

Professional Aviation Safety Specialists, AFL-CIO  
Contract Representative Training



▶ **PASS Safety  
Training Article 54**

Safety does not happen by Accident  
Accidents happen

# Workplace Safety - Article 54

- ▶ Article 54 - General Overview
  - ▶ OSHECCOMs
  - ▶ Training for BUE / Representatives
  - ▶ UCR – Employee Reports of unsafe conditions
  - ▶ WIT – Workplace Safety Inspections
    - ▶ Facility Safety Inspections and similar events
  - ▶ Abatement plans
  - ▶ Contract Representatives
  - ▶ Retaliation



# OSHECCOMs

## Occupational Safety & Health Compliance Committee



# Establishment/Field level OSHECCOMs

- ▶ National Charter
- ▶ Membership
- ▶ Duties and functions
- ▶ Meeting documentation – Minutes
- ▶ Issue Papers
- ▶ Local Charter



- Article 54 – OSHECCOM Occupational Safety Health & Environmental Compliance Committee

- ▶ OSHECCOM Charter

**Key Points**

**Definitions:**

*d. **Establishment** is a single physical staffed location where Agency business is conducted or where services or operations are performed. Where distinctly separate activities are performed at a single physical location, each activity shall be treated as a separate establishment. Typically, an “establishment” as used in this Charter refers to a field activity, regional office, center, installation, or site.*

Some locations may have multiple SSCs located in the same locations. This may have a combined OSHECCOM for employees. We need to review the “distinctly separate activities” specifically before combining those OSHECCOMs.



OSHECCOM  
Charter



- Article 54 – OSHECCOM Occupational Safety Health & Environmental Compliance Committee

*Definitions cont:*

*j. Quorum means the number and makeup (i.e., Management and Nonmanagement Employees) necessary for a Committee, Subcommittee or Working Group to make decisions (i.e., vote).*

*Quorum examples*

- Can be just one BUE and 1 manager
- With a combined OSHECCOM; 2 BUEs and 2 managers (must be equal numbers)

# OSHECCOM Membership

From the National OSHECCOM Charter

## **9. MEMBERSHIP.**

*a. OSHA, in 29 CFR 1960, requires each committee to have equal numbers of Management Employees and Nonmanagement Employees who shall be Members of Record. The number of Management Employees will equal the number of Nonmanagement Employees in all committees. All committee members must be FAA employees.*

*(2) (a) Where employees are represented under collective bargaining arrangements, committee members shall be appointed from among those recommended by the exclusive bargaining representative;*

This will generally be a labor representative for establishment/unit, unless they appoint an alternate.



# Establishment Committees Duties

**From the National OSHECCOM Charter**

## **7. DUTIES and FUNCTIONS.**

*c. Establishment Committees. The Establishment Committees shall:*

*(1) Address safety and environmental issues that cross business lines.*

*(2) Address OSH&E problems unique to their local conditions and facilities through committee activities.*

*(3) Promote the OSH&E program.*

*(4) Facilitate the exchange of ideas and information with regard to OSH&E issues.*

*(5) Send copies of minutes and reports to the Region/Center OSH&E Resource Designee. (Note: Minutes for these committees should be brief summaries of the issues discussed and the recommendations made from those discussions.)*

Note :Check for posting on <https://ksn2.faa.gov/env-osh/OSH/OSHECCOM/Home/osheccomhome.aspx>

*(6) Help to ensure effective implementation of the OSH&E program.*

*(7) Brief the appropriate management official(s) after each OSHECCOM meeting as deemed necessary by the committee.*

*(8) Monitor and assist the safety and health program at the establishment(s) under its jurisdiction and make recommendations to the official in charge on the operation of the program.*

*(9) Monitor and recommend changes in the level of resources allocated and spent on the OSH&E program and unforeseen issues.*

*(10) Be informed of all facility safety inspections so that the committee may provide representation during the inspections in order to monitor OSH&E compliance in establishment level facilities through inspection and evaluation of local facilities, equipment, and practices.*





# Establishment Committees Duties

*Continued from National OSHECCOM Charter*

*(11) Compile reports on OSH&E deficiencies when needed and forward resource requests to the Region/Center OSHECCOM for review and action*

*(12) Use information collected through the established Safety Management Information Systems (SMIS) to identify unsafe and unhealthful working conditions, and to establish program priorities. All committee members shall be provided information (such as OSHA logs) from this database as requested within the timeframes set by 29 CFR 1904.35.*

*(13) Be afforded the ability to review and provide comments/recommendations on establishment level OSH&E orders, policies, and implementation and guidance documents that affect their area of responsibility.*

*(14) As requested by the next higher OSHECCOM committee level, review and provide comments/recommendations on new and proposed changes to:*

*(a) standards proposed pursuant to the provisions of 29 CFR;*

*(b) FAA OSH&E orders and policies;*

*(c) FAA Lines of Business and Staff Office OSH&E implementation and guidance documents; and*

*(d) Region, Center, and Service Area OSH&E orders, policies, and implementation and guidance documents that affect their area of responsibility.*



# OSHECCOM Minutes

- ▶ Minutes should be recorded in the following format

## Elko SSC OSHECCOM Minutes

Meeting Date: 11/18/2022

### ATTENDANCE

Role	Name	Member (D)	E/M	Alternate (D)
Chairperson	Ron Pevehouse	<input checked="" type="checkbox"/>	E	
Vice-Chairperson	Linda Augenstein	<input checked="" type="checkbox"/>	M	
Guests				
Role	Name	Purpose		

Quorum Established (Yes/No):  Yes  No

#### 1a. Upcoming Scheduled Workplace Inspections:

Date/Time In-Brief	Date/Time Out-Brief	Date/Time Inspection	Inspector/Organization	Employee Representative(s)	Facilities
7/10/2023			Scott Pisle		NNSSC
7/17/2023			Scott Pisle		NNSSC

#### 1b. Completed Scheduled Workplace Inspections:

Date/Time In-Brief	Date/Time Out-Brief	Date/Time Inspection	Inspector/Organization	Employee Representative(s)	Facilities
8/1/2022			Chris Littlefield	R Pevehouse	NNSSC
8/8/2022	8/12/2022		Chad Brown	R Pevehouse	NNSSC

#### 2a. Workplace Hazards (WIT) Unabated or Abated Since Last Meeting:

Finding #	Inspection Date	Planned Abatement Date	Remarks
286442	8/9/2022	9/30/2023	Expired Hydrostatic Fext
286686	8/9/2022	ABT	Bulb Accumulation Waste
286463	8/9/2022	9/30/2023	Competent person inspection/LSS non compliant
286461	8/9/2022	9/30/2023	Guide Wire Tensioning

## OSHECCOM Minutes Agenda

- Attendance
- Scheduled WIT Inspections
- Completed WIT Inspections
- Abated/Unabated WIT issues
- Abated/Unabated UCR issues
- UCR Inspections and Closed reports
- Status of Employee OSH Training
- Status of Issue Papers
- Scheduled Meetings
- Employee Safety training oversight



# Chair / Vice Chair

## **Officers and OSHECCOM Coordinator or Equivalent – Subnational Levels.**

As a minimum, all subnational committees shall have a Chairperson (an officer) and an OSHECCOM Coordinator or Equivalent (not an officer). All subnational committees have the option of having a Vice Chairperson (an officer). Officers shall be nominated from among the committee's members and shall be elected by a vote by the committee voting members.

- Selected from Committee members
- Rotates every 2 years from Management to Labor
- All voting is done by Consensus (*Sec 10 a National Charter*)

### **Guest:**

(6) Each Establishment Committee, at its discretion and when appropriate, may permit nonvoting guests to interact with the committee.



# Upcoming Workplace Inspections

## **Section 4. Facility Safety and Health Inspections and Similar Events.**

**a.** The Union shall be provided written notice and afforded the opportunity to have a designated representative present during all phases of any OSHA inspection for which the Agency has received prior notice or Agency workplace safety inspection, including all related in-briefings and/or exit-briefings. Where the Agency has received no prior notice, the Agency will notify the Union as soon as practicable. Upon request, the representative will receive a copy of the results of any air monitoring or sample collection and any documentation prepared by the inspector for any workplace inspection. Upon request, the Union shall be afforded the opportunity to be present for and participate in Joint Acceptance Inspections (JAI), or similar events.

## Links for where to find schedule

### CSA

<https://ksn2.faa.gov/ajw/Home/csa/eoshtsc/SitePages/CSAHome.aspx>

### WSA

<https://usfaa.sharepoint.com/sites/ATO-EOSH-DOC/SitePages/%E2%80%8BWSA%20EOSH%20Services%20Ops%20Group.aspx>

### ESA

<https://ksn2.faa.gov/ajw/Home/esa/SitePages/EOSH%20TSC.aspx>



# Completed Inspections and Workplace hazards abated or unabated findings

Art 54 sec 4

c. The Agency agrees to provide Union representatives access (read-only and print ability) to the ATO Workplace Inspection Tool (WIT) database.

- All current Past inspection data

<https://eoshwit.faa.gov/app/Home/>

1c. Workplace Hazards (WIT) Unabated or Abated Since Last Meeting:

Finding #	Inspection Date	Site	Workplace	Planned Abatement Date	Remarks/abatement procedure



# Workplace Inspection data

<https://eoshwit.faa.gov/app/Home/>

Run Report for data to populate 2c  
For a report for your Establishment OSHECCOM Fill out top line for LOB,  
Service Area, District, and system support center

Select Custom Reports Make the following selections for report.

Query Level: Select <Finding>

Workplace Level: Site/FAC\_Ident Facility Type

Inspection Level: Inspection Date

Finding Level: Select <open>

Finding ID	Finding Description	Planned Corrective Action
------------	---------------------	---------------------------

Abatement Plan Estimated Abatement date

Export Data



# WIT Excel Download

Site/FAC_ Ident	Facility Type	Fiscal Year	Inspection Date	Finding ID	Finding Description(Inspector)	Planned Corrective Action	Abatement Plan Estimated Abatement Date
MIAG	RTR	2013	6/13/2013	165703	Some of the floor grating on the upper level is warped and creates a trip hazard. (see photo)	Relocation of MIAG RTR to QM8 Long Range Radar facility. There are only 3 racks of COMM, that can be moved and Decommission the entire old VOR facility.	12/31/2025
TMB	AFSS	2019	9/11/2019	264778	HVAC issue in equipment room, visible signs of mold growth.	HAVE HVAC Units Replaced.	3/25/2026
MIA	ATCT	2019	9/12/2019	264958	RM 2402- it appears to have mold or dirt on post. Peeling paint pieces and chunks. Temporary plastic is no longer attached. Water stains on floor. Did not touch. IMG 9445-9451	JCN 1600271 MIA Repair ATCT Precast concrete Wall panel cracks.	9/30/2024
TMBE	NASEB	2022	3/8/2022	276509	Some of the flooring on the 2nd level is warped and uneven.	To make an entry into CWP to have the building repaired or replaced.	6/27/2025
TMBE	NASEB	2022	3/8/2022	276510	The 2nd level guardrail is severely corroded and broken in several places.	To make an entry into CWP to have the railing replaced.	6/27/2025
TMB	RCLR	2022	3/8/2022	276639	There are loose floor tiles in the site.	To assess the flooring for underlying damage. To replace the tiles and/or flooring or to place a request in CWP to have flooring repaired	6/28/2024
TMB	RCLR	2022	3/8/2022	276642	The LOTO procedures were last reviewed in 2018.	To review the Lockout/Tagout Procedures.	3/29/2024



# Smis.faa.gov Report generator

Reports ▾ Forms ▾ Links ▾ Support ▾

Authorization	Information								
<p style="text-align: center;"><a href="#">Log In</a></p> <p><b>LOG IN INSTRUCTIONS:</b> If you are not able to log in, please submit an <a href="#">ACCESS REQUEST</a>.</p> <p><b>RETURNING USERS:</b> Accounts are locked after 60 days of inactivity. If your account is locked, please click <a href="#">here</a>.</p> <p>Users are subject to the FAA <a href="#">privacy policy</a>.</p>	<p><b>Unsatisfactory Condition Report (UCR)</b></p> <p>UCRs are used to report unsafe and/or unhealthful personnel safety conditions. Resources: <a href="#">video presentation</a>, <a href="#">UCR tutorial</a>, <a href="#">UCR criteria</a>, <a href="#">UCR policy</a>, and <a href="#">UCR SMIS SOP</a>.</p> <p style="text-align: center;"><a href="#">Submit UCR</a>   <a href="#">UCR Status</a>   <a href="#">UCR Report</a>   <a href="#">UCR POCs</a></p> <p style="text-align: center;"><b>No account required.</b></p> <p><b>UCR POC:</b> Peter L. Ashtianie, (202) 267-6291, <a href="mailto:Peter.L.Ashtianie@faa.gov">Peter.L.Ashtianie@faa.gov</a></p> <p><b>Work-Related Incident Reporting</b></p> <p>FAA employees use the Department of Labor (DOL) Employees' Compensation Operations and Management Portal (<a href="#">ECOMP</a>) to report work-related incidents using the OSHA's Form 301, Injury and Illness Incident Report. Information from ECOMP is transferred to the Supplemental 301 in SMIS. In order to file a CA-1/CA-2 claim, employee must file an OSHA's Form 301 in ECOMP first. See the <a href="#">Reporting Work-Related Incident Guide</a> for more information.</p> <p><b>Report an Incident:</b></p> <table border="1"><tr><td><a href="#">Injury/Illness (ECOMP)</a></td><td><a href="#">Motor Vehicle/Property Damage/Employee Near Miss (NO INJURY/ILLNESS INVOLVED)</a></td></tr></table> <p><b>Points of Contact:</b></p> <table border="1"><thead><tr><th>ATO</th><th>Non-ATO</th><th>Worker's Compensation</th></tr></thead><tbody><tr><td>Grace De La Cruz (424) 405-7690 <a href="mailto:Grace.Delacruz@faa.gov">Grace.Delacruz@faa.gov</a></td><td>Tsidi Tamakloe (631) 255-8372 <a href="mailto:Tsidi.Tamakloe@faa.gov">Tsidi.Tamakloe@faa.gov</a></td><td>Anthony D. Sanchez (202) 267-7204 <a href="mailto:Anthony.D.Sanchez@faa.gov">Anthony.D.Sanchez@faa.gov</a> or <a href="#">program consultants/assistants</a></td></tr></tbody></table> <p><b>Websites:</b></p> <ul style="list-style-type: none"><li>• <a href="#">Occupational Safety &amp; Health</a></li><li>• <a href="#">Workers' Compensation</a></li></ul> <p>For additional information or questions about SMIS, please contact the support staff via email at <a href="mailto:9-AWA-AHR-SMIS-AWA@FAA.GOV">9-AWA-AHR-SMIS-AWA@FAA.GOV</a>.</p>	<a href="#">Injury/Illness (ECOMP)</a>	<a href="#">Motor Vehicle/Property Damage/Employee Near Miss (NO INJURY/ILLNESS INVOLVED)</a>	ATO	Non-ATO	Worker's Compensation	Grace De La Cruz (424) 405-7690 <a href="mailto:Grace.Delacruz@faa.gov">Grace.Delacruz@faa.gov</a>	Tsidi Tamakloe (631) 255-8372 <a href="mailto:Tsidi.Tamakloe@faa.gov">Tsidi.Tamakloe@faa.gov</a>	Anthony D. Sanchez (202) 267-7204 <a href="mailto:Anthony.D.Sanchez@faa.gov">Anthony.D.Sanchez@faa.gov</a> or <a href="#">program consultants/assistants</a>
<a href="#">Injury/Illness (ECOMP)</a>	<a href="#">Motor Vehicle/Property Damage/Employee Near Miss (NO INJURY/ILLNESS INVOLVED)</a>								
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# UCR OSHECCOM Worksheet

## 2. Workplace Hazards (UCR) Unabated or Abated/Closed Since Last Meeting:

Record #	Report Date	Site	Workplace	Planned Abatement Date	Remarks

[\[RP1\]](#)Smis.faa.gov UCR>UCR Reports>Customizable Report

Line of Business <ATO>                      Service Area: Central/Western/Eastern  
Case Status: open

Selections :	Record Number	Location ID
Facility Type	Tech Ops District	Date Submitted
Describe Unsatisfactory Condition		Proposed Solution
Abatement Plan Filed	Resolution	Date Validated



# SMIS Worksheet Information

Record Number	Location ID	Facility Type	TechOps District	Date Submitted	Describe Unsatisfactory Condition	Proposed Solution	Abatement Plan Filed?	Abatement Ending Date	Estimated Total Cost	Abatement Plan/Interim Mitigation Actions	Resolution	Date Validated	
<b>Unsatisfactory Condition Report for Line of Business = ATO (AJO), Service Area = Eastern, Resolver Service Location = Tech Ops Eastern, Case Status = Open</b> <b>Report created on 2/2/2024</b>													
7	23110993778	HSV	RCAG	MEMPHIS DISTRICT	11/9/2023	exhaust for SX is utilizing galvanized couplings instead for black pipe as per manufacturer installation instructions.	Site technician is in the process of obtaining the necessary parts	Yes	2/19/2024	500	Site technician will obtain parts and replace.	Obtain parts and replace.	12/5/2023
8	23110988486	HSV	ALS	MEMPHIS DISTRICT	11/9/2023	LOTO procedures need to be updated to include Fuel shut off and removal of power from transfer switch.	Research and update facility LOTO procedures.	Yes	1/29/2024	0	No maintenance will be performed until LOTO procedure is researched and updated.	Update LOTO. TPC has been entered and lights will be purchased and installed when TPC is approved.	11/29/2023
9	23110967508	HSV	RCAG	MEMPHIS DISTRICT	11/9/2023	The EG room does not have any task lighting or egress lighting	install lighting	Yes	3/12/2024	500	SSC will purchase lighting Created JCN 24003744 for installation of toe boards.	Created JCN 24003744 for installation of toe boards. Meeting with Ron Nelson to discuss scope of work and possible funding.	12/5/2023
10	23110965289	HSV	ATCT	MEMPHIS DISTRICT	11/9/2023	Toeboards not installed on cab roof railings as required by 29 CFR 1910.29. Toeboards not installed in plumbing and electrical shaft.	install toe boards on ATCT roof railings	Yes	11/28/2024	15000	Meeting with Ron Nelson to discuss scope of work and possible funding.	Created JCN 24003744 for installation of toe boards. Meeting with Ron Nelson to discuss scope of work and possible funding.	11/27/2023
11	23110951669	HSV	ATCT	MEMPHIS DISTRICT	11/9/2023	LOTO not provided for Service disconnect at facility, since requirement for annual maintenance and arc flash label is rated for dangerous. Procedure is required by 3900.67 and NFPA 70E.	Site tech and Coordinator will work with District SECOM and TSOG to develop appropriate LOTO procedures.	Yes	1/29/2024	0	Maintenace will not be performed until LOTO procedures are updated.	Work with District TSOG and SECOM to develop appropriate LOTO procedures.	11/29/2023
12	23110942302	HSV	ASR	MEMPHIS DISTRICT	11/9/2023	there are 2 broken light covers on the lights going up to the radar. one has sharp glass protruding where the railing is. please repair ASAP	Replace broken globes	Yes	1/30/2024	60	Purchase new globes	replacement globes are not available. A TPC will be submitted to purchase replacement fixtures.	12/4/2023
13	23110916917	QPC	ARSR	MEMPHIS DISTRICT	11/9/2023	LOTO procedures do not reflect the lock out of the service, fuel, or compressed air ( all potential energy) at this facility in accordance with JO 3900.65	develop appropriate LOTO procedures	Yes	1/29/2024	0	Contacted Memphis SECOM and TSOG and scheduled follow up meeting to develop LOTO procedures	Site technician will modify LOTO procedures to satisfy current requirements	11/29/2023



# Example of Training status

Training	Identified Current	Percent Deficient	Remarks	
Asbestos				
Basic Employee health				
Confined Space				
Construction Safety				
Electrical Safety/LOTO				
Environmental				
EOSH Professional				
Equipment and Tool Safety				
Fall Protection				
Fire Life Safety				
General				
Hazard Communications				
Hazardous Waste				
Hearing Conservation				
Indoor Air Quality				
Lead				
Material Handling				
OSHA Recordkeeping				
PPE				
Radiation				
Respiratory Protection				
Workplace Inspection				



# EOSH Dashboard



**TECHNICAL OPERATIONS**  
EOSH TRAINING DASHBOARD DETAILS

ATO PRINCIPLES





Federal Aviation Administration

Color Switch

ADA v

SERVICE AREA: All DISTRICT: All ORGANIZATION NAME: All

SERVICE AREA: (All) DISTRICT: (All) ORGANIZATION NAME: (All)

PROGRAM AREA: (All) TRAINING COURSE ID: (All) TRAINING NAME: (All)



Complete  
**6,486**

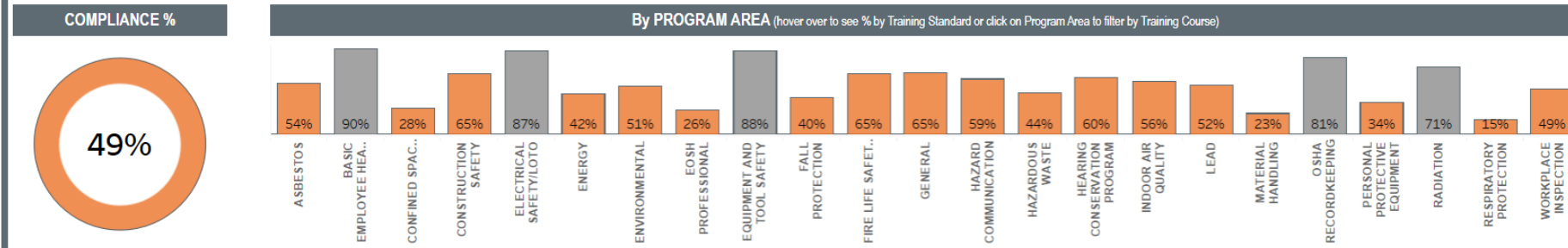
0-30  
**591**

31-90  
**2,667**

91-180  
**3,219**

Expired  
**5,926**

Overdue  
**1,160**



**By TRAINING COURSE ID / NAME**

Training Course Name / Training Course ID	# Compliant	# Non Compliant	Total	
Asbestos General Awareness (Refresher) / FAA68000202	2,788	2,872	5,660	49%
Asbestos General Awareness [online] (Initial) / FAA68000288	4,685	975	5,660	83%
Asbestos Operations and Maintenance (Initial) / FAA68000203	352	294	646	54%
Asbestos Operations and Maintenance (Refresher) / FAA68000204	202	444	646	31%
Automated External Defibrillator (AED)/CPR/First Aid Training / FAA30200204	5,813	648	6,461	90%
Permit-Required Confined Space Entry: Alternate Entry and Reclassification Procedures / FAA68000..	471	1,234	1,705	28%
Compressed Gas Safety / ehs_hsf_c12_sh_enus	2,109	788	2,897	73%
Construction Safety Orientation / ehs_hsf_c09_sh_enus	3,474	483	3,957	88%
Excavation and Trenching Competent Person / FAA68000130	20	271	291	7%
Hot Work Permits / ehs_hsf_d08_sh_enus	1,218	568	1,786	68%
Portable Fire Extinguishers 2.0 / ehs_hsf_c72_sh_enus	6,823	1,328	8,151	84%
Welding, Cutting, and Brazing / ehs_hsf_d09_sh_enus	1,227	561	1,788	69%
Electrical Safety – Qualified Person with Lockout Tagout for Authorized Employees (Initial) / FAA680..	4,631	204	4,835	96%
Electrical Safety – Qualified Person with Lockout Tagout for Authorized Employees (Refresher) / FAA..	4,380	455	4,835	91%
Electrical Safety with Lockout/Tagout Awareness (Refresher) / FAA68000352	1,384	322	1,706	81%
Electrical Safety with Lockout/Tagout Awareness / FAA68000351	1,593	113	1,706	93%

Last Data Update: 12/5/2023 2:05:49 AM

Dashboard POC: Kenneth CTR Slack <mailto:9-ato-eosh-training-program@faa.gov>



# OSHECCOM Issue Paper

## Issue Paper Format

*Provide the following information based on your knowledge of the issue.*

DATE: \_\_\_\_\_

SUBMITTED BY:

\_\_\_\_\_  
Name                      Organization                      Phone  
(If the issue is being submitted by a Region, Organization, etc. provide a contact and a phone number.)

ISSUE: \_\_\_\_\_

BACKGROUND (Provide a brief history on the issue. Give dates and other specifics, when appropriate.)

FACTS BEARING ON THE ISSUE (Provide specific supporting facts in bullet format.)

RECOMMENDATIONS (Provide specific, detailed recommendations)

ANTICIPATED BENEFITS (such as any organizational, financial, schedule and/or other benefits; include any quantifications)

ANTICIPATED IMPACTS (such as any organizational, financial, schedule and/or other impacts; include any quantifications)

## Writing issue papers

- Employees with Lift training
- Competent Climbers availability
- LOTO reviews
- Vehicle safety training
- Emergency Service availability at remote worksites
- Arc flash Reviews
- ADA compliance
- Security

*Utilizing the issue paper format allows unresolved issues to be elevated to the next level OSHECCOMs.*



## Copies of meeting minutes for OSHECCOM Database

- ▶ Mail copies of meeting minutes to:
  - ▶ [9-OSHECCOM-Minutes@faa.gov](mailto:9-OSHECCOM-Minutes@faa.gov)
- ▶ Regional ROSHERs will upload those to the prospective location on the KSN
- ▶ Previous minutes are located at: <https://ksn2.faa.gov/env-osh/OSH/OSHECCOM/Home/osheccomhome.aspx>
- ▶ If facility is not identified, work with your regional rep for adding that location





## OSHECCOM Links

- National OSHECCOM Information Page
- SMIS - Safety Management Information System
- FAA EOSH Workplace Inspection Tool (WIT) Database
- FAA Order 3900.19 - FAA Occupational Safety and Health Program
- National OSHECCOM KSN Site
- Link to Quality Control Groups Points of Contact (ESA)
- WSA ATO Establishment Finder
- Safety Committee Toolkit
  
- Issue Paper Generator
  
- FAA OSH Home Page
  
- NJ Department of Health Right to Know Hazardous Substance Fact Sheets
- FAA Order 3900.19C (Effective 3/11/2020)
- New Link to OSHA 6008 Training Course

## Welcome To The

## FAA OSHECCOM KSN Home Page

The FAA Occupational Safety, Health, and Environmental Compliance Committees (OSHECCOM) models its formation, organization and operation around 29 CFR Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters. OSHECCOMs are established at National, Regional/Center, and field/establishment levels. The purpose of the OSHECCOM is to:

- Establish a culture that facilitates an effective environmental occupational safety, health and environmental (OSH&E) program within the FAA.
- Improve intra-agency cooperation through communication across lines of business and promote a comprehensive OSH&E program which can be implemented at all operational levels.
- Provide an open-line of communication between management and non-management employees regarding OSH&E related matters.
- Create a means to address and discuss OSH&E issues without fear of reprisal.
- Monitor, assist and perform other actions within the **FAA National OSHECCOM Charter Agreement**.



# Training for Article 54

OSHECCOM required per Charter

- ▶ Intro to OSHA for other Federal Agencies – ELMS FAA68000342 OSHA 6008
  - ▶ 9-hour course – completed within 6 months of being assigned.
- ▶ OSHECCOM Supplemental - ELMS FAA30200202 (*Course is under development*)
  - ▶ 2-hour course - completed within 6 months of being assigned.
- ▶ OSHECCOM Refresher Training ELMS FAA30200973 (*Course is under development*)
  - ▶ 1 hour course required every 2 years after completion of FAA30200202

Contract Representative 29 CFR 1960.59 (b); CBA Art 54 Sect 1g

- ▶ OSHA 6005 - Collateral Duty Course for Other federal Agencies - Course taught by OSHA Training Institute
  - ▶ Instructor led 22.5-hour class with a Mock inspection This course is meets equivalent of FAA68000342
- ▶ Specialized training (forklift, climbing, LOTO, Electrical Safety) What is needed to perform representational duties





# UCR Unsatisfactory Condition Report





# Unsatisfactory Condition Report

- ▶ Employee reports suspected hazard by filing UCR or notifying management in a verbal report.
- ▶ Time limits for the FAA to investigate:
  - 24 hours if imminent danger
  - 3 days if potentially serious condition
  - 20 days for other than serious safety and health conditions
- ▶ Employee provided decision within 15 days of investigation.
  - ▶ Validated - management agrees it's a valid safety issue.
  - ▶ Unvalidated - Not a viable safety issue, management closes UCR.
- ▶ Abatement plan - if not closed within 24 hours, 3 days or 20 days depending on the level of finding, outlines the mitigation, expected time of abatement and cause of delay *29 CFR 1960.30*
- ▶ All reports, notices and abatement plans shall be sent to appropriate Establishment OSHECCOM Committee.

**WEBSITE <https://smis.faa.gov/>**

# Unsatisfactory Condition Report

Reports ▾ Forms ▾ Links ▾ Support ▾

Authorization	Information								
<p style="text-align: center;"><a href="#">Log In</a></p> <p><b>LOG IN INSTRUCTIONS:</b> If you are not able to log in, please submit an <a href="#">ACCESS REQUEST</a>.</p> <p><b>RETURNING USERS:</b> Accounts are locked after 60 days of inactivity. If your account is locked, please click <a href="#">here</a>.</p> <p>Users are subject to the FAA <a href="#">privacy policy</a>.</p>	<p><b>Unsatisfactory Condition Report (UCR)</b></p> <p>UCRs are used to report unsafe and/or unhealthful personnel safety conditions. Resources: <a href="#">video presentation</a>, <a href="#">UCR tutorial</a>, <a href="#">UCR criteria</a>, <a href="#">UCR policy</a>, and <a href="#">UCR SMIS SOP</a>.</p> <p style="text-align: center;"><a href="#">Submit UCR</a>   <a href="#">UCR Status</a>   <a href="#">UCR Report</a>   <a href="#">UCR POCs</a></p> <p><b>No account required.</b></p> <p><b>UCR POC:</b> Peter L. Ashtianie, (202) 267-6291, <a href="mailto:Peter.L.Ashtianie@faa.gov">Peter.L.Ashtianie@faa.gov</a></p> <p><b>Work-Related Incident Reporting</b></p> <p>FAA employees use the Department of Labor (DOL) Employees' Compensation Operations and Management Portal (<a href="#">ECOMP</a>) to report work-related incidents using the OSHA's Form 301, Injury and Illness Incident Report. Information from ECOMP is transferred to the Supplemental 301 in SMIS. In order to file a CA-1/CA-2 claim, employee must file an OSHA's Form 301 in ECOMP first. See the <a href="#">Reporting Work-Related Incident Guide</a> for more information.</p> <p><b>Report an Incident:</b></p> <table border="1"><tr><td><a href="#">Injury/Illness</a> (ECOMP)</td><td><a href="#">Motor Vehicle/Property Damage/Employee Near Miss</a> (NO INJURY/ILLNESS INVOLVED)</td></tr></table> <p><b>Points of Contact:</b></p> <table border="1"><thead><tr><th>ATO</th><th>Non-ATO</th><th>Worker's Compensation</th></tr></thead><tbody><tr><td>Grace De La Cruz (424) 405-7690 <a href="mailto:Grace.Delacruz@faa.gov">Grace.Delacruz@faa.gov</a></td><td>Tsidi Tamakloe (631) 255-8372 <a href="mailto:Tsidi.Tamakloe@faa.gov">Tsidi.Tamakloe@faa.gov</a></td><td>Anthony D. Sanchez (202) 267-7204 <a href="mailto:Anthony.D.Sanchez@faa.gov">Anthony.D.Sanchez@faa.gov</a> or <a href="#">program consultants/assistants</a></td></tr></tbody></table> <p><b>Websites:</b></p> <ul style="list-style-type: none"><li><a href="#">Occupational Safety &amp; Health</a></li><li><a href="#">Workers' Compensation</a></li></ul> <p>For additional information or questions about SMIS, please contact the support staff via email at <a href="mailto:9-AWA-AHR-SMIS-AWA@FAA.GOV">9-AWA-AHR-SMIS-AWA@FAA.GOV</a>.</p>	<a href="#">Injury/Illness</a> (ECOMP)	<a href="#">Motor Vehicle/Property Damage/Employee Near Miss</a> (NO INJURY/ILLNESS INVOLVED)	ATO	Non-ATO	Worker's Compensation	Grace De La Cruz (424) 405-7690 <a href="mailto:Grace.Delacruz@faa.gov">Grace.Delacruz@faa.gov</a>	Tsidi Tamakloe (631) 255-8372 <a href="mailto:Tsidi.Tamakloe@faa.gov">Tsidi.Tamakloe@faa.gov</a>	Anthony D. Sanchez (202) 267-7204 <a href="mailto:Anthony.D.Sanchez@faa.gov">Anthony.D.Sanchez@faa.gov</a> or <a href="#">program consultants/assistants</a>
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# UCR Submittal

## What is a workplace safety issue?

- Safety issues identified in JAI
- Electrical installation – electrical code violations
- Confined space – not identified or no procedures
- Facility Egress – not identified or limited egress
- Climbing – procedures, devices, training, equipment
- Safety Training – CPR, EQSP, Climbing, Lift, offroad, boat, snowcat, high voltage,
- Slip Trip and Falls – broken sidewalk, pipes, unprotected edge, ice.
- Water testing – completion/out of tolerance levels
- Safety Signage – ACM, Hearing, Lead, Do not climb
- Air quality – mold, sewer, engine exhaust
- Equipment safety issues

**SMIS**  
SAFETY MANAGEMENT INFORMATION SYSTEM

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**Instructions:** Complete all applicable items. All items that are highlighted are mandatory fields.  
Form OA1800-1

Submit Add Attachment Reset

### Unsatisfactory Condition Report

1. Record Number 411228128	2. Submitter Name (First, Middle, Last) First [ ] Middle [ ] Last [ ] <input type="checkbox"/> Anonymous			
3. Submitter Email (e.g. xxx@faa.gov) [ ]	4. Submitter Region [ ]	5. Submitter LOB [ ]	6. Facility Type [ ]	
7. Location ID [ ]	ATS District [ ]	Tech Ops District [ ]	8. Submitter Service Area [ ]	9. Submitter Service Location [ ]
10. Resolver Service Location [ ]	11. Supervisor at this Location - Name (First, Middle, Last) First [ ] Middle [ ] Last [ ]			
12. Discussed w/Sup On (e.g. mm/dd/yyyy) [ ]	13. Supervisor Email (e.g. xxx@faa.gov) [ ]	14. Condition Report Field [ ]	Equipment Name [ ]	
15. Observation Date (e.g. mm/dd/yyyy) [ ]	16. Office Address [ ]	17. Date Submitted 4/11/2022		
18. OSH Related? [ ]				
19. Describe Unsatisfactory Condition (You may enter up to 1500 characters) [ ]				
20. Proposed Solution (You may enter up to 1500 characters) [ ]				

# UCR – Choosing risk category

OSH Hazard Risk Assessment Matrix		Severity				
		A	B	C	D	E
Probability	I	1	1	2	3	3
	II	1	2	2	3	3
	III	2	2	3	4	4
	IV	3	3	4	4	5
	V	3	3	4	5	5

OSH Standards Conversion of Risk Assessment:  
 Imminent Danger - Risk Assessment Level 1 (Red)  
 Serious Danger - Risk Assessment Level 2 (Orange)  
 Other Than Serious - Risk Assessment Levels 3, 4 and 5

## Severity Category

- **A - Catastrophic** - May result in death or permanent disability of employee, total loss of facility, and/or irreversible environmental impact.
  - **B - Hazardous** - May result in severe injury or occupational illness of employee, severe property damage, and/or severe or long-term environmental consequences.
  - **C - Moderate** - May result in recoverable injury or occupational illness of employee, significant property damage, and/or significant but reversible environmental consequences.
  - **D - Minor** - May result in first aid level injuries or occupational illness of employee, minor property damage, and/or slight, brief and totally correctable environmental consequences.
  - **E - Negligible** - Minimal threat to employees, property, and/or environment, but still a violation of cited standard.
- I. Frequent** - Likely to occur immediately or very often during the lifetime of the facility/equipment.
  - II. Probable** - Likely to occur soon or several times during the lifetime of the facility/equipment.
  - III. Occasional** - Likely to occur at some point in the lifetime of the facility/equipment.
  - IV. Remote** - Unlikely but possible to occur during the lifetime of the facility/equipment.
  - V. Improbable** - Highly unlikely to occur during the lifetime of the facility/equipment.

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**Unsatisfactory Condition Report**

1. Record Number: 411228128

2. Submitter Name (First, Middle, Last): First [redacted] Middle [redacted] Last [redacted]  Anonymous

3. Submitter Email (e.g. xxx@faa.gov): [redacted]

4. Submitter Region: [redacted]

5. Submitter LOB: [redacted]

6. Facility Type: [redacted]

7. Location ID: [redacted] ATS District: [redacted] Tech Ops District: [redacted]

8. Submitter Service Area: [redacted]

9. Submitter Service Location: [redacted]

10. Resolver Service Location: [redacted]

11. Supervisor at this Location - Name (First, Middle, Last): First [redacted] Middle [redacted] Last [redacted]

12. Discussed w/Sup On (e.g. mm/dd/yyyy): [redacted]

13. Supervisor or Email (e.g. xxx@faa.gov): [redacted]

14. Condition Report Field: [redacted] Equipment Name: [redacted]

15. Observation Date (e.g. mm/dd/yyyy): [redacted]

16. Office Address: [redacted]

17. Date Submitted: 4/11/2022

18. OSH Related?: Yes

EOSH Hazard Categories: [redacted]

Risk Severity: [redacted]

Risk Probability: [redacted]

Risk Assessment: [redacted]

19. Describe Unsatisfactory Condition: [redacted]

20. Proposed Solution: [redacted]

**Risk Severity Dropdown:**  
 A - Catastrophic  
 B - Hazardous  
 C - Moderate  
 D - Minor  
 E - Negligible

**Risk Probability Dropdown:**  
 I - Frequent  
 II - Probable  
 III - Occasional  
 IV - Remote  
 V - Improbable

# UCR Description

Description – General based information on the suspected issue. This can be assisted by photos, documents or other attachments. The submitter is not required to submit exact reference code. Reviewer will validate the information and determine if it is a safety issue.

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### Unsatisfactory Condition Report

1. Record Number 411228128	2. Submitter Name (First, Middle, Last) First [redacted] Middle [redacted] Last [redacted] <input type="checkbox"/> Anonymous			
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15. Observation Date (e.g. mm/dd/yyyy) [redacted]	16. Office Address [redacted]		17. Date Submitted 4/11/2022	
18. OSH Related? [redacted]				
19. Describe Unsatisfactory Condition (You may enter up to 1500 characters) [redacted]				
20. Proposed Solution (You may enter up to 1500 characters) [redacted]				



## Risk Category Example - *Imminent*

- ▶ Workers in trench depth greater than 5'
- ▶ Exposed electrical connections
- ▶ Unprotected climbing at heights
- ▶ ACM exposure
- ▶ Lethal gas exposure



## Risk Category Example – *Serious*

- ▶ Electrical Box Cover missing
- ▶ Expired PPE
- ▶ Blocked Egress
- ▶ LOTO incomplete
- ▶ Guard Rail incorrect height
- ▶ Broken sidewalk trip hazard
- ▶ Improperly wired GFCI
- ▶ Exposed wires in extension cord
- ▶ Old MSDS sheets.
- ▶ Incomplete Rescue Plan





# WIT – Workplace Safety Inspections

- ▶ Performed by EOSH Services, SECM, NISC, or Front-line manager
- ▶ All Facilities require annual inspection - 29 CFR 1960.25
- ▶ Contract rep is required to receive written notice unless it is unscheduled, then notice as soon as practicable - Art 54
- ▶ Read only Access to WIT (Agencies Workplace inspection tool) <https://eoshwit.faa.gov>
- ▶ Access to all safety reports IAQ, Water quality, Lead and Asbestos sample collection, accident reports upon request
- ▶ Travel and per diem to participate in safety inspections
- ▶ Representative is allowed to actively participate in inspections without hindering inspectors' ability to complete inspection
- ▶ Posting of findings at the facility for employee notification
  - ▶ *1960.26(c)(4)Each notice of an unsafe or unhealthful working condition, or a copy thereof, shall remain posted until the unsafe or unhealthful working condition has been abated or for 3 working days whichever is later. A copy of the notice will be filed and maintained for a period of five years after abatement at the establishment and made available to the Secretary upon request.*



# WIT Inspection 3900-2 record / Abatement plan Example

U.S. Department of Transportation  
**Federal Aviation Administration**

**OCCUPATIONAL SAFETY AND HEALTH INSPECTION REPORT**

<b>Workplace Inspected</b> ASE RCAG	<b>Unit Number</b>	<b>Date of Inspection</b> 08-Feb-2022	
<b>To: Facility Safety and Health Manager</b> SETH BLAKE		<b>From: Inspector</b> Chad Brown FAA WSC QCG EOSH Occupational Safety and Health Specialist	
<b>Management Representative</b> Aaron Steinmetz		<b>Employee Representative</b> Donald Gilbert	
<p>Unsafe or unhealthful working conditions which are identified during inspection and which do not comply with FAA adopted safety and healthy standards (including standards by the Occupational Safety and Health Administration) should be described below. Abatement dates should be noted for each deficiency listed. Where all deficiencies identified below will be corrected within 30 working days from the date of inspection. The inspection report (FAA Form 3900-2) may serve as the Notice of Unsafe or Unhealthful Condition (FAA Form 3900-1).</p>			
Standard or Regulation Cited	Description of Condition	Planned Abatement Date	Abatement Date
29 1910 E 37(a)(4)	<p>Safeguards designed to protect employees, including fire alarm systems, sprinklers, fire doors, and exit lighting are not in proper working order.</p> <p><b>Finding - #276355:</b> in EG room the emergency lighting system is inoperable</p> <p><b>Corrective Action:</b> Repair or replace emergency lighting system.</p>	07-Mar-2023	
29 1910 E 37(b)(6) & (7)	<p>Exits are not marked, and/or exit signs are not visibly illuminated and/or exit signs do not have the word "EXIT" with letters at least 6" high.</p> <p><b>Finding - #276344:</b> No Exit Sign present for facility</p> <p><b>Corrective Action:</b> Procure and install proper exit signage in facility.</p>	07-Mar-2023	
29 1910 H 106(d)(3)(ii)	<p>Flammable and combustible liquids are not stored in compliant metal flammable cabinets.</p> <p><b>Finding - #276349:</b> 3 Flammable items stored outside approved storage locker</p> <p><b>Corrective Action:</b> Items have been removed from facility and stored in an approved flammable storage location</p>	07-Apr-2022	07-Mar-2022
29 1910 S 303(b)(2) OSHA Interpretation Letter, 2002, 1910.303(b)(2), Compliance Requirements for Relocatable Power Taps or "Power Strips"	<p>Temporary electrical power and lighting wiring methods are currently being used when not allowed in place of permanent fixed wiring.</p> <p><b>Finding - #276346:</b> Microwave plugged into surge protector</p>	07-Apr-2022	07-Mar-2022

U.S. Department of Transportation  
 Federal Aviation Administration

**ABATEMENT PLAN**  
**ABATEMENT OF UNSAFE AND UNHEALTHFUL CONDITIONS**

Unsafe or unhealthful working conditions which are identified during inspection and which do not comply with FAA adopted safety and healthy standards should be corrected within 30 calendar days from the date of inspection. This form serves as an abatement plan for corrections that cannot be completed within 30 days.

To:

From:

<b>Date of Hazard</b> 08-feb-2022	<b>Hazard Location</b> ASE RCAG
<b>Hazard Description</b> No Exit Sign present for facility	
<p><b>Risk assessment Level (check one)</b>  <b>Based on estimated hazard severity and estimated accident probability</b></p> <p><input type="checkbox"/> <b>Level 1</b> = Severe and imminent threat to life, property and/or environment. Immediate actions must be taken to safeguard employees and facilities. Highest risk, highest priority.</p> <p><input type="checkbox"/> <b>Level 2</b> = Serious or likely threat to safety, health, property and/or environment. Immediate actions must be taken to safeguard employees and facilities. High risk, high priority.</p> <p><input checked="" type="checkbox"/> <b>Level 3</b> = Moderate threat to safety, health, property and/or environment. Prompt actions should be taken to mitigate hazard. Moderate risk, moderate priority.</p> <p><input type="checkbox"/> <b>Level 4</b> = Slight or unlikely threat to safety, health, property and/or environment. Actions should be taken to mitigate hazard in line with other priorities. Low risk, low priority.</p> <p><input type="checkbox"/> <b>Level 5</b> = Generally in the nature of a technical violation of a standard with little or no real-world impact. Actions should be taken to correct finding to achieve compliance. Lowest risk.</p>	
<b>Interim Control Measures</b> Inform technicians of hazard.	
<b>Planned Corrective Actions</b> Procure and install proper exit signage in facility.	
<b>Estimated Cost</b> 50.00	<b>Estimated Completion date</b> 07-Mar-2023
(Complete the remaining boxes when the abatement is completed)	
<b>Actual Corrective Actions</b>	
<b>Actual cost</b>	<b>Actual Completion Date</b>

30-Mar-2022



## Abatement Plans – Must include

Reason for delay – Funding, location, personnel etc.

Anticipated time hazard will be closed.

Interim Control Measures

29 CFR 1960.30(c)

- ▶ *The official in charge of the establishment shall promptly prepare an abatement plan with the appropriate participation of the establishment's Safety and Health Official or a designee, if in the judgment of the establishment official the abatement of an unsafe or unhealthful working condition **will not be possible within 30 calendar days**. Such plan shall contain an explanation of the circumstances of the delay in abatement, a proposed timetable for the abatement, and a summary of steps being taken in the interim to protect employees from being injured as a result of the unsafe or unhealthful working condition. A copy of the plan shall be sent to the safety and health committee, and, if no committee exists, to the representative of the employees. Any changes in an abatement plan will require the preparation of a new plan in accordance with the provisions of this section.*

# Abatement Plan – Reason for Delay

If the listed hazard is not removed within 30 calendar days.

The abatement plan must include:

Reason for delay

- ▶ Funding
- ▶ Location – only for extremely remote sites
- ▶ Staffing availability



# Abatement Plan – Anticipated Time

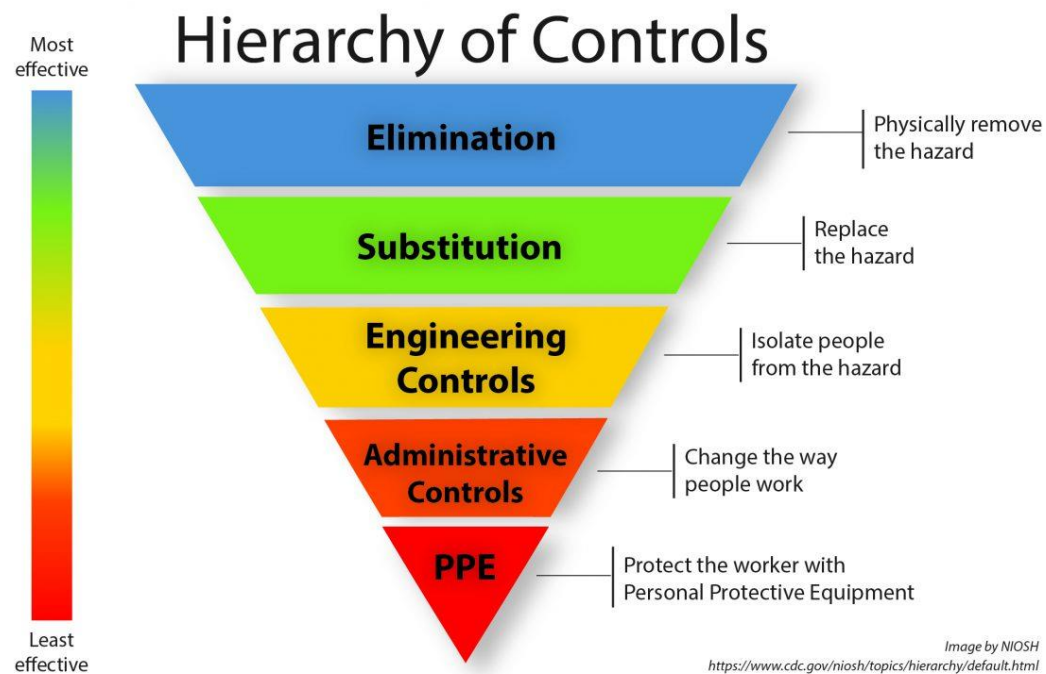
- ▶ Anticipated time hazard will be closed.
  - ▶ This date is subjective based on the type of hazard. As the local rep that timetable question would be:
    - ▶ Does it take 1 year to purchase and post signage; is the time requested reasonable?
    - ▶ Is the resolution sound – i.e., space around electrical equipment - “purchase new building”



# Abatement Plan – Interim Control Measures

Using the Hierarchy of controls does it mitigate the hazard

- ▶ Elimination / Substitution
- ▶ Engineering controls
- ▶ Administrative control
- ▶ PPE



# **Contract Representatives and Point of Contacts**

# OSHECCOM Regional Committees



Regions are Listed above

## Regional Union Reps

Alaska - AAL – Raymond Baggett

Central - ACE – Marlon Patterson

Eastern - AEA – Edwin Sanchez

Great Lakes – AGL Shaun Cooper

New England – ANE – Chris Scofield

Northwest Mountain – NWM – Vaughn Stark

Southern – ASO – Adam Butterfield

Southwest – ASW -Timothy Lindsey

Western Pacific – AWP – Arnold Damo

AAL ROSHER Scott Brown, CTR, 907-269-1387

ACE ROSHER Brian Hand, CTR, 816-329-3618

AWA ROSHER Bruce McMullan, CTR, 202-646-2244

AGL ROSHER John Neil, CTR, 847-294-8551

ANE ROSHER Bill Williams, CTR, 781-238-7853

ANM ROSHER VACANT

ASO ROSHER Bob Keown, CTR, 404-641-1571

ASW ROSHER Giselle Sylveste, CTR, 281-352-8543

AWP ROSHER Wayne Lynch, CTR, 310-725-7432

AEA ROSHER Noah Newman, CTR, 516-236-3732





# Contract Representative designation



- ▶ National Representative – Ron Pevehouse
- ▶ Regional Rep - 9 regions in the FAA
  - ▶ AAL - James Ward      AEA - Edwin Sanchez      ACE - Marlon Patterson
  - ▶ AGL - Shane Nelson      ANM - Judd Thompson      ASO - Adam Butterfield
  - ▶ ASW - Sara Hall      AWP - Gregory Jackson      ANE - Chris Scofield
- ▶ Official time for Regional Reps is as needed for participation in official duties. Duties will include Regional OSHECCOM, research and evaluation of Agency safety orders, national Consensus standards, Agency Training, site visits, assist local representatives with safety issue in the workplace and outside safety training.
- ▶ Local Safety Representative - Designated by Regional Safety Representative. May not be the same as designated contract representative, by default is assigned to the elected representative.

# Contract Representative designation



FOUNDED 1977

## PROFESSIONAL AVIATION SAFETY SPECIALISTS

Blue River SSC Office  
2145 ATCT Circle  
Blue Sky, MT 59105  
406-289-1600

**DATE:** December 6, 2022

David telecon  
Blue River SSC Manager  
2145 ATCT Circle  
Blue Sky, MT 59105

Mr. Telecon,

I hereby designate the following individual as representative of employees for any safety or health workplace inspection of any work or workplace associated with the Blue River SSC. The Agency must provide the required training for these individuals: OSHA 6005 with an 8- hour field exercise (mock inspection), both presented by an OSHA OTI instructor.

Scott Diligent  
Blue River SSC Representative



Designation letter  
example

# Article 54: OSHECCOMs Overview



- ▶ Agenda Items
- ▶ WIT Workplace inspection – mitigation, abatement and schedule.
- ▶ UCRs – Unsatisfactory Condition Report – validation, mitigation, and abatement
- ▶ Employee Safety training – upcoming, needed and expiring
- ▶ Minutes – send minutes to Global Address on KSN site
- ▶ Abatement Plans
- ▶ EOSH Training Dashboard

# Required Posters



## Occupational Safety and Health Protection For Employees of the Federal Aviation Administration

The Occupational Safety and Health Act of 1970, Executive Order 12196, and 29 CFR 1960 require the heads of Federal agencies to furnish to employees places and conditions of employment that are free from job safety and health hazards.

### Responsibilities of Your Agency

- 1. General Requirements**  
The Administrator will furnish FAA employees places and conditions of employment that are free from on-the-job safety and health hazards.
- 2. OSHA Regulations**  
FAA will comply with applicable regulations of the Occupational Safety and Health Administration.
- 3. Reporting Hazards**  
FAA will respond to employee reports of hazards in the workplace.
- 4. Workplace Inspections**  
FAA will ensure that each workplace is inspected annually for hazardous conditions. FAA will post Notices of Unsafe or Unhealthful Working Conditions found during the inspections for a minimum of three working days, or until the hazard is corrected, whichever is later.
- 5. Correction of Unsafe Conditions**  
FAA will take prompt action to assure that hazardous conditions are eliminated. Imminent danger conditions will be corrected immediately.
- 6. Safety and Protective Equipment**  
FAA will acquire, maintain, and require use of appropriate protective and safety equipment.
- 7. Safety and Health Training**  
FAA will provide occupational safety and health training for employees.
- 8. Reporting Accidents, Injuries, and Occupational Illnesses**  
Supervisors must submit a supervisor's report of accidental injury/illness for all work related accidents, injuries, or occupational illnesses experienced by employees under their supervision.
- 9. Safety and Health Committees**  
FAA will support any safety and health committees that are formed from management and employee representatives.

### Employee Responsibilities

- 1. Compliance with Standards**  
Employees shall comply with all OSHA and approved FAA occupational safety and health standards, policies, and directives.
- 2. Safety and Protective Equipment**  
Employees shall use appropriate protective and safety equipment provided by the FAA.
- Rights of Employees and Their Representatives**
  - 1. Participation in Safety and Health Program**  
Employees and their representatives shall have the right to participate in the FAA Safety and Health Program. Employees shall be authorized official time for these activities.
  - 2. Access to Records and Documents**  
Employees and their representatives shall have access to copies of applicable OSHA and other recognized standards and regulations; FAA safety and health policies and directives; accident, injury, and illness statistics of the FAA.
  - 3. Reporting Hazards**  
Employees and their representatives shall have the right to report unsafe or unhealthful working conditions to appropriate officials or OSHECCOM and to request an inspection of the workplace. The name of the employee making the report will be kept confidential if requested.
  - 4. Freedom from Fear of Retrial**  
Employees and their representatives are protected from restraint, interference, coercion, discrimination, or reprisal for exercising any of their rights under the FAA Safety and Health Program. All Allegations of Retrial shall be forwarded to the office of the Designated Agency Safety and Health Official (DASHO). By email: OSHRetrialReports@FAA.GOV Phone: (866)257-5908

### OSHECCOM Members

Your Occupational Safety, Health, and Environmental Compliance Committee (OSHECCOM) Members:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Responsible Officials

The Designated Agency Safety and Health Official (DASHO) for the FAA is:

*Vaughn A. Turner*  
DASHO - Vaughn A. Turner  
Vice President, Technical Operations  
Air Traffic Organization

The Safety and Health Designee for this workplace is:

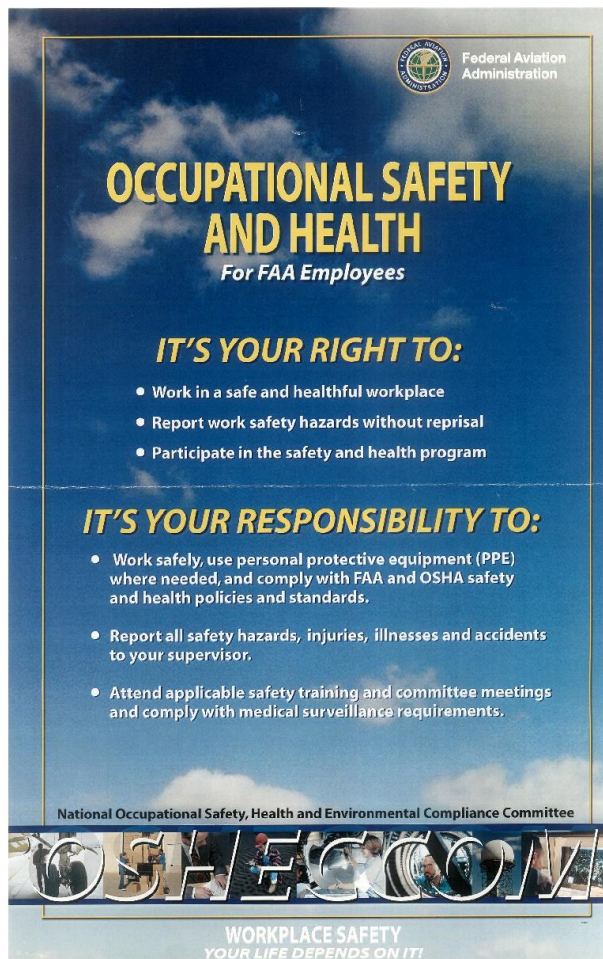
\_\_\_\_\_ and may be contacted at  
\_\_\_\_\_  
(Telephone and Location)

*Michael Fuerta*  
Administrator - Michael Fuerta  
Federal Aviation Administration

### For Further Information

This notice highlights the FAA employee job safety and health program. More information about the FAA program or its standards and procedures may be obtained from your Establishment OSHECCOM Members.

REV 3/2014



**Federal Aviation Administration**

# OCCUPATIONAL SAFETY AND HEALTH

For FAA Employees

## IT'S YOUR RIGHT TO:

- Work in a safe and healthful workplace
- Report work safety hazards without reprisal
- Participate in the safety and health program

## IT'S YOUR RESPONSIBILITY TO:

- Work safely, use personal protective equipment (PPE) where needed, and comply with FAA and OSHA safety and health policies and standards.
- Report all safety hazards, injuries, illnesses and accidents to your supervisor.
- Attend applicable safety training and committee meetings and comply with medical surveillance requirements.

National Occupational Safety, Health and Environmental Compliance Committee

**OSHECCOM**

WORKPLACE SAFETY  
YOUR LIFE DEPENDS ON IT!

# Unsatisfactory Condition Report

See a problem? Report it!

ALL lines of business may submit reports.

### Report Covers

- Equipment Issues
  - o Software Issues
  - o Hardware Issues
- OSHA Issues
  - o Safety and Health Regulations
- Publications Issues
  - o Aeronautical Charts
  - o Engineering Drawings
  - o Instructions that are incomplete, inaccurate, illegible, inconsistent, or unavailable
- Work Environment Issues
- Procedural Issues

### Doesn't Cover

- Routine Maintenance
- Grievances
- Staffing
- Personnel Issues
- Housekeeping
- Errors in application of established procedures
- Routine changes to directive and documents

<https://smis.faa.gov>

Your new automated hazard report.

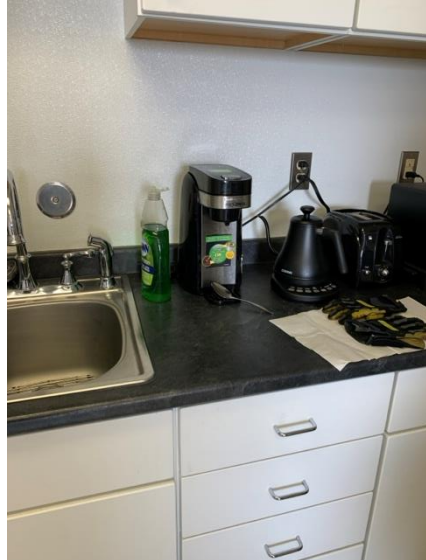
- Report takes 5 minutes to fill out.
- No USERNAME or PASSWORD necessary.
- No punitive action against reporter.
- Over 5,000 UCRs resolved. Thanks to YOU.



QUESTIONS?



# Common issues found 2023



# Common issues found 2023

Ladder no inspection tags



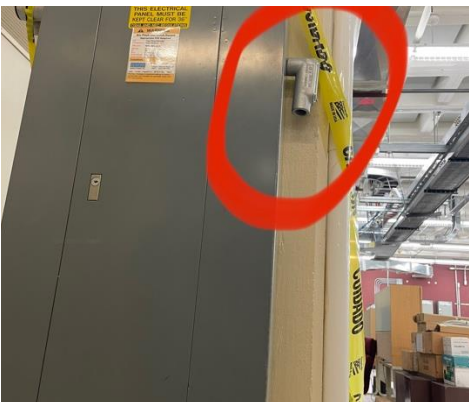
Less than 36 in clear space



No fall protection plan



Open knockout



Less than 36"

