



# **STATE OSHA ANNUAL 2011 REPORT (FY 2011 SOAR)**

**US Virgin Islands Department of Labor  
VI Division of Occupational Safety and Health - VIDOSH  
(Public Sector Only)**

*December 29<sup>th</sup>, 2011*

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Commissioner**

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Director, VIDOSH**

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## **INTRODUCTION**

### **PURPOSE OF STATE PROGRAM, HISTORY AND BACKGROUND**

The mission of the Virgin Islands Division of Occupational Safety and Health (DOSHS) is to implement the mandates of the Federal (OSH) Act, and to ensure a safe and healthful working environment for all employees and employers within its jurisdiction. This means to ensure as much as practicable, that employees within the Public Sector work in an environment free from hazards, any other foreseeable potential hazards and risks to their safety and health. The VIDOSH Program intends to ensure that this protection is provided to all Public Sector employees in the Virgin Islands, focus on all the public sector agencies and those appointed employer representatives. This performance will involve the application of standards, enforcement of occupational regulations and to provide occupational safety technical assistance, including the utilization of these OSHA tools will enable employers and employees to maintain safe and healthful workplaces.

The Virgin Islands OSHA State Plan is currently administered by the Division of Occupational Safety and Health (VIDOSH), which is part of the U.S. Virgin Islands Department of Labor. The State Plan has offices on the two major islands: St. Croix and St. Thomas, for conducting enforcement training, outreach and consultation activities in the public sector. VIDOSH conducts inspections at territorial-government facilities. All private sector and federal government agencies complaints are referred and/or forwarded to the Puerto Rico Federal OSHA Area offices for appropriate action.

The VI-OSH Act as stated on July 19<sup>th</sup>, 2006 amendment for Public Sector only, now contains provisions for the issuance of monetary penalties for those public sector employers found not be in compliance with applicable standards on a first instances, however, the revised Act contained provisions on all Failure to Abate serious violations. The post citation issuance review proceedings are handled through a VI Hearing Examiner with the right to appeal to the Commissioner of Labor and the V.I. Superior Court in lieu of the Review Commissioner as in the Federal Program. The United States Virgin Islands–OSH Act provides for the automatic adoption of federal standards applicable to public sector for the issuance of citations on the effective date specified in the federal standards. The Commissioner for VI Department of Labor published adopted standard and procedures as rule or notice for a minimum of three days in local circulation written media and the V.I. Register to notify all impacted stakeholders

Until June 30, 2003, VIDOSH and Federal OSHA had concurrent jurisdiction over safety issues in the private sector, with Puerto Rico Federal OSHA Area Office retaining private sector health and maritime industry coverage. The public sector safety and health issues were covered by VIDOSH, as well as consultative services in both private and public sectors. On July 1<sup>st</sup>, 2003, the Government of the United States Virgin Islands voluntarily withdrew its private sector enforcement coverage while continuing its coverage for public sector workers, and entered into a new 21(d) private-sector consultation cooperative agreement with Federal OSHA. This was due in large part to the unique geography and performance issues surrounding the Virgin Islands State Plan. On September 2005, the 21(d) private sector consultation program was transferred to the University of the Virgin Islands Community Engagement and Lifelong Learning (UVI-CELL) Division.

The Fiscal Year (FY) 2011 State OSHA Annual Report (SOAR) is submitted in accordance with the Occupational Safety and Health Administration (OSHA) requirements to report their progress in accomplishing the previous fiscal year’s Annual Performance Plan goals. The Virgin Islands Division of Occupational safety and Health (VIDOSH) submits this report outlining the Division’s accomplishments and deficiencies. The following information will enable OSHA to include VIDOSH’s information in the Government Performance and Results Act (GPRA) Annual Report to Congress.

**VIDOSH RESPONSE TO OSHA RECOMMENDATIONS FROM FY2009 ENHANCED FEDERAL ANNUAL MONITORING EVALUATION (FAME)**

ENHANCED FEDERAL ANNUAL MONITORING EVALUATION (FAME) BASELINE SPECIAL EVALUATION (BSE) REPORT OCTOBER 1, 2010 - SEPTEMBER 30, 2011.	
<b>ENFORCEMENT</b>	
<b>INSPECTION ACTIVITY</b> <b>09-14</b>	The 2009 EFAME noted that submission of a draft version of revised State Plan Narrative was due on December 31, 2005. This document has not yet been received by OSHA but VIDOSH reports that it will be submitted to OSHA for approval by the end of FY 2010.
<b>RECOMMENDATION</b>	VIDOSH must ensure that the State Plan narrative, with amendments reflecting the more limited public sector scope of the program, is completed and submitted to OSHA. This includes the narrative document as well as all relevant appendices. VIDOSH must also provide documentation on all outstanding developmental components of its State Plan.
<b>CORRECTIVE ACTION PLAN</b>	The VIDOSH will strive to submit a completed draft of the State Plan Narrative by the end of the 2nd Qtr of FY 2012.
<b>STATE ACTION TAKEN</b>	As of January 19, 2011, VIDOSH was in the process of completing a revised State Plan Narrative. This detailed document requires ample revisions. The VIDOSH Director and staff must review and enhance the report, and agree that the said operations are able to achieve VIDOSH goals and objectives.
<b>STATUS</b>	<b>Pending.</b> This activity will be accomplished on or about June 30, 2011. Subject to further Federal review and monitoring and VIDOSH completion of all actions and submission of all documentation necessary to demonstrate completion of its developmental steps.
<b>CONSULTATION</b>	
<b>INSPECTION ACTIVITY</b> <b>09-15</b>	The 2009 EFAME noted that as required by its 2003 developmental plan, the Virgin Islands has not developed nor maintained a public sector consultation program that can provide no cost safety and health services to public sector employers.
<b>RECOMMENDATION</b>	VIDOSH must ensure that a public-sector consultation program is

<b>ENHANCED FEDERAL ANNUAL MONITORING EVALUATION (FAME) BASELINE SPECIAL EVALUATION (BSE) REPORT OCTOBER 1, 2010 - SEPTEMBER 30, 2011.</b>	
	fully operational and provides appropriate services to public-sector employers in the territory.
<b>CORRECTIVE ACTION PLAN</b>	<p>VIDOSH will establish Public Sector Consultation Program and efforts to accomplish consultation visits is I progress. Efforts for the VIDOSH Consultant to shadow a New Jersey Public Sector Consultant are being accomplished. The estimate time for the said shadowing is first quarter CY 2012. Region II is assisting Director Andrews with these measures.</p> <p>The VIDOSH Director has selected the Consultant. The Consultant is awaiting mandatory OSHA training. By the end of the 2<sup>nd</sup> Qtr of FY2011, the Consultant is scheduled complete the course # 1500. Additionally, the VIDOSH Director has established communication with other Public Sector only State Plans [to] shadow a state plan Consultant within Region II.</p>
<b>STATE ACTION TAKEN</b>	As of January 19, 2011; the VIDOSH Director has Taken the following steps in the development of a public sector consultation program. The Industrial Hygienist has been assigned to the public sector consultation program. This employee has completed the OTI Course 1000 and OTI 1500 mandatory online and is currently enrolled in Course OTI 1250. The other required mandatory courses are scheduled to be finished at the end of FY 2011. The Virgin Islands Department of Labor and Region II will need to have discussion to address the necessary parameters i.e. staffing, funding and training required for an operational Public Sector Consultation program. Additional staff and equipment will be required.
<b>STATUS</b>	<p><b>Pending.</b></p> <p>These activities will be accomplished on or about June 30, 2011. Subject to further Federal review and monitoring, and VIDOSH completion of all actions and submission of all documentation necessary to demonstrate completion of its developmental steps.</p>
<b>WHISTLEBLOWER</b>	
<b>INSPECTION ACTIVITY 09-17</b>	The 2009 EFAME noted that VIDOSH staff appeared to refer cases to Federal OSHA, PROSHA, and the U.S. Virgin Islands Department of Labor, Division of Labor Relations. Staff members understood that private Sector 11(c) complaints should be forwarded to Federal OSHA. Staff members stated that they contacted Federal OSHA Regional Supervisory Investigator for questions. One investigator has attended the Basic Discrimination Investigator’s Course 1420 at OTI.
<b>RECOMMENDATION</b>	VIDOSH staff needs to forward all complainants that allege retaliation to the discrimination investigator for screening. All staff members should be trained to answer basic questions about jurisdiction, coverage, and discrimination complaints. All screenings should be documented according to the guidelines in the Federal Manual. It is suggested that VIDOSH continue to

<b>ENHANCED FEDERAL ANNUAL MONITORING EVALUATION (FAME) BASELINE SPECIAL EVALUATION (BSE) REPORT OCTOBER 1, 2010 - SEPTEMBER 30, 2011.</b>	
	refer cases out of their jurisdiction to Federal OSHA and contact Federal OSHA with any questions. VIDOSH should develop a working relationship with the Virgin Islands Department of Labor, Division of Labor Relations, so that each agency may refer appropriate cases to each other as complainants may concurrently file.
<b>CORRECTIVE ACTION PLAN</b>	See Response to Recommendation 09-16.
<b>STATE ACTION TAKEN</b>	These actions will be accomplished by the CSHO's on or about September 30, 2011.
<b>STATUS</b>	<b>Pending.</b> Subject to further Federal review and monitoring and VIDOSH submission of documentation on revised procedures, training, etc., for Regional review.
<b>INSPECTION ACTIVITY 09-18</b>	The 2009 EFAME noted that staff and investigator(s) have no access to Whistleblower Application. There is also no process for tracking case files.
<b>RECOMMENDATION</b>	Staff and investigators need to access to IMIS Whistleblower Application so that they may track investigations and pertinent information such as Complainant and Respondent contact information, timeliness, and jurisdiction.
<b>CORRECTIVE ACTION PLAN</b>	See Response to Recommendation 09-16. Once a Whistleblower CSHO is identified and trained the CSHO will be provided IMIS access to the Whistleblower Module.  VIDOSH has identified nine (9) employees within the Virgin Islands Department of Labor to become familiar [with] Whistleblower policies and procedures. Five (5) of the nine employees will be trained upon availability of OTI Whistleblower training. An alternative if OTI training is unavailable in the near future or is not cost effective --VIDOSH will request the National Office to provide onsite training. The VIDOSH Director will work towards accomplishing these actions by 4 <sup>th</sup> Qtr of FY 2011.
<b>STATE ACTION TAKEN</b>	As Of January 19, 2011; VIDOSH will have access to the web based whistleblower applications These actions will be accomplished on or about September 30, 2011.
<b>STATUS</b>	<b>Pending.</b> Subject to further Federal review and monitoring and VIDOSH submission of documentation on revised procedures, training, etc., for Regional review.
<b>INSPECTION ACTIVITY 09-19</b>	The 2009 EFAME noted that VIDOSH's Discrimination Program did not meet the § 1977.23 standards. In general, the VIDOSH discrimination program has not had any whistleblower cases since

<b>ENHANCED FEDERAL ANNUAL MONITORING EVALUATION (FAME) BASELINE SPECIAL EVALUATION (BSE) REPORT OCTOBER 1, 2010 - SEPTEMBER 30, 2011.</b>	
	1999, and is lacking the procedural knowledge, experience, and structure necessary to effectively execute investigations and meet program objectives.
<b>RECOMMENDATION</b>	VIDOSH needs to follow the Whistleblower Investigation Manual (CPL02-03-002 8/22/2003) to create a process to settle cases. VIDOSH should work with the Virgin Island's Attorney General's Office to create a clear path for settlement review and execution.
<b>CORRECTIVE ACTION PLAN</b>	See Response to Recommendation 09-18. VIDOSH will work with the Virgin Island's Attorney General's Office and the Department of Labor's Legal Counsel to create a clear path for settlement review and execution. The VIDOSH Director will work towards accomplishing these actions by 4th Qtr of FY 2011.
<b>STATE ACTION TAKEN</b>	The VIDOSH Director will work towards accomplishing these actions on or about September 30, 2011
<b>STATUS</b>	<b>Pending.</b> Subject to further Federal review and monitoring and VIDOSH submission of documentation on revised procedures, training, etc., for Regional review.
<b>INSPECTION ACTIVITY 09-20</b>	VIDOSH does not have templates for docket letters, FIRS, and other necessary investigative documents and correspondence.
<b>RECOMMENDATION</b>	VIDOSH should adopt the Federal Manual templates for all investigative documents including but not limited to docket letters, FIRs, and Secretary's Findings. These documents should be created as soon as possible, so that they are available when investigations arise.
<b>CORRECTIVE ACTION PLAN</b>	VIDOSH shall adopt the Federal Manual templates for all investigative documents, including but not limited to docket letters, FIRs and Secretary's Findings.  The VIDOSH staff will follow the adopted 02-00-140 CPL standards (Complaint Policies and Procedures). Several control measures have been created and put into place by VIDOSH. The creation of the VIDOSH Complaint Data E-tool has facilitated and enhanced collection of pertinent data during the complaint process. The staff will be formally trained on the use of the E-Tool during the weekly staff meeting.  The utilization of standardized inspection processing will be developed and implemented. Inspection template will be created to address the operational agency categories i.e. Health Care, Education, Utilities and Infrastructure, Business & Administration offices, Emergency Responders and Law Enforcement Executive

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	<p>and Legislative Agencies. The guidelines will reflect the required enforcement compliance directives. VIDOSH inspection guidelines will include standardized Opening and/or Closing Conference data and Interview data, employee exposure and employer knowledge. The form will also document the union representative's involvement during all inspection activities. These customized forms will be utilized by the CSHO's. Inspection activities pertaining to hazard recognition and compliance assessment will be documented by these forms. VIDOSH staff will be trained on all the new standardized system. The data points will be used by the director to access effectiveness.</p> <p>The VIDOSH Director will provide and ensure additional training is provided to the VIDOSH staff. These procedures will encompass established policies and procedures. The Director will ensure the staff utilizes the federal templates.</p>
<b>STATE ACTION TAKEN</b>	These actions will be accomplished on or about September 30, 2011
<b>STATUS</b>	<p><b>Pending.</b>                      Subject to further Federal review and monitoring and VIDOSH submission of documentation on revised procedures, training, etc., for Regional review.</p>
<b>INSPECTION ACTIVITY 09-23</b>	The 2009 EFAME noted that VIDOSH covers establishments in water and wastewater treatment activities, subject to PSM standard. VIDOSH does not have adequate trained staff to deal with these worksites.
<b>RECOMMENDATION</b>	Ensure that an adequate number of qualified VIDOSH staff are trained to the requirements of DIRECTIVE NUMBER: 09-06 (CPL 02), "PSM Covered Chemical Facilities National Emphasis Program"
<b>CORRECTIVE ACTION PLAN</b>	VIDOSH will identify the required PSM training for water and waste water treatment activities. The Director will dedicate time for staff to review and discuss Directive Number 09-06 (CPL 02). VIDOSH will seek assistance from Region II to train the staff on the PSM.
<b>STATE ACTION TAKEN</b>	These actions will be adopted on or about September 30, 2011.
<b>STATUS</b>	<p><b>Pending.</b>                      Subject to further Federal review and monitoring, and submission of documentation on revised procedures, training, etc. VIDOSH should seek Federal technical assistance when faced with PSM-related issues</p>



## MANDATED ACTIVITIES

<u>ACTIVITY</u>	PROGRAM ACTIVITY PROJECTIONS		GOAL		ACTUAL		
	FY 10	FY 11	FY 11	FY 11	SAFETY	HEALTH	
			SAFETY	HEALTH	SAFETY	HEALTH	Total
<b>ENFORCEMENT</b> <b>- PUBLIC SECTOR INSPECTIONS</b>		60	43		32(*)	30(*)	103
<b>CONSULTATION</b> <b>- PUBLIC SECTOR CONSULTATION</b>		15	10		0(❖)		

Note: (❖) = Consultation visits initiated, May 2009, however the consultation program was suspended due to loss of staff.

Note: (\*) = Program Activity Projection actual not met due to loss of staff

ENFORCEMENT INSPECTIONS					
	PROGRAMMED	COMPLAINT	REFERRAL	FATALITY	FOLLOW-UP
<b>SAFETY</b>	32	7	1	0	2
<b>HEALTH</b>	30	12	0	0	0
<b>TOTAL</b>	63	13	1	0	2

CONSULTATION				
	INITIAL	FOLLOW-UP	TRAINING & ASSISTANCE	Total
<b>SAFETY</b>	0*	0		0
<b>HEALTH</b>	0	0		
<b>TOTAL</b>	0	0		0

Note: (\*) = Consultation visit initiated but report(s) kept in draft upon reassignment of Industrial Hygienist.

## **VIRGIN ISLANDS PUBLIC SECTOR AGENCIES BLS INJURY/ILLNESSES REPORTS HIGHLIGHTS**

Overall the BLS Non fatal Injuries and Illnesses rate for US Virgin Islands government agencies data showed 0.4% increase trend in the Total Recordable Cases (TRC) rates on CY 2010 (2.9) compared with CY 2007 reported rates (2.5). The CY 2010 Public Administration TRC rates increase. The corrections are to a degree attributed to VIDOSH's strategies; increased record keeping awareness by Public Sector Agencies, and Record keeping outreach activities

There BLS Non fatal Injuries and Illnesses rate showed specific rate decreased trends ranges from 4.3% to 0.1%. The Table II below describes the agencies data from CY 2007 to CY 2010. There were five (5) agencies whose TRC decreased rate trends were above the 1 % forecast goal.

- The Utilities data showed a 4.3% decreased trend in CY 2010 (0.1) as compared with CY 2007 baseline (4.4).
- The Justice, Public Order and Safety industry category agencies showed a 1.2% decreased trend in CY 2010 (1.2) as compared with CY 2007 baseline (2.4).
- The Public Administration data showed a 0.1% decreased trend in CY 2010 (2.1) as compared with CY 2007 baseline (2.2).
- The Educational Services Colleges, Universities and Professional Schools industries data rates were too low to report and Executive, Legislative and Other General Government Support industries data were not reported

The TRC rate for the State and Local Government and Service Providing Agencies showed a 0.4% increase trend in CY 2010 (2.9) as compared with CY 2007 baseline (2.5). The BLS Non fatal Injuries and Illnesses rate showed an increase; trends range from 0.4% to 5.9%.

- The Education and Health services data showed a 0.8% increased trend in CY 2010 (3.3) as compared with CY 2007 baseline (2.5).
- The Educational Services agencies data showed 0.5% increased trend in CY 2010 (2.4) as compared with CY 2007 baseline (1.9).

During CY 2007 zero BLS Non fatal Injuries and Illnesses data was reported for two Public Sector Industry categories. The said Industry categories were Health Care and Social Assistance and Hospitals. Both Industry categories showed 5.9% increase trend in CY 2010 (5.9) as compared with CY 2007 baseline to low to report and/or zero data.

**Table I.** US Virgin Islands BLS Non Fatal Injuries and Illnesses Total Recordable Case (TRC) Rates trends since CY 2007 – CY 2010.

US VIRGIN ISLAND BLS NON FATAL INJURIES AND ILLNESS	TOTAL RECORDABLE CASE RATE	TOTAL RECORDABLE CASE RATE	TOTAL RECORDABLE CASE RATE	TOTAL RECORDABLE CASE RATE	% RATE CY2006 TO CY2009
INDUSTRY	2007	2008	2009	2010	% (Increase or Decrease)
STATE AND LOCAL GOVERNMENT	2.5	3.0	2.8	2.9	0.4% Increase

**Table II.** US Virgin Islands BLS Non Fatal Injuries and Illnesses Total Recordable Case (TRC) Rates trends per Public Sector Industry, since CY 2007 – CY 2010.

US VIRGIN ISLAND BLS NON FATAL INJURIES AND ILLNESS	NAICS CODES	TOTAL RECORDABLE CASE RATE	TOTAL RECORDABLE CASE RATE	TOTAL RECORDABLE CASE RATE	TOTAL RECORDABLE CASE RATE	% RATE CY2007 TO CY2010
Industry		2007	2008	2009	2010	% Rate
State and Local Government		2.5	3.0	2.8	2.9	0.4% Increase
State Government		2.5	3.0	2.8	2.9	0.4% Increase
Service Providing		2.5	3.0	2.8	2.9	0.4% Increase
Utilities	22	4.4	❖	❖	0.1	4.3% Decrease
Education and Health services	61	2.5	3.4	2.3	3.3	0.8% Increase
Educational Services		1.9	2.2	1.4	2.4	0.5% Increase
Educational Services Colleges, Universities and Professional Schools		*	4.9	*	*	*
Health Care and Social Assistance	62	❖	4.0	4.3	5.9	5.9 % Increase
Hospitals		❖	6.4	4.3	5.9	5.9 % Increase
Public Administration	92	2.2	2.4	2.4	2.1	0.1 % Decrease
Executive, legislative and other general government support	921	❖	❖	❖	❖	❖
Justice, Public Order and safety activities	9221	2.4	❖	❖	1.2	1.2 % Decrease
BLS Virgin Islands Injuries and Illnesses Data 2007, 2008 ,2009 and 2010						
❖ = Too low to report						
* = No data reported in the BLS references tables						

## STATE PLAN ANNUAL SUMMARY TOWARD STRATEGIC PLAN GOALS

The Virgin Islands Division of Occupational Safety and Health (VIDOSH) strategic goals, objectives, and activities focused to perform our enforcement, education and training duties to promote that all public sector employers provide a safe and healthful workplace, and the reduction and prevention of injuries and illnesses. Strategic goals and objectives defined for both enforcement and consultation interventions.

<b>FY 2011 VIDOSH PERFORMANCE GOALS</b>																																																																			
<b>Strategic Goal #1:</b> Improve Workplace Safety and Health for all Public Employees in the U. S. Virgin Islands.																																																																			
<b>Performance Goal #1-1</b>	Reduce occupational hazards exposures in the public sector by conducting direct interventions in agencies with a history of Workers Compensation claims.																																																																		
<b>Year One Performance Goal #1-1.1</b>	Reduce occupational hazards exposures in the public sector by focusing on public employees with frequent Workers Compensation claims over the past 3 years.																																																																		
<b>Strategy</b>	Develop LEP to target public sector agencies with high Workers Compensation claims.																																																																		
<b>Performance Indicators</b>	<b>Primary Outcome Measure Results</b>																																																																		
<b>Goal Activity Measures</b>	<p>Reduce the number of injuries resulting in Worker’s Compensation claims</p> <p><b><u>Outcome Measure</u></b></p> <p><b>a. Number of inspections conducted in targeted agencies: 63</b>  A total of thirty two (32) safety (S) and thirty (30) health (H) public sector agencies inspections were completed. The enforcement activities breakdown per public sector agency were as follows, (agencies classified by NAICS code):</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td>NAICS 926150</td><td>VI Department of Labor</td><td>H(1)</td></tr> <tr><td>NAICS 92311</td><td>VI Human Services</td><td>H(3) / S(3)</td></tr> <tr><td>NAICS 92411</td><td>VI Department of Planning and Natural Resources</td><td>H(2)</td></tr> <tr><td>NAICS 925110</td><td>VI Housing Authority</td><td>H(0) / S(2)</td></tr> <tr><td>NAICS 921190</td><td>VI Department of Public Works</td><td>H(2) / S(2)</td></tr> <tr><td>NAICS 488310</td><td>VI Port Authority:</td><td>H(2) / S(2)</td></tr> <tr><td>NAICS 6111</td><td>VI Department of Education</td><td>H(3) / S(4)</td></tr> <tr><td>NAICS 921110</td><td>VI Lieutenant Governors Office</td><td>H(1) / S(1)</td></tr> <tr><td>NAICS 924120</td><td>VI Department of Housing Parks and Recreation</td><td>H(1) / S(4)</td></tr> <tr><td>NAICS 921190</td><td>VI Property &amp; Procurement</td><td>H(2) / S(1)</td></tr> <tr><td>NAICS 923120</td><td>VI Department of Health/Hospital</td><td>H(2) / S(3)</td></tr> <tr><td>NAICS713290</td><td>VI Lottery</td><td>H(2) / S(1)</td></tr> <tr><td>NAICS 922120</td><td>VI Police Department</td><td>H(1) / S(2)</td></tr> <tr><td>NAICS 926110</td><td>VI Department of Tourism</td><td>H(0) / S(1)</td></tr> <tr><td>NAICS 922190</td><td>VI Territorial Emergency Management Agency</td><td>H(1) / S(1)</td></tr> <tr><td>NAICS 922160</td><td>VI Fire Services</td><td>H(2) / S(2)</td></tr> <tr><td>NAICS 92314</td><td>VI Office Of Veteran Affairs</td><td>H(1) / S(1)</td></tr> <tr><td>NAICS 926120</td><td>VI Bureau Of Motor Vehicles</td><td>H(0) / S(1)</td></tr> <tr><td>NAICS 921130</td><td>VI Economical Development Authority</td><td>H(0) / S(1)</td></tr> <tr><td>NAICS 921140</td><td>VI Legislatures</td><td>H(0) / S(1)</td></tr> <tr><td>NAICS 92211</td><td>VI Public Defenders Office</td><td>H(1) / S(1)</td></tr> <tr><td>NAICS 92211</td><td>VI Department of Justice</td><td>H(2) / S(1)</td></tr> </tbody> </table> <p>Staffing limitation impact the complete implementation; One newly</p>	NAICS 926150	VI Department of Labor	H(1)	NAICS 92311	VI Human Services	H(3) / S(3)	NAICS 92411	VI Department of Planning and Natural Resources	H(2)	NAICS 925110	VI Housing Authority	H(0) / S(2)	NAICS 921190	VI Department of Public Works	H(2) / S(2)	NAICS 488310	VI Port Authority:	H(2) / S(2)	NAICS 6111	VI Department of Education	H(3) / S(4)	NAICS 921110	VI Lieutenant Governors Office	H(1) / S(1)	NAICS 924120	VI Department of Housing Parks and Recreation	H(1) / S(4)	NAICS 921190	VI Property & Procurement	H(2) / S(1)	NAICS 923120	VI Department of Health/Hospital	H(2) / S(3)	NAICS713290	VI Lottery	H(2) / S(1)	NAICS 922120	VI Police Department	H(1) / S(2)	NAICS 926110	VI Department of Tourism	H(0) / S(1)	NAICS 922190	VI Territorial Emergency Management Agency	H(1) / S(1)	NAICS 922160	VI Fire Services	H(2) / S(2)	NAICS 92314	VI Office Of Veteran Affairs	H(1) / S(1)	NAICS 926120	VI Bureau Of Motor Vehicles	H(0) / S(1)	NAICS 921130	VI Economical Development Authority	H(0) / S(1)	NAICS 921140	VI Legislatures	H(0) / S(1)	NAICS 92211	VI Public Defenders Office	H(1) / S(1)	NAICS 92211	VI Department of Justice	H(2) / S(1)
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NAICS 923120	VI Department of Health/Hospital	H(2) / S(3)																																																																	
NAICS713290	VI Lottery	H(2) / S(1)																																																																	
NAICS 922120	VI Police Department	H(1) / S(2)																																																																	
NAICS 926110	VI Department of Tourism	H(0) / S(1)																																																																	
NAICS 922190	VI Territorial Emergency Management Agency	H(1) / S(1)																																																																	
NAICS 922160	VI Fire Services	H(2) / S(2)																																																																	
NAICS 92314	VI Office Of Veteran Affairs	H(1) / S(1)																																																																	
NAICS 926120	VI Bureau Of Motor Vehicles	H(0) / S(1)																																																																	
NAICS 921130	VI Economical Development Authority	H(0) / S(1)																																																																	
NAICS 921140	VI Legislatures	H(0) / S(1)																																																																	
NAICS 92211	VI Public Defenders Office	H(1) / S(1)																																																																	
NAICS 92211	VI Department of Justice	H(2) / S(1)																																																																	

<b>FY 2011 VIDOSH PERFORMANCE GOALS</b>	
	<p>hire CSHO required the necessary initial OTI training; Due to Virgin Islands Government hiring freeze one CSHO position was not filed. VIDOL Personnel actions were taken to post and initiate the hiring process the vacant CSHO position during FY2012</p> <p>During FY 2011, revisions were made to VIDOSH Public Sector Employees Injuries And Illnesses Database</p> <p>The Public Sector Employees Injuries And Illnesses Database is used to develop the strategies; identifying potential actual hazardous conditions. The tool provides VIDOSH the ability to analyze public sector employee’s injuries and illnesses trends.</p> <ul style="list-style-type: none"> <li>• <b>Number of hazards identified that could result in injuries:</b> As of December 13, 2011 NCR Inspections Summary Report a total of <b>103</b> violations were issued for all enforcement activities</li> <li>• <b>Reduction in number of injuries resulting in Workers Compensation claims;</b> The US Virgin Islands BLS data showed a TRC rate decreased trends on five public sector agencies for CY 2010</li> </ul>
<b>Data Source(s)</b>	IMIS, VI Workers Comp
<b>Baseline</b>	CY 2007 data 2.5 per 100,000 people
<b>Strategic Goal #1 :</b>	
Improve Workplace Safety and Health for all Public Employees in the U. S. Virgin Islands	
<b>Performance Goal #1-2</b>	Reduce occupational hazards exposures in the public sector by ensuring that workplace receive direct intervention.
<b>Year One Performance Goal #1-1.2</b>	Reduce occupational hazards exposures in the public sector by conducting programmed inspections, focusing on establishments that have not been inspected in the past three years. Achieve 1% reduction using baseline data established in CY 2007 data of 2.9 per 100,000 people.
<b>Performance Indicators</b>	<b>Primary Outcome Measure Results</b>
	<p><b><u>Outcome Measure</u></b></p> <p>a) <b>Number of establishments receiving direct interventions: <u>63</u></b>  VIDOSH conducted a total of 63 enforcement activities. The enforcement activities per categories were: thirty two (32) safety inspections and thirty (30) health inspections.</p> <p>b) <b>Number of citations issued:</b>  A total of 103 violations were issued for all enforcement activities, all of them issued during FY 2011. These enforcement citations issued during FY 2011 VIDOSH.</p>
<b>Strategic Goal #1 :</b>	

<b>FY 2011 VIDOSH PERFORMANCE GOALS</b>	
Improve Workplace Safety and Health for all Public Employees in the U. S. Virgin Islands	
<b>Performance Goal #1-3</b>	Reduce occupational hazards exposures in the public sector by ensuring that workplace receive direct intervention.
<b>Year One Performance Goal #1-1.3</b>	Conduct health inspections, including being able to address indoor air quality (IAQ) issues.
<b>Strategy</b>	Continue to implement a comprehensive health program.
<b>Performance Indicators</b>	<b>Primary Outcome Measure Results</b>
<b><u>Goal Activity Measures</u></b>	<p>a) <b><u>Number of Health Inspections:</u></b> VIDOSH conducted a total of <u>32</u> health enforcement activities. The enforcement activities included planned and unprogrammed (complaint inspections). During FY 2011 the percentage of IAQ inspection were-23% (<math>7/32=23\%</math>) for all public sector agencies. Several factors impacted VIDOSH operations: a 50% reduction of Compliance Safety Officers; government furlough and state budget and state freezing positions; lengthy time frame in the hiring process to fill one of two Safety Compliance Officers positions to include the required OTJ and mandatory trainings and the VIDOSH office moving coordination and relocation to a new facility.</p> <p><b>a) Number of health inspections in response to IAQ complaints: 7</b></p> <p><b>Activity Measures:</b></p> <ul style="list-style-type: none"> <li>a) Number of health inspections /investigations conducted: <u>7</u></li> <li>b) Number of IAQ issues observed: <u>7</u></li> <li>c) Number of IAQ complaint received: <u>7</u></li> <li>d) Number of IAQ complaint investigation completed: <u>7</u></li> </ul> <p>Implement an IAQ procedures and strategies based on VIDOSH FY2009 to FY 2011 performance for IAQ complaint inspections, data will be used to develop a specific IAQ procedure applicable for this type of intervention. Workplace and establishment inspections performed using monitoring methodology procedures to follow through the OSHA Technical Manual and published OSHA references &amp; guidelines.</p> <p>VIDOSH adopted 02-00-140 CPL standards (Complaint Policies and Procedures) and the development and implementation of VIDOSH Complaint database; the tool has facilitated and enhanced collection of pertinent information during the complaint process.</p> <p>In the implementation process during FY 2011, VIDOSH maintained the database recording a total of 50 Non Formal Complaints. These complaints were received ether by phone, referral or by walk-ins. The origin of the complaints covered all three islands as follows:</p> <ul style="list-style-type: none"> <li>• <b>St Croix</b>                      39 Complaints                      84.8%</li> <li>• <b>St Thomas</b>                      5 Complaints                      10.9%</li> </ul>

**FY 2011 VIDOSH PERFORMANCE GOALS**

- **St John**                      2 Complaints                      4.3%

**The condition(s) in the complaint were reported to the following:**

- 92.9% were reported to the Supervisor (Total 39)
- 38.1% were reported to Coworker (Total 16)
- 16.7% were reported to the VIDOSH previously (Total 7)
- 14.3% were reported to the Labor Union (Total 6)
- 14.3% were reported to the Elected Official (Total 6)
- 4.8% were reported to the Media (Total 2)
- 4.8% were reported to the Safety Committee (Total 2)
- 2.4% were not reported to the employer (Total 1)

**The primary location of the facility/sites where the complaint originated**

- 66.0% originated with in a USVI Gov't Property (Total 31)
- 17.0% originated in a Private Property facility (Total 8)
- 8.5% originated with in a Federal Gov't Facility (Total 4)
- 4.3% originated in a facility with a Private Lease (Total 2)
- 4.3% originated in a Gov't (infrastructure, roads easements) (Total 2)

**The number of employee(s) as per the establishment size that were allegedly exposed to the hazard**

- 7% of the establishment size had 1 to 7 employees (Total 3)
- 23.3% of the establishment size had 8 to 19 employees (Total 10)
- 16.3% of the establishment size had 50 to 99 employees (Total 7)
- 11.6% of the establishment size had 20 to 49 employees (Total 5)
- 4.7% of the establishment size had 100 to 249 employees (Total 2)

**The complainant employee category**

- 46.5% Unionized Virgin Islands Gov't Employees (Total 20)
- 16.3% were Concerned Citizens (Total 7)
- 16.3% were Other (Total 7)
- 9.3% were Non Unionized Virgin Islands Gov't Employees (Total 4)
- 4.7% were the complainants were Representing an Employee (Total 2)
- 2.3% were Family Member of Employee (Total 1)
- 0% were Elected Official
- 0.0% were Former Employees

VIDOSH recorded twenty (20) valid Private Sector Non Formal Complaints. The Private Sector Non Formal Complaint data is recorded in the NCR as referrals. Once the NCR actions are completed the information is provided to the Area 2 Puerto Rico Federal OSHA office via fax/email.

- REF # 201872181 establishment; VI PUBLIC WORKS / Anna's Hope - (Dec 2010)
- REF # 201872199 establishment; Choice Communications/St. Croix - (Dec 2010)
- REF # 201872207 establishment; VI Depart Of Education / St. Croix

<b>FY 2011 VIDOSH PERFORMANCE GOALS</b>	
	<p>Central High School- (Dec 2010)</p> <ul style="list-style-type: none"> <li>• REF # 201872215 establishment; NR Electric / St. Croix (Jan 2011)</li> <li>• REF# 201872231 establishment; OLT Toyota Building/Private Construction Company - (Feb 2011)</li> <li>• REF # 201872249 establishment; IHOP Restaurant / Sunny Isle / St. Croix - (Feb 2011)</li> <li>• REF # 201872256 establishment; TIP TOPS CONSTRUCTION/ St. Croix (Mar 2011)</li> <li>• REF # 201872256 establishment; Ideal Touch Hair Salon/Sunny Isle/St. Croix ( May 2011)</li> <li>• REF # 201872272 establishment; Lutheran Services/Yellow Cedar – ( May 2011)</li> <li>• REF # 201872280 establishment; Fredriksted Health Care Inc/Kingshill / St. Croix - ( May 2011)</li> <li>• REF# 201872298 establishment; Ezekiel Clouden Gonzalez (June 2011)</li> <li>• REF # 201872306 establishment; Hibiscus Beach Resort- (Jun 2011)</li> <li>• REF# 201872314 establishment; Club Comanche/Christiansted/St. Croix - (Jun 2011)</li> <li>• REF # 201872322 establishment; Renaissance St. Croix Carrabolla Hotel (Jul 2011)</li> <li>• REF # 201872330 establishment; Chitolie Trucking - (Jul 2011)</li> <li>• REF# 201872348 establishment; Radio Shack Store/Sunny Isle St. Croix- (Jul 2011)</li> <li>• REF # 201872355 establishment; US VI National Parks in St. John (Jul 2011)</li> <li>• REF # 201872363 establishment; Centerline Corporation – (Aug 2011)</li> </ul>
<b>Data Source(s)</b>	IMIS, Workers Comp CY 2007 data <b>2.5</b> per 100,000 people
<b>Strategic Goal #2:</b> Promote a safety and health culture within the U.S. Virgin Islands Public Sector Workplaces.	
<b>Performance Goal #2-1</b>	Promote a safety and health consultation and training, education, seminars, etc.
<b>Year One Performance Goal #2-1.1</b>	Increase training and education to public employers/employees to promote systematic approaches to safety and health.
<b>Strategy</b>	Upgrade the level of V.I. Government awareness of Health and Safety issues.
<b><u>Goal Activity Measures</u></b>	<p><b>a. Internal Training/Education.</b>  Ensure that VIDOSH staff attended at least two courses per CSHO at OTI during FY 2011.</p> <ol style="list-style-type: none"> <li>1. Number of training sessions VIDOSH staff attended during FY2011:  13  VIDOSH Staff attended to four (8) OTI courses. The staff reduction due to vacant positions impacted the accomplishment of the goals.</li> </ol> <p><b>Internal</b>  <u>Number of training sessions VIDOSH staff attended during FY 2011 (both</u></p>



<b>FY 2011 VIDOSH PERFORMANCE GOALS</b>		
<p><u>OTI and “other”</u>): 8 OTI training (refer to table enclosed).                      Please refer to table below:</p>		
Dean Andrews	<ul style="list-style-type: none"> <li>○ 1-3 Feb 2011</li> <li>○ 2 -5 May 2011</li>   <li>○ 18-22 Jul 2011</li>   <li>○ 21-22 Jun 2011</li>   <li>3-4 Oct 2011</li> </ul>	<ul style="list-style-type: none"> <li>● OIS Super User Training</li> <li>● Annual On-site Consultation Conference</li> <li>● 1000 Compliance Initial Course</li> <li>● Spring Occupational Safety and Health State Plan Association</li> <li>● Fall Occupational Safety and Health State Plan Association</li> </ul>
Marra Austria	<ul style="list-style-type: none"> <li>○ 4-11 Apr 2011</li> <li>○ 19-28 Jul 2011</li>   <li>○ 9-19 Aug 2011</li>   <li>○ 23 Jul-1 Aug 2011</li> </ul>	<ul style="list-style-type: none"> <li>● 1100 Course</li> <li>● 1410 Legal Aspects and Techniques</li>   <li>● 1050 Course</li>   <li>● 1410 Course</li> </ul>
Clarence Green	<ul style="list-style-type: none"> <li>○ 23-31 Aug 2011</li> <li>○ 2-11 May 2011</li> <li>○ 2 -5 May 2011</li> </ul>	<ul style="list-style-type: none"> <li>● 1500 Course</li> <li>● On-site Consultation</li> <li>● Annual On-site Consultation Conference</li> </ul>
Andre Smith	<ul style="list-style-type: none"> <li>○ 10-13 May 2011</li> </ul>	<ul style="list-style-type: none"> <li>● 1310 Interview Techniques</li> </ul>
<p>VIDOSH has taken an aggressive approach to schedule the staff for the applicable OSHA classes for FY 2012. Personnel were scheduled for FY2012 training prior to the 3<sup>rd</sup> Quarter of FY2011.</p> <ul style="list-style-type: none"> <li>● The completion of several of the classes will assist in closing open EFAME findings.</li> <li>● The Administration assistance will be attending #1000- Initial Compliance Course. This measure will assist in increasing the division’s proficiency.</li> </ul> <p>Andrews, Dean                      #1050-Intro to Safety Standards For Safety Officer 2/28-3/8/2012- Enrolled                      #1410-Inspection Techniques &amp; Legal Aspects 3/20-29/2012- Waitlisted 2/2                      #1420-Basic Whistle Blower Investigation 5/15-24/2012- Enrolled                      #1310-Investigative Interview Techniques 6/19-22/2012- Waitlisted 4/4</p>		

<b>FY 2011 VIDOSH PERFORMANCE GOALS</b>	
	<p>Austrie, Marra  #1310-Investigative Interview 10/4-7/2011- Waitlisted 7/7  #1230-Accident Investigation 3/21-29/2012- Waitlisted 7/7  #2450-Evaluation of Safety &amp; Health Management System 4/24-27/2012- Waitlisted 44/44</p> <p>Smith, Andre P.  #1420- Basic Whistle Blower Investigation (11) 1/24-2/2/2012- Enrolled  #3600-OSHA Technical Assistant for Emergencies 5/9-17/2012- Enrolled</p> <p>Barbosa, Jannette  #1900-Recordkeeping for Compliance 5/15-17/2012- Enrolled  #1420-Whistle Blower Investigation (11) 1/24-2/2/2012-Enrolled  #3315- EPA Health &amp; Safety (40 hours) 4/23-27/2012- Enrolled</p>
<b>Data Source(s)</b>	IMIS, Workers Comp CY 2007 data <u>2.5</u> per 100,000 people
)	<p>b. External Training Education Compliance Assistance  VIDOSH Director continued efforts to ensure that Territorial Government offices are educated about their responsibilities, and works toward creative avenues to achieve compliance with safety and health regulations.</p> <p>Director Andrews attended the following activities</p> <ul style="list-style-type: none"> <li>▪ Three Quarterly OSHSPA Meetings (Fall, Winter, and Summer)</li> <li>▪ State Plan Monitoring meetings /conferences.</li> <li>▪ OIS Super User Training</li> <li>▪ Annual On-site Consultation Conference.</li> </ul> <p>During FY2011 VIDOSH completed several Interventions/ Training Outreach Sessions. VIDOSH provided outreach to eight hundred and thirteen individuals—a six hundred percent over the annual goal of 150 personnel.</p> <p><b><u>VI Dept of Education:</u></b>  February 2-3, 2011 VIDOSH presented an OSHA mission and a hazard in the workplace presentation to the VIDOE food service workers and drivers of the School Lunch Program. The presentation was conducted at the VIDOE Professional Development Workshop</p> <p style="text-align: center;">Locations: St Thomas Bertha Boschulte Middle School  Attendees: 45 attendees  Number of Sessions: 2  OSHA Intervention # 801880188</p> <p><b><u>Small Business Administration (SBA),</u></b></p>

**FY 2011 VIDOSH PERFORMANCE GOALS**

February 23, 2011 VIDOSH Director, D. Andrews, received an email from Steve Kaplan (Federal OSHA Region II, Assistant Regional Administrator for Training Outreach & Partnerships) informing of a roundtable on "Regulatory Fairness Forum for Small Business." Mr. Kaplan was notified of the forum by the OSHA's National Office. The roundtable was held on Friday, February 25, 2011 by the Small Business Administration (SBA), Office of the National Ombudsman with guest speaker Esther H. Vassar. The event was held at The University of the Virgin Islands Small Business Development Center (SBDC) at Sunshine Mall, Fredriksted, St Croix, whose Regional Director is Karen Jones. The conference was held from 10:30 am - 11:30 am with representation from eight (8) small businesses, two (2) SBA representatives, and two (2) National Ombudsman members. Additionally, in the audience was Lt. Governor of US Virgin Islands, Gregory Francis, a news reporter, and two (2) camera crew members. Furthermore, VIDOSH was in attendance with two (2) representatives, Director D. Andrews and CSO M. Austria. In total, approximately 18 people were at the forum.

The event was filmed and will be aired on the Public Access Channel at a later date. The audience comprised of mostly private sector agencies; however, VIDOSH was available to answer questions and concerns of those who were present. Furthermore, VIDOSH members networked and distributed business cards. Subsequently, National Ombudsman Vassar collected the VIDOSH member's business cards; to pass on to the National OSHA Office. National Ombudsman Vassar, also, publicly acknowledged the importance of OSHA's presence at the function. SBA folder packages were distributed containing brochures, pamphlets and pencils. VIDOSH provided the guest speaker, National Ombudsman Vassar, a VIDOSH notebook with pen & VIDOSH State Plan brochure.

Locations: Sunshine Mall, Fredriksted, St Croix  
Attendees: 18 attendees  
Number of Sessions: 1  
OSHA Intervention # 801880154

**VI Dept Housing Authority**

April 2011 VIDOSH presented an OSHA mission and a hazard in the workplace presentation to the VIHA employees. The presentation was requested by the Human Resources Manager.

Locations: St Croix Housing Authority Bethlehem Office  
Attendees: 20 attendees  
Number of Sessions: 1  
OSHA Intervention # 801880170

**University of the Virgin Islands Health Services 12th Annual Health Fair Prevention Requires Action**

**FY 2011 VIDOSH PERFORMANCE GOALS**

April 2011 VIDOSH presented OSHA mission and an Ergonomics and Safety and Health presentation to the attendees. The presentation was requested by the University.

Locations: St Croix University of the Virgin Islands Campus  
Attendees: 200 attendees  
Number of Sessions: 1  
OSHA Intervention # 801880162

**VI Dept of Education: St Croix Educational Complex Accreditation Safety and Health Sub-Committee for the School Accreditation**

May 5, 2011 VIDOSH presented an OSHA mission and a hazard in the workplace presentation to the VIDOE Accreditation Safety and Health Sub-Committee for the School Accreditation. The presentation was conducted onsite. VIDOSH and OSHA Brochures were provided to the Sub-Committee.

Locations: St Croix Educational Complex  
Attendees: 16 attendees  
Number of Sessions: 1  
OSHA Intervention Number: 801880204

**VI Territory Emergency Management Authority (VITEMA) All Hazards Preparedness EXPO**

June 2-3, 2011 VIDOSH was a presenter at the VITEMA All Hazards Preparedness EXPO. The EXPO took place on St Croix and St Thomas. The VIDOSH staff answered questions and distributed OSHA Quick Cards

Quick Card Topics

- Mold
- Carbon Monoxide Poisoning
- Electrical Safety
- Tree trimming
- Works Zone Safety
- Portables Generator Safety
- Ariel Lift
- Protect Yourself
- General Decontamination
- Chain Saw
- Envenenamiento por Monóxido de Carbono
- Seguridad de Generadores
- Hand Hygiene in Hurricane Affected Area
- Descontaminación General

Locations: St Croix and St Thomas  
Attendees: 500 attendees  
Number of Sessions: 2  
OSHA Intervention Number: 801880212

<b>FY 2011 VIDOSH PERFORMANCE GOALS</b>	
	<p><b><u>VI Dept of Labor: 2011 Labor Month Outreach</u></b>  September 20 and 22, 2011 VIDOL hosted a labor Month Out reach on St Croix and St Thomas. All the Divisions of labor were represented and provide program presentations. VIDOSH presented a special Recordkeeping /OSHA Injury and Illness Log presentation. Additionally the announcement of the start of the Consultation Program was presented to the attendees. Several agencies showed great interest in requesting the Consultation services</p> <p style="text-align: center;">Locations: St Croix Educational Complex  Attendees: 30attendees  Number of Sessions: 4  OSHA Intervention Number: 801880238</p>
	<ul style="list-style-type: none"> <li>• IMIS OSHA 55 Intervention Form</li> <li>• OTI Source Catalog/Individual Training Plan</li> <li>• Periodic Progress Report</li> </ul>

The VIDOSH FY 2011 inspection activities produced a total of 63 enforcement inspections. The inspections activities per categories were: thirty two (32) Safety Inspections and thirty (30) Health inspections. Inspection categories per priorities were as follows:

Fifty three (53) programs planned, two (2) follow up, and the total of unprogrammed inspections were seven (7). Incoming complaints that resulted in enforcement inspections were seven (7) complaints, included three (7) indoor air quality complaints and two (1) referral inspections. VIDOSH received 50 complaints telephonically, via fax and/or walk-in.

The US Virgin Islands enforcement and outreach activities impacted positively the injuries and illnesses rate as per reported BLS data.

## **PROMOTE A SAFETY AND HEALTH CULTURE WITHIN THE U.S. VIRGIN ISLANDS PUBLIC SECTOR WORKPLACES**

### **OUTCOME GOAL TARGETS**

- PROMOTE A SAFETY AND HEALTH CULTURE BY CONDUCTING CONSULTATION AND COMPLIANCE ASSISTANCE ACTIVITIES (E.G., DIRECT INTERVENTIONS, OUTREACH, TRAINING, EDUCATION, SEMINARS, ETC.)

The Virgin Islands State Plan was able to successfully coordinate and participate on twelve main training and outreach activities.

### **FY 2011--February**

VIDOSH presented an OSHA mission and a hazard in the workplace presentation to the VIDOIE food service workers and drivers of the School Lunch Program. The presentation was conducted at the VIDOIE Professional Development Workshop--

*Attendees: 45 attendees*

*Number of Sessions: 2*

### **FY 2011--February**

VIDOSH Director, D. Andrews, received an email from Steve Kaplan (Federal OSHA Region II, Assistant Regional Administrator for Training Outreach & Partnerships) informing of a roundtable on "Regulatory Fairness Forum for Small Business." Mr. Kaplan was notified of the forum by the OSHA's National Office. The roundtable was held on Friday, February 25, 2011 by the Small Business Administration (SBA), Office of the National Ombudsman with guest speaker Esther H. Vassar. The event was held at The University of the Virgin Islands Small Business Development Center (SBDC) at Sunshine Mall, Fredriksted, St Croix, whose Regional Director is Karen Jones. The conference was held from 10:30 am - 11:30 am with representation from eight (8) small businesses, two (2) SBA representatives, and two (2) National Ombudsman members. Additionally, in the audience was Lt. Governor of US Virgin Islands, Gregory Francis, a news reporter, and two (2) camera crew members. Furthermore, VIDOSH was in attendance with two (2) representatives, Director D. Andrews and CSHO M. Austrie. In total, approximately 18 people were at the forum.

The event was filmed and will be aired on the Public Access Channel at a later date. The audience comprised of mostly private sector agencies; however, VIDOSH was available to answer questions and concerns of those who were present. Furthermore, VIDOSH members networked and distributed business cards. Subsequently, National Ombudsman Vassar collected the VIDOSH member's business cards; to pass on to the National OSHA Office. National Ombudsman Vassar, also, publicly acknowledged the importance of OSHA's presence at the function. SBA folder packages were distributed containing brochures, pamphlets and pencils. VIDOSH provided the guest speaker, National Ombudsman Vassar, a VIDOSH notebook with pen & VIDOSH State Plan brochure.

*Attendees: 18 attendees*

*Number of Sessions: 1*

### **FY 2011-- April**

VIDOSH presented an OSHA mission and a hazard in the workplace presentation to the VIHA employees. The presentation was requested by the Human Resources Manager

*Attendees: 20 attendees*

*Number of Sessions: 1*

### **FY 2011-- April**

VIDOSH presented OSHA mission and an Ergonomics and Safety and Health presentation to the attendees. The presentation was requested by the University.

*Attendees: 200 attendees*

*Number of Sessions: 1*

### **FY 2011-- May**

VIDOSH presented an OSHA mission and a hazard in the workplace presentation to the VIDOE Accreditation Safety and Health Sub-Committee for the School Accreditation. The presentation was conducted onsite. VIDOSH and OSHA Brochures were proved to the Sub-Committee.

*Attendees: 16 attendees*

*Number of Sessions: 1*

### **FY 2011-- June**

VIDOSH was a presenter at the VITEMA All Hazards Preparedness EXPO. The EXPO took place on St Croix and St Thomas. The VIDOSH staff answered questions and distributed OSHA Quick Cards

*Attendees: 500 attendees*

*Number of Sessions: 2*

### **FY 2011-- September**

VIDOL hosted a labor Month Out reach on St Croix and St Thomas. All the Divisions of labor were represented and provide program presentations. VIDOSH presented a special Recordkeeping /OSHA Injury and Illness Log presentation. Additionally the announcement of the start of the Consultation Program was presented to the attendees. Several agencies showed great interest in requesting the Consultation services

*Attendees: 30 attendees*

*Number of Sessions: 4*

## **OUTREACH PROGRAMS AND SEMINARS**

VIDOSH hosted twelve main outreach programs and OSHA awareness conferences titled

1. St Thomas, Dept of Education, Food Services Industry Occupational Hazards (Feb FY 2011)
2. St Thomas, Dept of Education, Food Services Industry Occupational Hazards (Feb FY 2011)
3. St Croix, Small Business Administration (SBA), Region II Directed (Feb FY 2011)
4. St Croix, VI Housing Authority, OSHA Safety Hazards and HAZCOM Awareness; L.O.T.O; Personal Protective Equipment (Apr FY 2011)
5. St Croix, University of the Virgin Islands, Health Services 12th Annual Health Fair(Apr FY 2011)
6. St Croix, VI Dept of Education, All About OSHA and General Awareness (May FY 2011)
7. St Croix ,VI Territory Emergency Management Authority (VITEMA), EXPO All Hazards Preparedness, Emergency Response, (Jun FY 2011)
8. St Thomas ,VI Territory Emergency Management Authority (VITEMA), EXPO All Hazards Preparedness, Emergency Response (Jun FY 2011)
9. St Croix, VI Dept of Labor, Get Connected EXPO Labor (Sep FY2011)
10. St Croix, VI Dept of Labor, Get Connected EXPO Labor (Sep FY2011)
11. St Thomas, VI Dept of Labor, Get Connected EXPO Labor (Sep FY2011)
12. St Thomas, VI Dept of Labor, Get Connected EXPO Labor (Sep FY2011)

VIDOSH exceeded the required target for Outreach and Educational activities. There has been and will continue to provide radio, television talk shows and public service announcements (PSA) promoting VIDOSH initiatives and safe workplace information. Actively participate on VIDOL Labor month outreach.

## **VIDOSH STAFF TRAINING**

VIDOSH Compliance Officers (4) attended a total of thirteen formal OTI courses.

Courses include Basic Accident Investigations, Whistle Blower, Safety and Health Management Program course and Safety and Health Management Program course.

### **Internal**

Number of training sessions VIDOSH staff attended during FY 2011 (both OTI and “other”):  
13 OTI training (refer to table enclosed).



## PROGRESS TOWARD STRATEGIC PLAN ACCOMPLISHMENT

### FEDERAL LIASON MENTORSHIP

The VIDOSH Program will seek to build their program at least as effective as model state programs in the nation. Key factors in building this program will be to continue to maintain transparent and regular direction from the Federal Program Manger and counterparts. These relationships demonstrate commitment to project completion dates and duplicate successful State Plan programs. Further attendance at Occupational Safety and Health State Plan Association, OSHSPA meeting will net valuable information on keeping abreast with safety and health policies and procedures, team participation and learning instrumental practices from other state programs. VIDOSH outreach activities continued with its annual participation in the VI Governor's Safety and Health Conferences. Additionally, VIDOSH will increase conduct customized conferences to meet the Public Sector requirements

### TIMELY ENFORCEMENT AND HAZARD ABATEMENT

VIDOSH has completed the necessary alliance with high level Government staff Administrators to make hazard abatement the current Administration's priority. VIDOSH uses a combination of three enforcement initiatives to mandate hazard abatement. First, high level Administrators and Commissioners are committed to injury reduction and timely hazard abatement. Second, VIDOSH will continue to build their outreach and intervention efforts to provide knowledge of standards for safe work practices. Third, VIDOSH has implemented penalty issuance and enlisted legal representation for court mandated enforcement of "Failure to Abate" cases.

### STAFFING RESPONSIBILITY

During FY 2011 VIDOSH all but on CSHO position are filled. Personnel actions are being taken to fill the vacant position during FY 2012. During FY 2011 VIDOSH was impacted by staff changes.

The program was operational with only two Compliance Safety Officers and one Industrial Hygienist. One of Compliance Safety Officer was a new hire and required training. The initial OTI training requirement for the newly hired Compliance Safety Officer was accomplished during FY2011. During the FY 2011 the one assigned Industrial Hygienist was assigned to the Consultation Program development. Training and new enforcement and outreach initiatives also impacted and exhausted the program budget, but yielded significant strides in obtaining strategic initiatives. The contributions form the There was positive feedback from the public sector agencies towards the VIDOSH staff educational and outreach activities that resulted in a higher visibility for VIDOSH as an OSHA State Program.

VIDOSH current staff conditions include Director Andrews; **Enforcement:** one qualified CSHO, one vacant CSHO position; one newly hired CSHO and one assigned Industrial Hygienist CSHO. **Consultation:** one Industrial Hygienist Consultant received the initial OTI training course (*Note the IH assigned to the Consultation Program was assigned from Enforcement due to not having any staffing allocations assigned to the Consultation Program.*) **Support Staff:** two administrative assistants are in place. Total of current staff is seven (7).

## **CONSULTATION INITIATIVE**

Dean Andrews, the VIDOSH Director, appointed Mr. Clarence Green as the VIDOSH Consultant for public sector agencies. Mr. Green is a certified Industrial Hygienist and has extensive education and experience in the safety field. Mr. Green has completed the initial OTI Consultation required OTI courses.

Mr. Green worked on the development of the Consultation Program with assistance from other State Program Consultants. Actions are being taken to have Mr. Green shadow a New Jersey Public Sector Consultant to obtain On the Job training. Therefore, the Virgin Islands Public Sector Consultation Program is currently at the point where efforts to accomplish the programs. Once the initial visits are accomplished further assessment of the program requirements will be addressed by VIDOSH and Region II.

## **MANDATED ACTIVITIES**

The Virgin Island State Plan faced operational challenges to include:

1. Design and implementation for a consistent Action plan include an NCR/IMIS Program Analyst to visit worksites and evaluate with an IMIS Specialist all possible source(s) and troubleshooting procedures to target the high reject issues. The NCR/IMIS Reject List must be evaluated on a daily and weekly basis to assess correction progress.
2. Design and implement an effective in house NCR/IMIS refresher training. Training documentation and materials must be maintained at the Director's and IMIS Specialist custody focused forms data entry.
3. Continue a weekly monitoring from the IMIS Specialist for Rejected forms to target those staff which design and implementation for all Compliance Safety and Health Officers (CSHOs) and incoming Director to reduce the rejects to 90% by second quarter FY 2011.
4. Increase planning process for planned inspection performance. Proposed goals and objectives strategy submitted to Commissioner's offices to evaluate and track down each activity along with mandated activities described on State Plan grant mandated activities.
5. VIDOSH Program operations affected by newly hired Safety Compliance Officer and a vacant Safety Compliance Officer position.
6. Include a review for VI public sector Workers Compensation and BLS data in order to complete documentation. The Public Sector Employees Injuries and Illnesses Database tool is populated with data key data points from the completed workers compensation forms. The Public Sector Employees Injuries and Illnesses Database is used to develop the strategies; identifying potential actual hazardous conditions. The tool provides VIDOSH the ability to analyze public sector employee's injuries and illnesses.

7. The VIDOSH organization implemented the automated complaint data collection tool. This tool is utilized to stream line the telephonic complaints process.

## 8. Conclusion

VIDOSH planned strategies for FY 2011 included steps to finalize and to achieve this performance goal focusing on:

- a. Implement the directives indentified in the new VIDOSH FY 2011-2016 Strategic Plan
- b. Analyze and summarize raw data to determine type of injuries and illnesses along with occupational hazards in order prioritize inspections per target agency
- c. Review CPLs to follow procedures to submit Local Emphasis Program.
- d. Ensure CSHO fully trained on Hazard Recognition and IMIS data training.
- e. Ensure CSHO assigned to Consultants receive the required OTI training and IMIS data training.
- f. Prepare and submit to VI Department of Labor Commissioner and Regional Administrator documents to implement LEP to target public agencies with higher rates.
- g. VIDOSH has identified three staff members were scheduled to attend OTI Whistleblower training in FY-2011. The VIDOSH staff will become familiar Whistleblower policies and procedures.
- h. Develop a model safety and health management program which is modeled after the OSHA 1989 Voluntary Safety and Health Management Guidelines for Public Sector Agencies.
- i. VIDOSH will increase it educational program; this will be accomplished thought various partnerships. VIDOSH will work with agencies such as the Fire Department, Public Television System, and Department of Education, and Virgin Islands Fire Services to create a training media CD to address fire safety and fire extinguisher usage.
- j. VIDOSH will utilize Subject Matter Experts to address educational topics key to safety and health training and outreach.

## CONCLUSION

For FY2011, VIDOSH focused on building a solid Public Employees Only Safety and Health program. Currently, VIDOSH continues to work with the Office of the Governor to obtain abatement in old public sector cases. Enforcing Fine and Penalties are now a significant factor in encouraging public sector employers who fail to abate hazards. The Commissioner of Labor, Albert Bryan is assuming an increased role in contacting Commissioners and Administration officials to emphasis abatement expectation. VIDOSH continues to work on promoting a safety and health culture in the public sector by increasing education and outreach efforts. Through and increased awareness and training on Indoor Air Quality; the employees have learned to address the previously unknown hazards. VIDOSH continues to work with government agencies to increase their knowledge of building HVAC maintenance guidelines. VIDOSH plans to have a Scheduled Maintenance Outreach during FY 2012. The addition of Consultation activity will provide key positive relationships with the government agencies.