



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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IN REPLY REFER TO

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MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ENVIRONMENT AND SAFETY)

Subj: NAVY OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) PROGRAM
STATUS REPORT FOR FISCAL YEAR (FY) 1999

Ref: (a) DASN memo to CNO (N4) of 18 Jan 2000
(b) USDOL, Assistant Secretary for Occupational Safety and
Health memo of 12 Jan 2000

Encl: (1) U.S. Navy Occupational Safety and Health Program
FY99 Annual Agency Report

1. Enclosure (1) responds to references (a) and (b) and describes
FY99 NAVOSH program performance.

2. Our program goals continue to be mishap reduction and
improvement of work productivity and quality. We are proud of
the Navy's continued commitment to improving worker safety and
health. Our primary concerns for FY00 are workers' compensation,
workplace fatalities, and continued commitment to safety and
health as the Navy consolidates and restructures its shore
infrastructure.

3. Please let me know if you have questions or concerns
regarding this matter. My point of contact is Ms. Joy Erdman,
Head, Safety and Occupational Health Branch, CNO N454. Ms.
Erdman may be contacted via telephone at 703-602-2575 or e-mail
address at erdman.joy@hq.navy.mil.

L. C. BAUCOM
Rear Admiral, U.S. Navy
Director, Environmental Protection,
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Copy to:
CNO (N09, N4, N46)

**DEPARTMENT OF NAVY
OCCUPATIONAL SAFETY AND HEALTH PROGRAM
FISCAL YEAR 1999 ANNUAL
AGENCY REPORT**

PREPARED BY: CNO (N45)



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U. S. NAVY
OCCUPATIONAL SAFETY AND HEALTH PROGRAM
FISCAL YEAR 1999 ANNUAL AGENCY REPORT

Name of Agency	Department of the Navy
Name of Component	U.S. Navy
Address	2000 Navy Pentagon Washington, DC 20350-2000
Number of employees covered by this report	188,543 (Civilian Workforce, Approximate)
Number of activities covered by this report	400 (Approximate)
Name of individual responsible for the Navy Occupational Safety and Health Program	RADM Larry C. Baucom, USN Director, Environmental Protection, Safety and Occupational Health Division Chief of Naval Operations (N45) 2211 South Clark Place Arlington, VA 22202-3735 (703) 602-2575
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NAVY OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) PROGRAM FISCAL YEAR 1999 ANNUAL AGENCY REPORT

I. SCOPE OF REPORT

The Navy Occupational Safety and Health (NAVOSH) program covers the Navy's military and civilian workforce worldwide. This report covers U.S. Navy's shore installations worldwide and its military and civilian employees at those locations; shipboard (afloat) programs are generally not included because the Occupational Safety and Health Act exempted uniformed military personnel. This report does not cover the U.S. Marine Corps as they report separately on their Occupational Safety and Health Program.

The 1999 annual report includes over 500,000 Naval personnel comprised of active duty military, reserve military, foreign nationals and civilian components employed both in the United States and abroad. Although federal Occupational Safety and Health Administration (OSHA) reporting requirements focus primarily on Navy civilians working in the United States, the Navy has included examples across its entire workforce to demonstrate the Navy's commitment to protect its most valuable resource – its people. During Fiscal Year 1999 (FY99) the Navy employed 188,543 appropriated-fund civilian employees at over 400 shore installations, including naval shipyards, aviation repair facilities, and construction sites within the United States.

II. SAFETY AND HEALTH PROGRAM PERFORMANCE

A. *Injuries and illnesses*

1. *What are the major causes of injuries and illnesses at your agency or Department?*

The major causes of Navy civilian occupational injuries and illnesses in FY99 are provided in the following categories: Mishap Type, Work Task Performed, and Source of Mishap, Medical Diagnosis, and Body Part Injured. Review of individual reports of mishaps submitted to the Naval Safety Center reveals that almost 75% of civilian mishaps reported in FY99 occurred while the affected employee was walking or stepping, handling materials, or installing or removing equipment or materials (see Attachment 1, Page i, Figure 1). The majority of the mishaps were attributed to unsafe behaviors, such as excessive haste or inattention, and insufficient training or skills. Figures 1 through 3 furnish additional information concerning mishaps and workers' compensation cases.

2. *What action has the Agency taken to correct these hazards or remove employees from risk?*

Navy policy is to provide a safe and healthful workplace through an aggressive and comprehensive program, the Navy Occupational Safety and Health (NAVOSH) program. The NAVOSH program, which provides specific guidelines for the identification and

correction of safety and health hazards, fully complies with 29 CFR Part 1960. The NAVOSH program is promulgated in the *Navy Occupational Safety and Health Manual*, Chief of Naval Operations Instruction (OPNAVINST) 5100.23 series.

The current NAVOSH program is defined in OPNAVINST 5100.23E, which is available on the Internet (<http://www.navosh.net/cno/index.html>). This document is password protected. A password request form is available at <http://www.navosh.net/passwords/index.html>.

Inspection and abatement of workplace hazards are specifically addressed in Chapter 9, NAVOSH Inspection Program, and Chapter 12, Hazard Abatement Program of OPNAVINST 5100.23E.

a. The NAVOSH Hazard Abatement Program

An integral component of the Navy's mishap prevention program is correction of workplace hazards identified during inspections, investigations, evaluations, and oversight inspections and those reported by employees. The Hazard Abatement (HA) Program objective of correcting hazards and improving the workplace is explained in the NAVOSH Program Manual (OPNAVINST 5100.23E, Chapter 12).

Development of innovative methods for accomplishing facilities projects in a timely manner, including expeditious correction of workplace hazards continued throughout FY99. Emphasis continues to be on prioritizing correction of the most hazardous conditions.

There are two funding methods for correcting workplace safety and health hazards at Navy shore activities. These methods are either locally funded abatement or centrally funded abatement. Naval Facilities Engineering Command (NAVFAC) administers the centrally funded and managed program to abate major safety and health deficiencies. Local abatement costs for FY99 are roughly estimated at \$23.7M (Source: NAVOSH FY99 Cost Data Report)

In FY99, the centrally funded NAVOSH Hazard Abatement Program disbursed \$14.6 million for 99 projects, including individual facilities projects and program improvement projects and studies. Projected funding for HA Program for FY2000 through FY 2004 is described on Attachment 1, Page ii, Figure 4. From 1979 through 1999, over \$329 million have been expended under this program to correct serious workplace deficiencies. During this period, 1,829 Hazard Abatement Program projects have been developed and completed. These projects include but are limited to asbestos removal, improvements to industrial ventilation systems, abatement of life safety hazards, correction of electrical safety hazards, hazardous material control and storage, and fall protection.

HA Program administrative and technical improvements explained in the 1998 report have been continued with minor improvements. Significant achievements of the FY99 HA Program include:

(1) HA Program Technical Achievements

Hazard abatement primarily focused on fall protection, ergonomics, high voltage electrical safety, health hazards, fire protection, and life safety issues in FY99. Examples include:

- (a) Aluminized Proximity Protective Clothing for Aircraft Crash Rescue Firefighting purchased at a cost \$525K for 464 fire fighters at Naval Air Stations. This was a continuation of an initiative begun in 1998 and is in response to the agreement between DOD and OSHA to provide fire fighters with protective clothing that conforms to National Fire Protection Association 1976 standards.
- (b) The fall protection center of expertise, located in San Diego, California, continues to function in its role of consultant and advisor to all Navy activities. In 1999, the HA program executed 14 major fall protection projects costing \$1.5M including installation of fall arrest systems in 3 hangars to prevent workers from falling off aircraft. Other projects involved communication towers, dry docks, and other structures.
- (c) Installation of a unique liquid oxygen storage system on air station flight lines, begun in 1998, continued with the installation of four additional systems in FY99.
- (d) The ergonomics center of expertise continued to provide professional analyses of industrial work processes at a variety of Navy activities followed by the purchase of systems to relieve stresses on workers due to poor design of the work environment. In FY99, the HA Program funded 15 projects (\$1.5M). HA Program purchased special equipment such as:
 - Mechanical lifting devices to move heavy loads;
 - Mechanical work stations to raise or lower work to the correct height for the worker;
 - Bumper mounted winches to lift heavy items into vehicles; and
 - Mechanized devices to raise and lower loads such as ladders and pipes onto the roof of vehicles.

(2) FY00 HA Program Emphasis

- (a) To continue assisting shore activities with hazard abatement projects;
- (b) To continue prioritizing the most hazardous deficiencies for correction first;

- (c) To streamline the acquisition and distribution of Hazard Abatement Program funds;
- (d) To identify the most cost effective and efficient methods for completing hazard abatement projects;
- (e) To continue to improve the various centers of expertise (i.e., fall protection, ergonomics, shipyards, and air stations); and
- (f) To implement a web-based capability for Hazard Abatement Program participants to submit, review, and manage hazard abatement requests and projects.

b. NAVOSH Strategic Plan

- (1) During FY99, work was completed on the third revision of the NAVOSH Strategic Plan. Originally issued in February 1994, the plan continues to chart the course of the Navy's Occupational Safety and Health Program. The revised plan, issued 8 October 1999, strives to provide the Navy with a customer-oriented, technically excellent, and cost-effective NAVOSH program committed to protecting our most important resource – our people. To date, the plan has resulted in:
 - (a) Development of improved safety and industrial hygiene information technology systems to more efficiently track and manage data;
 - (b) Recommendation of changes to Navy policy, guidance, and training to better integrate NAVOSH concerns into the acquisition process;
 - (c) Improvement of the Naval Inspector General NAVOSH inspection process to better assess program effectiveness;
 - (d) Revision of the shore and afloat NAVOSH instructions (OPNAVINST 5100.23E and OPNAVINST 5100.19C) to incorporate the results of comprehensive zero-based reviews; and
 - (e) Improvement of the technology used by the Navy Occupational Safety and Health and Environmental Training Center (NAVOSHENVTRACEN) to increase the availability and quality of NAVOSH training.
- (2) The following examples provide specific details concerning initiatives driven by the NAVOSH Strategic Plan:
 - (a) Navy participation in the Defense Occupational Health Readiness System (DOHRS)

For years, the Navy has used locally developed computer programs for managing industrial hygiene data in an effort to meet mandated

requirements of the NAVOSH Program. In 1994, the Navy began consolidation of three existing Navy legacy systems into a single, standard set of software. Shortly after, in an effort to standardize automation throughout the Department of Defense (DOD), the development of the Industrial Hygiene (IH) section of DOHRS began. It will be composed of application modules supporting IH, Occupational Medicine and Hearing Conservation programs, with an additional Decision Support System (DSS) module to provide users with DOD-wide trending, analysis, and performance measuring capabilities. DOHRS includes functionality previously developed by Army, Navy, Air Force and much more. The Navy has made significant contributions to DOHRS in assigning 7 functional representatives from Occupational Medicine (OM), Industrial Hygiene (IH), and Hearing Conservation (HC) areas and a full-time program manager at the Navy Medical Information Management Center, Bethesda to coordinate development, deployment and field implementation. It is anticipated that the almost 100,000 industrial hygiene samples taken throughout the Navy each year will become much more useful with the DOHRS for both internal Navy use as well as potential external use.

(b) Injury/Occupational Illness Tracking System (INJTRAK)

During FY99, the Navy continued work on development and promulgation of its shore on-duty injury/occupational illness record keeping system, INJTRAK. The system uses Microsoft Access and Excel to record and analyze occupational injuries and illnesses involving Navy civilian and military personnel employed by shore commands. Using a relational database, it allows analysis of any combination of factors, including job/activity at time of mishap, location, occupational job series, type of injury, body part involved, source of injury, accident type, age, sex, shift, and date/time of mishap. The system also produces summary reports, such as the Annual Report of Navy Civilian Occupational Injuries and Illnesses. Activities will submit selected data elements from their mishap logs to the Naval Safety Center twice a year for Navy-wide compilation and analysis.

(c) Heat Stress Developments

While OSHA excludes military personnel from coverage under the OSHA Act, Navy policy extends coverage of the NAVOSH program to military personnel. For example, the need to safeguard the health and safety of our sailors from the dangerous effects of heat stress is well established. This is normally accomplished through manual heat stress monitoring and surveillance. Unfortunately, the heat stress monitoring and surveillance process is a lengthy, time consuming and cumbersome process that overburdens ship's force and may not always provide timely information. The Naval Sea Systems Command and the Naval Health Research Center recognized these shortfalls and developed an Automated Heat Stress System (AHSS). The AHSS brings the latest heat stress technological advances to Navy ships. AHSS provides continuous heat stress monitoring,

surveillance, and stay time guidance in traditional shipboard heat stress locations (i.e., engineering spaces, sculleries, laundries, etc.). The AHSS has already improved heat stress conditions for our sailors, improved program compliance, and has saved thousands of man-hours previously devoted towards monitoring and surveillance. The AHSS is currently installed in four guided missile destroyers and two amphibious assault ships. Additionally, it is presently being installed in a newly constructed guided missile destroyer and is planned for a future amphibious assault ship. Present implementation of the AHSS is restricted to new construction ships with hopes of retrofitting in-service Navy ships in the coming years.

(d) Awards Program

Chief of Naval Operations (CNO) Safety and Occupational Health (SOH) awards are presented annually to an Echelon 2 (headquarters) command and shore activities (including fleet operational/support units located ashore). SOH awards are based on the overall quality of their safety and health programs, mishap prevention records, and contributions to the Navy's SOH program. Forty-four activities qualified for the SOH award this year and were recognized via Navy message, CNO certification to the activity Commanding Officer, and during the Navy's annual NAVOSH Professional Development Conference. The best activities then advanced to the "Secretary of the Navy Activity Award for Achievement in Safety Ashore" competition as U.S. Navy representatives. In addition, individual safety and health professionals are recognized for their contributions to their command/activity and/or the Navy's SOH program. Individual civilian and military winners are selected at the field activity and headquarters level. The FY99 winners were recognized at the FY00 NAVOSH PDC and via Navy message. In addition, individual Navy commands administer local safety award programs in accordance with SECNAVINST 5100.15A (Secretary Of The Navy Awards For Achievement In Safety Ashore).

(e) Process Review and Measurement System (PR&MS)

The Naval Inspector General Oversight Inspection Unit (NOIU) conducts oversight inspections at the activity level using either the new Process Review and Measurement or the old Regulatory Compliance inspection processes. During FY99, NOIU conducted 13 regulatory compliance inspections and 9 PR&MS inspections as they completed the transition to the improved PR&MS inspection protocol. The PR&MS uses key performance indicators in 6 areas to measure an activity's overall NAVOSH performance. These areas are Mishap Prevention, Regulatory Compliance, Supervision, Training, Self-assessment, and Customer focused Support (where applicable). A seventh area, Injury Cost Control, is undergoing additional review. PR&MS enable the Navy to monitor key processes in a way that leads to improved quality and overall performance. During FY99,

orientation briefings for the PR&MS were conducted for Naval shore commands on the east and west coasts. PR&MS was also a topic at the last two NAVOSH Professional Development Conferences. NOIU NIOU findings reveal improvement opportunities during PR&MS inspections (see Attachment 1, Page iii, Figure 6). Average scores for 14 PR&MS inspections (9 completed in FY99) were based on 6 key performance areas. Initial inspection scores are low due to an immature PR&MS program that is just beginning to evolve. Continuous improvement by Navy shore activities is expected as commands integrate Occupational Safety and Health practices into the PR&MS inspection process.

B. CNO Mishap Review Board

The Navy continued to convene meetings of its Shore Major Mishap Review Board to review workplace fatalities (see Attachment 1, Page iii, Figure 5). Board activities include a mishap briefing by the activity Commanding Officer, a compilation of lessons learned as a result of formal mishap investigations, and a posting of lessons learned on the Naval Safety Center's web site. The Mishap Review Board, chaired by RADM A. Granuzzo, CNO (N45), met twice during FY99 and reviewed 7 fatalities in FY98 and 4 fatalities in FY99. The four fatal accidents for FY99 include a contractor mishap aboard ship, a straddle truck, a sewage suction truck, and a forklift. The four fatalities include two civil servants, a contractor employee, and a military member. One successful action taken to prevent workplace fatalities involving materials handling equipment was an analysis of blind spot areas around the equipment. This analysis, done by Puget Sound Naval Shipyard and posted at <http://www.safetycenter.navy.mil/ashore/OccupationalSafety/presentation/No%20zone/index.htm> is being used to heighten awareness of blind spots by equipment operators, workers and pedestrians who could be at risk.

C. NAVOSH Training

1. Best Value Contracting

The NAVOSHENVTRACEN completely revamped its process for selecting contractors to teach 33 courses that have been determined suitable for contracting. In an effort to further improve training quality, the NAVOSHENVTRACEN uses a "best value" process with oral presentations. The "best value" process consists of two phases. In Phase I, contractors are required to submit resumes for review by NAVOSHENVTRACEN. Contractors who do not meet the minimum instructor qualifications are eliminated from further consideration, saving NAVOSHENVTRACEN and the school's contracting agent time and money. Those contractors with at least minimally acceptable qualifications are allowed to proceed to Phase II, in which they are invited to visit the NAVOSHENVTRACEN and conduct a one-hour oral presentation. During this time, the school's staff is able to evaluate how the contractor plans on teaching the course, as well as the instructor's presentation style, ability, and level of knowledge. After all the competitors have completed oral

presentations, the school recommends to the contracting officer which contractor is best able to satisfy the Navy's training needs. In FY99, six multi-year contracts were awarded using this process.

2. Courses and Graduates

NAVOSHENVTRACEN convened 422 classes and graduated 7,532 students during FY99. These courses covered 45 courses of safety and occupational health instruction and were provided in 53 different locations worldwide. The NAVOSHENVTRACEN expanded the courses available by Video Tele-Training to remote sites and graduated more than 1,800 students. The school also piloted an Excavation, Trenching and Soil Mechanics course from the OSHA Training Institute that will be included in the FY01 course schedule.

3. Safety and Occupational Health Conferences

NAVOSHENVTRACEN hosted the first U.S. Coast Guard Safety and Environmental Conference during 14-23 September 1999. More than 85 safety professionals attended the conference and associated training that saved the Coast Guard more than \$100,000 in registration fees and travel expenses.

4. College Credit

- a. NAVOSHENVTRACEN courses were evaluated by Tidewater Community College for credit towards Certification or Associate in Applied Science (AAS) Degree programs including:
 - Certificate in Occupational Technology
 - AAS Degree in Occupational Safety or Environmental Technology
- b. This course work is transferable to Old Dominion University towards a Bachelor Degree in Industrial Technology and a Master of Science Degree in Adult Education. These credits are also transferable to 1400 other institutional members of the Servicemembers Opportunity Colleges for the Navy (SOCNAV).

D. Specific Action Taken

Numerous actions have been taken at all levels to identify and correct existing or potential hazards and to promote hazard awareness. Five representative examples are provided below.

1. **Board of Inspection and Survey** – In July 1999, OPNAVINST 5420.70E established a new NAVOSH and Environmental Protection (NEP) Board of Inspection and Survey under the President, Board of Inspection and Survey. Previously, shipboard NAVOSH and environmental inspections were part of general inspections. This is

another example of our extension of the NAVOSH program to cover military personnel. This new board conducts separate NAVOSH and environmental protection inspections or assessments of every Navy vessel at least every three years and reports the results annually to CNO (N45), the U.S. Navy's NAVOSH Program Manager. Following each inspection, a formal debrief on NAVOSH and environmental performance is provided to the ship Commanding Officer. This increased visibility brings shipboard inspections to the same level of visibility as our shore NAVOSH inspections conducted by the Naval Inspector General NAVOSH Oversight Inspection Unit (NOIU).

2. **Radio Frequency Radiation (RFR) Hazard Surveys** – The Naval Computer and Telecommunications Command (NCTC) conducts RFR surveys at all of its sites on a 3-year cycle. This survey data allows NCTC to monitor its RFR emitters to ensure the permissible exposure limits are not exceeded and its personnel and the public are not exposed to harmful non-ionizing radiation. Each year NCTC gets several “hotline” complaints alleging exposure from its towers and other emitters. The RFR surveys allow the Navy to go before the public with supporting documentation to ensure towers are operating within permissible limits.
3. **Management Oversight and Risk Tree (MORT) Training** – Our Naval Sea Systems Command spent about \$50K last year to train some 30 safety professionals in MORT and other analysis techniques. These techniques can be used not only for mishap investigations but also to identify and manage risks in new equipment or procedures before a mishap occurs.
4. **NAVOSH Policy** – FY99 updates of NAVOSH Shore and Afloat Policy were issued in January 1999 and July 1999. In addition, highlights of changes were developed in a “Cliff’s Notes” fashion to assist field activities in implementing these changes. Changes are posted at <http://www.navosh.net/cno/index.html> (Note: To gain a password, go to <http://www.navosh.net/passwords/index.html>). Lastly, NAVOSH policy was issued on Compact Disc (CD). This CD includes most references with hyperlinks throughout the CD. In FY00, plans to add capability to download forms will be finalized.
5. **Use of the Internet** – Like the rest of the world, the Navy has embraced the Internet as a way to effectively disseminate NAVOSH information. Individual activities and headquarters commands have created home pages and Intranets. For example, can if studentscanregister on-line at the NAVOSHENVTRACEN home page (<http://www.norva.navy.mil/navosh/coinfo.htm>), one theycan download copies of safety periodicals from the Naval Safety Center’s home page (<http://www.safetycenter.navy.mil/publications/>). In a like manner, one studentscan exchange views or information on the Innovative Accident Prevention and Conference page at Naval Facilities Engineering Command’s web site (<http://www.navfac-safety.navy.mil/conference.htm>). CNO (N454) offers much valuable information on its site (<http://www.navosh.net>) including its weekly electronic NAVOSH Newsletter (<http://www.navosh.net/library/index.html>) and

its 1001 NAVOSH Success Stories (<http://www.navosh.net/strategic/success/stories>). One of the stories is highlighted next.

6. **Improved Ergonomic Cable Pulling Method** – The Electrical Group at Norfolk Naval Shipyard (NNSY) assembled an ergonomic study team to investigate ways to improve cable pulling methods on board Navy ships. The traditional method involved hauling the cable through overhead steel hangers by hand. The very heavy TSGU-400 electrical cable is approximately three inches in diameter and weighs seven pounds per foot. Manual installation or removal involves between 30 and 70 people working for two to three days. Not only is this method costly and labor intensive, but it also has the potential for workers to sustain muscle and back strain injuries. The NNSY study team engineered a mechanically assisted cable pulling process that reduces the potential for injury to personnel and requires less time and effort. It uses a cable-pulling winch (capstan); double braided low stretch rope, pulleys, and Teflon sheets to reduce cable friction. The rope is attached to the cable with a wire mesh-pulling grip and is threaded through overhead cable hangers. The winch pulls the rope through the hangers. Operation of the new system requires only 7 to 12 workers vice 30 to 70 using the old method, a 76-82% reduction in manpower requirements from 35 man days to 14 man days. Initial tests aboard USS SAIPAN and USS NASSAU indicate a potential for reducing cable pulling time and costs by as much as 50% with no personnel injuries. The initial tests resulted in combined savings to the Navy of over \$118K. Projected future savings will vary from ship to ship depending on the length of the cable run. NNSY is one of 7 U.S. Navy activities targeted in the Federal Worker 2000 initiative. Efforts like this are expected to produce positive results in the shipyard's mishap reduction efforts. (See <http://www.navosh.net/strategic/success/stories/pdfs/cable.pdf> for further information about this cabling method).

E. Plans and Other Initiatives

Identify your annual OSH plans, goals and objectives, and significant OSH initiatives planned and programmed for the coming year(s).

1. **NAVOSH Strategic Plan.**

- a. Navy Occupational Safety and Health Strategic Plan was revised on 8 October 1999. Since then a new strategy has been added, OSH 2003. The revised OSH 2003 Strategic Plan sets forth the mission and a vision of what the Navy expects to achieve in the next 5 years. It establishes a set of guiding principles under which each member of the occupational safety and health team is expected to operate. Lastly, it provides strategies that will be pursued during the following 2 to 4 years. These strategies are optimistic and achievable. The revised plan is designed to:

- Help reduce costs by evaluating major NAVOSH functions and identifying those for which it may be appropriate to pursue cost savings through competitive sources and support contracts. For identified functions, develop tools to help ensure the continued provision of quality support, regardless of who provides the NAVOSH support.
 - Develop improved policies and guidance that address NAVOSH requirements for Navy functions performed by the private sector.
 - Monitor positive and negative impacts of NAVOSH restructuring decisions and identify opportunities for future improvement.
- b. Some objectives were completed or revised, namely:
- Planning, Engineering and Acquisition strategy was completed and removed from the current plan;
 - The Communication and Information Systems strategy was modified to determine how the NAVOSH community could use the Internet to provide more effective services;
 - The Process Review and Measurement strategy was revised to focus attention on measuring the effectiveness of shipboard NAVOSH programs.
- c. New objectives were added to the Occupational Health Support strategy that will:
- Enhance force protection and operational risk assessment by improving quality, quantity, and integration of service available to deployable units
 - Develop and improve business tools to allow senior leadership and occupational health personnel to define resource needs and enable better-informed decisions.
- d. Training and Education strategies were expanded to:
- Establish a means of encouraging and recognizing growth and development for Safety and Occupational Health and Industrial Hygiene personnel.
 - Develop a method for measuring the effectiveness of NAVOSH and Hazardous Material Control and Management training and applying it to existing training.

A full copy of the Strategic Plan with your choice of full or minimal graphics is available at the NAVOSH website (<http://www.navosh.net/strategic/index.html>).

2. Federal Worker 2000 Initiative

The Navy is pleased to report that between 1990 and 2000, under the FED 1990 initiative, the Navy Total Case Rate was reduced 34.1% (from 6.31 to 4.16) and Lost Time Case Rate was reduced 41.9% (from 3.84 to 2.23) (see Attachment 1, Page i, Figure 2). It is believed that this significant improvement is due to the NAVOSH Strategic Plan, high quality and dedicated NAVOSH professionals, and Navy

leadership from the top to the worker levels. The Navy is excited about the new Federal Worker 2000 Initiative. The following specific actions have been taken or are planned to meet the goals of the Federal Worker 2000 Presidential initiative.

- a. Goal 1 - Reduce the overall occurrence of injuries by 3% per year, while improving agencies' timeliness in reporting injuries and illnesses to the Department of Labor by 5% each year.
 - (1) For the past ten years, CNO (N45) has tracked the Total Case Rates and Lost Time Case Rates for the U.S. Navy, its major commands, and its major industrial activities, including shipyards, aviation depots, and public works centers. The effort will continue and be expanded to add the targeted activities and to reflect performance against the reduction goal. They will be posted quarterly on the CNO (N45) home page.
 - (2) The Navy will continue its aggressive NAVOSH management program. Individual Navy shore commands are required to maintain Occupational Safety and Health programs designed to reduce the incidence of occupational injuries and illnesses while ensuring operational readiness. Specific success stories are provided on the home page cited above under the category 1001 NAVOSH Success Stories.
 - (3) The second part of Goal 1 addresses the timeliness of reporting. The Navy will rely on the reports generated by the Office of Workers' Compensation Programs (OWCP) to track progress of this goal. DOD has announced plans to automate the submission of compensation forms. This initiative alone will greatly reduce the amount of time required to initiate a compensation claim following an injury or illness. The Navy's Workers' Compensation Case Reduction Business Plan (<http://www.navosh.net/strategic/feca/busplan.html>) discusses the need for stakeholders in the Federal Employees' Compensation Act (FECA) program, including supervisors and Injury Compensation Program Administrators (ICPAs), at the activity level to work together to effectively manage the program. Timely submission of compensation forms is an important element of the FECA process. Future SECNAV- and CNO-level correspondence and training will stress this point.
- b. Goal 2. Reduce the lost time case rates (LTCR) for those work sites with the highest rates by 10%, per year for 5 years.
 - (1) As discussed in Goal 1, CNO will track the TCR and LTCR performance of targeted activities (see Attachment 1, Page i, Figure 2). These activities, like all Navy shore activities, are required to perform an annual self-assessment and develop improvement plans designed to correct identified program or process deficiencies. Several of the targeted activities have already made significant strides toward improving their OSH performance (see Attachment 1, Page ii, Figure 3).
 - (2) CNO (N454) will issue a letter to Echelon 2 commands that own targeted

activities informing them officially of their activities' inclusion on the targeted list. The letter will request a summary of actions to date to reduce losses due to occupational injuries and illnesses by the activities and inform them that they are subject to annual random inspections by OSHA.

- c. Goal 3: Reduce the rate of Lost Production Days – that is, the number of days employees spend away from work – by 2% per year.
 - (1) DOD has announced plans to track lost production days (continuation of pay and compensation) and provide Navy-wide totals to OWCP. Proposed changes to DOD's Injury Compensation/Unemployment Compensation (IC/UC) system will allow tracking of this figure at the activity. The Navy's new shore on-duty record keeping system, INJTRAK, will also provide this capability. The NAVOSH initiatives discussed above should result in a reduction in the number of new cases while the Workers' Compensation Case Reduction Business Plan addresses compensation claims management and medical case management initiatives designed to lower lost production days.

3. NAVOSH Training

Current initiatives include increasing the use of distance learning, such as Video Tele-Training (VTT) and developing interactive courseware in an effort to better utilize limited resources. A copy of the FY00 NAVOSHENVTRACEN course catalog is available via the Internet (<http://www.norva.navy.mil/NAVOSH/coinfo.htm>).

4. NAVOSH Policy

Improvements in ashore NAVOSH policy planned for FY00 include clarification and consolidation of confined space policy, improved hazardous material policy, and minor changes to other policy areas, such as training, respiratory protection, and occupational health. For afloat NAVOSH policy, plans are being finalized to complete an update in the policy manual in response to Navy wide initiation to streamline policy to reduce military personnel time and unnecessary administrative burden.

F. *Requests and Recommendations*

Provide comments, requests and recommendations for consideration by OSHA's Office of Federal Agency Programs (OFAP) in Government-wide OSH programs or report any items of special interest concerning OSH activities or programs.

1. Field Federal Safety and Health Councils

The Navy encourages attendance and participation in Field Federal Safety and Health Councils. In some regions, the Navy is the primary participant and the lifeline of the council. However, the Navy strongly recommends that OSHA increase its support of the process by sponsoring periodic ½ day training seminars through the OSHA

Training Institute or some other training source. It is believed that this would greatly enhance participation by federal agency personnel and significantly increase the effectiveness of local councils. Also, streamlining to the budgetary process is recommended to allow councils easier access to funds necessary to operate the councils. Providing a budget line item for council operations at the OSHA area office level would help in this respect.

2. Mishap Record Keeping

Recommend consideration of replacing Subpart I (Record Keeping and Reporting Requirements) of 29 CFR 1960 (Basic Program Elements for Federal Employees) with 29 CFR 1904 (Recording and Reporting Occupational Injuries and Illness). Such a change would allow better comparisons of performance between private and public sector mishap prevention efforts.

Figure 1: LEADING CAUSES OF OCCUPATIONAL INJURIES AND ILLNESSES*									
MISHAP TYPE	#	WORK TASK	#	SOURCE OF MISHAP	#	MEDICAL DIAGNOSIS	#	BODY PART	#
Walking or stepping	168	Traveling on foot	134	Overexertion	227	Strain	330	Back	186
Materials handling	144	Installing or removing equipment	75	Fall, Same Level	85	Sprain	67	Knee	63
Equipment installation or maintenance	74	Handling materials	71	Fall from Elevation	74	Fracture	58	Ankle	46
Equipment operation	44	General Office/Admin Duties	44	Struck By	40	Contusion	42	Shoulder	36
Office work, computers	41	Mechanical maintenance	16	Struck Against	25	Ligament, Muscle Tear	40	Hand	33
Natural body movement	25	Structural maintenance	14	Caught In, Under or Between	20	Trauma, Other	31	Leg	33
Cargo handling	7	Aviation maintenance	12	Bodily Reaction	18	Laceration	26	Neck	30
Chemical exposure	6	Rigging activities	9	Repetitive Motion	13	Hernia	15	Foot	26
Training	5	Fabricating or assembling metal	7	Laceration	6	Abrasion	8	Wrist	19
Other industrial	4	Housekeeping	6	Temperature Extremes	4	Dislocation	5	Groin	15
Total	518	Total	388	Total	512	Total	622	Total	487

*Data reflects the number of persons involved. An injured person may be counted in more than one category.

Figure 2: WORKERS' COMPENSATION CASES				
CATEGORY	FY 96	FY 97	FY 98	FY 99
Total Injury/Illness Cases *	11,507	9,973	8,191	7,851
Fatalities **	7	4	6	4
Lost Time Cases *	6,270	5,375	4,447	4,198
Number of Employees ***	210,583	192,402	181,045	188,543
OWCP Total Case Rate (TCR) ****	5.25	4.98	4.35	4.16
OWCP Lost Time Case Rate (LTCR) ****	2.86	2.69	2.36	2.23

Source of Data:

* Department of Labor, Office of Workers' Compensation Program (OWCP) FECA Cases during the fiscal year

** Naval Safety Center Safety Information Management System

*** Navy Civilian Personnel Data System (NCPDS)

**** Rate equals number of injuries/illnesses per 100 civilian employees

Figure 3: FY99 WORKERS' COMPENSATION CASES

Fiscal Year	LTCR (per 100 employees)	Chargeback Year (July 1 – June 30)	Workers' Compensation Costs (\$ Millions)
1999	2.23	1998-99	221.6
1998	2.36	1997-98	225.7
1997	2.69	1996-97	229.4
1996	2.86	1995-96	237.8
1995	3.16	1994-95	237.6
1994	3.47	1993-94	243.2
1993	3.51	1992-93	232.3
1992	3.38	1991-92	222.5
1991	3.56	1990-91	207.9
1990	3.75	1989-90	201.1

Figure 4: NAVOSH HAZARD ABATEMENT PROGRAM FUNDS

FY00	\$12.4 million
FY01	\$13.7 million
FY02	\$14.2 million
FY03	\$14.3 million
FY04	\$14.2 million

Figure 5: CIVILIAN OCCUPATIONAL FATALITIES

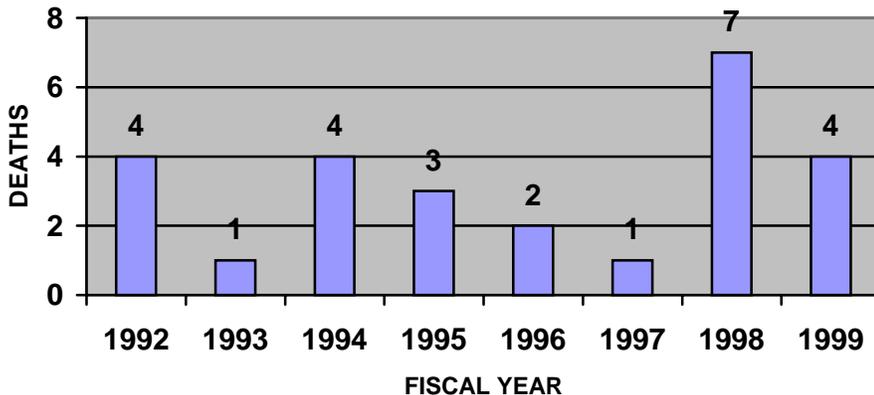


Figure 6: Process Review & Measurement Inspections Average Scores for FY1998-1999

