

7 MAR 1980

MEMORANDUM FOR: [REDACTED]  
Chairman, OL Safety and Health Committee

FROM: [REDACTED]  
Chief, Plans and Programs Staff, OL

SUBJECT: CIA's Annual Occupational Safety and Health Report

REFERENCE: Multi adse memo fm DD/OS (PTOS) dtd 3 Mar 80,  
same subj: (OS 0 0549; OL 0 0989)

1. Attached is the referent memorandum and guidelines for preparing the annual occupation safety and health report. We have been asked to provide an input for inclusion in the Agency report being prepared by the Office of Security to the Secretary of Labor. [REDACTED]

2. With the recent establishment of the OL Safety and Health Committee, I believe it appropriate that OL's input for this report should emanate from the Committee. To assist the Committee in identifying and reporting the desired information, I have attached a copy of the referent along with a copy of last year's OL input to the subject report for each

OL 0 1073

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(7 Mar 80)

3 MAR 1980

MEMORANDUM FOR: Director of Communications  
✓ Director of Logistics  
Director of Medical Services  
Director of Technical Service

FROM:   
Deputy Director of Security (PTOS)

SUBJECT: CIA's Annual Occupational Safety  
and Health Report

1. The Occupational Safety and Health Act and Executive Order 11807 require that the head of each Federal Agency submit to the Secretary of Labor an annual report concerning the Agency's safety and health program.

2. Attached are guidelines for the annual report for CY 1979 which were received from the Secretary of Labor.

3. It would be appreciated if the input from your Office could be forwarded to the Safety Group by 15 March 1980 for inclusion in the report to be prepared for the signature of the Deputy Director, Central Intelligence Agency. ✓

Attachment



OS 0 0549

01 0 0188

ANNUAL REPORT GUIDELINES FOR CY 1979

FEDERAL OCCUPATIONAL SAFETY AND HEALTH PROGRAMS

INTRODUCTION: These guidelines are provided to inform Federal agencies of the material to be included in their annual report on occupational safety and health as required by Section 2(5) of Executive Order 11807 and Section 19(a)(5) of the Occupational Safety and Health Act of 1970. These guidelines are based on the 10 element criteria approved by the Federal Advisory Council on Occupational Safety and Health.

PURPOSE: These annual reports provide information for the following:

- o The Secretary of Labor's Report to the President on the Federal Occupational Safety and Health Program.
- o Selection of agencies for the President's Safety Awards.
- o Evaluative and Consultative functions of the Office of Federal Agency Safety and Health Programs.

SUBMIT TO: The report should be prepared on standard size (8½ x 11) paper and submitted by April 1, 1980 to:

U.S. Department of Labor  
Occupational Safety and Health  
Administration  
Office of Federal Agency Safety  
and Health Programs  
200 Constitution Avenue, N.W.  
Washington, D.C. 20210

CONTENTS: PROGRAM FOR CALENDAR YEAR 1979

The annual report shall provide the following information on your agency's program during CY 1979 relative to the 10 elements of an effective occupational safety and health program. Where documentation is required you may reference the specific requirement in the enclosed program documentation or in documentation on file at the Office of Federal Agency Safety and Health Programs.

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1. EMPLOYEE INVOLVEMENT

- o CONSULTATION WITH EMPLOYEES/EMPLOYEE REPRESENTATIVES-document and describe implementation of requirements for consultation with employees and their representatives in planning and operating the program.
- o EMPLOYEE PARTICIPATION IN PROGRAM OPERATION-document and describe implementation of provisions.
- o COMMITTEE MEMBERSHIP-document and describe implementation of procedures providing for committees, membership and participation at both headquarters and field levels.
- o EMPLOYEE REPORTS OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS-document and describe implementation of procedures for reporting hazardous conditions, including review and appeal to OSHA. Provide the requested information on actions taken on Federal Employee Reports in accordance with agency procedures at the field, regional and headquarters levels, on Attachment 1.
- o SAFEGUARDS FOR DISCRIMINATION, REPRISAL, RESTRAINT, INTERFERENCE, OR COERCION-document and describe implementation of procedures prohibiting discrimination and etc. against employees for participating in the program. Describe procedures and mechanisms for investigation of allegations of discrimination, reprisal, etc., resulting from employee participation. How many such allegations were investigated and corrected through these procedures for the past calendar year?

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- o POSTING OF NOTICE, AVAILABILITY OF ACT, 29 CFR 1960, AGENCY PROGRAM-  
document and describe implementation of procedures for informing employees of their rights and responsibilities. Is OSHA Federal employee notification "Occupational Safety and Health Protection for Federal Employees" posted, or has agency developed its own notification? What format is the OSH program distributed or disseminated to the employee, administrative directive, safety and health manual, part of employee handbook, etc.?
  - o EMPLOYEE PARTICIPATION IN FIELD FEDERAL SAFETY AND HEALTH COUNCILS-  
document and describe implementation of procedures providing for and promoting participation and membership in FFSHCs as work related activity, including payment of travel and other expenses incurred as a result of participation.
  - o REVIEW OF STANDARDS-document and describe implementation of procedures for informing employees of applicable standards and their right of review.
  - o NOTICES OF UNSAFE OR UNHEALTHFUL CONDITIONS-document and describe implementation of procedures for posting of notices informing employees of hazards in work areas.
2. EXECUTIVE SUPPORT AND DUTIES
- o POLICY- Document and describe the implementation of the official policy statement of the agency head on the occupational safety and health program.
  - o FUNDING- Report the dollars requested, appropriated and used for the implementation of the agency program as required in OMB Circular A-11 on Attachment 2. Also, report the estimated dollars for compliance with OSHA or agency OSH standards.

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- o ORGANIZATION- Describe the organizational structure of the occupational safety and health function from the designated safety and health official to field level safety and health personnel. An organization chart for the occupational safety and health function should be provided.
- o ATTACHMENT 3 - Administration of Safety and Health Program
  - Agency name and address.
  - Agency head name, title, and address.
  - Agency Designated Safety and Health Official name, title, address and telephone.
  - Agency Safety and Health (Chief, Manager, Coordinator, Director etc.) name, title, job series number, work address and telephone.
- 3. SAFETY AND HEALTH HEADQUARTERS AND FIELD STAFF AND FUNCTIONS
  - o ATTACHMENT 4 - Full-time Occupational Safety and Health Staffing at Headquarters and Field Units - job series number, grade level. Also include employment data as requested.
  - o ATTACHMENT 5 - OSH Staffing of Field Units, full-time and collateral duty - definition, address, employment and OSH staffing by grade level, full-time or collateral-duty, and total work time spent on OSH activities at each field unit.
  - o ATTACHMENT 6 - Full-time OSH Professionals - Complete for each full-time OSH professional counted in Attachment 4. Enter name, title, job series, grade level, work location, and work telephone.

- o RESPONSIBILITIES AND DUTIES OF CSH STAFF-document and describe the OSH responsibilities and duties at the headquarters, regional and field levels.
4. OPERATING MANAGEMENT AND SUPERVISORY DUTIES
- o SUPERVISORY AND OPERATING MANAGEMENT RESPONSIBILITIES-document and describe the implementation of procedures for informing management of OSH responsibilities.
  - o EVALUATION OF EMPLOYEES OSH PERFORMANCE-document and describe the implementation of the requirement that each employee's occupational safety and health performance be included as part of their periodic performance evaluation.
  - o REPORTS OF UNSAFE OR UNHEALTHFUL CONDITIONS-document and describe the implementation of the requirement that management is informed of its responsibilities in investigating and correcting employee reports of hazardous conditions.
5. SAFETY AND HEALTH STANDARDS ADOPTION
- o ADOPTION OF OSHA STANDARDS-document and describe adoption.
  - o PRCULGATION OF AGENCY "CONSISTENT" STANDARDS-document and describe implementation of procedures. What standards, other than OSHA's, were adopted during the calendar year?
  - o ADOPTION OF EMERGENCY STANDARDS-document and describe implementation of procedures.
6. SAFETY AND HEALTH TRAINING ACTIVITIES
- o TRAINING-describe the types, extent of, training availability and number of employees participating in training conducted for the



various levels of employees including the full-time safety and health professionals, collateral-duty safety and health personnel, management, supervisors, representatives of employee groups, employees and OSHA Committee members. Attachment 7 should be used for this information.

- SPECIALIZED TRAINING CONDUCTED FOR HIGH RISK JOBS-describe.
7. INSPECTION AND HAZARD ABATEMENT PROCEDURES
- PERIODIC INSPECTION PROCEDURES-document and describe implementation of requirements. Include the number of periodic on-site inspections conducted by full-time OSH personnel (as defined in Attachment 3); the number of employees covered by the inspections; the number and types of hazards identified; the number and types of hazards abated or for which abatement schedules were proposed; and the cost of abating those hazards.
  - INSPECTION PERSONNEL AT FIELD LEVELS-document and describe qualifications and organization.
  - ABATEMENT PROCEDURES AND RESPONSIBILITIES-document and describe implementation of requirements.
  - PROHIBITION OF ADVANCE NOTICE PROCEDURES-document and describe implementation or requirements.
  - IMMINENT DANGER PROCEDURES-document and describe implementation of requirements.
8. RECORDKEEPING AND REPORTING PROCEDURES
- CAUSAL ANALYSIS OF CY 1979 INJURIES, ILLNESSES, AND ACCIDENTS-describe analysis and corrective actions taken. Provide a breakdown on OSH injuries and illnesses for the last three calendar years on Attachment 8. Describe any use of Office of Workers' Compensation claims as verification of reported injuries and illnesses.

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- o FLOW OF INJURY, ILLNESS, ACCIDENT AND SERIOUS ACCIDENT REPORTS FROM FIELD TO SAFETY AND HEALTH OFFICIAL TO OSHA-document and describe implementation of requirements. How many serious accidents were reported to OSHA?
- o MAINTENANCE OF AND EMPLOYEE ACCESS TO INJURY, ILLNESS, AND ACCIDENT RECORDS AT FIELD LEVELS-document and describe implementation of requirements.

9. PROMOTIONAL AND INTERAGENCY ACTIVITIES

- o PROMOTIONAL TECHNIQUES USED TO INCREASE EMPLOYEE INTEREST AND PARTICIPATION-describe.
- o FIELD FEDERAL SAFETY AND HEALTH COUNCILS-describe participation at field level. Include a list of COUNCILS in which your field personnel have participated.

10. INTRA-AGENCY EVALUATION PROCEDURES

- o SELF-EVALUATION PLANS AND PROCEDURES-document and describe implementation of requirements.

ACHIEVEMENT OF PLANNED GOALS AND OBJECTIVES FOR CY 1979

- o Briefly, describe your agency's achievement of the planned goals and objectives set for 1979.

SUBMISSION OF PROGRAM DOCUMENTATION

- o Attach a copy of your official occupational safety and health order, directive, etc., which implements Section 19 of the Occupational Safety and Health Act of 1970, Executive Order 11807, and 29 CFR 1960. Do not attach exhibits demonstrating elements of

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your program, only enclose official program documentation. If your program documentation is unchanged from that report last year, note by stating "Same as CY 1978." The program documentation on file may be updated by submitting any new changes over CY 1979.

PROGRAM FOR CALENDAR YEAR 1980

GOALS, OBJECTIVES AND PLANNED ACTIVITIES FOR CY 1980

- o Describe your agency's goals and objectives for your program in CY 1980, including the planned activities involved in attaining these goals and objectives.
-

FEDERAL EMPLOYEE REPORTS OF UNSAFE OR  
UNHEALTHFUL WORKING CONDITIONS AT THE FIELD,  
REGIONAL AND HEADQUARTERS LEVELS

Provide the following information on Federal Employee Reports:

I. Field (Local) Level Activity

Number of Employee Reports Received \_\_\_\_\_  
Number of Employee Reports Investigated \_\_\_\_\_  
Number of Employee Reports Abated \_\_\_\_\_  
Cost of Abating Reported Conditions \$ \_\_\_\_\_

II. Regional (Mid) Level Activity

Number of Employee Reports Initially  
Received at the Regional Level \_\_\_\_\_  
Number of Employee Reports Forwarded  
from the Field Level \_\_\_\_\_  
Number of Employee Reports Investigated \_\_\_\_\_  
Number of Reported Conditions Abated \_\_\_\_\_  
Cost of Abating Reported Conditions \$ \_\_\_\_\_

III. Headquarters - Designated Safety & Health Official (DSHO) Level

Number of Employee Reports Initially  
Received at Headquarters Level \_\_\_\_\_  
Number of Employee Reports Forwarded to  
Regional or Field Level for Investigation \_\_\_\_\_  
Number of Employee Reports Investigated  
by DSHO \_\_\_\_\_  
Number of Reported Conditions Abated \_\_\_\_\_  
Cost of Abating Reported Conditions \$ \_\_\_\_\_

ATTACHMENT 2

CY 1979 Expenditures for Occupational Safety and Health

Provide the figures for CY 1979 in the following table:

	\$ Requested	\$ Allocated	\$ Actual Expended
Professional Staff <sup>1</sup>			
OSH Training for:			
Professional Staff			
Management			
Supervisors			
Employees			
Abatement of Hazards			
Promotion of OSH Program			
Administration <sup>2</sup>			
Personal Protective Equipment			
Other <sup>3</sup>			
<b>TOTAL</b>			

NOTES:

1. Include civilian employees in series GS-803, 018, 019, 690, 804 and C

ATTACHMENT 3

ADMINISTRATION OF SAFETY AND HEALTH PROGRAM

AGENCY NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_

AGENCY HEAD NAME \_\_\_\_\_  
TITLE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_

~~AGENCY DESIGNATED~~  
SAFETY AND HEALTH  
OFFICIAL

NAME \_\_\_\_\_  
TITLE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE NO. \_\_\_\_\_

AGENCY SAFETY  
AND HEALTH  
(COORDINATOR,  
DIRECTOR, CHIEF,  
MANAGER, ETC.)

NAME \_\_\_\_\_  
TITLE \_\_\_\_\_  
GRADE LEVEL \_\_\_\_\_ JOB SERIES \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE NO. \_\_\_\_\_

ATTACHMENT 4

FULL-TIME OCCUPATIONAL SAFETY & HEALTH STAFFING  
IN HEADQUARTERS & FIELD UNITS

GS SERIES	GS GRADES												
	5-5		9-11		12		13		14		15		
	HQ	FU	HQ	FU	HQ	FU	HQ	FU	HQ	FU	HQ	FU	
SAFETY ENGINEER (803)													
SAFETY SPECIALIST (019)													
SAFETY TECHNICIAN (019)													
INDUSTRIAL HYGIENIST (690)													
FIRE PROTECTION ENGINEER (804)													
FIRE PROTECTION & PREVENTION (081)													
OTHER FULL-TIME (SPECIFY)													
TOTAL FULL-TIME													

HQ=HEADQUARTERS

FU=FIELD UNITS

NUMBER OF EMPLOYEES:

Headquarters \_\_\_\_\_

Field Units \_\_\_\_\_

Total \_\_\_\_\_

VACANCIES IN SAFETY & HEALTH STAFFING:

Headquarters \_\_\_\_\_

\_\_\_\_\_

Field Units \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ATTACHMENT 5

SAFETY & HEALTH STAFFING OF FIELD UNITS

DIRECTIONS: List the agency field units and provide the requested information for each in the following table. Define organizationally the term "field unit" relative to the agency mission, size and organization. The table should include both full-time and collateral-duty personnel. For field units staffed with collateral-duty personnel, the number personnel and the total work (in man-years) spent on safety and health should be entered for each grade level. For example, a field unit with three GS-7 collateral-duty safety health personnel, each devoting 40% of his work time to safety and health activities, would expend a total of 1.2 man-years for that grade on safety and health activities. It would be entered in the table as 3(1.2) in the CD column for the GS 5-8 grade level.

DEFINITION OF FIELD UNIT: \_\_\_\_\_

FIELD UNITS (NAMES, ADDRESSES AND AVERAGE EMPLOYMENT)	GS GRADES													
	5-8		9-11		12		13		14		15		16	
	FT	CD	FT	CD	FT	CD	FT	CD	FT	CD	FT	CD	FT	CD



ATTACHMENT 6

FULL-TIME OSH PROFESSIONALS

Directions: Complete this form for each full-time professionals at both the headquarters and field levels indicated on Attachment 2. The professionals should be in the job series GS 803, 018, 019, 690, 804 and 081. Include Agency and Sub-agency identification in the work address.

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

JOB SERIES \_\_\_\_\_ GRADE LEVEL \_\_\_\_\_

WORK ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ (COMMERCIAL)

\_\_\_\_\_ (FTS OR OTHER)

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

JOB SERIES \_\_\_\_\_ GRADE LEVEL \_\_\_\_\_

WORK ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ (COMMERCIAL)

\_\_\_\_\_ (FTS OR OTHER)

OCCUPATIONAL SAFETY & HEALTH TRAINING ACTIVITIES

(hours)	OSII FULL-TIME PROFESSIONALS*	COLLATERAL DUTY OSII PERSONNEL	MANAGEMENT	SUPERVISORS	EMPLOYEE REPS	EMPLOYEES
TOTAL EMPLOYEES TRAINED						

C  
M  
M

ATTACHMENT 8

OCCUPATIONAL INJURIES & ILLNESSES FOR CY 1979, 1978 and 1977

CALENDAR YEAR	NUMBER OF FATALITIES	NUMBER OF				TOTAL EMPLOYMENT	TOTAL EMPLOYEE HOURS WORKED
		INJURIES		ILLNESSES			
		NO LOST WORKDAY	LOST WORKDAY	NO LOST WORKDAY	LOST WORKDAY		

NOTE: This data should agree with the data provided to OSHA annually on OSHA Forms 102F and 102FF in the Federal Accident Reporting System.

R+PS

27 MAR 1979

MEMORANDUM FOR: Deputy Director for Physical, Technical,  
and Overseas Security, OS

FROM: James H. McDonald  
Director of Logistics

SUBJECT: CIA's Annual Occupational Safety and  
Health Report

REFERENCE: Mult Adse Memo dtd 2 Mar 79 fm DD/PTOS,  
same subject (OS 9 0550; OL 9 0794)

1. Reference your memorandum, this Office has reviewed its activity directed towards occupational safety and health over the past year. The Office of Logistics (OL) has at least nine employees which have direct responsibilities in these areas. Since many of the OL operations are labor intensive, and our employees are more vulnerable to health and safety hazards than perhaps most, we are keenly aware of our responsibilities to instill good safety habits in our employees. Therefore, safety and health awareness is an ongoing activity with us.

2. Listed below are the significant safety and health measures which we have initiated and implemented:

a. Inspection

A program of OSHA compliance inspections was initiated throughout OL's major facilities using the criteria of the Man and Management Techniques. Regular inspections are conducted of shop equipment, fire extinguishers, storage areas, and passageways to ensure all conform to established standards, are in good working order, and are free of clutter. Also, daily observations of employee work habits and routines are made, and periodic group discussions on safety measures and good housekeeping are held to enhance employee awareness in these areas.

OL 9 0794a

SUBJECT: CIA's Annual Occupational Safety and Health Report

b. Training

(1) A safety officer attended safety inspector training at the International Safety Academy, Houston, Texas.

(2) A Collateral Duty Safety Officer Course was sponsored by the Agency and conducted by OSHA field officer personnel on Agency premises.

(3) Four "Forklift Operator Training Programs" were conducted during calendar year 1978. Each class had approximately ten employees who received 14 hours of instruction in operating and maintenance procedures.

(4) Two one-day "Fire Prevention and Fire Suppression Courses" were conducted during 1978 for [ ] 12-man fire brigade.

(5) Selected personnel have been trained in the use of Robertshaw resuscitator units. Units are on hand at certain locations for use if necessary. Our employees may also avail themselves of the Cardiopulmonary Resuscitation Course offered by the Office of Medical Services.

c. Employee Awareness Programs

(1) To promote safe driving habits, all full-time Agency drivers are made members of the National Safety Council (NSC) Safe Driver Award Program. The program is administered by the motor pool safety officer who coordinates with the NSC in maintaining safe driver records and issuing safe driver awards. The NSC program also provides booklets, posters, and other safety information which are received by all members on a monthly basis.

(2) Safety signs identifying exits, fire exits, fire alarms, and fire extinguishers were installed throughout major OL facilities.

(3) Pamphlets and posters supplied by the National Safety Council are displayed and made available to all employees.

SUBJECT: CIA's Annual Occupational Safety and Health Report

(4) All instructions and procedures for safely operating the Hammermill, the incinerator, the SOMAT units, and material-handling equipment are stressed daily with the operating employees. Supervisors make frequent checks to insure compliance with established guidelines.

d. Safety Equipment and Other Enhancements

(1) Procured goggles, face shields, aprons, helmets, gloves, coveralls, safety shoes, prescription safety eyeglasses, portable eye-wash kits, and special apparel for use when handling items with accident-causing potential.

(2) Upgraded and installed safety protection devices as required on all shop machinery, i.e., guards for moving belts, grinding wheels, electric saws, etc.

(3) The design for installation of sprinkler systems in critical areas of the Headquarters Building is in progress.

(4) Environmental improvements are being designed for the color lab in the Printing and Photography Building.

(5) Convex safety mirrors were installed in the GJ corridor of Headquarters to avoid personnel and equipment collisions.

e. Projects Being Planned

(1) Bring existing circuit breakers in the Headquarters Building up to the latest standards of performance required to insure safe operation of equipment and safety of personnel. Project will be undertaken in FY-79 at an approximate cost of \$60,000.

(2) Provide fire barriers in the Headquarters Building (sealing off of wall and floor penetrations) in FY-79 with a cost of \$250,000.

SUBJECT: CIA's Annual Occupational Safety and Health Report

(3) Upgrade alarm systems in the Headquarters Building (fire, water, hydrogen, autocall) in FY-79 at a cost of \$40,000.

(4) The installation of a chain hoist and drum lifter to lift the 55-gallon ash drums out of the incinerator well up to floor level is being studied.

(5) In March 1979, the Procurement Division issued a notice requiring that all contracts or purchase orders for chemicals, solvents, inks, dyes, cleaning compounds, acids and like material shall require that manufacturers or vendors furnish safety data sheets as part of the contract's deliverable items. These sheets would identify the constituent elements in the compound and antidotal treatment in the event of exposure to humans. Upon receipt, this information will be forwarded to the Chief, Safety Branch, PTOS.

3. The programs listed in paragraph 2 (a) through (d) cost approximately \$650,539.

4. Please contact [redacted] Plans and Programs Staff, OL, [redacted] if we can be of further assistance.

STAT

[redacted]  
*for* James H. McDonald

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OL/P&PS/[redacted] (23 Mar 79) (retyped 26/27 Mar 79:dm)

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