



**U.S. DEPARTMENT OF DEFENSE
ANNUAL OCCUPATIONAL SAFETY & HEALTH REPORT
TO THE SECRETARY OF LABOR
CALENDAR YEAR 2018**

**3400 Defense Pentagon
Washington, DC 20301-3400**

The estimated cost of this report for the Department of Defense is approximately \$359,000 in Fiscal Year 2019. This includes \$14,000 in expenses and \$345,000 in DoD Labor.

Agency Information and Occupational Safety and Health Goals

1. Please describe your agency and its mission.

The Department of Defense (DoD) is an executive branch of the federal government. The mission of the DoD is to provide military forces to deter war and protect the security of the United States. DoD is the largest employer in the world, consisting of over 725,000 civilian employees, approximately 1.4 million men and women on active duty, and 800,000 National Guardsmen and Reservists. The DoD is composed of three Military Departments; four national intelligence services (Defense Intelligence Agency, National Security Agency, National Geospatial Intelligence Agency, National Reconnaissance Office) and 20 other Defense Agencies such as the Defense Logistics Agency, Defense Health Agency, Defense Threat Reduction Agency, DoD Education Activity, Missile Defense Agency, Defense Contract Management Agency. The military departments, intelligence services, defense agencies and field activities are referred to as “DoD Components” in this report. Each DoD Component provides unique and specialized capability in support of the DoD mission.

2. Please describe your agency goals and discuss how your occupational safety and health (OSH) program aligns with the organizational mission. Please describe and provide examples of any uniquely hazardous work activities that your agency performs that impact on employee safety and health.

The National Defense Strategy provides for three lines of effort:

- Build a More Lethal Force
- Strengthen Alliances and Attract New Partners
- Reform the Department for Greater Performance and Affordability

The DoD OSH program directly supports these lines of effort. Reducing mishaps and associated losses builds a more lethal force. Support for the Voluntary Protection Programs strengthens alliances with other federal agencies like the Department of Labor and attracts relationships with industry. This expands the DoD’s technical consultative network which helps address shared OSH challenges and the develop innovative safety and health management systems. Applying safety and occupational health management systems continuously improves our performance and cost effectiveness.

DoD personnel engage in many diverse, hazardous activities that have the potential to impact employees’ safety and health. Examples of hazardous work activities include aircraft, ship, and heavy weapon systems maintenance; ship breaking; demilitarization; underwater testing and maintenance; testing of new equipment and weapons systems; operation and maintenance of historic properties and equipment; and support to tactical ground, surface, sub-surface, and aviation operations in austere environments worldwide.

DoD Instruction (DoDI) 6055.01, “DoD Safety and Occupational Health (SOH) Program” establishes the overarching requirements for the DoD Components’ safety and health programs and prescribes goals, objectives, and OSH program measures of effectiveness (<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/605501p.pdf?ver=2018->

[11-19-110543-180](#)). For “uniquely military” equipment, systems, operations, and workplaces, DoD must apply federal Occupational Safety and Health Administration (OSHA) standards in whole or in part, as practicable. When not feasible or appropriate due to military necessity, commanders must apply, document, and periodically review risk assessment and acceptance.

3. Where is the OSH function located within your Agency’s organizational structure?

The OSH function within the Office of the Secretary of Defense was realigned to the Office of the Assistant Secretary of Defense for Readiness (ASD(R)) – recognizing the impact of OSH on military readiness. The ASD(R) is the DoD Designated Agency Safety and Health Official (DASHO). The ASD(R) develops OSH policy, provides OSH oversight of the DoD Components, develops defense planning guidance, and provides resource advocacy for the DoD Components’ OSH programs for sufficient resourcing to implement OSHA and DoD OSH policies. In turn, each of the DoD Components have a DASHO to fulfill these responsibilities. The locations of the DoD Component DASHOs and the descriptions of their organizational structure are contained within their individual OSH reports, included as Appendices to this report.

4. If your agency has employees working overseas, how do you ensure their safety/health and advise them of applicable OSHA-mandated programs?

DoD policy in DoDI 6055.01 directs all DoD Components to follow OSHA standards in all DoD operations worldwide where feasible. Personnel who work overseas are assigned within the framework of a geographic combatant command. Each of these combatant commands are supported by DoD Component commands and their respective safety offices who provide safety program management. For overseas sites pursuing Voluntary Protection Programs (VPP) recognition, the Departments of the Navy and Army have established VPP-equivalent programs. In foreign countries where we employ local national employees, DoD applies the host-nation OSH requirements and OSHA standards where feasible.

5. Please describe how your agency has engaged employees in safety and provide examples?

Employee involvement is a key component of effective DoD OSH programs and safety and health management systems. Employee participation is encouraged and solicited throughout DoD organizations and the chains of command—from senior leaders to first-line supervisors to employees. Examples of opportunities for employee engagement in OSH include:

- Volunteering as collateral duty safety representatives or assistants for their workplace.
- Serving as VPP team members at their work site or as Special Government Employees mentoring and assessing work sites for other employers
- Performing workplace inspections to identify and report hazards to supervisors.
- Developing job hazard analyses and work task standing procedures focused on safety.
- Using anonymous hotlines to report unsafe conditions supported by strong whistleblower protection programs.
- Using command web portals to report hazards and submit ideas, observations, and concerns.
- Taking advantage of senior leaders’ open door policies.

- Completing general and safety-specific organizational climate surveys.
- Serving as employee representatives on OSH and advisory councils.
- Providing direct feedback during training sessions and safety stand-down activities.

Injury and Illness Reporting and Reviews

6. Please describe how your agency encourages employees to report hazards and include examples.

DoDI 6055.01 directs the DoD Components to establish procedures for employees to report unsafe or unhealthful working conditions, and describes employee protection from coercion, discrimination, or reprisals. Supervisors and employees are trained in local procedures for reporting workplace hazards. Reporting procedures include provisions for streamlined reporting, employee anonymity if desired, prompt and impartial investigation of allegations of reprisal, and administrative action when allegations are substantiated. Many of the Components have published specific policies and procedures for reporting hazards – typically involving the use of the supervisory chain or organizational safety staff. Examples include:

DoD Education Activity (DoDEA). DoDEA developed an internal Accident/Injury Report web application for use by school principals, administrators, facility managers, nurses, and supervisors to efficiently and easily report and communicate hazards, accidents, and near misses within the school district and throughout the DoDEA Headquarters.

Defense Security Services (DSS). When an employee identifies a workplace hazard, they report it to the Safety Office by telephone, in-person, or by completing a DSS Form 275, “Hazard Report,” and emailing it to the Safety Office or dropping it into the Director’s Suggestion box. DSS employees may submit hazard reports anonymously by phone or by the Director’s Suggestion box. During the winter months, the DSS Safety Office received several reports of slippery stairs outside DSS temporary office spaces. In response to these hazard reports, the DSS Safety Office pre-positioned additional bags of salt and posted “Watch your step/Use hand rails” signage.

7. What were the top 2 types of injury/illness at your agency? Summarize the actions your agency has taken to prevent future occurrences.

The DoD has some of the lowest civilian employee injury and lost time case rates among all federal agencies. Since 2009, DoD’s total injury and lost time case rates have steadily declined by approximately 49% and 36%, respectively, see Table.

Table. DoD Injury and Illness Rates, 2009-2018.

Fiscal Year	Total Case Rate	% Change from Previous Year	% Change from 2009	Lost Time Case Rate	% Change from Previous Year	% Change from 2009
2009	2.76	No Data	No Data	1.48	No Data	No Data
2010	2.58	↓ 6.5	↓ 6.5	1.41	↓ 4.7	↓ 4.7
2011	2.44	↓ 5.4	↓ 11.6	1.33	↓ 5.7	↓ 10.1
2012	2.27	↓ 7.0	↓ 17.8	1.23	↓ 7.5	↓ 16.9
2013	2.08	↓ 8.4	↓ 24.6	1.11	↓ 9.8	↓ 25.0
2014	2.10	↑ 0.96	↓ 23.9	1.15	↑ 3.6	↓ 22.3
2015	1.89	↓ 10.0	↓ 31.5	1.06	↓ 7.8	↓ 28.4
2016	1.63	↓ 13.8	↓ 40.9	1.05	↓ 1.0	↓ 29.1
2017	1.50	↓ 8.0	↓ 45.6	1.02	↓ 2.9	↓ 31.1
2018	1.40	↓ 6.7	↓ 49.3	0.95	↓ 6.9	↓ 35.8

Data source: Federal Agency Program Injury and Illness Statistics.
(<https://www.osha.gov/dep/fap/fap-inj-ill-stats.html>)

Musculoskeletal injuries associated with slips, trips, and falls (STFs) were the most common types and causes, respectively, of workplace injuries in the DoD. Actions to prevent slips, trips, and falls have included:

- Publication of seasonal safety messages to increase employee awareness.
- Posting of warning signs in high hazard areas.
- Completion of routine workplace inspections to identify and correct slip hazards.
- Adjustment of snow and ice removal contract requirements and employee work schedules to allow clearing of sidewalks and parking lots before employee arrival.
- Review and adjustment of housekeeping procedures based on ambient conditions rather than a defined schedule.
- Fall prevention awareness included in Safety ‘Stand-Down’ activities.
- Focused, site-specific training creating awareness of typical STF hazards and prevention activities.

8. Please provide examples of tracking the abatement of hazards and adhering to correction dates.

DoDI 6055.01 requires each installation to track hazard abatement in an installation hazard abatement plan. The plan prioritizes abatement by risk level as measured by a “Risk Assessment Code”. DoD Components have individual procedures and information management systems to support this tracking. At the local level, safety and occupational health committees composed of commanders, workplace supervisors, facilities management, safety and health representatives (e.g., OSH, facilities and engineering, fire and life safety,

human resources, bargaining unit representatives) actively track the status of hazard abatement actions.

DoD reviews the timeliness of hazard abatement during annual safety and occupational health (SOH) Program Management Reviews.

Workplace health hazards are identified in the DoD standard industrial hygiene information management system: Defense Occupational and Environmental Health Readiness System-Industrial Hygiene (DOEHRS-IH).

Examples within DoD Components include:

Defense Logistics Agency (DLA). DLA uses the Enterprise Safety and Management System (ESAMS) to track hazards that are identified in the workplace until corrected. Managers, supervisors and OSH personnel have access to ESAMS to monitor hazards and associated corrections within their organizations. The DLA Instruction 6055.01 requires Risk Assessment Code (RAC) 1 critical hazards be abated in 10 days; RAC 2 serious hazards in 30 days, and RAC 3 moderate hazards in 90 days. All RAC 1, 2 or 3 hazards not corrected within 30 days are required to be documented on the Major Subordinate Command's (MSC's) or Outside the Continental United States (OCONUS) Region Command's abatement plan. The MSC or Region SOH Councils are required to review and monitor hazard abatement and track the completion of planned corrective actions.

Defense Media Activity (DMA). Each DMA location maintains a hazard abatement log which includes the specified hazard, estimated risk level, estimated hazard correction date, and completion data. During a bi-weekly safety review, the safety representatives and facilities managers review abatement actions by reviewing the status, priority, and barriers to completion.

9. Please describe what reviews were conducted in CY 2018 to identify improved methods for ensuring the safety and health of your agency employees. Please discuss how these were or are being implemented.

DoDI 6055.01 policy for safety and occupational health managements systems requires DoD organizations at all organizational levels to self-assess their program performance annually and receive an external assessment at least every four years.

The DoD DASHO uses this OSH report to assess all the DoD Components' OSH Programs. In addition, the DoD DASHO receives a detailed Program Management Review briefing from the largest of the DoD Components (Army, Air Force, Department of Navy and DLA). During these reviews, the DoD Components reported program effectiveness using leading indicators of program performance (e.g., safety and health management system implementation and formal recognition, completion of workplace inspections, timeliness of hazard abatement, occupational medicine examination completion rates) and lagging indicators (e.g., number of mishap fatalities, total cases of injuries, total cases of injuries

resulting in job restriction or days away, rate of permanent threshold shifts for hearing loss). Components also identified challenges for leadership resolution.

DLA. During the 2018 annual program review, the DLA described elements of the OSH program that were noncompliant with some DoD and OSHA requirements. This prompted a large OSH modernization and restructuring effort within the DLA which included the organizational realignment of OSH personnel and their activities to directly support DLA commanders and activities.

Army. In 2018, the Army completed an evaluation where six OSH areas were identified for improvement in 2019. These areas included the further development of safety and occupational health management systems and recognition programs, development of information technology to more efficiently manage injury and illness data, reforming the workplace inspection processes, modernization/update of OSH policies, exploration of technological advancements to focus on prevention-through-design in construction, acquisition and life-cycle reviews.

10. Please provide an overall assessment of your agency's approach to root cause analysis, identifying who is responsible for implementing changes based on the findings from investigations.

DoDI 6055.07, "Mishap Notification, Investigation, Reporting and Recordkeeping" (<http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/605507p.pdf>), describes the DoD requirements and procedures for mishap investigation, reporting, and recordkeeping. All mishap investigators are trained, as a standard practice, to perform root cause analysis and to develop mishap findings and recommendations. For fatalities in Military Departments, actions are tracked by the respective Safety Center with oversight by the DoD DASHO.

We recognize the ongoing challenge with investigators focusing on proximate cause for the injured employee rather than more systemic causes of mishaps across and outside of the individual DoD Components. We are reviewing component quality control procedures to ensure root cause analysis is consistently performed as part of the investigation. In addition, the DoD is conducting a comprehensive mishap data reform initiative to aid in mishap data reporting and investigation consistency and completeness.

11. How does your agency ensure employees are aware of, and use, the engineering controls?

Worksite managers and supervisors are responsible for: educating and training employees on job hazards; obtaining the appropriate controls to reduce or mitigate workplace hazards; training employees on the benefits and proper use of all assigned controls; ensuring the controls are routinely evaluated for their effectiveness; and checking to ensure all available controls are employed by the worker. OSH worksite inspections confirm the controls continued to be used and are effective and controlling the hazard.

12. How do you handle housekeeping issues?

The DoD Components have procedures for the completion of routine workplace inspections where the need for housekeeping is identified and where the effectiveness of housekeeping activities is assessed. Employees and first-line supervisors establish and enforce good housekeeping practices such as routine cleaning of work areas, break rooms, and bathrooms; routine maintenance of equipment; early reporting of facilities issues (e.g., water leaks, plumbing failures, inadequate heating, ventilation, air conditioning, etc.); enforcement of proper waste management and collection procedures; and use of workplace controls to manage process emissions and exposures. Throughout the DoD, housekeeping activities are often completed through facilities maintenance and operations contracts with OSH managers performing quality control oversight through the completion of routine workplace inspections.

13. How do you ensure safety in your kitchens and cafeterias?

Kitchens and cafeterias, along with all other workspaces, are routinely inspected by employees, supervisors, and qualified OSH personnel to identify and correct hazards for employees and patrons. DoDI 6055.01 requires annual inspections of all workspaces by supervisors, managers and competent OSH personnel. As with all other workspaces, this inspection process requires the identification and reporting of hazards to supervisors and facilities managers and the development of a hazard control plan for the management and mitigation of hazards and associated risks.

14. What are your agency's smoking/vaping policies?

Currently, DoD's smoking policy does not include vaping products. DoDI 1010.10 "Health Promotion and Disease Prevention" (<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/101010p.PDF?ver=2019-04-08-104413-847>) and DoD Tobacco Policy Memorandum 16-001 (<https://www.med.navy.mil/sites/nmcphc/Documents/health-promotion-wellness/tobacco-free-living/INCOMING-CARTER-Tobacco-Policy-Memo.pdf>) restrict the use of tobacco products to designated smoking areas. These areas must be at least 50 feet from building entrances and building air intakes. Some DoD Components have extended their tobacco use restriction policies to vaping products.

15. How do you handle safety in contracts?

DoDI 6055.01 policy directs that contractors are directly responsible for the OSH of their employees except where DoD has contractually agreed to assume responsibility for contracted employees' health and safety.

DoD Components use Federal Acquisition Regulation 52.236-13, "Accident Prevention" when establishing contracts for installation support functions, maintenance of real property, construction and operation of government-owned facilities. OSH professionals assist contracting officials as they oversee contractor safety and health performance. OSH personnel help contracting officers identify circumstances that pose a threat to the health and safety of employees and government personnel for corrective action. A contractor found to violate an OSHA standard is also determined to be violating their contract.

For construction and demolition contracts, the FAR provides for more direct oversight – requiring contractors to comply with U.S. Army Corps of Engineers Manual 385-1-1. These contractors are required to submit a safety and health plan for approval by the contracting office before commencing work. Contracting oversight by the U.S. Army Corps of Engineers and Naval Facilities and Engineering Command oversight ensures contractor compliance with the approved plan.

For explosives manufacturing, DoD contractors are required to comply with DoD Manual 4145.26, “DoD Contractors Safety Manual for Ammunition and Explosives” (<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/414526m.pdf?ver=2018-12-03-081135-727>). The Defense Contract Management Agency performs oversight of contractor compliance with the Manual.

The DoD Components provide additional oversight of DoD contractor operations when they determine it is in the best interests of the DoD. In making this determination, DoD policy requires the Components to consider the merits of DoD oversight leading to lower mishaps, improved services, and savings to the government versus the potential for the contractor to perceive a decreased responsibility for the safety and health of their employees.

Injury and Illness Prevention Initiatives

16. Please summarize the initiatives that your agency implemented to prevent slips, trips, and falls.

See response to Item 7. DoDI 6055.01 requires DoD Components to complete workplace inspections in order to proactively identify hazards. The DoD Components commonly identify STF hazards during the completion of routine workplace inspections and through employee reporting channels. They work to reduce STFs through safety messaging, warning signs, safety campaigns, employee training, workplace inspections, routine facilities maintenance, and a thorough review and monitoring of housekeeping procedures.

17. Please summarize the initiatives that your agency implemented to prevent exertion injuries.

DoDIs 6055.01 and 6055.05 require DoD Components to complete workplace assessments to anticipate and identify hazards to prevent illnesses and injuries such as exertion and overuse injuries. The DoD Components report employment of commonly-available exertion injury prevention techniques such as employee training on proper lifting techniques, the use of material handling equipment (e.g. forklifts, hand trucks), and multi-person lifts and carries. Information on proper lifting techniques and other ergonomic information for use by DoD Components in developing their policies, standard workplace operating procedures, and employee training and education to prevent exertion injuries, is available for easy access and download at the Defense Environment, Safety and Occupational Health Network and Information Exchange Website (<https://www.denix.osd.mil/ergoworkinggroup/home/>).

18. What has your agency done in terms of Prevention through Design?

DoD Components have procedures for OSH risk review as part of facilities design review procedures. The DoD-designated construction agents rely on OSH subject matter experts, who are specifically trained in facility design and review, to complete health and safety reviews for their assigned military construction projects. These design reviews typically occur as the facility design concept matures at the 30%, 60%, and 90% design completion phases.

For military weapon system design, the DoD standard practice for system safety is described in Military Standard (MIL-STD)-882E, “Systems Safety” (<https://www.system-safety.org/Documents/MIL-STD-882E.pdf>) and MIL-STD-1472G, “Design Criteria Standard Human Engineering” (http://quicksearch.dla.mil/qsDocDetails.aspx?ident_number=36903). These standards provide the requirements and procedures for identifying and assessing safety and health hazards, and for managing and accepting risks throughout the development, test, production, and use of defense systems. A key tenet of these standards is the integration of risk management into the systems engineering process early on in the systems development processes rather than addressing hazards for the system users after production and fielding.

19. Please describe other CY 2018 initiatives, explaining what actions were taken to implement them, and what accomplishments were made to fully implement them.

Organization. In response to the Department’s needs for more focused and consolidated oversight of the DoD Safety program, the Deputy Secretary of Defense (DepSecDef) directed a review of the organization and alignment of occupational safety and health within the Office of the Secretary of Defense (OSD). After extensive review by representatives from OSD and the Military Departments, OSD realigned occupational safety and health from the Under Secretary of Defense for Acquisition and Sustainment to the Under Secretary of Defense for Personnel and Readiness. This realignment better addresses the impact of operational and occupational on readiness in a single office.

Oversight. The DoD re-established the Under Secretary-level Defense Safety Oversight Council – Chaired by the Under Secretary of Defense for Personnel and Readiness-- to guide operational and occupational safety and health oversight and program improvement at the senior leadership level.

Policy. During CY 2018, progress was made toward revising a number of DoD OSH policies such as DoDI 6055.12, “Hearing Conservation Program” (<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/605512p.pdf?ver=2018-11-29-120127-657>); DoDI 6050.05, “DoD Hazard Communication (HAZCOM) Program” (<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/605005p.pdf?ver=2018-11-19-103224-100>); DoD Manual (DoDM) 6055.18, “Safety Standards for Microbiological and Biomedical Laboratories” (<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/605518m.pdf>); and DoDM 6055.05, “Occupational Medical Examinations and Surveillance Manual” (<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/605505mp.pdf?ver=2018-11-19-150151-020>), and a new policy to address electromagnetic frequency radiation and laser radiation safety. All of these policy revisions are designed to reflect updates in federal

regulatory requirements and changes to military operational requirements with the goal of reducing the risk of occupational illness and injury. In addition, the DoD continues progress toward developing DoD occupational exposure limits – more protective than OSHA Permissible Exposure Limits – for lead, chromium compounds, and trichloroethylene based on DoD’s assessment of health risk.

DoD has also participated in Environmental Protection Agency Rulemaking within the Toxic Substances and Control Act addressing occupational exposures to chemicals.

Mishap Investigation and Reporting. Recognizing the need for more standardized mishap reporting information management, DoD is performing a safety business process re-engineering initiative that will result in standard mishap data elements for mishap investigation, reporting, and record-keeping throughout the DoD. Also, the “Mishap Classification Task Force” is providing recommendations to revise DoD’s policies with respect to mishap classification categories. This classification guides investigation, reporting and record keeping procedures and requirements. The work of this Task Force is ongoing. Another DoD-level task force, the “Leading Indicators Task Force” is working with the Rand Corporation to develop DoD-relevant leading indicators of safety and occupational health program performance which will be used for evaluating the effectiveness of DoD OSH programs. The work of this Task Force is ongoing.

20. Please describe the initiatives you are planning to implement in CY 2019 and what actions were taken in CY 2018 to prepare for these.

All of the initiatives described in Item 19 will continue in CY 2019. In addition to the planned revisions described in Item 19, policy revisions are also planned for DoDIs 6055.01, 6055.05 and 6055.07 to address current DoD OSH requirements in areas of OSH and to better integrate environmental health with occupational health. In addition, the DoD is developing a safety “program element” code for use in capturing the costs to manage and administer DoD Component OSH Programs. Use of this code will begin in 2019. The aim is to gain better fidelity on the resource requirements for OSH program execution and management for use in future years budget planning.

Motor Vehicle Safety

CY 2018	Number of motor vehicle accidents experienced by employees	Number of accidents resulting in personal injury
Total (Civilian)	945	94

21. Summarize the circumstances of your agency's motor vehicle accidents, the results of accident investigations, and corrective measures implemented.

Driver safety is a major element of the DoD Components’ safety programs. DoDI 6055.04, “DoD Traffic Safety Program”

(<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/605504p.pdf?ver=2018-11-19-123028-643>), requires the DoD Components to apply risk management strategies to reduce motor vehicle mishaps and resulting deaths, injuries and property damage and to investigate mishaps when they occur in accordance with DoDI 6055.07. Mishap investigations completed by the DoD Components identified the following common causes of motor vehicle accidents as speeding, distracted driving, and driver error (e.g. judging distances) while operating a motor vehicle. Corrective measures have included:

- DoD summer and holiday safety messaging reminding drivers of their safe driving responsibilities.
- Focused law enforcement programs addressing speed, red light and stop sign running, cell phone use, and pedestrian crosswalk violations.
- Mandatory drivers' safety training for personnel whose occupation requires frequent driving and for personnel with known traffic law infractions.

The DoD Motor Vehicle Working Group was established to identify data-driven, benefit-focused safety policies, programs, strategies and efforts to reduce DoD motor vehicle accidents. This working group is comprised of senior traffic safety subject matter experts from the military departments' safety centers. They meet to interpret mishap data and conduct hazard analyses to identify leading indicators of motor vehicle mishaps. Their aim is to develop mishap reduction recommendations to consider demographics, high-risk behaviors, relevant training and training barriers, and appropriate communication and messaging platforms. Their efforts will be instrumental in the revision to DoD's traffic safety policy, DoDI 6055.04.

22. Summarize your agency's efforts to educate employees who use personal or rental vehicles to conduct Agency business (including for travel and temporary duty assignments).

DoDI 6055.04 describes the requirements the DoD Components must follow when operating a motor vehicle while performing on-duty activities. Specific requirements described within this policy include proper licensing for the size and type of vehicle to be operated, procedures to reduce driver distractions, impaired driving prevention techniques, occupant protection requirements, and the requirement to obey all traffic rules. These requirements are for the use of both personal and rental vehicles while on duty and require all motor vehicle operators to obey Federal, state and local traffic safety laws. Supervisors and managers are responsible to ensure all employees have been trained on DoD and component-specific requirements for motor vehicle operations.

DoD Components have specific safe motor vehicle operation policies, procedures, and training on the types of vehicles used to support their mission requirements. Motor vehicle safety awareness training is required for all personnel who drive vehicles as part of their job requirements—even for those personnel who work in organizations without a dedicated fleet of vehicles. Training topics have routinely included distracted driving prevention, safe holiday and seasonal driving, accident reporting procedures, driver improvement training for personnel involved in vehicle mishaps, vehicle safety inspection procedures, driver training courses for personnel deployed overseas, use of travel planning tools, and defensive driving training courses.

23. Summarize the safety and health controls your agency uses to ensure compliance with Executive Order 13043 requiring seatbelt use. Describe how you monitor such controls and what steps you take when you detect problems.

DoDI 6055.04 prescribes compliance with EO 13043, “Increasing Seat Belt Use in the United States,” by requiring all operators and passengers to wear occupant restraint devices (lap and shoulder belts) at all times and assigns enforcement responsibility to the driver and senior ranking occupant. Most vehicles used by DoD personnel are not only equipped with passenger restraints, but also equipped with audible alarms requiring their use. Promotional and seasonal information on seatbelt use is promulgated through seasonal safety messaging. The Department of the Navy’s Travel Risk Planning System (available for use by all of the DoD Components) is a mission-planning tool designed to reinforce common-sense driving skills such as not drinking while driving, speed control, and seatbelt use. There were no reported issues associated with Executive Order (EO) 13043 compliance in CY 2018.

24. Summarize the safety and health controls your agency uses to ensure compliance with Executive Order 13513 banning texting while driving. Describe how you monitor such controls and what steps you take when you detect problems.

DoDI 6055.04 prescribes compliance with EO 13513, “Federal Leadership on Reducing Text Messaging While Driving,” and prohibits DoD personnel from text messaging, using cell phones, and using other hand-held electronic devices while driving unless the vehicle is safely parked. Signs stating this prohibition are posted at the entrances to all DoD installations. Any driver on an installation can be ticketed for failure to comply with no use of cell phones while operating a vehicle. Exceptions include receiving or placing calls in the performance of duties while operating tactical or emergency vehicles or other mission-critical duties (e.g., law enforcement use of in-car mobile data terminals and other electronic devices). Use of hands-free devices is also discouraged to prevent distractions from safe driving performance. Supervisors and managers are required to ensure their assigned workforce follow this policy.

25. Summarize changes made to your agency motor vehicle safety program in CY 2018 and initiatives your agency will implement in CY 2019.

During CY 2018, the DoD Motor Vehicle Working Group and OSD identified specific changes that are needed in the revision to DoDI 6055.04. Needed changes include updates to mandatory motor vehicle operator safety training, mishap investigation procedures, and traffic safety program metrics. The revision to DoDI 6055.04 will occur in CY 2019.

Product Safety

26. Please describe how your agency ensures that the products and services it procures comply with the product safety requirements of 29 CFR 1960.34, including the use of Safety Data Sheets (SDSs).

DoDI 6050.05, “DoD Hazard Communication” prescribes the requirement for the DoD Components to establish a Hazard Communication Program that requires the chemical manufacturer or distributor of hazardous chemicals to provide SDSs to the Component’s HAZCOM official or designated point of contact. The requirement to provide SDSs is found

within Defense Federal Acquisition Regulation Supplement Subpart 223.3, “Hazardous Material Identification and Material Safety Data” (https://www.acq.osd.mil/dpap/dars/dfars/pdf/r20180530/223_3.pdf). The Defense Logistics Agency maintains a “Hazardous Materials Information Resources System”, available for use by all DoD Components, which includes SDS information and product safety requirements for over 500,000 hazardous materials in use within the DoD.

27. What policies are in place to handle chemicals in fragrances, such as those in perfumes and air fresheners?

DoD has no specific policy which address the use of perfumes and air fresheners in the workplace. Some of the DoD Components and their subordinate organizations have recently adopted policies which prohibit the use of scented air fresheners but this has occurred on a case-by-case basis. We consider personal use of fragrances in the workplace a labor-management issue outside the scope of the OSH program.

Whistleblower Protections

28. Does your agency have a written anti-retaliation policy for employees who report unsafe or unhealthy working conditions?

The DoD has a written anti-retaliation policy for employees who report unsafe and unhealthy working conditions. DoD policy, DoDI 6055.01, mandates that DoD personnel have the right to decline to perform an assigned task because of a reasonable belief that the task poses an imminent risk of death or serious bodily harm and where there is insufficient time to seek effective redress. DoD policy requires DoD Components to provide written notification of whistleblower rights and protections pursuant to Public Law 107-174, also known as the “No Fear Act.” The DoD Components maintain effective whistleblower protection programs at all organizational levels and workplaces by publishing policies and procedures on websites, providing employee and supervisory training, publishing rights and reporting procedures on posters, and using anonymous reporting hotlines and Web-based hazard reporting mechanisms. Employees may file a grievance through supervisory or supporting human resources channels or can contact the DoD Office of the Inspector General (OIG).

29. Describe your agency’s process for ensuring that no employee is subject to restraint, interference, coercion, discrimination or reprisal for filing a report of an unsafe or unhealthy working condition, as required by §1960.46.

As described in Item 28, DoDI 6055.01 provides employee protections from coercion, discrimination, or reprisal for reporting unsafe or unhealthful conditions and participation in OSH programs. This includes the provision for anonymity when requesting prompt and impartial investigation of allegations of reprisal, and regarding administrative actions when allegations are substantiated. Inspector General channels are often used to investigate allegations of reprisal in accordance with DoD Directive 5106.01, “Inspector General of the

Department of Defense (IG DoD)”
(<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodd/510601p.pdf>).
Complaints must be processed through a negotiated grievance process, if available, or through an administrative grievance process in accordance with Volume 771 of DoDI 1400.25, “DoD Civilian Personnel Management System: Administrative Grievance System” (https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/140025/140025_vol771.pdf?ver=2018-06-13-074123-163).

30. How do employees report retaliation?

As described in Questions 28 and 29, employees may file a grievance through supervisory or supporting human resources channels to include through supporting bargaining units. In addition, employees are encouraged to report any instances of retaliation to the DoD OIG.

31. Describe any cases of retaliation that were reported in CY 2018 and explain how they were investigated. Describe the findings and how they impacted the agency’s program.

One complaint of retaliation was reported in CY 2018--within the Department of the Army. This complaint is still in the process of being investigated. Once resolved, any findings and recommendations that can improve the DoD OSH Programs will be incorporated.

Occupational Safety and Health Committees

32. Describe the internal OSH committees at your agency and explain how staff participate in them.

As part of the DepSecDef’s recent decision to realign operational and occupational safety and health within OSD, the Defense Safety Oversight Council (DSOC) was instituted as the senior departmental governance body for operational safety and OSH in the DoD. The DSOC is the senior-most decision-making body within the DoD to provide governance on DoD-wide efforts to reduce mishaps, incidents, and occupational illnesses and injuries. The Chair of the DSOC is the Under Secretary of Defense for Personnel and Readiness. Membership consists of the Under Secretaries of Defense, Under Secretaries of the Military Departments, Vice Chiefs of Staff of the Army and Air Force, Vice Chief of Naval Operations, Vice Chairman of the Joint Chiefs of Staff, and the Assistant Commandant of the Marine Corps. Subordinate to the DSOC are two levels of oversight and integration support—the DSOC Integration Group (DSOC IG) chaired by the Assistant Secretary of Defense for Readiness (the DoD DASHO) and the DSOC Steering Group (DSOC SG). The DSOC SG is a committee comprised of senior (GS-15/military grade 0-6) OSH personnel from the DoD Components that meet every month to discuss strategic and operational issues relating to OSH policy, oversight, data and information management, strategic communications, resource advocacy and program management. The DSOC SG routinely reports to the DSOC IG (comprised of membership at the Assistant Secretary-level) on key issues relating to safety and occupational health policy, oversight, and resource advocacy and management. The DSOC IG convenes working groups with representatives from the DoD Components to address specific safety and occupational health issues with particular

emphasis on oversight and policy development. The DoD Components have internal OSH councils, committees and working groups at multiple organizational levels to address Component-specific OSH-related issues.

33. Summarize how your agency encourages staff involvement in local Field Federal Safety and Health Councils (FFSHCs) and explain how your agency provides support to these councils.

DoD policy in DoDI 6055.01, states that DoD Components will support FFSHCs through the promotion of membership and participation in local councils. The policy also encourages the use of DoD facilities and DoD educational resources (training materials, libraries, guest speakers) to conduct meetings and training events. The Defense Logistics Agency OSH staff routinely attend Washington Metropolitan Safety and Health Council meetings and OSH personnel from the Army Corps of Engineers attend meetings of the Chicago Federal Safety Council. DoD OSH personnel serve as the Chairpersons for the Hampton Roads, Coastal Empire and South Texas FFSHCs.

34. Describe your agency's involvement with other external OSH committees and councils, and provide the names of these organizations.

The DoD participates in routine Federal Agency Safety and Health Managers Roundtable meetings hosted by OSHA. The OASD(S) will represent the interests of the DoD within the Roundtable. The DoD Components provide senior OSH managers to directly support agenda items.

See below if you have a Certified Safety and Health Committee

Items 37 through 39 are not applicable to DoD since there are no Secretary of Labor-Certified Safety and Health Committees within the DoD as described by Title 29 Code of Federal Regulations, Part 1960, Subpart F.

NIOSH Only

35. DHHS-NIOSH Only. Please provide a summary of the technical assistance that NIOSH provided during the reporting period to federal agencies per §1960.35. Specifically, address NIOSH's Hazard Evaluation Program and its involvement in federal agencies' OSH program management.

GSA Only

36. GSA Only. Please provide information on how GSA's business units comply with the facility, products, and services, and other safety and health requirements of §1960.34. Specifically, address improvements/changes in how GSA ensures that:

- federal facilities are designed, operated, and maintained in accordance with safety and health requirements and best practices; and,
- products and services offered to federal agencies comply with product safety requirements, how safety recalls are implemented, and how federal purchasers are made aware of the safe use of such products, including GSA's system for providing Safety Data Sheets (SDSs) [previously Material Safety Data Sheets (MSDSs)]. Please discuss any product recalls that occurred in CY 2018, and describe the outcome.

Agencies with Certified Safety and Health Committees

37. Complete this section only if your agency has a “*Certified Safety & Health Committee*” as described in 29 CFR Part 1960, Subpart F, and approved by the Secretary of Labor. Please address all items as completely as possible.

38. Is your Certified Safety and Health Committee (CSHC) in compliance with the requirements outline in [29 CFR Part 1960, Subpart F](#) (§§1960.36-1960.41)?

Yes No

If no, please describe the deficiencies in your CSHC and summarize the actions your agency has taken to address the deficiencies.

39. Based on the responses you provided for you CY 2017 report, what if anything has changed about your CSHC?