY2000.

Appendix B: FAA Federal Worker 2000 Implementation Plan