

**CY 2016 ANNUAL OCCUPATIONAL SAFETY & HEALTH REPORT TO THE SECRETARY OF LABOR
AGENCY NARRATIVE OF SELF-EVALUATION**

Name of Agency: Transportation Security Administration
 Address: 601 South 12th Street, Arlington, VA 20598-6017
 Number of federal civilian employees covered by this report: 65,000

	Name	Official Title	Telephone	E-mail
DHSO:	Pat A. Rose, Jr	Assistant Administrator OFA	571-227- (b)(6)	(b)(6)
OSH Manager*:	Richard Fluharty	Chief, OSH	571-227- (b)(6)	(b)(6)

I. ASSESSMENT OF OCCUPATIONAL SAFETY & HEALTH PROGRAM ACTIVITIES AND EVENTS.

a. Federal Government-wide & Presidential Initiatives.

1) Motor Vehicle Safety.

In CY2016, there were a total of 55 motor vehicle accidents (incidents) experienced by TSA employees. This is a decrease of 3% in incidents from CY2015. TSA has written mandates to comply with Executive Order 13043 requiring seat belt use by Federal employees on the job, including drivers and passengers. The compliance is extrapolated from the SF 91, Motor Vehicle Accident Report, and recorded as part of the incident record. In addition, seat belt usage is one of the training points for the Vehicle Custodian (VC) course. The occupied vehicle accidents had a reported 99% compliance with the seat belt mandates. During the year, TSA continued to publicize safe driving habits, seat belt usage, cell phone prohibitions and other safety tips.

TSA continues to offer web-based defensive driving courses (DDC) to all employees and contractors who are required to operate motor vehicles as part of their official administrative or operational duties. TSA also holds annual VC training and identifies available DDC through both TSA and GSA. Further, TSA has put the annual training module on the internal web page for new VCs to review or for refresher training as needed. The TSA Headquarters Fleet and Transportation Branch, Property Management Division, Office of Finance and Administration, has an annual award for VCs which has a weighted portion on their office's vehicle safety program.

TSA continues to emphasize the texting ban, as well as emphasize safe driving, at all Vehicle Custodian training sessions. In addition, a reminder is sent out as part of broadcast fleet messages and noted on the TSA Form 209, Motor Vehicle Utilization Record, when signing out a vehicle.

CY 2016 ANNUAL OCCUPATIONAL SAFETY & HEALTH REPORT TO THE SECRETARY OF LABOR
AGENCY NARRATIVE OF SELF-EVALUATION

2). Protecting Our Workers and Ensuring Reemployment (POWER).

In FY 2006, the Office of Management and Budget (OMB) Safety Scorecard Initiative was implemented at TSA. This initiative established quarterly safety and health performance metrics and goals, which promote safe and healthful work environments for Transportation Security Officers (TSO) in an effort to reduce employee injury and illness and improve mission readiness at all TSA workplaces. OMB required TSA to provide documentation showing how the agency is performing toward established goals on a quarterly basis.

Since the implementation of the OMB Safety Scorecard Initiative, OSHE has realized tremendous improvements in the overall safety and health of the work environment. Additionally, OSHE has continually improved and streamlined the process for participating TSA Hub/Spoke Networks. For these reasons, OSHE has chosen to continue this initiative.

For OMB, TSA established five (5) overarching OSH metrics for FY 2016 that are measurable to the TSA airport level. Four of these metrics allowed for stretch goals based on previous year performance, as well as "capped" goals of for those who performed in FY 2015 better than the Government rates. They are as follows:

- Goal 1 – Reduce the Total Case Rate (TCR) by 4% per year using FY15 as base.
- Goal 2 – Reduce the Lost Time Case Rate (LTCR) by 4% per year using FY15 as base.
- Goal 3 – Reduce the Total Incident Rate (TIR) by 4% per year using FY15 as base.
- Goal 4 – Reduce the DART rate by 4% per year using FY15 as base.
- Goal 5 – Improve timeliness to investigate, document, and record all safety incidents in the Safety Information System (SIS) to be completed within 7 days.

For those airports who are selected to participate in the Office of Management and Budget (OMB) Safety Scorecard Initiative, a stretch goal is applied to reduce Goals 1-4 by 8% per year.

For those airports that have actual rates lower than federal (or in some cases similar private industry) rates, the percent of reduction for Goals 1-4 is capped at 1% per year.

TSA experienced an increase in the total case rate of injuries and illnesses from FY 2015 to FY 2016, ending the year with a TCR of 3.39, up from 3.30 the year before, an increase of 2.72 % year over year.

Injuries and illnesses at TSA that resulted in lost time cases increased from FY 2015 to FY 2016, ending the year with an LTCR of 2.16, up from 1.89 the year before, an increase of 14%% year over year.

CY 2016 ANNUAL OCCUPATIONAL SAFETY & HEALTH REPORT TO THE SECRETARY OF LABOR
AGENCY NARRATIVE OF SELF-EVALUATION

b. *Illnesses, Injuries, Fatalities & Catastrophic Events.*

- 1) Slips, trips, and falls and exertion injuries represent the top two categories of injuries in TSA, comprising approximately 45% of the total.
 - a) Lifting and exertion have been a major focus, since manual handling of baggage is a major component of the duties for a large proportion of the workforce. Engineering controls have been a big component of the response as TSA has continued the deployment of automatic inline checked baggage inspection systems, pneumatic handling systems, roller beds, and other design elements to alleviate the requirements for individuals to lift bags. TSA has also continued with its education efforts, including the mandatory safe lifting training and an educational focus on safe lifting that was a key element of the annual safety week. During 2016, TSA also contracted with Federal Occupational Health to review all approved lifting techniques and produce a new poster which visually demonstrated the steps for each technique.
 - b) Slips trips and falls continue to be an emphasis item in formal and informal inspections. Since the vast majority of these types of incidents at TSA are same level falls, housekeeping is also a focus item. In 2016, TSA conducted professional development webinars for airport based OSH specialists specifically on the topic of slips, trips, and falls.
- 2) The top three categories of injury at TSA remain the same as previous years:
 - a) Lifting, Exertion, Strain Injuries (primarily baggage handling and repetitive stress) 29%
 - b) Slips, Trips and Falls (primarily falls on same level) 15%
 - c) Lacerations, Cuts, Punctures (primarily sharp objects, but about ten percent of this number is animal and insect bites) 12%
- 3) TSA experienced no fatalities or catastrophic events in CY 2016.

c. *29 CFR 1960 Requirements.*

1) Organization of Agency Safety and Health Mission

TSA OSHE Division falls under the Office of Finance and Administration, with the Assistant Administrator serving as the component Designated Safety and Health Official (DSHO). The OSHE Division is composed of several branches, including Occupational Safety and Health (OSH), Environment and Energy, Radiation Safety, and a Headquarters Health Unit. The OSH Branch consists of Headquarters program managers and regional OSH managers supported by approximately 30 safety and health contractors organized into regional teams. The Headquarters program managers handle major elements, such as policy, publications, outreach and training, and the TSA Safety Information System (SIS). The regional OSH managers primarily work with their supporting regional contractor teams to ensure that all facilities within their regions are provided appropriate support. Central OSH services, including travel to TSA OSHE training courses, regional safety support, and travel by supporting safety personnel, and the SIS are funded by TSA Headquarters.

CY 2016 ANNUAL OCCUPATIONAL SAFETY & HEALTH REPORT TO THE SECRETARY OF LABOR
AGENCY NARRATIVE OF SELF-EVALUATION

In addition to the government employee and contractor staff assigned to TSA OSHE, Hub and spoke (airports) and other TSA facilities have approximately 36 directly assigned full-time safety professionals, over 600 Collateral Duty Safety Officers, and 77 senior management officials serving as Designated Occupational Safety and Health Officials (DOSHOs) and Safety Action Teams (SATs) covering all operations.

2) Field Federal Safety & Health Councils

TSA OSHE, as well as the Mission Support Center OSH Specialists assigned to field Units and Hub and Spoke Networks, frequently advised DOSHOs and CDSOs via telephonic or email communication, and face-to-face contact, to engage the nearest OSHA area office in order to establish a working relationship with OSHA and to become involved in the local Field Federal Safety and Health Councils (FFSHCs) and active in council meetings and scheduled activities.

Several local TSA establishment CDSOs and Organizational OSH Specialists, particularly at Category X and I airports, attended FFHSC meetings and participated in FFHSC scheduled functions.

TSA employees were active in the Greater New York, Northern New Jersey, Miami, Detroit, Chicago, Dallas, and Twin Cities FFHSCs.

3) Inspection of the Safety and Health Management System

TSA conducted internal announced formal inspections of all of its airports, headquarters, and logistics facilities in 2016. This included almost 500 separate formal inspections conducted by safety professionals from the regional safety and health support teams. These were conducted and formally documented, both in the Safety Information System and by a letter from TSA OSHE to the Federal Security Director or other senior management officials. All findings are tracked to completion in the Safety Information System. Chapter 6, OSHA and Other Government Agencies, of the TSA OSH Manual provides guidance to ensure OSHA inspections are handled professionally by all TSA staff and in accordance with regulatory requirements. Additionally, Chapter 6 also ensures that TSA investigations of OSHA notifications are completed in a professional manner and in accordance with regulatory requirements.

In each case, a response to the notification letter was prepared by the Federal Security Director and identified the results of the TSA investigation and the corrective actions taken. All TSA formal responses are reviewed by the TSA OSH Branch Chief to ensure that the documents are accurate and that corrective actions are valid and effective. TSA responses to OSHA formal notices have been submitted on time.

OSHA inspected six TSA facilities in Calendar Year 2016. Notices of Unsafe or Unhealthful Working Conditions were issued from five of these inspections. Some items of initial concern from OSHA inspections were discussed with the applicable Area Director in informal conferences and were modified or eliminated by the Area Director as

CY 2016 ANNUAL OCCUPATIONAL SAFETY & HEALTH REPORT TO THE SECRETARY OF LABOR
AGENCY NARRATIVE OF SELF-EVALUATION

a result of those discussions. The following items represent the five Notices of Alleged Hazards issued to TSA and sustained by OSHA area directors upon review in 2016:

- a) Two notices were for lack of eyewash stations at checkpoints with chemical usage.
- b) One notice was for tripping hazards due to poor housekeeping.
- c) One notice was for lack of SDS availability at checkpoint.
- d) One notice was issued for air quality complaints that had not been sufficiently addressed by an airport.

Most items were fixed immediately. All hazards were entered into the Safety Information System and tracked by TSA OSHE until complete, including proper documentation being provided back to OSHA. All differences of opinion were resolved in informal conferences and no findings from 2016 were formally challenged at the Regional Administrator level or above.

4) Occupational Safety and Health Training

Chapter 11, Training and Awareness, of the TSA OSH Manual identifies training requirements for all TSA employees that are aimed at reducing risks which can result in death, injury, illness, and/or damage to equipment, facilities, and property. Providing all employees (newly hired and incumbent) with appropriate safety training ensures their commitment to safety and improves their ability to perform their assigned roles and responsibilities in support of TSA's counterterrorism mission. Knowledge gained and safe behavior put into practice, promote a continually improving culture of safety within TSA.

In addition to the multiple OSH training courses available and scheduled through the TSA Online Learning Center (OLC), TSA OSHE has developed, and offers to targeted audiences at all airports, the following instructor-led courses that support the local OSH programs:

- a) TSA 6000 - Collateral Duty Safety Officers' Applied Course for TSA Operations
- b) Safety Information System (SIS) Hands-on Safety Training
- c) How to Run a Successful Safety Action Team
- d) Conveyor Safety
- e) Safe Lifting – Lesson on Lifting and Moving Materials
- f) Incident Investigation for Supervisors and Managers

TSA employs approximately 65 civilian employees who work overseas (OCONUS). These employees reside either on State Department posts and are covered by State Department occupational safety and health programs or are domiciled at Department of Defense (DoD) facilities, and follow the DoD Instruction for Safety and Health.

All Overseas employees have the ability to access the TSA Online Learning Center (OLC) and when applicable, are included in the National Training Plan implementation for required TSA safety-related training that is appropriate for their work.

5) Whistleblower Protection Program

**CY 2016 ANNUAL OCCUPATIONAL SAFETY & HEALTH REPORT TO THE SECRETARY OF LABOR
AGENCY NARRATIVE OF SELF-EVALUATION**

Chapter 5, Employee Hazard Reports, of the TSA OSH Manual sets forth guidance to all TSA employees, supervisors, and managers on the processes to follow regarding employee allegations for reprisal. Transportation Security Officers (TSO) wishing to enter a complaint of reprisal for exercising their rights to promote a safe and healthful workplace for themselves or others must follow the guidelines in TSA Management Directive (MD) 1100.75-5, Whistleblower Protections for Transportation Security Officers. The TSA Case Liaison in the Office of Human Capital (OHC) is responsible for coordinating with TSA OSHE to process a safety-related complaint of reprisal.

For all other TSA employees, a safety-related complaint of reprisal must be reported immediately via telephone or fax through the chain of command to the appropriate Designated Occupational Safety and Health Official (DOSHO) or Safety Action Team, and then to TSA OSHE. The report will include a description of the nature of the complaint, any investigation findings, as well as steps taken to achieve resolution. If resolution is still pending, the report will provide recommendations for redressing the complaint, if warranted.

Resolution of a complaint of reprisal is encouraged at the local management level, if possible. However, TSA OSHE is available for consultation when necessary. An employee dissatisfied with the initial resolution of his or her complaint of reprisal, may appeal to the TSA Designated Safety and Health Official (DSHO) at TSA Headquarters via the Office of Finance and Administration (TSA-17). The TSA DSHO shall keep the TSA Leadership and appropriate local Safety Action Teams advised of TSA activities regarding allegations of reprisal and any subsequent determinations.

In FY 2016, no employee allegations of reprisal have been documented through OHC or through TSA OSHE and the DSHO.

Special 29 CFR 1960 Reporting. Not applicable for TSA.

- 1) Certified Safety & Health Committee
Not applicable to TSA.
- 2) DHHS-NIOSH Only
Not applicable to TSA.
- 3) GSA Only
Not applicable to TSA.

**CY 2016 ANNUAL OCCUPATIONAL SAFETY & HEALTH REPORT TO THE SECRETARY OF LABOR
AGENCY NARRATIVE OF SELF-EVALUATION**

II. SAFETY & HEALTH MANAGEMENT SYSTEM SELF-EVALUATION.

Overall Assessment.

Agency Safety & Health Management System – Overall Assessment Score				
0	1	2	3	NA
			✘	

Summary of Self-evaluation.

SHMS Strengths/Areas Needing Improvement.

TSA’s Safety and Health Management System is highly effective and continues to deliver ongoing support to employees and operational leaders while realizing significant year-over-year improvements in safety performance. The year-over-year increase in FY2016 was 2.72% for TCR and 14% for LTCR, exceeding the Presidential POWER goals. We continued to provide hands on support to our field units, conducting formal annual inspections of 465 airports and headquarters facilities during the reporting period. All inspection findings are documented and tracked through the abatement process, ensuring the appropriate visibility and action on all identified hazards.

Accomplishments.

In FY2016, 37 Airport Hub and Spoke networks introduced new equipment or processes. Of those, 100% have been analyzed for hazards with 98% of the hazards being mitigated through engineering, administration, or procedural change. The remaining 2% could not be abated. During FY2015, TSA OSH adopted a number of new standards to include warehouse safety, explosive safety, and range safety.

Improvement Action Plan/Steps.

TSA OSHE has continued to develop programs to provide appropriate support and guidance for locally hired safety professionals at the larger airports. TSA OSHE continued to support the expansion of local professional OSH support to large airports in the form of career development training to dedicated 0018 personnel who serve on the staff of the Federal Security Director. Despite fiscal constraints, this program was able to continue through FY2016 with approximately 36 positions at the airport level.

**CY 2016 ANNUAL OCCUPATIONAL SAFETY & HEALTH REPORT TO THE SECRETARY OF LABOR
AGENCY NARRATIVE OF SELF-EVALUATION**

III. GOALS.

TSA continued with the five (5) overarching OSH metrics for FY 2016 that are measurable to the TSA airport level. Four of these metrics allow for stretch goals based on previous year performance, as well as "capped" goals for those who performed in FY 2016 better than the overall TSA average rates in DART and LTCR. In response to restructuring within the agency, tracking is now being done at the airport hub-spoke network level, as well as individual airports. They are as follows:

Goal 1 – Reduce the Total Case Rate (TCR) by 4% per year using FY15 as base.

Goal 2 – Reduce the Lost Time Case Rate (LTCR) by 4% per year using FY15 as base.

Goal 3 – Reduce the Total Incident Rate (TIR) by 4% per year using FY15 as base.

Goal 4 – Reduce the DART rate by 4% per year using FY15 as base.

Goal 5 – Improve timeliness to investigate, document, and record all safety incidents.

For those Hub and Spoke Networks who are selected to participate in the Office of Management and Budget (OMB) Safety Scorecard Initiative, a stretch goal is applied to reduce Goals 1-4 by 8% per year.

CY 2016 ANNUAL OCCUPATIONAL SAFETY & HEALTH REPORT TO
THE SECRETARY OF LABOR

APPENDIX 1
SUBAGENCY OCCUPATIONAL SAFETY AND HEALTH (OSH)
CONTACTS

(PLEASE DUPLICATE AS NEEDED)

Subagency Transportation Security Administration

OSH Manager

Richard Fluharty

571-227- (b)(6)

Chief, Occupational Safety and Health Branch

(b)(6)

Other Contact

Jill Segraves

571-227- (b)(6)

Director, Occupational Safety, Health and Environment

(b)(6)

Subagency [Name]

OSH Manager

[Name]

[Phone Number]

[Title]

[Email Address]

Other Contact

[Name]

[Phone Number]

[Title]

[Email Address]

Subagency

OSH Manager [Name]

CY 2016 ANNUAL OCCUPATIONAL SAFETY & HEALTH REPORT TO
THE SECRETARY OF LABOR

APPENDIX 2
FATALITIES, HOSPITALIZATIONS, AMPUTATIONS, LOSS OF
AN EYE REPORT

Report each event separately. Summarize the event(s) in the narrative of the overall report.

Total number of fatalities : 0

Total number of hospitalizations: 3.

(PLEASE DUPLICATE AS NEEDED)

Fatality, Hospitalization, or Other Reportable Event

Fatality Hospitalization Amputation Loss of an Eye

Was it work related? Yes No

Number of employees injured: [1] Date of the Incident: [4/21/2016]

Number of employee fatalities: [0] Time of the Incident: [11:30:00 AM]

Description of workplace operations: [On Duty Running/exercise for Federal Air Marshalls.]

Description of the incident: [Federal Air Marshall suffered myocardial Infarction followed by cardiac arrest]

Analysis of workplace cause: [Underlying Medical Condition]

Were corrective actions taken? Yes No

If yes, please describe the actions taken: [n/a]

Were programmatic changes made? Yes No

If yes, please describe the changes made: [n/a]

Fatality, Hospitalization, or Other Reportable Event

Fatality Hospitalization Amputation Loss of an Eye

Was it work related? Yes No

Number of employees injured: [1] Date of the Incident: [9/3/2016]

Number of employee fatalities: [0] Time of the Incident: [12:00:00 PM]

Description of workplace operations: [In travel status, boarding an airplane]

Description of the incident: [Federal Air Marshall was traveling on official duty TDY to (b)(3):49 Mexico. He was seated while the plane was taxiing to the runway and he became unconscious and went

into full cardiac arrest. Employee has no memory of the incident or anything that happened a few days prior to the incident or immediately thereafter.]

Analysis of workplace cause: [Underlying Medical Condition]

Were corrective actions taken? Yes No

If yes, please describe the actions taken: [n/a]

Were programmatic changes made? Yes No

If yes, please describe the changes made: [n/a]

Fatality, Hospitalization, or Other Reportable Event

Fatality Hospitalization Amputation Loss of an Eye

Was it work related? Yes No

Number of employees injured: [1] Date of the Incident: [2/21/2016]

Number of employee fatalities: [0] Time of the Incident: [12:00:00 AM]

Description of workplace operations: [FAM was in mission status and sitting onboard an aircraft.]

Description of the incident: (b)(6);(b)(7)(experienced a tightness and a lump behind his left knee.]

Analysis of workplace cause: [Underlying Medical Condition]

Were corrective actions taken? Yes No

If yes, please describe the actions taken: [n/a]

Were programmatic changes made? Yes No

If yes, please describe the changes made: [n/a]

CY 2016 ANNUAL OCCUPATIONAL SAFETY & HEALTH REPORT TO THE SECRETARY OF LABOR

APPENDIX 4 SAFETY & HEALTH MANAGEMENT SYSTEM (SHMS) SELF-EVALUATION

For each of the 30 attributes below, please rate your agency based on the current reporting period experience. All attributes are applicable to federal agencies, regardless of mission or size. Please use the descriptors of the safety and health attributes, provided in Attachment 1 to this appendix, to aid your rating efforts for each attribute. Indicate your rating of each attribute by checking the appropriate rating box. **Please include a detailed narrative with examples to support the rating you provided, including elements rated with an "NA".**

The rating system is as follows:

Attribute Rating System

Rating	Definition
0	The attribute does not exist.
1	The attribute needs major improvements.
2	The attribute needs minor improvement.
3	The attribute is highly effective.
NA	The attribute is not applicable.

I. **Hazard Anticipation & Detection**

	0 = Does Not Exist	1 = Needs Major Improvement	2 = Needs Minor Improvement	3 = Is Highly Effective	NA = Not Applicable
1. A comprehensive, baseline hazard survey has been	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

conducted within the past five (5) years.

Narrative [Click here to enter text].

2. Effective safety and health self-inspections are performed regularly.

Narrative

Formal inspections are completed yearly at all 500 airports and TSA facilities. These inspections are conducted by qualified Occupational Safety and Health personnel.

3. Effective surveillance of established hazard controls is conducted.

Narrative

[Click here to enter text.]

4. Change analysis is performed whenever a change in facilities, equipment, materials, or processes occurs.

Narrative

A baseline hazard analysis is conducted on all new construction at any airport with new construction or remodeled facilities. Also a complete analysis is conducted of new equipment and systems prior to their installation when again after installation to ensure human factors have been considered.

5. Safety Data Sheets (aka MSDSs) are used to reveal potential hazards associated with chemical products in the workplace.

Narrative

SDSs are maintained at all checkpoints and any other facility and updated on a regular basis. There is an OSH blue page on the TSA network that also enters new SDSs into the system for use by everyone.

II. **Hazard Prevention & Control**

0 = Does Not Exist 1 = Needs Major Improvement 2 = Needs Minor Improvement 3 = Is Highly Effective NA = Not Applicable

6. Feasible engineering controls are in place. [x]

Narrative [Click here to enter text.]

7. Effective safety and health rules, and work practices are in place. [x]

Narrative [Click here to enter text.]

8. Applicable OSHA-mandated programs are effectively in place. [xx]

Narrative All federal regulations and guidelines are in place and used for the development of agency policy, manuals and guidance.

9. An effective procedure for tracking hazard correction is in place. [x]

Narrative During inspections all hazards are noted and mitigation processes identified and given a suspense for completion.

III. **Planning & Evaluation**

0 = Does Not Exist 1 = Needs Major Improvement 2 = Needs Minor Improvement 3 = Is Highly Effective NA = Not Applicable

10. Hazard incidence data are effectively analyzed. [x]

Narrative Regional Occupational Safety and Health managers, along with the service support contract OSH personnel that conduct the inspections are constantly analyzing the Safety Information System reports to analyze the information and look for trends.

11. An action plan designed to accomplish the organizations safety and health objectives is in place.

Narrative [Click here to enter text.](#)

12. A review of the overall safety and health management system is conducted at least annually.

Narrative [\[Click here to enter text\].](#)

IV. Administration & Supervision

0 = Does Not Exist 1 = Needs Major Improvement 2 = Needs Minor Improvement 3 = Is Highly Effective NA = Not Applicable

13. Safety and health program tasks are each specifically assigned to a person or position for performance or coordination.

Narrative [\[Click here to enter text.\]](#)

14. Individuals with assigned safety and health responsibilities have the necessary knowledge, skills, and timely information to perform their duties.

Narrative [\[Click here to enter text.\]](#)

15. Individuals with assigned safety and health responsibilities have the

authority to perform their duties.

Narrative

[Click here to enter text.]

16. Individuals with assigned safety and health responsibilities have the resources to perform their duties.

Narrative

[Click here to enter text.]

17. Organizational policies promote the performance of safety and health responsibilities.

Narrative

[Click here to enter text.]

V. **Safety & Health Training**

The **Occupational Safety and Health Training Guidelines For Federal Agencies** guidelines are available at: http://www.osha.gov/dep/facosh/osha_training_guidelines2014.pdf.

0 = Does Not Exist 1 = Needs Major Improvement 2 = Needs Minor Improvement 3 = Is Highly Effective NA = Not Applicable

18. Employees receive appropriate safety and health training (including those overseas).

[2]

Narrative

Transportation services will consist of various local round trip or one way destinations including but not limited to Capitol Hill, Ronald Reagan Washington National Airport, Dulles International Airport, other Federal agencies in the D.C. metropolitan area with the exception of the White House. The number of passengers per trip will vary from one to multiple requiring either a car or five passenger van as applicable.

The contractor shall furnish all personnel, supervision, management, equipment, materials, transportation, and supplies

required to plan, schedule, coordinate, and assure effective performance of all required transportation services described herein.

19. New employee orientation includes applicable safety and health information.

Narrative [Click here to enter text.]

20. Supervisors receive training that covers the supervisory aspects of their safety and health responsibilities. [2]

Narrative [Click here to enter text.]

VI. Management Leadership

0 = Does Not Exist 1 = Needs Major Improvement 2 = Needs Minor Improvement 3 = Is Highly Effective NA = Not Applicable

21. Top management policy establishes clear priority for safety and health.

Narrative [Click here to enter text.]

22. Top management provides competent safety and health staff support to line managers and supervisors.

Narrative [Click here to enter text.]

23. Managers delegate the authority necessary for personnel to carry out their assigned safety and health responsibilities effectively.

Narrative [Click here to enter text.]

24. Managers allocate the resources needed to properly support the organization's SHMS.

Narrative [Click here to enter text.]

25. Managers assure that appropriate safety and health training is provided.

Narrative [Click here to enter text.]

26. Top management is involved in the planning and evaluation of safety and health performance.

Narrative [Click here to enter text.]

VII. **Employee Participation**

0 = Does Not Exist 1 = Needs Major Improvement 2 = Needs Minor Improvement 3 = Is Highly Effective NA = Not Applicable

27. There is an effective process to involve employees in safety and health issues.

Narrative [Click here to enter text.]

28. Employees are involved in organizational decision-making in regard to the allocation of safety and health resources.

Narrative [Click here to enter text.]

29. Employees are involved in organizational decision-making in regard to safety and health training.

Narrative

[Click here to enter text.]

30. Employees participate in the evaluation of safety and health performance.

□ □ [2] □ □

Narrative

[Click here to enter text.]