

**FY 2009 United States Coast Guard Annual Occupational Safety and Health Report to the Secretary of Labor**

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Name of Department/Agency: **United States Coast Guard**  
 Address: 2100 2<sup>nd</sup> Street SW, Washington, D.C. 20593  
 Number of federal civilian employees this report covers: **8,072**

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**Executive Summary**

The Coast Guard’s FY 2009 Annual Occupational Safety and Health Report highlights the challenges and accomplishments of the service’s safety and environmental health program and summarizes its goals for the coming year. This report fulfills the Coast Guard’s obligation to report the results of its safety program to the Department of Homeland Security (DHS).

**Statistics<sup>1</sup>**

**Injury and Illness Trends—**

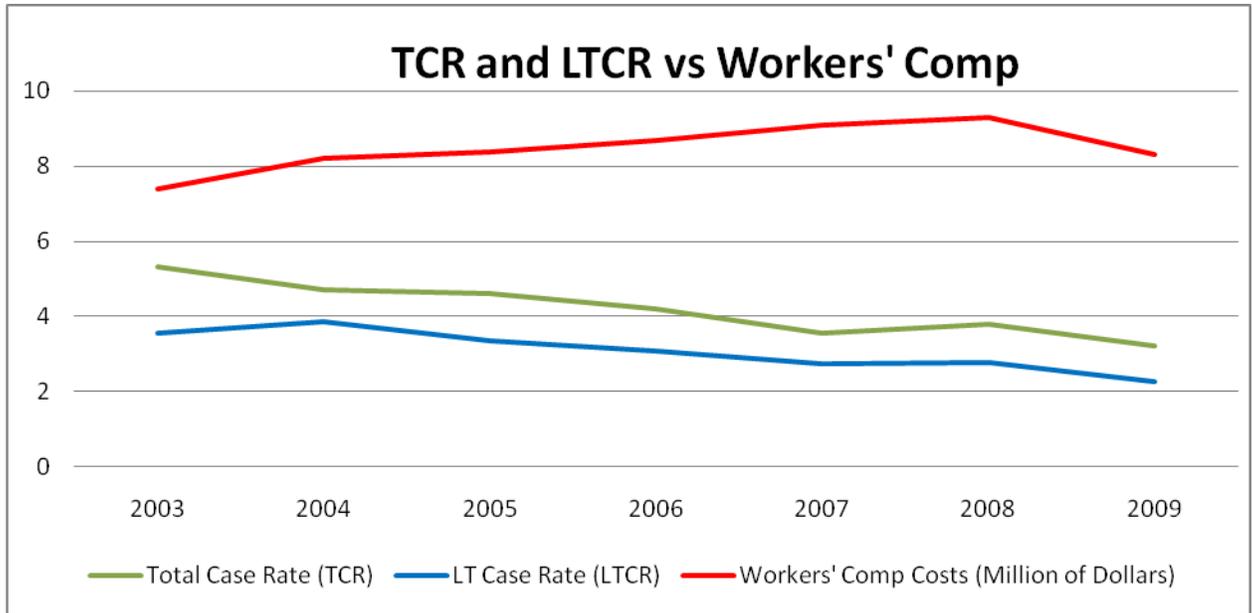
	FY 2008	FY 2009	Change
Number of Federal Civilian Employees	7,437	8,072	635
Total Cases Injury/Illness	321	265	(56)
Total Case Rate	4.32	3.28	(1.04)
Lost Time Cases	230	191	(39)
Lost Time Case Rate	3.09	2.37	(0.72)
Total Chargeback	9,254,643	8,906,703	(347,940)

Coast Guard civilian injuries and illnesses were again processed through the Department of Transportation’s (DOT) Workers’ Compensation Information System (WCIS). Data for the report came from a variety of sources: DOT/WCIS; Coast Guard Human Resources; and the Coast Guard electronic mishap database, eMishap.

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<sup>1</sup> To ensure consistency between reporting years, in this report we are using data only from the SHARE and DOT/WCIS system. This report includes corrections of data reported in FY 2007 and FY 2008 to reflect these two systems as the FY 2007 and FY 2008 were originally reported using our internal electronic databases.

The number of total and lost time injury and illness cases as well as the case rates decreased significantly from FY 2008 to FY 2009, maintaining a overall downward trend since the SHARE base year of FY 2003. The rate of 3.21 in FY 2009 is a 40 percent reduction from the base rate in FY 2003 of 5.32, far surpassing the SHARE established goals. The total workers' compensation costs have declined as well. The Coast Guard attributes these declines to an active and forward-thinking safety programs, active and intrusive leadership stressing the criticalness of safety programs, the emphasis on operational risk management practices, personnel outreach efforts, safety training mandates, and widely available safety courses.



Two single-category types of injuries of greatest concern involve the more ergonomically-related injuries of sprains, including “**Back-sprain**” and “**Non-back sprain**” injuries. “Non-back sprains” accounted for the most common type of injury, with the total percent of cases in FY 2009 (21.3% of all injuries) increasing from 20.1% in FY 2008. The number of “Back-sprain” injuries decreased from 16.6% in FY 2008 to 10.9% in FY 2009. Accordingly, the costs associated with “Non-back sprains” accounted for the largest single-category percent of total costs for all injuries equaling \$106,383 (29.3% of total costs) increasing from 17.9% in FY 2008, while the cost for “Back-sprains” decreased by 12.2% of total costs to \$28,788. The aging workforce conducting physical labor is potentially impacting the elevated numbers of sprains and back sprain injuries. Some of the cost and lost work time may also be associated with longer healing time for the aging workforce.

The combined-category of “Contusions, Lacerations and Fractures” accounted for almost 30% of all types of injuries in FY 2009. “Contusions,” within this group of injuries, had the highest increase in percent of total cases, moving from 6.8% in FY 2008 to 12.1% in FY 2009. The injury type contributing to the largest increase of overall costs was “Fractures.” The total number of “Fractures” increased slightly from FY 2008 to FY

2009 (5.1% and 6.0% of total number of cases, respectively), but the FY 2009 costs of \$101,802 accounted for 28.1% of the overall injury costs, second only behind “Non-back sprains.” “Traumatic Injury-Unclassified” had the greatest reduction of occurrence between FY 2008 and FY 2009 of 5.8%. We attribute these injuries to the many younger workers at Coast Guard industrial facilities, such as those involved in student training and apprenticeship programs are more likely to experience fractures and lacerations. Senior workers, although perhaps more vulnerable to ergonomic physical stressors, have learned to avoid physical impact related injuries.

The combined-category of “Slips, Trips and Falls” attributed to the leading *cause* of injury (27.7%) *and* accounted for the largest combined-category total *cost* of injury at \$210,648 (58%). While the total percent of the number of these types of cases decreased 23% from FY 2008, the cost increased 54% (from \$136,784 in FY 2008 to \$210,648 in FY 2009).

The combined-category of “Handling Tools / Instruments / Machinery” represented the second leading *cause* of injury 23.2% (up from 19% in FY 2008) and the second largest *cost* of \$66,963 (18.6% ) in FY 2009 (up 52% from \$44,058 in FY 2009) .

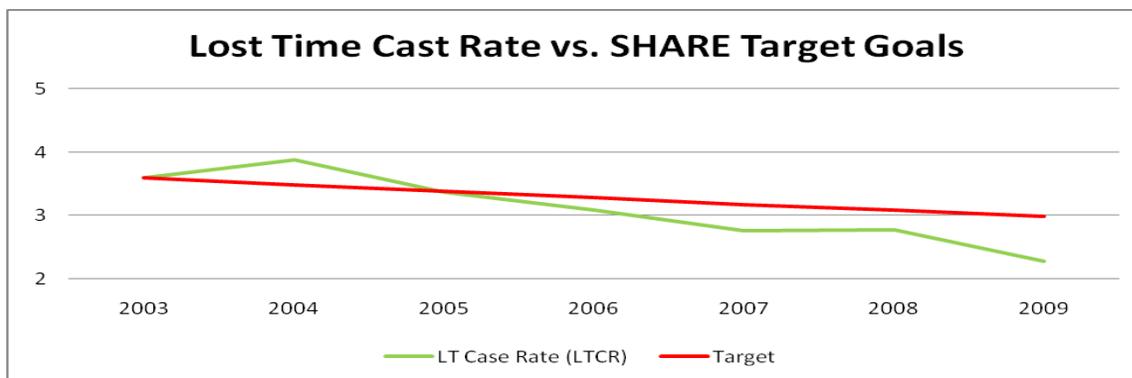
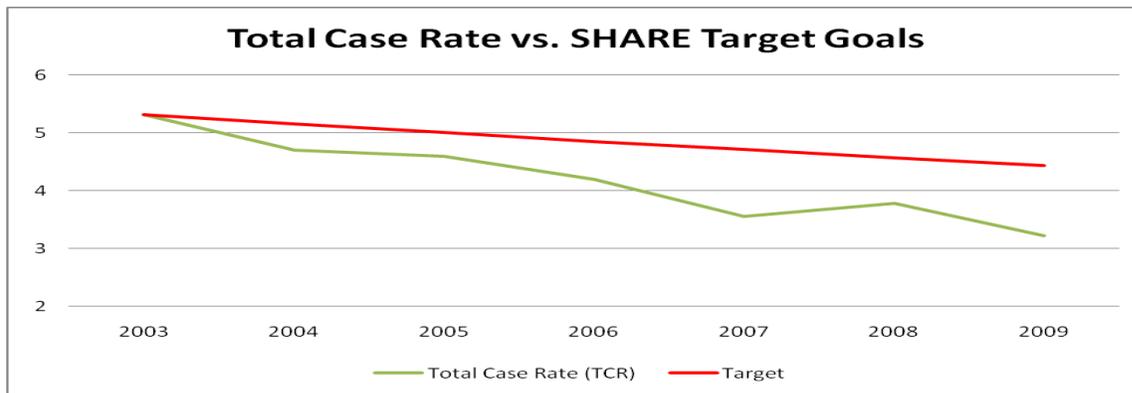
The numerous policies, programs and initiatives in place throughout the Coast Guard to control negative trends appear to be positively reducing injury and illness trends. Corresponding to the downward trend in injuries and illness is a leveling and slight downward trend in workers’ compensation costs.

**Fatalities and Catastrophic Accidents**— There were no fatal or catastrophic incidents involving civilians in FY 2009.

**Overseas Employees**— The Coast Guard has approximately 101 civilian employees overseas. Ninety-eight of these employees are stationed in US Territories of Puerto Rico and Guam, one in the Virgin Islands and one in the American Samoa Islands. The remaining position is stationed in Singapore. Because all but one of these positions are located in American territories and are co-located on military bases, the Coast Guard is able to ensure both Coast Guard safety and OSHA regulations are followed. The remaining independent position in Singapore is an experienced marine inspector who works in maritime safety and is fully versed in safety regulations and aptly follows U.S. based safety regulations.

### **OSH Initiatives**

**Safety, Health, and Return-to-Employment (SHARE) Initiative** — The Coast Guard has exceeded three of four OSHA-SHARE Initiative target goals for FY 2009: Total Case Rate (TCR), Lost Time Case Rate (LTCR), and Lost Production Days (LPD). The Coast Guard has met and exceeded its SHARE-goals for TCR since its baseline in FY 2003 and has met or exceeded SHARE-goals for LTCR since FY 2005. Additionally Lost Production Days (LPD) SHARE-goals have also been exceeded since its new FY 2006 baseline. The Coast Guard continues to lead the way in mishap rate reduction.



**Motor Vehicle/Seat Belt Safety**—The combined (civilian and military) Coast Guard seat belt use rate for the FY 2009 survey totaled 95.6%, down from FY 2008’s total of 96.7%. FY 2009 survey found 95.6% of child passengers properly secured, also down from 100% in FY 2008. Although the seatbelt rate is down from FY 2008 it still surpassed the national average of 83%. The Coast Guard goal is 100% compliance, and we will strive to achieve this every year. The survey did not discern whether the seat belt user was a civilian or military Coast Guard employee.

**Pandemic Flu Planning**—The Coast Guard began its pandemic flu preparations in 2006 in response to the National Strategy on Pandemic Influenza publication by the Homeland Security Council. As part of the Department of Homeland Security's efforts, the Coast Guard was the lead agency to oversee the Workforce Protection policy development in conjunction with the Office of Health Affairs and other DHS components. Coast Guard developed its own Force Health Protection policy against Pandemic and other communicable disease threats in 2008.

## **Employee Support**

There are approximately 112 formal Coast Guard safety and health (including emergency response focused) courses, with 66 directly sponsored through the Coast Guard Safety and Environmental Health Program. Training includes classroom, practical and web-based training.

In addition to the extensive safety and health training for its civilian and military members, the Coast Guard provides multiple opportunities for professional development of its safety and health practitioners through the year. The safety and health program provides funding for attendance at conferences and courses. Additionally, the Coast Guard provides funding for two active duty personnel per year to attend an industrial hygiene / environmental health graduate school program; there is immediate benefit realized by both the civilian and military members as more educated practitioners are available to manage and implement field-level operational safety and health programs.

Coast Guard safety and health professionals at the headquarters and field levels are actively engaged in supporting the OSHA Federal Safety and Health Councils (FSHC). Examples include: one Coast Guard civilian in the Hampton Roads, Virginia area serves as the FSHC Vice President; active duty members serve as a FSHC officers in the St. Louis, Cleveland, and Miami areas; and personnel from the Headquarters Safety and Environmental Health Office attend meetings in the National Capital Region.

## **Accomplishments and Goals**

### Motorcycle Training Program

This year the Coast Guard funded 40 motorcycle Basic Rider Courses training 770 members nation-wide. This course is required by Coast Guard policy for all military members who ride a motorcycle and for all members, including civilians, who ride a motorcycle on a Coast Guard base.

### “Don’t Let Your Guard Down” Campaign

The original “Don’t Let Your Guard Down” campaign, as reported last year, met its original goal of a 25 percent reduction in motor vehicle/motorcycle mishaps over the three year time period FY 2007 through FY 2009. During FY 2009, units reported 147 off-duty motor vehicle mishaps; representing a 17 percent reduction in the total number of reported mishaps over FY 2008 and the lowest number off-duty motor vehicle mishaps since FY 2003. For the first time in 10 years the Coast Guard did not lose a single shipmate to a four-wheel vehicle fatality. The Coast Guard also experienced a 25 percent decline in 2-wheel fatalities. These accomplishments were obtained through active leadership at all organizational levels that focused on awareness, training, and responsibility. The “Don’t Let Your Guard Down” campaign will continue for another three years with the same overarching goal of a 25 percent reduction in motor vehicle mishaps.

### Front End Analyses

The Coast Guard has commenced research and front end analysis to support additional full-time operational safety positions within all Coast Guard Sectors, approximately 35 new positions.

These new positions would greatly enhance the safety of field level operational and tactical operations Coast Guard-wide.

Likewise, the Coast Guard started another service-wide front end analysis on the Confined Space Safety Program, including its procedures, training and operations. This analysis will lead to a safer working environment by increasing awareness and improving training, techniques and policies.

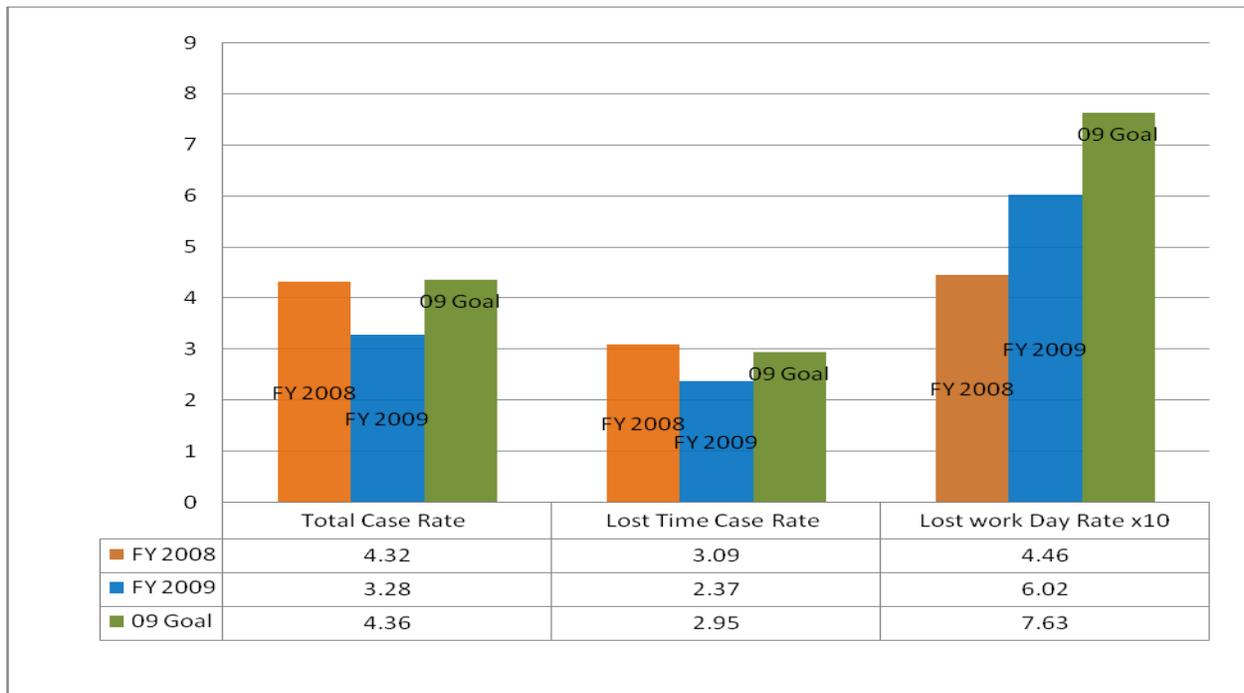
## Detailed Report

### I. Statistics

#### A. Injury and Illness Statistics

##### a. Injury and illness rates

	FY 2008	FY 2009	Change
<b>Number of Federal Civilian Employees</b> , including full-time, part-time, seasonal, intermittent workers	7776	8072	635
<b>Total Cases Injury/Illness</b> (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities)	321	265	(56)
<b>Total Case Rate</b> (rate of all injury/illness cases per 100 employees)	4.32	3.28	(1.04)
<b>Lost Time Cases</b> (number of cases that involved days away from work)	230	191	(39)
<b>Lost Time Case Rate</b> (rate of only the injury/illness cases with days away from work per 100 employees)	3.09	2.37	(0.72)
<b>Lost Work Days</b> (number of days away from work)	412	625	213
<b>Lost Work Day Rate</b> (per 100 employees)	44.6	60.2	15.6



b. Facilities with high injury and illness rates

The Coast Guard shipyard and Aircraft Repair and Supply Center are the two main industrial facilities with large numbers of civilians. Both safety programs are making significant progress within their organizations. Both have engaged the leadership and supervisory personnel in understanding their policies and programs, have extensive education and awareness programs, and expend a large amount of time performing workplace risk assessments. In each of the cases where the employee lost a significant amount of time from work, a corrective action was taken by the command. The actions ranged from counseling to establishing better protocols; in most cases the command conducted training for the employee.

**B. Fatalities and Catastrophic Incidents**

There were no fatalities or catastrophic incidents involving Coast Guard civilians in FY 2009.

**Fatality and Catastrophic Accident Investigations**

There were no fatalities or catastrophic mishap investigations involving Coast Guard civilians in FY 2009.

**C. Overseas Employees**

The Coast Guard has approximately 101 civilian employees overseas. Ninety-eight of these employees are stationed in US Territories of Puerto Rico and Guam, one in the Virgin Islands and one in the American Samoas. The remaining position is stationed in Singapore. Because all but one of these positions are located in American territories and are co-located on military bases, the Coast Guard is able to ensure both Coast Guard safety and OSHA regulations are followed. The remaining independent position in Singapore is an experienced marine inspector who works in maritime safety and is fully versed in safety regulations and aptly follows U.S. based safety regulations.

**D. Significant Trends and Major Causes or Sources of Lost Time Disabilities**

a. Tracking accidents

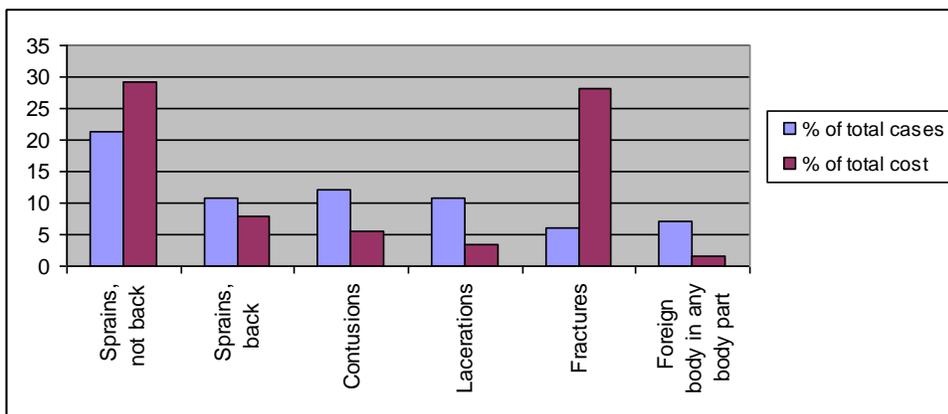
Two single-category types of injuries of greatest concern involve the more ergonomically-related injuries of sprains, including “**Back-sprain**” and “**Non-back sprain**” injuries. “Non-back sprains” accounted for the most common type of injury, with the total percent of cases in FY 2009 (21.3% of all injuries) increasing from 20.1% in FY 2008. The number of “Back-sprain” injuries decreased from 16.6% in FY 2008 to 10.9% in FY 2009. Accordingly, the costs associated with “Non-back sprains” accounted for the largest single-category percent of total costs for all injuries equaling \$106,383 (29.3% of total costs) increasing from 17.9% in FY 2008, while the cost for “Back-sprains” decreased by 12.2% of total costs to \$28,788. The aging workforce conducting physical labor is potentially impacting the elevated numbers of sprains and back sprain injuries. Some of the cost and lost work time may also be associated with longer healing time for the aging workforce.

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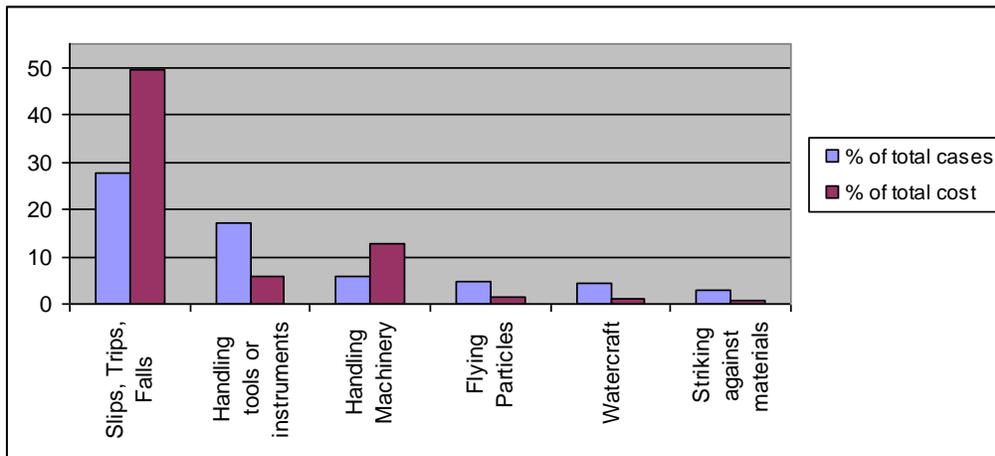
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### Nature of Injuries FY 2009



## Cause of Injuries FY 2009



## Major Trends

FY 2009 Major Trends	2009		2008		Description
<i>Type (i.e. sprains, contusions, etc.)</i>	% of Total	% of Cost	% of Total	% of Cost	Change from FY 2008
Sprains, not back	21.3	29.3	20.1	17.9	1.2 of Total; 11.4 of Cost
Sprains, back	10.9	7.9	16.6	20.1	(5.7) of Total; (12.2) of Cost
Contusions	12.1	5.6	6.8	4.7	5.3 of Total; 0.9 of Cost
Lacerations	10.9	3.4	11.8	8.1	(0.9) of Total; (4.7) of Cost
Fracture	6.0	28.1	5.1	27.5	0.9 of Total; 0.6 of Cost
Foreign body in any body part	7.1	1.7	5.8	1.0	1.3 Total; 0.7 of Cost
<i>Cause of Injury (i.e., slips, handling tools, etc.)</i>	% of Total	% of Cost	% of Total	% of Cost	
All Slips / Trips / Falls	27.7	58	21.4	26.8	6.3 of Total; 31.2 of Cost
Handling tools, instruments or machinery	23.2	18.5	19.2	5.4	4.0 of Total; 13.1 of Cost
Watercraft	4.5	1.2	5.8	3.7	(1.3) of Total; (2.5) of Cost
Flying Particles	4.9	1.5	2.6	0.2	(2.3) of Total; 1.3 of Cost
Striking against materials	3.0	0.9	3.2	1.8	(0.2) of Total; (0.9) of Cost

### b. Controlling Trends

The numerous policies, programs and initiatives in place throughout the Coast Guard to control negative trends appear to be positively impacting injury and illness trends as highlighted by our SHARE data. Corresponding to the downward trend in injuries and illness, there is also a slight downward trend in

workers' compensation costs as well.

The framework for a safe and healthy work environment for all Coast Guard personnel begins with Coast Guard leadership and enjoys ownership at all levels. The leadership continues to be engaged and promote safe and healthy work environments, starting with the Commandant. Coast Guard Headquarters continues to use data as the basis for determining the safety program's way forward; field level components provide on-site support to units around the world. Support includes assessment of policy and program implementation, risk assessment and management, hazard tracking and abatement, safety stand downs, and training.

Mishaps are investigated to identify their root cause and are documented in the e-Mishap (on-line reporting) system and incorporated into the OSHA 300 Log. While the most serious mishaps always receive intense scrutiny, substantial effort is also focused on the less serious mishaps and near misses to intervene proactively before a more serious outcome occurs.

#### **E. Contract Workers and Volunteers**

The number of contractors employed by the U.S. Coast Guard is not available. The Coast Guard Auxiliary, an all volunteer force, includes approximately 31,000 members. In FY 2009, the auxiliary force experienced four reportable mishaps.

## **II. OSH Initiatives—SHARE & Motor Vehicle and Seat Belt Safety**

### **A. SHARE—Safety, Health, and Return-to-Employment Initiative**

#### **a. SHARE Analysis**

The Coast Guard met three out of four SHARE goals in FY 2009 as established by Secretary Chao's 2006 Memorandum.

1. Reduce total injury and illness case rates by 3% per year.

The Coast Guard's injury and illness case rates decreased from 5.32 in the base year of FY 2003 to 3.22 in FY 2009, a rate exceeding the 3% per year goal.

2. Reduce lost time injury and illness case rates by 3% per year.

The Coast Guard lost time case rates have decreased every year from 3.88 in FY 2004. SHARE goals were met in FY 2005 and have been exceeded every year since.

3. Increase the timely filing of injury and illness claims by 5% per year.<sup>2</sup>

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<sup>2</sup> Under the SHARE extension, which began in FY 2007, all agencies are now required to achieve at least a 50% timely filing rate under Goal 3. Agencies for which a 5% per year improvement from their FY 2003 baseline results in a FY 2008 goal higher than 55% will have their performance tracked against that formula-driven target, except that no agency's goal is required to exceed 95%. In FY 2009, the minimum thresholds will rise to 60%; for each year all agencies must meet the minimum level or their formula-driven goal, whichever is higher, up to a maximum of 95%.

This goal was not met as the FY 2009 rate of timely filing was 78% (an increase of 1.3% from FY 2008).

4. Reduce the rate of lost production days due to injury and illness by 1% per year.<sup>3</sup>

This goal was also met and exceeded.

**Goal 1: Total Case Rates (TCR) Reduce by 3% Annually**

FY03 Baseline	FY04	FY05	FY06	FY07	FY08	FY09 Target	FY09 Actual	Met Goal	FY 09 DHS Target
5.32	4.71	4.6	4.19	3.55	4.32	4.36	3.28	Y	11.25

**Goal 2: Lost Time Case Rates (LTCR) Reduce by 3% Annually**

FY03 Baseline	FY04	FY05	FY06	FY07	FY08	FY09 Target	FY09 Actual	Met Goal	FY 09 DHS Target
3.59	3.88	3.37	3.41	2.76	2.78	2.95	2.37	Y	4.91

**Goal 3: Timely Filing of Claims (TFC) Increase by 5% Annually**

FY03 Baseline	FY04	FY05	FY06	FY07	FY08	FY09 Target	FY09 Actual	Met Goal	FY 09 DHS Target
70.7	UNKOWN	69.4	74.7	68.7	76.3	94.7	78	N	60

**Goal 4: Lost Production Days (LPD) Reduce by 1% Annually**

FY06 New Baseline	FY07	FY08	FY09 Target	FY09 Actual	Met Goal	FY 09 DHS Target
78.6	87.9	44.6	76.3	60.2	Y	166.2

b. **SHARE Programs/Initiatives**

The Coast Guard established its Headquarters SHARE Working Group in mid-2008 with representatives from the safety, human resources and medical offices. Coast Guard field organizations with higher civilian populations have instituted return-to-employment practices and case management through collaboration between their safety, human resources and medical staffs.

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<sup>3</sup> Under the SHARE extension, Goal 4 targets also have been slightly modified. Agencies with a FY 2003 baseline Lost Production Day Rate (LPDR) at or below 15 days are charged with maintaining an LPDR of 15 or less. All other agencies will have their progress measured against the formula-driven target of reducing LPDRs by 1% per year, except that no such target is required to be fewer than 15 days.

**B. Motor Vehicle / Seat Belt Safety**

- a. Number of motor vehicle accidents experienced by employees in FY 2009. There was one motor vehicle mishap involving a Coast Guard civilian in FY 2009. The member was wearing a seatbelt.

	FY 2008	FY 2009	Change
Number of motor vehicle accidents experienced by employees	1	1	0
Number of accidents resulting in personal injury	1	1	0
Number of accidents resulting from emergency response and disaster recovery operations	Data is not available.		

- b. Mechanisms in place to track the percentage of seat belt usage by employees.  
As directed by Executive Order 13043 and Coast Guard Commandant Instruction (COMDTINST) M5100.47 (series), Chapter 10, the Coast Guard performed an Annual Seat Belt Survey at entry points of various Coast Guard facilities nationwide. The survey encompassed Coast Guard military and civilian personnel, Coast Guard military dependents, and contractor personnel. Seat belt use percentages from the various facilities were calculated to provide an annual seat belt use rate for the Coast Guard.

The combined (civilian and military) Coast Guard seat belt use rate for the FY 2009 survey totaled 95.6%, down from FY 2008's total of 96.7%. FY 2009 survey found 95.6% of child passengers properly secured, also down from 100% in FY 2008. Although the seatbelt rate is down from FY 2008 it still surpassed the national average of 83%. The Coast Guard goal is 100% compliance and the Coast Guard will strive to achieve this every year. The survey did not discern whether the seat belt user was a civilian or military Coast Guard employee.

- c. Efforts taken to improve motor vehicle safety and seat belt usage.  
Coast Guard tracks the use of driver and passenger seat belts in motor vehicle mishaps through the Coast Guard e-Mishap reporting system.

The Coast Guard continued to promote the National Driver Safety Campaigns and provided unit level training courses. In FY 2009, Coast Guard programs conducted and/or coordinated the National Safety Council (NSC) 6-hour Defensive Driving Courses and the Automobile Association of America (AAA) 8-hour Driver Improvement Courses to over 3,500 military and civilian members, including dependents. For the Coast Guard's overwhelming participation in the NSC program, NSC awarded its "Trend Setter" award to the Coast Guard for its commitment to the practice of safety training. In addition, a video lending library containing materials addressing a myriad of motor vehicle safety issues was made available to all Coast Guard units.

The Coast Guard Headquarters Office of Safety and Environmental Health published its FY 2009 ALCOAST Seat Belt Survey message to all Coast Guard

units, providing results of the annual seat belt survey and annual motor vehicle mishap numbers including the number of Coast Guard fatalities, days hospitalized and lost workdays of Coast Guard members due to motor vehicle mishaps. The message also provided references to this year's National Driver Safety Campaign: "Click it or Ticket."

Likewise, the Commandant of the Coast Guard published a General Order requiring all military members to wear seat belts in a moving vehicle while on or off duty, and for motorcyclists to wear a certified helmet regardless of state requirements. The message made it clear that failure to comply with the policy may result in administrative and/or other actions under the Uniform Code of Military Justice.

Prior to the winter holidays in 2008 and Memorial Day holiday in 2009, the Coast Guard published holiday traffic safety messages providing statistics and precautionary tips for driving during these "higher risk" driving periods and holiday seasons.

The Coast Guard continued to collect motor vehicle mishap data in the e-Mishap database based on National Highway Transportation Safety Association (NHTSA) data collection criteria contained in the Model Minimum Uniform Crash Criteria. This increased amount and quality of data has allowed for better analysis of mishap casual factors so that Coast Guard education and training resources could be targeted to mishap causes and permit comparative analysis to accident trends in the private sector and government.

The Coast Guard Motor Vehicle Safety and the Mishap Investigation policies (COMDTINST M5100.47, Chapters 10 and 3, respectively) are undergoing revision to reflect the information obtained during the year's motor vehicle and motorcycle mishap investigations. Policy changes include: revision to terminology and policy to ensure alignment with the newly revised Motor Vehicle Manual, COMDTINST M11240.9 (series) (e.g., use of the OF-346 Operator's Permit, emergency vehicles and special purpose motorized equipment (SPME) requirements); change in requirements for reporting government vehicle damage; and, inclusion of specific actions available to Commanding Officers to deal with unsafe drivers.

The Coast Guard continues with formal, standardized motor vehicle mishap investigations for fatal and serious incidents involving military members in an off-duty status to identify human factors that caused and contributed to each mishap. The plight of off-duty motor vehicle mishaps has continued to negatively impact the mission readiness of those units to which these members are assigned. The off-duty motor vehicle mishap investigation and analysis process incorporates motorcycle mishaps, which are a high priority area of interest at all management levels within the Coast Guard and other military services. The Coast Guard has analyzed the results of these investigations and is acting on the mishap

analysis boards' recommendations. The resultant initiatives are also being made available to the Coast Guard civilian community.

In FY 2009 the Coast Guard continued to encourage the use of the U.S. Army's on-line risk assessment trip planning program, the Army Safety Management Information System (ASMIS). In this system, known as the Travel Risk Planning System (TRiPS), personnel input information on vehicle type, trip itinerary, and other related information. Personnel receive a hazard assessment of their proposed trip and a list of recommendations to lower the travel risk. As a means of intrusive leadership, supervisors of military personnel using the system review the travel plans with the member and make recommendations to the member on reducing the travel risk. The ultimate purpose of the tool is to ensure supervisors take a keen interest in their employees' travel plans in their off-duty time. The assessment tool is also available to civilian employees.

### **C. Pandemic Flu Preparations**

- The Coast Guard began its pandemic flu preparations in 2006 in response to the National Strategy on Pandemic Influenza publication by the Homeland Security Council. As part of the Department of Homeland Security's efforts, the Coast Guard was the lead agency to oversee the Workforce Protection policy development in conjunction with the Office of Health Affairs and other DHS components. Coast Guard developed its own Force Health Protection policy against Pandemic and other communicable disease threats in 2008.
- In addition to developing a Coast Guard Force Health Protection policy, Coast Guard developed on-line training requirements and programs for our community, and either received or procured Personal Protective Equipment for use by Coast Guard operational units.
- A copy of our Pandemic Flu Plan has been provided with this report.

## **III. Employee Support**

### **A. OSH Training**

#### **a. Ensuring staff are trained**

There are 112 Coast Guard safety and health (including emergency response focused) courses, with 66 directly sponsored through the Coast Guard Safety and Environmental Health Program. Training includes classroom, practical and web-based training.

#### **b. Impact of Training**

Employees received their safety and environmental health training mainly at their respective facility/unit. Headquarter units, with full time safety and environmental health resources, conducted routine safety and health training for their civilian employees and supervisors. Other unit employees were trained by Safety and Environmental Health Officers (SEHOs) and other field practitioners.

SEHOs provided thousands of hours of safety and health training during over 300 field visits. Topics covered a myriad of safety and health topics based on the needs of the unit. Of particular note is the Coast Guard train-the-trainer program for sector level motor vehicle instructors. Seventy five percent of the sectors now have certified instructors with the remainder scheduled for either new or replacement instructors. Motorcycle safety has been taught more and more frequently based on the need to meet Coast Guard training requirements. Training, at least in part, has contributed to the remarkable decrease of both frequency and severity rates.

The Coast Guard also provided multiple opportunities for professional development of its safety and health practitioners throughout the year including attendance at professional conferences and training courses. Additionally, the Coast Guard provided funding for two active duty members and one U.S. Public Health Officer to attend industrial hygiene / environmental health graduate school programs. As more educated risk management practitioners are available to manage and implement field-level safety and environmental health programs, there is an immediate benefit realized by both the civilian and military personnel.

Training programs are continually being developed, updated, and modified to meet the needs of the Coast Guard. Safety education and awareness are also incorporated into Coast Guard leadership training venues. Training is becoming more standardized to ensure quality and consistency in both instructors and curricula. There is tremendous focus on areas outside of traditional safety topics as well including safety culture-based training such as Operational Risk Management, Crew Endurance Management and Team Coordination Training. Training has been a cornerstone of the Coast Guard's success; the overall small military and civilian population, relative to other U.S. military entities, has enabled the Coast Guard to reach a broad audience well equipped to implement safe work practices on a collective basis to reduce injuries and illnesses in the work environment.

c. Staff Trained

In FY 2009, Coast Guard Headquarters safety and health training quotas enabled 12,434 individuals (both military and civilian) to be trained at a cost of approximately \$1.6 million. In addition to classroom and practical training, web-based training and videos were also used. Quotas of military vs. civilian member training are not currently tracked.

Types of Training Provided in FY2009	Number Trained
1. Safety Manager	45
2. Operational Risk Management	45
3. Human Factors Analysis / Accident Investigation	90
4. Amer. Industrial Hyg. Conf. & Expo /PDCs	25
5. Emergency Response FRO/FRA/WMD <sup>1</sup>	5000

6. Unit Safety Coordinator	265
7. Shipyard Competent Person	375
8. Emergency Response Train the Trainer	125
9. Emergency Response First Responder Awareness	5000
10. EPA AHERA Planner	10
11. EPA LAR Housing Inspector	60
12. Shore Confined Spaces Entry and Rescue	150
13. Motorcycle Basic Rider Course	270
14. Electrical Safety Working Practices	50
15. Fire Chief Training	10
16. Fire Investigator/Inspector	9
17. Fire Officer I-II-III-IV	7
18. Fire Protection / Rescue Technician	58
19. Forklift and Weight Lifting	125
20. Safety and Environmental Health	65
21. ATV Safety Rider Course	40
22. Aircraft Rescue and Firefighting	80
23. Motorcycle Experienced Rider Course	500
24. EPA Lead Inspector	10
25. Industrial Hygiene Techniques	35
26. Ramp and Maintenance Safety	30

Note (1): FRO/FRA/WMD – First Responder Operations/First Responder Awareness/Weapons of Mass Destruction

**B. Agency OSH Poster**

The Coast Guard OSH poster has been submitted with this report.

**C. OSH Conferences/Seminars**

Safety seminars or conferences the agency is planning for 2010:

- Annual Safety and Health Coast Guard/Navy Conference
  - This is the Coast Guard’s Annual Safety Conference. It is a week in length and includes a large percentage of our Health and Safety professionals Coast Guard wide. Topics focus on policies, procedures, inspections, hazard abatement, communications and a varied list of other topics. The Coast Guard usually teams with the Navy and other safety liaisons from other agencies to provide guest speakers and Subject Matter Experts to round out the agenda.

*Other conferences may include, but are not limited to:*

- National Safety Council Conference
- American Industrial Hygienist Conference and Exposition
- National Fire Protection Agency (various)

**D. Field Federal Safety and Health Council Support**

a. Involvement

Coast Guard field safety and health professionals are actively engaged in supporting the OSHA Federal Safety and Health Councils (FSHC) where they are established. For example, one Coast Guard civilian in the Hampton Roads, Virginia area serves as the FSHC Vice President. Other active memberships exist in the following areas: St. Louis, Cleveland and Miami.

b. Field Council Support

Coast Guard safety and health management strongly supports and encourages participation in FSHCs. Coast Guard active duty safety and health professionals are frequently FSHC members and attend meetings as their work and travel schedules permit.

**E. Contractor Safety**

**Contracting standard language for addressing Safety and Health:**

“The Contractor shall take all reasonable safety and health measures in performing under this contract. The Contractor is subject to (I) all applicable Federal, state and local laws, regulations, ordinances, codes and orders relating to safety and health in effect on the date of this contract; and (ii) shall comply with all pertinent provisions of the latest version of the U. S. Army Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1, in effect on the date of this contract; and (iii) shall comply with the Safety and Health Standards, specifications and issuances, reporting requirements, and provisions as set forth in the Schedule of the contract.

Further, the Contractor shall take or cause to be taken such other safety and health measures as the Contracting Officer shall direct. To the extent that the Contractor is entitled to an equitable adjustment under the terms and conditions of this contract, or any other obligations of the parties, such equitable adjustment shall be determined pursuant to the procedures of the clause of this contract entitled "Changes;" provided that no adjustment shall be made under this clause for any change for which an equitable adjustment is expressly provided under any other provision of this contract.

The Contractor shall immediately notify and promptly report to the Contracting Officer or his representative, any accident or incident or exposure resulting in fatality, disabling occupational injury or occupational disease or contamination of property beyond stated acceptable threshold limits set forth in the Schedule of the contract, or property loss of \$10,000 or more arising out of work performed under this contract; provided, however, the Contractor will not be required to include in any report an expression of opinion as to the fault or negligence of any employee. In addition, the Contractor shall comply with any illness, incident and injury experience reporting requirement set forth in the Schedule of the contract. The Contractor will investigate all such work related incidents or accidents to persons and property to the extent necessary to positively conclude what cause or causes

resulted in said accident or incident, and furnish the Contracting Officer with a report, in such form as the Contracting Officer may require, of the investigative findings, together with proposed and/or completed corrective actions.

The Contracting Officer may, from time to time, notify the Contractor in writing of any noncompliance with the provisions of this clause and may specify corrective actions to be taken. The Contractor shall, after receipt of such notice, immediately take corrective action.

If the Contractor fails or refuses to institute prompt corrective action in accordance with above, the Contracting Officer may invoke the provisions of the clause in the contract entitled "Stop Work", or may invoke whatever other rights are available to the Government under the terms and conditions of this contract or at common law, to remedy such failure or refusal to institute prompt corrective action.

The Contractor (or subcontractor or supplier) shall cause the substance of this clause including this paragraph (e) and any applicable Schedule Provisions, with appropriate changes of designations of the parties to be inserted in subcontracts of every tier which: (i) Amount to \$1,000,000 or more unless the Contracting Officer makes a written determination that this is not required; (ii) require construction, repair, or alteration in excess of \$10,000; or (iii) the Contractor, regardless of dollar amount, determines that hazardous materials or operations are involved.

The Contractor agrees that authorized Government representatives of the Contracting Officer shall have access to and the right to examine the sites or areas where work under this contract is being performed to determine the adequacy of the Contractor's safety and health measures under this clause.”

**Contractor Safety, Security and use of Premises:**

“The Contractor whether performing work on a military installation or not must be familiar with and obey established fire, safety, environmental and security regulations.

Security Passes: Contractor personnel shall obtain security passes from the Security Office prior to beginning work and must carry this ID at all times while working on this project. Each employee must show a valid driver’s license, birth certificate or company ID card to be issued a security pass. Personnel shall not stray from the immediate area of work or direct avenues of ingress and egress unless authorized in advance by the Contracting Officer’s Technical Representative (COTR).

Hazardous Materials: The Contractor shall provide the Government with a list of all hazardous materials to be used in the performance of this project and ensure Materials Safety Data Sheets (MSDS) are available at the work site for all

hazardous materials used. The Contractor shall immediately contain and clean up the release or spill of a hazardous material and report the incident to the COTR or the Environmental Technician.

**Protection of Property:** The Contractor shall protect the existing surrounding equipment, personal belongings and property during the course of this work. Any damage caused by the Contractor shall be corrected at the Contractor's expense. The Contractor will be responsible for repair of any damage incurred to turf, landscaping, buildings, utilities or pavement as a result of his work at no additional cost to the government.

**Cleanup:** The Contractor shall keep the work areas, including storage areas, free from accumulations of waste materials on a daily basis and comply with all federal, state and local regulations pertaining to the storage, transport and disposal of wastes. Contractor shall not use Government waste disposal facilities including garbage cans, trash piles or dumpsters, unless given authorization by the COTR for a specific task."

**Accident Prevention and state OSHA Health and Safety Standards:**

"Parts of this contract will be for construction, dismantling, demolition or removal of improvements and the contractor shall comply with all pertinent provisions of the latest version of U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1, in effect on the date of the solicitation.

In addition to the safety requirements above, all State and Federal Occupational Safety and Health Administration (OSHA) standards are included into this contract in full force and effect, and the most stringent of the standards will apply.

**Clause 52.236-13 Accident Prevention**

We reference various OSHA regulations depending on the type of work we are performing.

In addition in our Technical Section 01330 of the contract we address submitting a Health and Safety Plan.

We get daily construction reports which would cite if any accidents occurred and in addition we have on site inspectors on our bigger projects who would be there if an accident happened. On the smaller projects we would have a local representative/COR who would respond if something happen. The Inspector and COR would enforce the Safety regulations and write up the contractor if he was not complying. They also would call the Project Manager/KO if work needed to be stopped due to safety violations.

If the contractor has a loss time accident, he must fill out an OSHA report and submit to the Govt. We would contact the local Safety Office for the base and they would forward it up their chain of command.”

#### **F. Other Support Activities**

Professional safety and industrial hygiene certification is strongly encouraged. Employees are given opportunities to take certification preparation courses and can access, for free, the preparation study software material purchased by the Coast Guard for its employees.

#### **IV. Self-Evaluations**

The Coast Guard regional safety and health programs conduct program evaluations at the field level on an ongoing basis. Regional level evaluations cover the wide array of Coast Guard safety and health policies, programs, practices, procedures, and worksite conditions. There are approximately 1,200 aviation, afloat, and shore units within the Coast Guard. Each unit has a full time or designated collateral duty safety officer who conducts worksite inspections, and each unit undergoes periodic safety and health evaluations from the field safety and health practitioners. The Coast Guard has developed a computerized “unit self assessment tool” that has completed beta testing and is currently in use. Full implementation is expected during FY 2010 and will provide standardized checklist and reports. Additionally, the assessment tool automatically tracks identified hazards until abatement or control measures have been taken.

#### **V. Accomplishments for FY 2009**

##### Mishap Reduction

FY 2009 the Coast Guard experienced a six-year sequential decline of total mishaps since our SHARE baseline of FY 2003. This includes the lowest number of off-duty motor vehicle mishaps since FY 2003. Additionally in FY 2009 the Coast Guard also reduced its motorcycle fatalities by 25% from FY 2008. We attribute these lowered numbers to leadership and unit-level safety mentors contributing to our safety outreach program. The Coast Guard also experienced a significantly reduced number of lost work days and hospitalizations. Again we attribute this to a proactive and understanding leadership program and committed safety personnel at all levels in the Coast Guard. Additionally our estimated vehicle damage costs exceeded 800,000 dollars in FY 2009, down over 40% from 1.4 million dollars in FY 2008.

##### Motor Vehicle Safety

As noted in the FY 2008 report, the Coast Guard started an extensive overhaul of the motor vehicle safety program commencing with requiring that each serious (Class A or B mishap) motor vehicle incident (including those off-duty) be investigated and analyzed by a Commandant-appointed Mishap Analysis Board. For military members, private motor vehicle and motorcycle mishaps continue to be the number one cause of death or disability. The goal of FY 2009 mishap boards to identify causal and contributing factors

in order to make recommendations for action was met and the effort continues into FY 2010. The data from the in-depth Mishap Analysis Reports has been analyzed, giving the Coast Guard a much stronger understanding of the issues. For example, it was determined that the highest rate of Class A mishaps (e.g., fatalities) is from off-duty motorcycle incidents. It was also determined in the majority of the motorcycle mishaps the operators were male, 34 years old and younger, and the number one reason for the mishap was a loss of control of the bike (e.g., taking a turn too fast).

#### Motorcycle Training Program

This year, the Coast Guard approved and sponsored the motorcycle Basic Rider Course for members. This course is required by Coast Guard policy for all military members who ride a motorcycle and for all members, including civilians, who ride a motorcycle on any military base. In FY 2009, 40 motorcycle safety courses were held last year training approximately 770 personnel.

#### “Don’t Let Your Guard Down” Campaign

This motor vehicle and motorcycle campaign focuses primarily on leadership. The campaign’s overarching goal is to reduce motor vehicle mishaps by 25%. In addition to leadership, other elements include: distributing promotional materials (e.g., drive safely pins and mouse pads denoting the leading factors of mishaps); demonstrating the new motorcycle simulator; providing training to Coast Guard employees who want to be certified as Rider Coaches so that they can give motorcycle training; and strongly pushing new AAA Defensive Driving courses and new training videos throughout the Coast Guard. Another key element of this initiative is that it requires Commanding Officers to track who the motorcycle riders are within their commands and ensure that they have had the required training and obtained the proper endorsement or license.

#### Joint Services Safety Council

A council of the highest-level safety chiefs from all DoD services plus the Coast Guard meets semi-annually to discuss strategies and develop plans and policies to reduce service-related mishaps and lower accident rates both on and off duty. Additionally a Private Motor Vehicle (PMV) Task Force meets monthly to discuss programmatic issues, review statistical data from each of the military components, and work on joint initiatives in support of PMV safety.

#### New Safety Positions

The Coast Guard has undergone initial studies and research to support additional full-time operational safety positions within all Coast Guard Sectors, equaling approximately 35 new positions. These new positions would greatly enhance the safety of field-level operational and tactical operations Coast Guard wide. Coast Guard Sectors must systematically integrate safety into management and work practices at all levels so that missions are accomplished while protecting the public, the worker, and the environment. This is accomplished by effectively integrating safety management into all facets of work planning and execution. In other words, the overall management of safety functions and activities becomes an integral part of defining “mission accomplishment.” These positions will be focused on work processes using a systems safety approach. This

involves analysis of the interaction of people, infrastructure and policy on operations and mission execution. These additional safety professional will greatly enhance the effort to reduce operational mishaps.

#### Confined Space Safety Study

The Coast Guard has started a service wide Front-End-Analysis on Confined Space Safety procedures, training and operations. This analysis is the first step to developing better training, policies and procedures for personnel who work in or around confined spaces. This analysis will be finalized FY 2010 and implemented in subsequent years.

### **VI. Resources**

The Coast Guard did not have any additional significant resources allocated to the OSH program in FY 2009. The safety and occupational health department experienced a 50% reduction in budget due to overall organizational budget constraints.

### **VII. Goals**

The movement towards a more data-driven, results-based safety and health program continues FY 2009. A new analyst has been hired at the Headquarters level to perform complex data analysis to create assumption and correlate trends to our real-time operations. The Safety and Environmental Health Program will continue to develop internal requirements for a Risk Management Information System.

The Safety and Environmental Health Program will continue to spearhead the Coast Guard Headquarters SHARE Initiative. Our goal is to develop a process that will consist of an in-depth analysis of workers' compensation and related mishap data to serve as the guideposts for direction.

The engagement in the Coast Guard organizational modernization will continue in FY 2009. The effort will incorporate greater emphasis on strategic preventative activities to include a systems-safety approach within the organization.

Motor Vehicle and Motorcycle Safety will remain a major effort for the Coast Guard in FY 2010. The results of the mishap analyses continue to provide program direction in conjunction with input from Coast Guard working groups. There will be a concerted effort to quantify efficacy of motorcycle safety training.

Mishap investigations and analyses will continue to be a major focus of the Coast Guard with emphasis on trend analysis, high potential for loss mishaps, and near miss reports with our ultimate goal of preventing future mishaps.

### **VIII. Questions/Comments**

The Coast Guard does not have any questions or comments.

## Appendix I—Sub agency Contacts

	Name	Official Title	Telephone	E-mail
Sub agency Name:	United States Coast Guard			
OSH Manager:	Leslie H. Holland	Chief, Office of Safety & Environmental Health	202-475-5195	<a href="mailto:Leslie.H.Holland@uscg.mil">Leslie.H.Holland@uscg.mil</a>
Other Contact:	Laura H. Weems	Chief, Shore Safety Division	202-475-5216	<a href="mailto:Laura.H.Weems@uscg.mil">Laura.H.Weems@uscg.mil</a>

**Appendix II—Fatality Chart** *(not applicable)*

Fatalities/ Catastrophic Events	Cause—FY 2008	In response to an emergency? (Y/N)
5		
6		
7		
8		
9		
10		
11		
12		
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14		
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16		
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