

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

Agency Name: Social Security Administration  
 Address: 6401 Security Boulevard, Baltimore, MD 21235  
 Number of federal civilian employees covered by this report: 64,933

<b>DASHO</b>		
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**I. ASSESSMENT OF OCCUPATIONAL SAFETY & HEALTH PROGRAM ACTIVITIES AND EVENTS.**

*a. Presidential Initiatives & Evaluation Metric(s).*

Agency employees were involved in 32 motor vehicle accidents nationwide during CY 2016. There were no employees injured because of these accidents.

To ensure compliance with Executive Orders 13043 (requiring use of seatbelts) and 13513 (banning texting while driving), we provided annual reminders concerning seat belt requirements and the hazards of texting while driving to all offices. We also provided health and safety representatives, union committee members, and employees who drive agency vehicles with online training that address the hazards of driving while distracted.

1) Evaluation Metric(s)

SSA utilizes an Environmental Health and Safety (EHS) Dashboard to track the success in our EHS programs. The dashboard provides a snapshot of our EHS program operations in graphical displays on a single page. The graphical displays provide a real-time user interface where managers and staff can view indicators of program health and opportunities for program improvements. The databases supporting the dashboard also provide multiple program-defined alerts related to regulatory compliance.

**Metric 1– Regulatory Compliance:** Two of the dashboard programs, “OSHA Activity” and “Environmental Management System Compliance and Corrective Actions,” provide a snapshot of interactions with regulatory agencies and provide management and staff with metrics relative to the timeliness of Federal and state compliance programs. In addition, the dashboard enables us to improve the timeliness of any corrective actions needed to ensure the health and safety of our employees and visitors.

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**Metric 2- Efficiencies in Communicating Survey Results:** Asbestos and Water Program metrics provide a snapshot of timeliness in communicating survey results. With the Asbestos or Water Program graphics, a manager or staff member can track the timeliness of Public Health Service and our safety staff communications, thus promoting identification of program improvement opportunities.

Indoor Air Quality Program graphics and metrics provide an overview of program timeliness. The dashboard uses timeliness as a metric to measure the three major stages of the Indoor Air Quality reports, including receipt of reports from the Public Health Service; EHS staff communications with the surveyed components; and resolution of issues by the General Services Administration or local management.

**Metric 3– Workplace Health and Safety Surveys:** Our EHS staff provides incident investigations, proactive office safety inspections, and high-hazard surveys throughout the year. The dashboard measures the timeliness of communicating survey results to the surveyed components and follow-up corrective actions. Our managers and staff can identify specific reports requiring follow-up.

EHS Comprehensive Assessments evaluate the management systems and documentation for environmental, health, and safety program elements in randomly selected offices nationwide. The dashboard allows managers and staff to track the timeliness of communicating survey results and component responses survey recommendations and requirements.

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

SSA did not experience any workplace fatalities or catastrophic accidents during CY 2016. Slips, trips, and falls are the leading cause of injuries in most office environments, and SSA is no exception. SSA investigates each incident as they come in through various electronic notification systems (ECOMP, AIRS, and Injury and Illness reporting system). Regardless of their cause, all injuries at SSA are reviewed and, where a hazard is identified, corrective action is taken to prevent a recurrence. To address exertion related injuries, we provide manual material lifting instruction. Employees are also provided training in the hazards of their work environment and duties in order to prevent injuries and illnesses.

1) Organization of Agency Safety and Health Mission

SSA's Designated Agency Safety and Health Official (DASHO) is the Associate Commissioner, Office of Facilities and Supply Management. The DASHO has delegated the Director for the Office of Environmental Health and Occupational Safety (OEHOS) to oversee the EHS program and advise all levels of management and employees in fulfilling the program requirements. Agency policies related to the EHS program are formalized in the Administrative Instructions Manual System, Chapter 13: Health and Safety Management. Top-level management reinforces these policies and establishes a clear priority for occupational health and safety through policy statements, addressing specific employee EHS concerns, and meeting with

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union representatives to discuss agency actions that address EHS concerns of high employee interest. SSA provides OEHS and all others with EHS responsibilities with adequate equipment and funding for training and performance of EHS program responsibilities.

2) Field Federal Safety & Health Councils

The Agency participates in the National Health and Safety Committee, which comprise of four management officials and five labor employees. Management's role is to provide facility space for the meetings and invite subject matter experts to committee meetings to answer questions and provide comments pertaining to environmental health and safety (EHS) issues nationwide. Employee's involvement in the meetings is to bring EHS issues to the attention of management and union representatives. Both management and labor employees work together to resolve EHS issues nationwide.

3) Inspection of the Safety and Health Management System

We conduct periodic environmental, health, and safety comprehensive assessment audits of our safety and health management system nationwide. These assessments evaluate the extent to which EHS programs in the field comply with regulatory standards, union/management agreements, and internal policies and procedures. EHS professionals visit facilities and assess compliance in areas such as fire protection, electrical safety, egress, hazard communication, injury/illness reporting, training, and asbestos awareness. A review of compliance trends in these areas show a pattern of improving compliance during each assessment period. As a follow-up to these assessments, we conduct teleconferences with regional and field office personnel to discuss EHS issues. We developed an organizational Environmental Management System that documents our commitment to environmental conservation and provides a tracking and reporting mechanism to monitor programs with significant environmental impacts.

OSHA has visited several of SSA offices. We cooperate fully with OSHA inspections of our work sites, whether part of its targeted inspection program or in response to employee allegations of unsafe or unhealthful working conditions. Employees and employee representatives also participate in the inspection process. We post all Notices of Unsafe or Unhealthy Working Condition issued by OSHA and take action to correct any unsafe or unhealthful conditions cited by the OSHA inspector. SSA has had zero announced and 13 unannounced inspections by health and safety authorities. During the 2016 fiscal year we received zero "Notices of Unsafe or Unhealthy Working Conditions".

4) Occupational Safety and Health Training

We provide a wide range of appropriate safety and health training for employees nationwide, as discussed in detail in the attached Appendix 4, Attachment 1, Section V, Safety and Health Training. This training is provided to employees through online VOD's and onsite training by in-house staff and contractors. Post training

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examinations are used to assess competency of the trainees. The effectiveness of the training is evaluated by the low number of reported accidents and injuries. Funding is budgeted annually and allocated based on the number of employees needing training. SSA did not have any civilian employees that worked overseas during this reporting period.

5) Whistleblower Protection Program

We use the OSHA poster, “Occupational Safety and Health Protection for Federal Employees,” to inform employees of their whistleblower protection rights. We display the poster prominently at our facilities nationwide. We also provide “No Fear” training, which is mandatory for all employees and includes information about the whistleblower protection program. These efforts help ensure employees are not subject to restraint, interference, coercion, discrimination, or reprisal for filing a report of an unsafe or unhealthy working condition, as required by 29 CFR 1960.46.

b. *Special 29 CFR 1960 Reporting.*

SSA has no special reporting requirements for 2016.

**II. SAFETY & HEALTH MANAGEMENT SYSTEM SELF-EVALUATION.**

Agency Safety and Health Management System					
	0 = Does Not Exist	1 = Needs Major Improvement	2 = Needs Minor Improvement	3 = Is Highly Effective	NA = Not Applicable
<b>Overall Assessment Score</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*Summary of Self-evaluation.*

We have a comprehensive safety and health management system (SHMS) that provides our employees a safe and healthful work environment. We exceed the annual work space inspection requirements required by 29 CFR 1960.25(c); conduct surveillance of established hazard controls, in addition to regularly scheduled inspections; establish agency standards and rules that meet or exceed OSHA requirements; and document hazards and monitor corrective action implementation. We conduct annual environmental, health, and safety (EHS) comprehensive assessment audits of the agency’s EHS management system and provide a wide range of EHS training for employees. We developed an extensive action plan to accomplish our EHS objectives.

**III. GOALS.**

We will continue our comprehensive SHMS and plan these activities to improve its effectiveness in CY 2017.

- Use the Department of Labor’s automated ECOMP system to initiate and process all SSA employee workers compensation claim and to meet OSHA injury/illness recording requirements;

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- Improve comprehensive EHS document control system for ready access to EHS information related to agency facilities;
- Educate and train regional employees on their responsibilities under OSHA and SSA's EHS program;
- Implement corrective actions recommended by GSA's Environmental Health and Safety Compliance Audit.
- Monitor agency integrated EHS Management Dashboard to ensure quality performance management and metric tracking;
- Complete audit of National Fire Protection Association (NFPA) 70E Arc Flash Program and implement recommendations to assure safety of electricians and compliance with regulations;
- Continue to ensure appropriate water quality nationwide and address such concerns as they arise;
- Produce two videos on demand (VOD) to provide guidance to SSA managers on bed bugs and mold, and the proper procedures for addressing related issues;
- Produce a VOD to provide guidance on how to conduct an office safety inspection; and
- Continue our cardiopulmonary resuscitation (CPR) volunteer training and certification program nationwide.