



**Court Services and Offender Supervision Agency  
for the District of Columbia**

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*Office of the Associate Director  
Management and Administration*

March 1, 2010

Francis Yebesi, Director  
U.S. Department of Labor – OSHA  
Office of Federal Agency Programs  
Room N-3622  
200 Constitution Avenue, NW  
Washington, DC 20210

Dear Mr. Yebesi,

Enclosed is an official copy of the Court Services and Offender Supervision Agency's FY 2009 Occupational Safety and Health (OSH) annual report to the Secretary of Labor. As instructed, by Michelle Walker of your staff, an electronic copy was forwarded to your office on Friday, February 26, 2010.

If you have any questions or concerns about the report you may contact Joyce Bynum of my staff, via telephone at (202) 220-5715 or E-mail at [joyce.bynum@csosa.gov](mailto:joyce.bynum@csosa.gov).

Sincerely,

  
Jim Williams  
Associate Director

Cc: Distribution List attached

Distribution List

Adrienne Poteat, Director  
CSOSA

Susan Shaffer, Director  
Pretrial Services Agency

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**FY 2009**  
**Court Services and Offender Supervision Agency**  
**Annual Occupational Safety and Health**  
**Report to the Secretary of Labor**

**Executive Summary**

Court Services and Offender Supervision Agency (CSOSA) was established by the National Capital Revitalization and Self-Government Improvement Act of 1987 and assumed responsibility for D.C. Government functions related to pretrial services, parole, adult probation and supervised released. On August 4, 2000 CSOSA was certified as an independent agency within the Executive Branch of the Federal government. Pursuant to the Revitalization Act, the D.C. Pretrial Services Agency (PSA) functions as an independent entity within CSOSA. This report includes information on both entities; CSOSA and PSA. The total number of federal civilian employees this report covers is 1,294; this includes 924 CSOSA employees and 370 PSA employees. Both agencies will be referred to as CSOSA unless otherwise stated.

**Statistics**

**Injury and Illness Trends**

In FY 2009, the number of total and lost time injury and illness cases was four (4). The overall lost time case rate for CSOSA was .23% and PSA .54%. Although no significant trends were identified, major causes of lost time disabilities for CSOSA were identified as sprains and contusions resulting from injuries sustained from slips, trips, falls and motor vehicle accidents. To counteract lost time injuries and illness CSOSA will continue to provide work and field safety awareness training.

**Fatalities and Catastrophic Accidents**

CSOSA did not experience any occurrences of fatal or catastrophic incidents; therefore no investigations were conducted.

**Overseas Employees**

CSOSA did not have any employees overseas.

**OSH Initiatives**

**Safety, Health and Return-to-Employment (SHARE) Initiative**

CSOSA continues to provide OSH related training to staff in an effort to promote safety, health and well-being to all employees. The agencies overall progress in meeting the four (4) goals of the Presidential SHARE Initiative were deemed successful based on a reduction in the number of “lost time cases” reported in FY 2009.

To control trends and lost time disabilities CSOSA aggressively pursues medical documentation from the Office of Worker's Compensation Programs (OWCP) to certify employee absences. Additionally, the agency maintains communication with the employee to assess their progress and to encourage them to return to work. When necessary, the employee may be referred to the OWCP Nurse Intervention program. As a result of these measures both CSOSA and PSA have a 100% timely filing rate.

Additional efforts to control trends of lost time disabilities can be contributed to the continuation of program initiatives such as, Defensive Driving, Officer Safety, and Self-Defense training and Blood borne Pathogen & Tuberculosis Awareness. These trainings are made available to CSOSA employees and are beneficial based on the absence of reported incidents of workplace accidents or illnesses as the result of environmental and sanitation concerns. CSOSA's training staff has been certified to provide training in Cardiopulmonary Resuscitation and First Aid, Automated External Defibrillators (AED). To date 45 staff members have earned certification.

CSOSA has an Occupant Emergency Plan (OEP) for all facilities. The OEP prescribes safety guidelines specifically tailored for each building. Each building has an Emergency Evacuation Team (EET) that is made up of agency staff that voluntarily provides assistance to others during an evacuation and is responsible for the safe evacuation of the building. Annual training and information updates are provided to the EET that includes procedures for reporting a fire; evacuation procedures; building evacuation routes; bomb threat procedures; the fire control system; suspicious packages procedures; potential hazards; hazardous materials, and reporting hazards

### **Motor Vehicle/Seat Belt Safety**

CSOSA employees reported a total of eleven (11) motor vehicle accidents in FY 2008 and FY 2009. Although CSOSA has not seen a reduction in the number of accidents, there were no personal injuries reported in FY 2009. In FY 2008, CSOSA reported nine (9) personal injuries. Additionally, no employees received citations for not wearing a seat belt. PSA reported no motor vehicle accidents in FY 2008 and FY 2009.

CSOSA's motor vehicle/seatbelt safety program includes Defensive Driving training and there is visual signage and audible reminders concerning the mandatory use of seat belts in all agency vehicles.

### **Pandemic Flu Planning**

CSOSA pandemic flu preparation includes the purchase and distribution of hand sanitizer and personal protection equipment to all facilities. Flu Immunizations are available to staff through the Federal Occupational Health unit. Periodic information updates and reminders on preventing the spread of the flu are distributed to staff via posters and E-mail. See poster attached.

### **Employee & Contractor Support**

CSOSA offers several OSH related training programs during the year. Trainings such as, AED/CPR/First Aid; Defensive Driving; Officer Safety; and, Environmental Safety were implemented within the last two years in support of SHARE. The overall impact of our training efforts on improving work-related safety and health is evident based on the low rate of staff's exposure to such illnesses as tuberculosis and other blood-borne pathogens. In addition, PSA instituted a Safety Committee and increased safety training to a broader group of employees. Heightened awareness of safe work habits gained through training has greatly reduced injuries to staff.

### **FY 2009 Accomplishments**

In the past two (2) years both CSOSA and PSA have provided many safety and health awareness trainings to their employees to help bring us closer to our goals. Our efforts to reduce total injury and illness case rates have been focused on Employee Safety, Motor Vehicle and Seat Belt Safety. As a result of safety and health related trainings and daily facility inspections (to identify potential hazards), CSOSA has seen a reduction in the number of total injury and illness case rates. In fact, our lost time disability case rate has been less than 1% for the past two (2) years.

### **FY 2010 Goals**

In an effort to reduce the number of total injury and illness cases and to maintain a less than 1% lost time disability case rate both CSOSA and PSA will continue with our current initiatives such as Environmental Safety, Officer Safety, Safety and Security, First-Aid/AED/CPR, and Defensive Driving trainings. Additional goals include the following:

- Strengthening our Fleet Management program in an effort to reduce the number of motor vehicle accidents. This includes expanding the use of our Fleet software to all agency employees; and,
- Development and implementation of AED protocol for our Residential Facility.

CSOSA will continue with its daily and quarterly facility inspections. These efforts along with continued safety and awareness training should be instrumental in helping us achieve our goals to reduce the number of reported injuries/illnesses and lost time cases.

**FY 2009 Court Services and Offender Supervision Agency  
Annual Occupational Safety and Health Report to the Secretary of Labor  
(Comprehensive Report Format)**

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**Court Services and Offender Supervision Agency/Pretrial Services Agency**  
Address: 633 Indiana Avenue, N.W., Washington, D.C. 20004

**Number of federal civilian employees this report covers: 1294**

**CSOSA: 924**

**Pretrial Services: 370**

	<b>Name</b>	<b>Official Title</b>	<b>Telephone</b>	<b>E-mail</b>
<b>DASHO: CSOSA</b>	Jim Williams	Associate Director, Management & Admin.	(202) 220- 5707	Jim.williams@csosa.gov
<b>PSA</b>	Devin Bassett	Facilities Manager	(202) 220-5670	Devin.bassett@psa.gov
<b>OSH Manager*: CSOSA</b>	Jim Williams	Associate Director, Management & Admin.	(202) 220- 5707	Jim.williams@csosa.gov
<b>PSA</b>	Devin Bassett	Facilities Manager	(202) 220-5670	Devin.bassett@psa.gov

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## Detailed Report

### I. Statistics

#### A. Injury and Illness Statistics

##### a. Injury and illness rates

In FY 2009 CSOSA and PSA both reported two (2) lost time injury/illness cases. This shows improvement when compared to FY 2008, where CSOSA and PSA reported six (6) and four (4) lost time injury/illness cases respectfully.

Most injuries sustained by CSOSA employees in FY 2009 occurred in the field and are the results of slips, trips, and falls. PSA reported four (4) injury/illness cases. The four (4) unrelated incidents were reported as slips or falls.

##### b. Facilities with high injury and illness rates

In an effort to improve our facilities' OSH experience, both CSOSA and PSA rely on managers, facilities specialist, and employees to identify potential hazards within the workplace. Additionally, periodic reminders are sent to staff (via E-mail) concerning occupational safety and health related issues and programs. In FY 2009 CSOSA and PSA did not have any facilities with a high injury/illness case rate.

CSOSA	FY 2008	FY 2009	Change
<b>Number of Federal Civilian Employees</b> , including full-time, part-time, seasonal, intermittent workers	859	924	+ 65
<b>Total Cases Injury/Illness</b> (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities)	14	7	- 7
<b>Total Case Rate</b> (rate of all injury/illness cases per 100 employees)	1.63	0.78	- 0.85
<b>Lost Time Cases</b> (number of cases that involved days away from work)	6	2	- 4
<b>Lost Time Case Rate</b> (rate of only the injury/illness cases with days away from work per 100 employees)	0.70	0.23	- 0.47
<b>Lost Work Days</b> (number of days away from work)	120	24	- 96
<b>Lost Work Day Rate</b> (per 100 employees)	12.86	2.73	- 10.13

<b>PSA</b>	<b>FY 2008</b>	<b>FY 2009</b>	<b>Change</b>
<b>Number of Federal Civilian Employees</b> , including full-time, part-time, seasonal, intermittent workers	343	370	+ 27
<b>Total Cases Injury/Illness</b> (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities)	4	3	- 1
<b>Total Case Rate</b> (rate of all injury/illness cases per 100 employees)	1.16	.81	- .35
<b>Lost Time Cases</b> (number of cases that involved days away from work)	4	2	- 2
<b>Lost Time Case Rate</b> (rate of only the injury/illness cases with days away from work per 100 employees)	1.16	.54	- .65
<b>Lost Work Days</b> (number of days away from work)	176	48	- 128
<b>Lost Work Day Rate</b> (per 100 employees)	.51	.13	- 3.8

**B. Fatalities and Catastrophic Incidents**

There were no fatalities or catastrophic incidents experienced by CSOSA or PSA during FY'09.

<b>Fatalities/ Catastrophic Events</b>	<b>Cause—FY 2009</b>
1	Not applicable
2	Not applicable
3	Not applicable
4	Not applicable

**C. Overseas Employees**

In FY 2009, CSOSA and PSA did not have any employees overseas.

**D. Significant Trends and Major Causes or Sources of Lost Time Disabilities**

a. Tracking accidents

During FY 2009, trends and major causes of lost time disabilities for CSOSA employees were identified as sprains, slips and falls which were the result of employee carelessness.

PSA did not identify any noticeable trends, major causes, or sources of lost time disabilities.

<b>FY 2009 Major Trends for CSOSA</b>			<b>Description</b>
<b>Nature (i.e., sprains, contusions, etc.)</b>	<b>% of Total</b>	<b>% of Cost</b>	
Sprains	71%	51%	The results of slips, trips and falls in the workplace and automobile accidents.
Strains	29%	0%	The results of lifting heavy objects in the workplace.
Older Claims		49%	Costs that were attributed to claims from FY'08.
<b>Cause of Injury (i.e., slips, handling tools, etc.)</b>	<b>% of Total</b>	<b>% of Cost</b>	
Automobile Accidents	29%	0	Employees were struck by other vehicles while in performance of their duties.
Slips, trips, and falls	28.5%	39%	Employee carelessness resulting in Injuries
Lifting	28%	12%	Injuries resulting from heavy lifting of boxes or other materials
Twisting	14%	0	Employee aggravated a pre-existing knee injury while twisting in her chair
Older Claims		49%	Cost that have been attributed to prior year (FY'08) claims.

FY 2009 Major Trends for PSA			Description
Nature (i.e., sprains, contusions, etc.)	% of Total	% of Cost	
Torn Tendon	33%	95%	Employee slipped while playing in an Agency sponsored fundraising activity.
Sprain	33%	5%	Employee slipped on the wet pavement while walking to another PSA building.
Concussion	33%	0	Employee slipped while on the escalator and hit his head.
Cause of Injury (i.e., slips, handling tools, etc.)	% of Total	% of Cost	
Slips	100%	100%	

b. Controlling Trends

In an effort to control trends and major causes of lost time disabilities CSOSA implemented Defensive Driving training and Facility inspections. Facility inspections are conducted daily by the Office of Security and quarterly inspections are conducted by the Office of Facilities Management. These inspections include but are not limited to lighting, flooring, ceiling conditions, perimeter, tripping hazards etc. All hazardous conditions identified are reported immediately.

During FY'09 PSA did not identify any trends.

**E. Contract Workers and Volunteers**

CSOSA employed three hundred & sixty-eight (368) contract workers and three (3) volunteer employees. One (1) contract worker reported being bitten by a spider on two (2) different occasions. As a result, the facility was exterminated; however, no infestation was found. No other injuries were reported by contractors or volunteer workers.

PSA employed 10 contract workers and 0 volunteers; no injuries reported.

**II. OSH Initiatives—SHARE & Motor Vehicle and Seat Belt Safety**

**A. SHARE—Safety, Health, and Return-to-Employment Initiative**

a. SHARE Analysis

1. Reduce total injury and illness case rates by 3% per year;

CSOSA's efforts to reduce total injury and illness case rates has been focused on Employee Safety, Motor Vehicle and Seat Belt safety through the implementation and continuation of the following programs:

Implementation of enhanced GPS tracking on agency vehicles to alert the Fleet Manager of speeding violations;

Defense Driver's training was made available to a broader audience;

Seat Belt signage reminders in all GOV's;

"How's My Driving" bumper stickers that provides a telephone number to report incidents of bad driving; and,

Officer Safety training that includes safety awareness (in the work place) and basic self defense techniques.

**PSA** has continued its' efforts to reduce total injury and illness case rates through their implementation of a Safety committee, which is tasked with heightening the awareness of safe working conditions and habits. This training was made available to a broader group of employees.

2. Reduce lost time injury and illness case rates by 3% per year:

**CSOSA** tracks lost time injury/illness claims through its access to the Office of Workers Compensation Programs (OWCP) claims database. Moreover, the agency maintains contact with the employee to obtain the appropriate medical documentation.

**PSA** maintained its efforts to provide Safety and Health awareness training to all agency employees. In FY 2009 their lost time injury and illness case rate was reduced by 65%.

3. Increase the timely filing of injury and illness claims by 5% per year<sup>1</sup>:

In FY 2009, both CSOSA and PSA had a 100% timely filing rate for injury and illness claims. This was accomplished through their efforts to aggressively process injury/illness claims in accordance with established OWCP guidelines.

4. In an effort to reduce the rate of lost production days due to injury and illness by 1% per year:<sup>2</sup>

**CSOSA** and **PSA** aggressively pursue medical documentation from the Office of Workmen's Compensation (OWCP) to certify absences. Additionally, they maintain communication with the employee to promote a faster return to work.

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<sup>1</sup> Under the SHARE extension, which began in FY 2007, all agencies are required to achieve at least a 50% timely filing rate under Goal 3. Agencies for which a 5% per year improvement from their FY 2003 baseline results in a FY 2009 goal higher than 60% will have their performance tracked against that formula-driven target, except that no agency's goal is required to exceed 95%. Agencies must meet the minimum level or their formula-driven goal, whichever is higher, up to a maximum of 95%.

<sup>2</sup> Under the SHARE extension, Goal 4 targets also have been slightly modified. Agencies with a FY 2003 baseline Lost Production Day Rate (LPDR) at or below 15 days are charged with maintaining an LPDR of 15 or less. All other agencies will have their progress measured against the formula-driven target of reducing LPDRs by 1% per year, except that no such target is required to be fewer than 15 days.

b. SHARE Programs/Initiatives

CSOSA implemented several wellness, safety and health training programs. Programs such as, First -Aid, Workplace Violence, Exposure Control and Defensive Driver training were implemented within the last two years in support of SHARE. These programs have had a positive affect on employee awareness, preparedness, and morale.

PSA instituted a Safety Committee and increased safety training to a broader group of employees. Heightened awareness of safe work habits gained through training has greatly reduced injuries to staff.

**B. Motor Vehicle / Seat Belt Safety**

- a. CSOSA employees reported a total of eleven (11) motor vehicle accidents in FY 2008 and FY 2009; however, agency employees were determined to be not at fault in these accidents and the were no lost time disabilities.

PSA experienced no motor vehicle accidents in FY 2008 and FY 2009.

	<b>FY 2008</b>	<b>FY 2009</b>	<b>Change</b>
<b>Number of motor vehicle accidents experienced by employees</b>	11	11	0
<b>Number of accidents resulting in personal injury</b>	9	0	0
<b>Number of accidents resulting from emergency response and disaster recovery operations</b>	0	0	0

- b. Mechanisms in place to track the percentage of seat belt usage by employees.

CSOSA and PSA vehicles have audible and visual signage concerning the mandatory use of seat belts posted in all agency vehicles. Tracking information concerning seatbelt usage during an accident is collected through the completion of the GSA Standard Form 91, Motor Vehicle Accident Report. To date, no employees have been fined or received a citation for not wearing their seat belt.

- c. Efforts taken to improve motor vehicle safety and seat belt usage.

CSOSA’s efforts to improve motor vehicle safety and seatbelt usage are as follows:

- Implemented Defensive Driver’s Training (mandatory for all new employees);
- “How is my Driving” bumper stickers have been placed on all agency vehicles with a telephone number to report bad driving habits;
- Implementation of pilot program on new Fleet software that tracks usage as well as monitors scheduled maintenance and repairs to ensure vehicles operate safely and efficiently.

- Enhanced Global Positioning System (GPS) which is used as a tool to locate, track, and monitor traffic violations and speeders; and,
- Updated the existing Motor Vehicle policy
- to include a no tolerance policy on using a cell phones and texting while driving.

PSA has never had an issue with motor vehicle safety or seat belts usage; therefore, efforts to ensure safety through training remain intact.

### **C. Pandemic Flu Preparations**

CSOSA's Pandemic Flu Preparation has been incorporated into their OSH program. Preparation focused on both public safety and occupational safety and health with emphasis on the physical protection of agency employees. This includes the following:

- The purchase and distribution to all facilities items such as, hand sanitizer, Sanitary wipes and personal protection equipment.
- Additional Pandemic Flu preparations include Influenza vaccinations for staff, information updates on health and safety reminders through posters, email and literature to staff. Modifications have been made to personnel policies such as, Leave usage and Telecommuting policies where applicable. CSOSA' Continuity of Operations Planning (COOP) staff has drafted a Pandemic Flu Plan.

PSA formed a safety committee to address Pandemic Flu preparations. The committee is comprised of managers and line staff. Pandemic flu preparation has not been incorporated into their OSH program.

## **III. Employee & Contractor Support**

### **A. OSH Training**

#### **a. Ensuring staff are trained**

CSOSA and PSA use the "Learning Depot" software system to manage and track all agency training and development opportunities. Agency sponsored OSH training for eligible staffs include the following:

- First Aid (CPR/AED)
- Defensive Driving
- Officer Safety Training
- Blood borne Pathogen & Tuberculosis trainings
- Environmental Safety
- Security Training ( for Residential Treatment Facility staff)

b. Impact of Training

All of the health and safety related training provides education and awareness for CSOSA and PSA employees. The overall impact of our training efforts on improving work-related safety and health is evident based on the low rate of staff's exposure to such illnesses as tuberculosis and other blood-borne pathogens. Additionally, the impact of trainings such as, First Aid and Officer Safety have increased staff morale and confidence as it relates to having the appropriate tools and knowledge to administer first aid or to protect and defend them, when needed. Several employees received certification at Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillators (AED) in case of a life threatening emergency. In order to maintain certification for AED/CPR all participants must re-certify annually. Re-certification for First Aid training is required every two years.

c. Staff Trained

Type of Training Provided in FY 2009 for CSOSA Employees	Number Trained
1. Security	21
2. Bloodborne Pathogens & Tuberculosis	414
3. CPR/AED/First-Aid Certification	45
4. Officer Safety	52
5. Basic Self Defense	52
6. Defensive Driving	68
7. Environmental Safety	21
Type of Training Provided in FY 2009 for PSA Employees	Number Trained
1. Collateral Safety Duties Course for Other Federal Agencies	3
2. Cell Block Safety	51
3. Basic Office Safety and Security	60
4. Safety and Health Awareness	24

**B. Agency OSH Poster**

OSHA posters for CSOSA and PSA are attached.

**C. OSH Conferences/Seminars**

CSOSA and PSA do not have any OSH Conferences/Seminars planned for FY 2010.

#### **D. Field Federal Safety and Health Councils**

In September of 2009, CSOSA employees attended a special meeting of the Occupational Safety and Health Administration's Federal Advisory Council on Occupational Safety and Health (FACOSH). The focus of the meeting was "Preparedness and Planning for the H1N1 flu.

PSA employees did not participate in any Field Federal Safety and Health Council meetings or trainings during FY 2009.

##### **a. Involvement**

CSOSA employees who attended the FACOSH meeting participated in discussions concerning a draft report provided by the FACOSH Emerging Issues Workgroup on federal agency pandemic influenza preparedness planning. This meeting also involved a dissemination of information for federal agency concerning pandemic influenza preparedness and planning.

PSA employees had no involvement.

##### **b. Field Council Support**

N/A

#### **E. Contractor Safety**

- **Describe whether any of your agency's contracts include standard language addressing workplace safety requirements:**

CSOSA contracts do not have standard language addressing workplace safety. PSA contracts do contain standard language addressing workplace safety.

- **Explain if the agency has established a means for enforcing compliance with these contract provisions.**

CSOSA does not have standard language addressing workplace safety; however, a COTR is assigned to enforce compliance with contract provisions.

PSA established a means for enforcing compliance with contract provisions by assigning a COTR to each contract.

- **Submit the standard OSH language included in your agency's contracts.**

CSOSA and PSA do not have standard language.

- **Are contractors required to notify agency personnel if a contractor experiences a recordable injury? If so, how does the agency use this information?**

CSOSA – a contractor who experiences a recordable injury is required to notify management. The type and cause of the injury is documented and the information is forwarded to the appropriate offices within CSOSA, i.e. OHR, Facilities Mgmt, and/or Security.

PSA – All recordable injuries are reported to management and are tracked by OHR.

#### **F. Other Support Activities**

CSOSA and PSA participated in several Continuity of Operation Plan activities during FY 2009. Those activities are as follows:

- National Continuity Exercise (Emergency Preparedness)
- National Emergency Preparedness Fair
- Hosted a two (2) day open house for Alert Notification System

Additionally, several CSOSA and PSA staff attended OSH training refreshers during FY 2009.

#### **IV. Self-Evaluations**

During FY 2009, CSOSA conducted self-evaluations on the following trainings:

- First-Aid/CPR/AED
- Defensive Driving Training
- Emergency Evacuation Plan Training
- Blood borne Pathogen Awareness

PSA did not conduct any self-evaluations during FY 2009.

#### **V. Accomplishments for FY 2009**

##### **CSOSA**

- Forty-five (45) CSOSA employees received certification in AED, CPR, and First-Aid training.
- Implementation of daily on site inspection of all facilities by security staff for safety and health hazard.
- Defensive Driver's Training has been deemed mandatory for all newly hired CSOSA employees and has been added to our New Employee Orientation program.

- Implemented a pilot program on our new Fleet Management Software to monitor and track vehicle usage, maintenance schedules, mileage and more.
- “How is my Driving” bumper stickers have been placed on all agency vehicles with a telephone number to report bad driving habits.
- Implemented a pilot program on a new Enhanced Global Positioning System (GPS) which is used as a tool to locate, track, and monitor vehicles, traffic violations and speeders.

### **PSA**

- Injuries and lost work days were substantially reduced. This can be attributed to an increase in training and awareness programs available to staff.

## **VI. Resources**

CSOSA and PSA allocate funds annually to support monthly wellness programs with the office of Federal Occupational Health. Additionally, CSOSA allocates funds annually to support their Exposure Control Program and Self-Defense Driving training.

## **VII. Goals**

**CSOSA** will continue to re-build and strengthen its Fleet Management program in an effort to reduce the number of motor vehicle accidents. In addition, CSOSA will continue with its daily and quarterly facility inspections. These efforts along with continued safety and awareness training should be instrumental in helping CSOSA achieve its' goals to reduce the number of reported injuries/illnesses and lost time cases.

**PSA** will continue to provide training and other awareness programs in their efforts to reduce lost time cases.

## **VIII. Questions/Comments**

## Space Saver 5

**New Rights are Protected**

OSHA's new Space Saver 5 poster highlights the rights of employees to a safe and healthy workplace.



OSHA's new Space Saver 5 poster highlights the rights of employees to a safe and healthy workplace. The poster is available in English and Spanish. For more information, visit [www.osha-slc.gov](http://www.osha-slc.gov).

## Job Safety and Health It's the law!



OSHA's new Job Safety and Health poster highlights the rights of employees to a safe and healthy workplace. The poster is available in English and Spanish. For more information, visit [www.osha-slc.gov](http://www.osha-slc.gov).

### OSHA's New Rights Poster

OSHA's new Rights poster highlights the rights of employees to a safe and healthy workplace. The poster is available in English and Spanish. For more information, visit [www.osha-slc.gov](http://www.osha-slc.gov).

### Equal Employment Opportunity Act

## THE LAW

OSHA's new Equal Employment Opportunity Act poster highlights the rights of employees to a safe and healthy workplace. The poster is available in English and Spanish. For more information, visit [www.osha-slc.gov](http://www.osha-slc.gov).

### EMPLOYEE RIGHTS

OSHA's new Employee Rights poster highlights the rights of employees to a safe and healthy workplace. The poster is available in English and Spanish. For more information, visit [www.osha-slc.gov](http://www.osha-slc.gov).

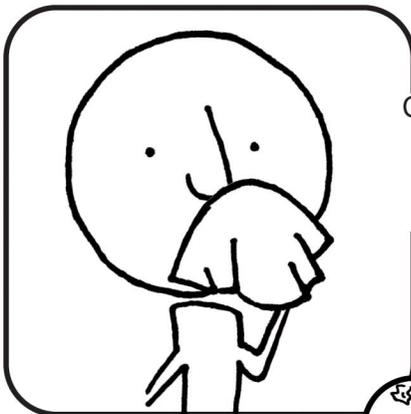
**1-866-4-USWAGE**  
**WWW.WAGEHOUR.DOL.GOV**

### NOTICE

OSHA's new Notice poster highlights the rights of employees to a safe and healthy workplace. The poster is available in English and Spanish. For more information, visit [www.osha-slc.gov](http://www.osha-slc.gov).

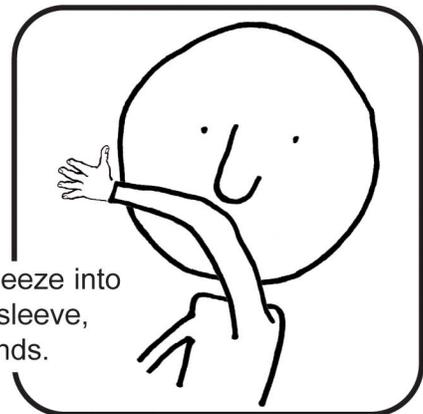
Stop the spread of germs that make you and others sick!

# Cover your Cough



Cover your mouth and nose with a tissue when you cough or sneeze

or  
cough or sneeze into your upper sleeve, not your hands.

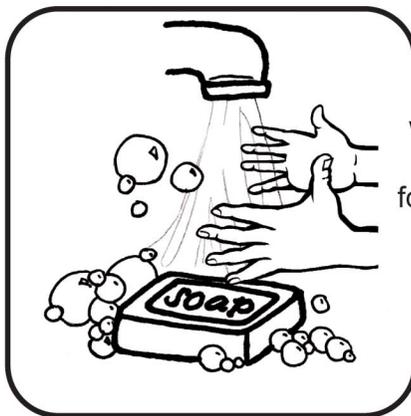


Put your used tissue in the waste basket.



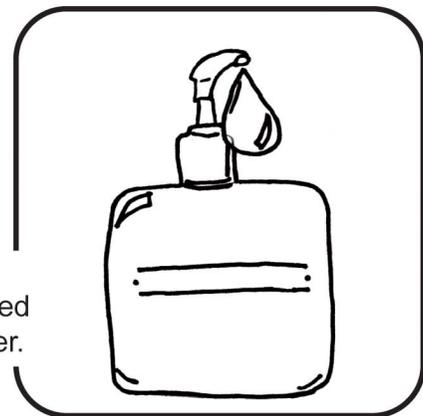
# Clean your Hands

after coughing or sneezing.



Wash hands with soap and warm water for 20 seconds

or  
clean with alcohol-based hand cleaner.



Minnesota Department of Health  
717 SE Delaware Street  
Minneapolis, MN 55414  
612-676-5414 or 1-877-676-5414  
[www.health.state.mn.us](http://www.health.state.mn.us)



Minnesota  
Antibiotic  
Resistance  
Collaborative

