

The number of employees covered by this report is approximately 37,330. In Fiscal Year (FY) 2003, the size of the Department of Commerce's (DOC) workforce decreased slightly from FY 2001 and 2002¹ (See Figure 1). DOC reported 546 injury and illness cases in FY 2003, 260 of which were lost time cases (See Figure 2).

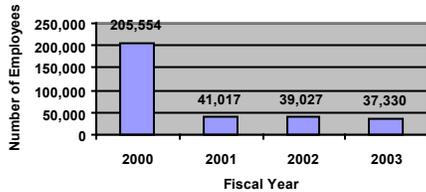


Figure 1 Total number of employees for the past four fiscal years.

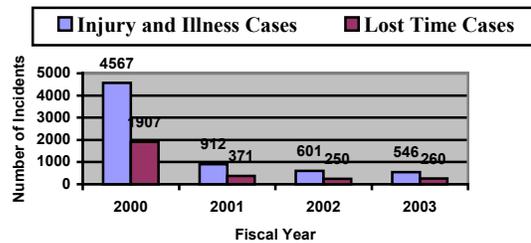


Figure 2 Total injury and illness cases and total lost time cases for the past four fiscal years.

This represents a 9.2% decrease of injury and illness claims and a 4% increase of lost time claims from 2002. The actual injury and illness case rate for FY 2003 was 1.46 and the lost time case rate was 0.70 (See Figure 3).

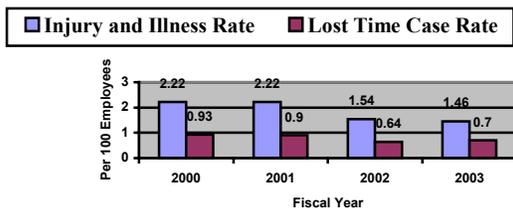


Figure 3 Total injury and illness case rate and total lost time case rate for the past four fiscal years.

¹ The significant difference between FY 2000 and FY 2003 is due to temporary workers hired to conduct the 2000 Decennial Census.

DOC's workers' compensation costs declined from \$15,588,017 in FY 2002 to \$14,931,466, a decrease of 4.2 percent (See Figure 5).

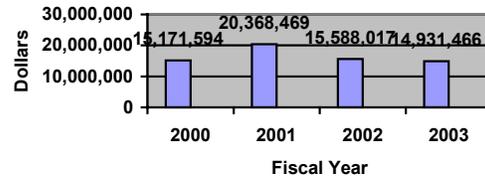


Figure 5 Workers' compensation costs for the past four fiscal years.

Continuation of Pay (COP) costs have also decreased significantly over the last two years. The significant increase in costs in FY 2000 was due to the additional 550,000 temporary employees hired to conduct the 2000 Decennial Census (See Figure 6).

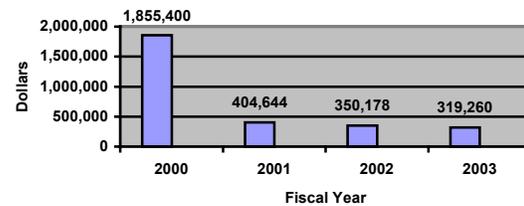


Figure 6 COP costs for the past four fiscal years.

Slips, trips, and falls continue to be DOC's main source of injuries and illness claims. Information on types of injuries is provided in Figure 7.

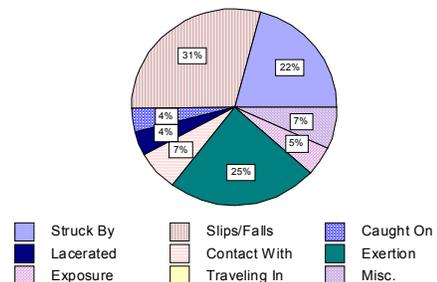


Figure 7 Injury Type As A Percentage of Total Injuries for FY 2003.

Initiatives

During FY 2003 the Department instituted an initiative to create a safety and health culture throughout the Department. This initiative helped to establish an environment in which employees have an understanding and genuine concern for their own health and safety, as well as for their peers' safety. It focused on seven core areas: Worker involvement, management commitment, personal accountability, performance management, coworker support, training, and organizational commitment. Safety and health managers from all bureaus were encouraged to incorporate these components into their organizational policies and focus on personal accountability for safe behavior.

Training

Extensive safety and occupational health training was conducted in FY 2003 throughout the Department to ensure that workers, supervisors, and OSH committee members received appropriate job safety and health awareness and hazard recognition training. Training conducted included: an OSH segment in the New Employee Orientation, Cardio Pulmonary Resuscitation/Automated External Defibrillator (CPR/AED), use of Evacuation Chairs for the physically disabled, Shelter In Place in the event of a chemical or biological attack, Bloodborne Pathogens, and how to conduct workplace safety and health inspections for collateral duty OSH personnel.

Accomplishments

Several occupational safety and health program objectives were accomplished and initiatives were implemented throughout DOC during FY 2003 to address injury and illness trends and increase occupational safety and health awareness and are highlighted in the report.

Goals

DOC has established the following initiatives for FY 2004:

- The Department's Office of Occupational Safety and Health will focus on eliminating workplace injuries and their associated costs by implementing the President's Safety, Health, and Return-to-Employment (SHARE) initiative.
- At National Institutes of Standards and Technology (NIST), new OSH initiatives will include: implementing an ergonomics program, finalization of procedures for a Light Duty Program, providing OSH training for collateral duty safety personnel, conducting a Safety and Health Fair, establishing a new NIST Safety Operations Committee, conducting Plans Review of a new 500,000 square foot research facility, and conducting a Construction Safety Awareness Class.
- At the Bureau of the Census, new OSH initiatives will include: the established of a program to account for employees following building evacuations, providing input to the New Building Committee to include OSH considerations during design stages, especially in regard for the needs of persons with disabilities, developing updated accident/injury reporting forms, conduct Shelter-In-Place drills at Washington DC area facilities, and training regional safety personnel on revised OSHA standards for reporting of injuries and illnesses.
- At the National Oceanic and Atmospheric Administration (NOAA), new OSH initiatives will include: a comprehensive external audit of their OSH program, implementing a new NOAA OSH policy and increasing training on the Occupational Risk Management Process.