

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

Agency Name: U.S. Nuclear Regulatory Commission
 Address: 11555 Rockville Pike, Rockville, MD 20852-2738
 Number of federal civilian employees covered by this report: 3503
 Number of employees working overseas: 4

Designated Agency Safety and Health Official		
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Occupational Safety and Health Manager		
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I. ASSESSMENT OF OCCUPATIONAL SAFETY & HEALTH PROGRAM ACTIVITIES AND EVENTS.

a. Presidential Initiatives & Evaluation Metric(s).

1) Motor Vehicle Safety.

In accordance with the U.S. Nuclear Regulatory Commission (NRC) Management Directive (MD) 13.4, "Transportation Management," it is the policy of the NRC to use all Government-owned or leased vehicles for official purposes only in accordance with the United States Code, "Passenger Carrier Use" (31 U.S.C. 1344). MD 13.4 also states each NRC employee riding in a motor vehicle on official business, regardless of seating position, shall have the seat belt properly fastened at all times while the vehicle is in motion, thereby complying with Executive Order (E.O.) 13043, "Increasing Seat Belt Use in the United States."

In addition, the NRC Executive Director for Operations (EDO) issued an announcement to NRC employees on November 30, 2009, concerning E.O. 13513, "Federal Leadership on Reducing Text Messaging While Driving." The announcement indicates that Federal employees are prohibited from texting while driving a Government-owned vehicle or while using a Government-issued handheld electronic device, including obtaining navigational information, and texting while at a stop light.

E.O. 13043 and E.O. 13513 are accessible to all NRC employees on the NRC's Safety and Occupational Health Program's SharePoint site.

NRC leases a number of vehicles from the General Services Administration (GSA) for its staff to use for official business. In order for an NRC employee to request use of one of those vehicles, they must complete NRC Form 494, "U.S. Nuclear Regulatory Commission Headquarters Motor Pool Fleet Inspection and Vehicle Trip Summary." A notice on the bottom of that form instructs drivers that seat belts must be fastened at all times when the vehicle is in motion and that NRC prohibits text messaging while driving Government vehicles.

Finally, weekly "Safe Driving Tips," were provided by GSA for Calendar Year (CY) 2016, and were distributed to contractors that provide driving services and mail

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delivery services. Those drivers must also wear seat belts and refrain from texting while driving those Government vehicles.

The NRC Office of General Counsel maintains information on agency motor vehicle accidents. In CY 2016, there was one motor vehicle accident involving a personally-owned vehicle (POV) from which the driver sustained OSHA-recordable injuries. There were three POV motor vehicle accidents that did not cause injuries.

There were two rental car motor vehicle accidents which resulted in employees experiencing minor OSHA-recordable injuries. Drivers did not experience any injuries in three additional rental car motor vehicle accidents. Vehicular collisions with deer were the causative factors for two of the rental cars accidents. Also, there was one motor vehicle accident involving an NRC GSA-leased vehicle. This incident did not result in an OSHA-recordable injury.

2) Evaluation Metric(s).

The NRC Safety and Occupational Health Program uses inspection findings to track success of improving the Program. Workplace inspections are announced to the agency so that employees may prepare their work areas. Inspection findings are diminishing due to the diligence of all NRC staff.

The NRC Safety and Occupational Health Program Manager semiannually broadcasts announcements concerning the agency's procedures for reporting occupational injuries and illnesses. The Safety and Occupational Health Manager created an NRC tri-fold brochure for the Department of Labor's (DOL) Employee Compensation Operations and Management Portal (ECOMP) system. The brochure is posted on the internal NRC Safety and Occupational Health SharePoint site making it available to all NRC employees. The brochure is also posted on the headquarters (HQ) safety bulletin board.

b. Illnesses, Injuries, Fatalities & Catastrophic Events.

- 1) The NRC Safety and Occupational Health Manager posted the Occupational Safety and Health Administration's (OSHA) "Stop Falls" campaign information on the internal Safety SharePoint site and forwarded the "Stop Falls" link to the Storage and Distribution Facility (SD&F), HQ Facilities Management Branch (FMB), and to the Collateral Duty Safety Officers (CDSOs) at the four regional offices and the Technical Training Center (TTC).
- 2) The majority of injuries reported to the NRC Safety and Occupational Health Manager and field CDSOs involved slips, trips and falls, followed by struck against/by injuries. The NRC Safety and Occupational Health Manager and CDSOs work diligently to identify and immediately report any walking surface deviations to internal facilities management representatives for speedy resolution.
- 3) There were no fatalities or catastrophic events experienced by the NRC during CY 2016.
- 4) A. NRC Region III, Lisle, IL
At approximately 4:15 PM on January 5, 2016, an NRC employee in the Region III office, Lisle, IL, entered the second floor reception lobby by opening the double glass

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doors, handed an item to the guards at the watch desk and then walked back to the double glass doors. The employee had pushed one of the doors open several inches when she felt something move in her left hip and leg area. The employee let the door close and looped her arms through the door handles for support. The employee's physician instructed her to proceed to the local hospital. The employee was admitted to the hospital overnight. A medical assessment revealed that some part of her hip was broken at the time she opened the heavy glass door and the additional motion caused further distress to the hip and leg area. The employee had an established history of pre-existing conditions with her lower extremities.

The Region III CDSO inspected the area between the double doors and the security desk for any factors, such as tears or uneven surfaces in the carpet that could have contributed to the injury. There were no contributory safety factors found. Therefore, no corrective actions were necessary.

B. NRC Headquarters, Rockville, MD

At approximately 3:30 PM on September 30, 2016, an administrative assistant employee was walking down a carpeted hallway to deliver mail to a mail station. The employee tripped and fell while walking, falling on her hands, knees and face. The employee was transported to a local hospital where she was admitted overnight for observation.

The NRC Occupational Health and Safety Manager inspected the hallway and walking surface where the incident occurred. The carpeting (that was approximately one and half years old) exhibited no tears or uneven walking surface. No corrective actions were needed.

c. Title 29 of the Code of Federal Regulations 1960 Requirements.

1) Organization of Agency Safety and Health Mission

The NRC Safety and Occupational Health Program is located within the Office of Administration (ADM) and is guided by NRC MD10.130, "Safety and Occupational Health Program." MD 10.130, provides the authority to identify and act on internal safety issues. The NRC Safety and Occupational Health Manager works with the FMB to control and abate identified workplace hazards. The CDSOs in the field offices collaborate with their respective building management representatives to control and abate workplace hazards and issues.

The NRC Safety and Occupational Health Program has a dedicated budget funded that is provided by ADM. The Safety and Occupational Health Manager maintains the budget. The allocation is used to carry out the safety mission by procuring necessary safety materials, equipment and publications for the Occupational Safety and Health Manager, CDSOs and Facilities personnel. The support also provides the required annual Bloodborne Pathogen (BBP) training to internal drug testers, first aid responders and law enforcement personnel.

The NRC Occupational Safety and Health Program provides financial support for industrial hygiene indoor air quality surveys, food service inspections at HQ cafeterias, safety and industrial hygiene equipment, water testing and personal protective equipment, required annual inspections and program development and training. The NRC Safety and Occupational Health Program utilizes an inter-agency

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agreement with the Federal Occupational Health (FOH) of the Department of Health and Human Services for annual workplace inspections, industrial hygiene surveys, water analysis, annual BBP training and quarterly food service inspections. In accordance with MD 10.130, NRC employees may raise any safety issue to the NRC Safety and Occupational Health Program Manager at HQ or to the CDSOs at the regional offices, the TTC and the SD&F.

In CY 2016, the NRC Safety and Occupational Health Program purchased safety publications, consensus standards and personal protective equipment for HQ and field personnel. The Safety and Occupational Health Manager also identified the need for additional safety equipment and subsequently purchased a microwave tester, a Dräger Chip Measurement System with chemical-specific chips, and a combustible gas leak detector. The equipment is used by the Safety and Occupational Health Manager and the FMB at the HQ complex.

2) Field Federal Safety & Health Councils

The NRC Safety and Occupational Health Manager attends the local Metropolitan Washington Federal Safety and Health Council meetings on a nearly monthly basis. The five field CDSOs are encouraged to attend their local Field Federal Safety Council meetings and the annual, free OSHA Fed Week training session at the OSHA Institute in Illinois.

3) Inspection of the Safety and Health Management System

- The NRC Safety and Occupational Health Program incorporates the plan, do, check, and act functions of the American National Standards Institute/American Industrial Hygiene Association (ANSI/AIHA) standard, Z10- 2012, "Occupational Health and Safety Management Systems." The NRC Safety and Occupational Health Manager created NRC Form 913, "Safety and Occupational Health Program Self-Evaluation," which is used for performing internal audits of field safety programs during inspections. The form is located on the NRC internal Forms Library SharePoint site.
- Each year, the NRC Safety and Occupational Health Manager, the FOH program manager for environmental health and safety services, and FOH contractor meet to evaluate the NRC Safety and Occupational Health Program's path forward. The NRC-FOH Statement of Work (SOW) is assessed to anticipate and plan the future needs of the program. The joint review also helps to identify annual funding requirements.
- The NRC-FOH team evaluates collaborative actions such as annual inspection planning, training, air quality testing, the requirements for OSHA-compliance written programs and training, pre-occupancy inspections, contract reviews and NRC HQ food service inspections, review and circulation of reports and follow-up corrective actions.
- The NRC Safety and Occupational Health Program Manager benchmarks the agency program against those programs of other Federal agencies. Gap analyses reveal that additional safety and occupational health program elements and training need to be created, enacted and enforced. Written programs,

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policies, training and associated forms have been identified and were in the development phases during CY 2016.

- In CY 2016, the NRC was not inspected by an external safety and health authority nor were any OSHA “Notice of Unsafe or Unhealthy Working Conditions” citations issued to the NRC during CY 2016.
- Eight annual safety and occupational health inspections were conducted at NRC agency-wide facilities during CY 2016. The NRC Safety and Occupational Health Program Manager announces all of the scheduled workplace inspections by distributing memos to office directors, CDSO and support staff or by broadcasting announcements for HQ inspections. No unannounced workplace safety and occupational health inspections occur.

Occupational Safety and Health Training

- The Office of the Chief Human Capital Officer (OCHCO)/Human Resources Training Division (HRTD) maintains Safety and Occupational Health training records on its iLearn computer-based training platform. HRTD staff follows safety course completion by electronic means.
- Task-specific training such as BBP is assigned by supervisors.
- Staff completion of the Globally Harmonized System of Classification and Labeling of Chemicals computer-based training is directed by the NRC Safety and Occupational Health Program Manager and local CDSOs.
- All NRC safety training conforms to the regulations of Title 29 of the *Code of Federal Regulations* (29 CFR) 1960, “Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters,” and to 29 CFR 1910, “Occupational Safety and Health Standards.”

The current safety and occupational health training includes:

- “Workplace Safety”
- “Bloodborne Pathogens”
- “Powered Industrial Truck”
- “Globally Harmonized System of Classification and Labeling of Chemicals”
- “Safety and Occupational Health Program for Supervisors and Managers: What You Should Know”
- “OSHA Logs”

Respiratory protection and hearing conservation PowerPoint training courses are currently in the development phase and are planned to be completed in Fiscal Year (FY) 2017.

The NRC utilizes a variety of training methods: commercial, computer-based courses, instructor-led training, and PowerPoint modules created by the Safety and Occupational Health Manager. The NRC Safety and Occupational Health Manager creates the PowerPoint training. HRTD funds, uploads and maintains all Safety and Occupational Health courses on the iLearn platform. All Safety and Occupational

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Health training courses have a quiz at the end of the training modules. The internal iLearn system tracks course completion and test scores.

The NRC Safety and Occupational Health Manager's attendance at the annual American Society of Safety Engineers conference is funded by ADM.

4) Whistleblower Protection Program

The NRC Office of the Inspector General (OIG) supports the Whistleblower Program. Any NRC employee who has reason to believe that there has been misconduct, fraud, waste or abuse, or believes that they have been subjected to a personnel action, such as restraint, interference, coercion, discrimination, retaliation or reprisal, as a result of their lawful whistleblower activities, is encouraged to report these matters. Although each employee is encouraged to bring such matters to the attention of his or her management officials, other sources are available to receive such disclosures. Specifically, an employee may report these matters to the NRC OIG, the NRC Whistleblower Ombudsman, to OSHA pursuant to Section 211 of the Energy Reorganization Act and 29 CFR Part 24, or directly to the U.S. Office of Special Counsel. Note: These matters may be reported anonymously via the OIG Hotline.

II. SAFETY & HEALTH MANAGEMENT SYSTEM SELF-EVALUATION.

Summary of Self-evaluation

The NRC Safety and Occupational Health Program uses portions of the ANSI/AIHA standard, Z10- 2012, "Occupational Health and Safety Management Systems," in managing its Safety and Occupational Health Program. NRC Form 913, "Safety and Occupational Health Program Self-Evaluation," which is used for performing internal audits of field safety programs during inspections.

GOALS.

The NRC Safety and Occupational Health Program is managed by one full-time Federal employee and supported by six field CDSOs.

OSHA-mandated written programs such as hearing conservation and respiratory protection are in the developmental phases in CY 2017. Related training modules will also be generated in Fiscal Year (FY) 2017.

Revisions to MD 10.130, "Safety and Occupational Health," and two training courses, "Safety and Occupational Health Program for Supervisors and Managers: What You Should Know," and "Workplace Safety," are intended actions for CY 2017.

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APPENDIX 1 - SUBAGENCY OCCUPATIONAL SAFETY AND HEALTH (OSH) CONTACTS

Subagency: U.S. Nuclear Regulatory Commission (NRC)	Region I, King of Prussia, PA 19406
Louis Manning	610-337-5044
Collateral Duty Safety Officer	Louis.Manning@nrc.gov
Subagency: U.S. NRC	Region II, Atlanta, GA 30303
Sean Flynn	404-997-4838
Collateral Duty Safety Officer	Sean.Flynn@nrc.gov
Subagency: U.S. NRC	Region III, Lisle, IL 60532
Gail Christoffer Baruch	630-829-9550
Collateral Duty Safety Officer	Gail Christoffer-Baruch@nrc.gov
Subagency: U. S. NRC	Region IV, Arlington, TX 76011
Ann Marie Matilla	817-200-1162
Collateral Duty Safety Officer	AnnMarie.Mattila@nrc.gov
Subagency: U.S. NRC	Technical Training Center, Chattanooga, TN 37411
Michael Schoenborn	423-855-6648
Collateral Duty Safety Officer	Michael.Schoenborn@nrc.gov
Subagency: U.S. NRC	Storage and Distribution Facility, Rockville, MD 20852
Thomas Johnston	301-492-3725
Collateral Duty Safety Officer	Thomas.Johnston@nrc.gov

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

1. NRC HEADQUARTERS - ROCKVILLE, MD	
Total number of fatalities: none	
Total number of hospitalizations: one	
<input type="checkbox"/> Fatality <input checked="" type="checkbox"/> Hospitalization <input type="checkbox"/> Amputation <input type="checkbox"/> Loss of an Eye	
Was it work related? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Number of employees injured: one	Date of the Incident: 9/30/2016
Number of employee fatalities: none	Time of the Incident: 3:30 PM
Description of workplace operations: An NRC employee, an administrative assistant, was walking down a carpeted hallway to deliver mail to a mail station.	
Description of the incident: Employee tripped and fell while walking, falling on hands, knees and face. Employee was taken to a local hospital where she was admitted overnight for observation.	
Analysis of workplace cause: The NRC Occupational Health and Safety Manager inspected hallway and walking surface where incident occurred. The carpeting is approximately 1.5 years old. There were no rips or uneven surfaces noted in the carpeting or flooring. No causative factors were discovered.	
Were corrective actions taken? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, please describe the actions taken: None needed.	
Were programmatic changes made? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, please describe the changes made: None needed.	
2. NRC Region III Office- Lisle, IL	
Total number of fatalities: none	
Total number of hospitalizations: one	
<input type="checkbox"/> Fatality <input checked="" type="checkbox"/> Hospitalization <input type="checkbox"/> Amputation <input type="checkbox"/> Loss of an Eye	
Was it work related? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Number of employees injured: one	Date of the Incident: 1/5/2016
Number of employee fatalities: none	Time of the Incident: 4:15 PM
Description of workplace operations: The NRC employee entered the office's second floor reception area through the double glass doors, walked about 10 feet to the guard desk, handed an item to the guard at the desk, then walked away from guard desk toward the double glass doors to exit the area. The employee walked up to the double glass doors, pushed one of the doors open several inches when she felt something move in her left leg and hip area. She let the doors close and looped her hands	

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the door handles for support before she sat down awaiting emergency medical transport to the hospital. The employee was admitted at the hospital.

Analysis of workplace cause:

The Region III Office Collateral Duty Safety Officer inspected the reception area between the double glass doors and the desk for any factors that might have contributed to the injury. No causative factors were identified.

Were corrective actions taken? Yes No

If yes, please describe the actions taken: None needed.

Were programmatic changes made? Yes No

If yes, please describe the changes made: None needed.

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APPENDIX 3 - CERTIFIED SAFETY & HEALTH COMMITTEE

PART I: GENERAL INFORMATION

1. Does your agency have an Occupational Safety and Health Committee (OSHC) at the National level? Yes No

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

The rating system is as follows:

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

I. HAZARD ANTICIPATION & DETECTION

	0 = Does Not Exist	1 = Needs Major Improvement	2 = Needs Minor Improvement	3 = Is Highly Effective	NA = Not Applicable
1. A comprehensive, baseline hazard survey has been conducted within the past five (5) years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comprehensive baseline and annual worksite inspections and hazard surveys have been conducted at all at U.S. Nuclear Regulatory Commission (NRC) headquarters (HQ) and field offices since 2010.					
2. Effective safety and health self-inspections are performed regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The NRC Safety and Occupational Health Program began conducting annual HQ inspections in Calendar Year (CY) 2010. Since mid-2013, all NRC occupied establishments have been assessed annually.					
3. Effective surveillance of established hazard controls is conducted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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All NRC HQ complex worksite hazards reported to the NRC Safety and Occupational Health Manager are forwarded to the ADM FMB for abatement. An employee or the FMB may place a request into the FIXIT Web-based system that tracks requests and corrective actions. For repairs that cost \$3,000, FMB creates trackable reimbursable work orders. Both FMB and the Safety and Occupational Health Manager continue to work together to identify and correct workplace hazards. Field office worksite hazards are reported to the CDSOs. The CDSOs inform their local NRC management and building leasing organizations and the all work together for a resolution. Upon request, NRC contractor, FOH, conducts indoor air quality at NRC worksites.

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

Since 2011, two NRC field offices were moved to new locations, a new HQ building and a Storage and Distribution Facility (SDF) were opened. Additionally, office renovations were conducted at many NRC sites. Pre-occupancy inspections were conducted at all of the new worksites. The newly-renovated areas were surveyed by the Safety and Occupational Health Manager and FOH staff.

The NRC Form 436, "Report of Work-Related Injuries and Illnesses," was revised in CY 2016 to incorporate information requested by the Department of Labor's (DoL) Bureau of Labor Statistics electronic system, Survey of Occupational Injuries and Illnesses. Since CY 2015, the agency started to utilize the DoL's ECOMP electronic injury reporting system. In CY 2016, the NRC Safety and Occupational Health Manager created an ECOMP tri-fold informational flier that outlines the directions for reporting injuries and illnesses in the DOL system. The Safety and Occupational Health Manager identified the need for additional safety equipment and subsequently purchased a microwave tester, a Dräger Chip Measurement System with chemical-specific chips, and a combustible gas leak detector. The equipment is used by the Safety and Occupational Health Manager and the FMB at the HQ complex.

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

Although the NRC is an agency primarily consisting of office buildings, there is minimal chemical use at the agency's worksites. During CY 2013, the NRC Safety and Occupational Health Program created, published, and posted the new globally harmonized written Hazard Communication (HazCom) Plan template on its internal SharePoint site. The template is designed for each NRC establishment to customize a HazCom plan to its specific internal chemical use. Safety Data Sheets (SDS) and a local HazCom Plans are reviewed during annual safety inspections. In CY 2016, The NRC Safety and Occupational Health Manager created a SDS link on the Safety and Occupational Health Program's SharePoint site, making SDSs available to all HQ NRC employees.

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II. HAZARD PREVENTION & CONTROL

	0 = Does Not Exist	1 = Needs Major Improvement	2 = Needs Minor Improvement	3 = Is Highly Effective	NA = Not Applicable
6. Feasible engineering controls are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The NRC is an agency primarily comprised of office worksites. No outstanding hazards that requiring the utilization of engineering controls have been revealed during annual safety inspections.					
7. Effective safety and health rules, and work practices are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The NRC Safety and Occupational Health Program is administered by MD 10.130, "Safety and Occupational Health Program." OSHA written programs, such as BBP Exposure Control Plan and HazCom, are in place and posted on the NRC Safety SharePoint site.					
8. Applicable OSHA-mandated programs are effectively in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The NRC Safety and Occupational Health Manager has created several OSHA written program plans that include the BBP Exposure Control Plan, HazCom Plan and Template. Respiratory protection and hearing conservation programs are currently in development and are planned to be completed in Fiscal Year 2017. New forms that support the written plans have also been created and are posted in the internal NRC Forms Library. The written plans are posted on the internal NRC Safety and Occupational Health Program SharePoint site.					
9. An effective procedure for tracking hazard correction is in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NRC employees may submit an NRC Form 14, "Report of Unsafe or Unhealthful Working Conditions," to the NRC Safety and Occupational Health Manager or to the field office CDSO to report workplace hazards. NRC Form 14 is tracked by NRC Form 911, "Log of Reported Unsafe or Unhealthful Working Conditions." There is a direct link to NRC Form 14 on the NRC Safety and Occupational Health Program SharePoint site. The NRC Safety and Occupational Health Manager works with FMB for hazard abatement. An NRC employee or FMB may submit a FIXIT request to correct any HQ facility issues. All FIXIT requests are assigned a tracking number. If a corrective work action exceeds \$3,000, FMB requests a reimbursable work order, which also carries a tracking number. The field office CDSOs work directly with their respective leased building management for hazard resolution.					

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III. PLANNING & EVALUATION

	0 = Does Not Exist	1 = Needs Major Improvement	2 = Needs Minor Improvement	3 = Is Highly Effective	NA = Not Applicable
10. Hazard incidence data are effectively analyzed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>The NRC exhibits a low hazard incident rate. Workplace hazards are usually promptly reported to the Safety and Occupational Health Manager at HQ or the CDSOs in the field offices who in turn report the hazards to the HQ FMB or field leased building management for abatement. There is generally a timely and effective resolution of workplace hazards at all worksites.</p>					
11. An action plan designed to accomplish the organizations safety and health objectives is in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>The NRC Safety and Occupational Health Manager has contracted with FOH of the Department of Health and Human Services to provide environmental health services, procedural reviews, written program development, annual BBP and other safety training, industrial hygiene surveys, quarterly food service and annual workplace inspections.</p> <p>The NRC Safety and Occupational Health Manager, FOH program manager and FOH contractor meet annually in the late part of the FY to plan the safety activities for the coming FY. Together, they develop a yearly action plan that is reflected in the new FY's SOW.</p>					
12. A review of the overall safety and health management system is conducted at least annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>The NRC Safety and Occupational Health Manager created NRC Form 913, "Safety and Occupational Health Program Self-Evaluation," which is used for performing internal audits of field safety programs during inspections. The form is located on the NRC internal Forms Library SharePoint site. The NRC Form 913 becomes part of the official inspection report.</p> <p>Each year, the NRC Safety and Occupational Health Manager, the FOH manager, and FOH contractor collaborate to evaluate the NRC Safety and Occupational Health Program's path forward. The NRC-FOH SOW is assessed to anticipate future needs and funding requirements for the NRC Safety and Occupational Health Program. The NRC-FOH team evaluates collaborative actions such as, but not limited to, annual inspections, training, air quality testing, the need for OSHA-compliance written programs, pre-occupancy inspections, contract reviews and NRC headquarter food service inspections, as well as follow-up actions.</p>					

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IV. ADMINISTRATION & SUPERVISION

	0 = Does Not Exist	1 = Needs Major Improvement	2 = Needs Minor Improvement	3 = Is Highly Effective	NA = Not Applicable
<p>13. Safety and health program tasks are each specifically assigned to a person or position for performance or coordination.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>The NRC has one full-time Safety and Occupational Health federal employee who is located in ADM at the NRC HQ complex. Each regional office, the SDF, and the TTC have one CDSO. The regional office CDSO positions are assigned to a Division of Resource Management and Administration employee, the CDSO at the TTC is assigned to the TTC employee facilities manager and the CDSO at the SDF is assigned to a storage and distribution specialist.</p>					
<p>14. Individuals with assigned safety and health responsibilities have the necessary knowledge, skills, and timely information to perform their duties.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>MD 10.130 outlines the roles and responsibilities of the NRC Safety and Occupational Health Manager and the CDSOs. The NRC Safety and Occupational Health Program SharePoint site is regularly updated as OSHA programs are created or updated. The internal NRC HazCom Plans and the BBP Exposure Control Plans are reviewed and may be revised annually.</p> <p>All NRC Collateral Duty Safety Officers were trained at a headquarters CDSO course in 2013. OSHA updates and campaign information, such as the annual fall safety, relevant safety materials, journal articles, announcements, training opportunities and publications are repeatedly forwarded to the field CDSOs.</p> <p>The NRC Safety and Occupational Health Manager attends the local Metropolitan Washington Federal Safety and Health Council on a near monthly basis. The Safety and Occupational Health Manager also attends the American Society of Safety Engineers' annual national meeting and local Alliance of Hazardous Materials Professionals professional development seminars to stay informed on safety updates, regulatory changes and program requirements and systems, and to maintain her Certified Safety Professional and Certified Hazardous Materials Manager certifications. The NRC Safety and Occupational Manager forwards information learned at meeting to the CDSOs. The field CDSOs are encouraged to attend their local Field Federal Safety Council meetings and the annual OSHA FedWeek training at the OSHA Institute in Illinois.</p>					

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15. Individuals with assigned safety and health responsibilities have the authority to perform their duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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MD 10.130 provides the authority to the NRC Safety and Occupational Health Manager and the CDSOs to execute their assigned duties.

16. Individuals with assigned safety and health responsibilities have the resources to perform their duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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MD 10.130 instructs the agency to provide the resources necessary for all internal NRC safety personnel to perform their duties.

17. Organizational policies promote the performance of safety and health responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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MD 10.130, promotes organizational safety and health policies through delegations of responsibilities to various identified positions within the internal NRC employee and management structure.

V. SAFETY & HEALTH TRAINING

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

	0 = Does Not Exist	1 = Needs Major Improvement	2 = Needs Minor Improvement	3 = Is Highly Effective	NA = Not Applicable
18. Employees receive appropriate safety and health training (including those overseas).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

“Workplace Safety” is located on the internal NRC training website, iLearn. The “Workplace Safety” electronically delivered course is mandatory for all NRC employees. It is currently assigned to newly-hired employees at new employee orientation. Supervisors are required to complete the course, “Safety and Occupational Health Program for Managers and Supervisors: What You Should Know.” Two instructor-led BBP training courses were offered to drug testing personnel, law enforcement officers and first aid responders during CY 2016. A Web-based Globally Harmonized System course for HazCom is available on iLearn for those employees whose position requires them to handle chemicals.

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19. New employee orientation includes applicable safety and health information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A checklist of NRC-required on-line training is provided to each new employee by an OCHCO representative at new employee orientation. "Workplace Safety" is an on-line course that is assigned to newly-hired employees at the orientation sessions. Supervisors are required to complete the course, "Safety and Occupational Health Program for Managers and Supervisors: What You Should Know."					
20. Supervisors receive training that covers the supervisory aspects of their safety and health responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors are required to complete the course, "Safety and Occupational Health Program for Managers and Supervisors: What You Should Know," which is listed on the iLearn training system.					

VI. MANAGEMENT LEADERSHIP

	0 = Does Not Exist	1 = Needs Major Improvement	2 = Needs Minor Improvement	3 = Is Highly Effective	NA = Not Applicable
21. Top management policy establishes clear priority for safety and health.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MD 10.130 establishes the safety and occupational health policy for the agency. The MD outlines the roles and responsibilities of all tiers of the NRC management. The NRC management tiers include the EDO, the Deputy Executive Director for Materials, Waste, Research, State, Tribal, Compliance, Administration, and Human Capital Programs in the Office of the Executive Director for Operations, the Director ADM, the Chief Human Capital Officer, Office Directors, Regional Administrators, the Deputy Associate Director of the TTC, and all supervisors.					
22. Top management provides competent safety and health staff support to line managers and supervisors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
In accordance with MD 10.130, the Director of ADM appoints the agency's Safety and Occupational Health Manager. Regional Administrators appoint local CDSOs at the four regional offices. The Deputy Associate Director of the TTC designates a CDSO at the TTC. The branch chief of the HQ Property and Labor Services of ADM appoints the CDSO at the SDF. MD 10.130 instructs safety personnel to participate in safety and occupational health training according to the OSHA regulations.					

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23. Managers delegate the authority necessary for personnel to carry out their assigned safety and health responsibilities effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MD 10.130 delegates safety and health responsibilities to all levels of Federal employees within the NRC, from the EDO to Office Directors, Regional Administrators, the Deputy Associate Director of the TTC, supervisors, and to all employees.					
24. Managers allocate the resources needed to properly support the organization's SHMS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MD 10.130 delegates safety and health responsibilities to all levels of Federal employees within the NRC, from the EDO to Office Directors, Regional Administrators, the Deputy Associate Director of the TTC, supervisors, and to all employees.					
25. Managers assure that appropriate safety and health training is provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MD 10.130 delegates the responsibility of ensuring that all employees comply with occupational safety and health standards and training requirements to supervisors. HRTD has the ability to run reports that identify safety training shortfalls by employee name. The management for the two internal law enforcement offices request annual BBP training for their officers. The management for the drug testing personnel ensure their staff also attend the annual BBP training. A contract instructor provided two BBP courses in CY 2016.					
26. Top management is involved in the planning and evaluation of safety and health performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
In accordance with MD 10.130, the NRC EDO oversees the NRC Safety and Occupational Health Program. The Director of ADM has been appointed by the EDO to serve as the Designated Agency Safety and Health Official.					

VII. EMPLOYEE PARTICIPATION

	0 = Does Not Exist	1 = Needs Major Improvement	2 = Needs Minor Improvement	3 = Is Highly Effective	NA = Not Applicable
27. There is an effective process to involve employees in safety and health issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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The NRC Safety and Occupational Health Manager created a Safety and Occupational Health Program SharePoint website that provides employees access to information pertinent to the NRC Safety and Occupational Health Program. Information posted on the website include written OSHA programs and policies, HazCom Plans and templates, a listing of HQ SDSs, powered industrial truck information, indoor air quality request procedures, announcements, links to specific OSHA standards and Executive Orders, connections to internal OCHCO Workers' Compensation program, and the Globally Harmonized System for Hazard Communication and injury reporting information. The SharePoint site also displays the DOL's ECOMP system and the newly-created ECOMP tri-fold informational flier, making material accessible to all NRC employees. Also posted on the site is an internal link to the agency forms database thereby offering access to all safety forms.

28. Employees are involved in organizational decision-making in regard to the allocation of safety and health resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Employees may make requests for personal protective equipment through ADM's Division of Administrative Services. The NRC Safety and Occupational Health Program funds the procurement of personal protective equipment. Employees may request indoor air quality surveys, which are funded by the NRC Safety and Occupational Health Program, and conducted by FOH industrial hygiene personnel and contractors. The Safety and Occupational Health Manager identified the need for additional survey equipment and subsequently purchased a microwave tester, a Dräger Chip Measurement System with chemical-specific chips, and a combustible gas leak detector. The objective of these purchases was to have the equipment available to deliver a rapid response to employee complaints or emergency situations. The equipment is used by the Safety and Occupational Health Manager and the FMB at the HQ complex. The Safety and Occupational Health Program subsidizes annual BBP training courses for the Office of the Inspector General and Office of Investigation personnel, drug testers, and first aid responders.

29. Employees are involved in organizational decision-making in regard to safety and health training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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MD 10.130 tasks the NRC to meet regulation-based safety training requirements. The OCHCO's HRTD works with the Safety and Occupational Health Manager in assigning "Workplace Safety" to all new employees and "Safety and Occupational Health for Managers and Supervisors: What You Should Know" to supervisors. HRTD maintains assists employees with record maintenance for instructor-led courses such as BBP and Powered Industrial Truck training. The HRTD tracks the completion of assigned mandatory safety and occupational health training. The Safety and Occupational Health Program schedules instructor-led training with the designated employee population.

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30. Employees participate in the evaluation of safety and health performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>MD 10.130 outlines the process for NRC employees to report worksite safety and health hazards using NRC Form 14, "Report of Safety or Health Hazard." The local safety officer will work with the employee who reported the situation to assess the hazard and develop an abatement plan or a sampling strategy. If an indoor air quality survey is required, the monitoring is completed and the results are compiled, the written reports are shared with the local safety officer, the local facilities division, the employee, and the employee's management. NRC management receives safety reports in the event that any managerial action is required. Managerial action could include a physical relocation of the employee due to indoor air quality issues or the adding provisional telework. The circulation of safety reports ensures that deficiencies are corrected by the local facilities branch. This process helps in the evaluation of the performance of the NRC's Safety and Occupational Health Program's effectiveness in controlling hazards and reducing risks.</p>					