

CY2020 FFSHC Annual Report Template

Field Federal Safety and Health Council (FFSHC)  
Annual Report Template

**INSTRUCTIONS**

**Complete this survey to fulfill the requirement for your FFSHC annual report to the Department of Labor's Occupational Safety and Health Administration (OSHA) for calendar year 2020. Please respond to all requests for information. OSHA will use this annual report to assess the Council's overall effectiveness in carrying out the primary functions described in 29 CFR 1960.87.**

**If you have any questions regarding these instructions, this report form, or need further assistance, please contact your OSHA Federal Agency Program Officer (FAPO).**

CY2020 FFSHC Annual Report Template

FFSHC INFORMATION

\* 1. FFSHC Name:

\* 2. FFSHC Chairperson Name:

\* 3. Current Date:

Date / Time

Date

I. Functions of the FFSHC

\* 4. How did the FFSHC serve as a clearinghouse for safety and health information, including data on occupational accidents, injuries, illnesses, and their prevention?

- Provided updates on OSHA initiatives and regulations
- Hosted technical training
- Training provided by subject matter experts
- Encouraged open discussion
- Provided reference materials
- Provided networking opportunities
- Hosted meeting on the OSHA initiative: National Safety Stand-Down
- Hosted meeting on the OSHA initiative: Safe + Sound Week
- Conducted facility tours
- Distributed safety and health information electronically
- Developed and distributed newsletters
- Focused training on industry trends

Other (please specify)

\* 5. List all meeting, training, and other educational topics that the FFSHC covered during CY 2020.

- COVID-19
- Workplace Violence
- Ergonomics
- Fall protection
- Electrical safety
- Prevention through design
- Recordkeeping
- OSHA updates
- Bloodborne issues
- Personal Protective Equipment (PPE)
- Defensive driving/distracted driving
- Active shooter
- First response
- Natural disaster
- Hearing conservation
- Hazard communication
- Voluntary Protection Programs (VPP)
- Safety management systems
- Machine guarding

Other (please specify)

\* 6. How many meetings, trainings, and other educational activities did the FFSHC hold during CY 2020?

\* 7. How did the FFSHC promote the coordination, cooperation, and sharing of resources and expertise to aid agencies with inadequate or limited resources?

- Hosted teleconferences
- Distributed safety and health information and presentation resource materials electronically
- Hosted webinars
- Posted meeting information on the FEB website
- Hosted meetings via Skype
- Distributed brochures that list FFSHC activities
- Solicited training topics from members
- Distributed subject matter experts' contact information to council members
- Provided networking opportunities

Other (please specify)

\* 8. What information did the FFSHC provide to the Federal Executive Boards, Federal Executive Associations, labor union organizations, and other federal employee representatives regarding the administrative and technical aspects of safety and health programs?

- There was no local FEB
- The council had no contact with the local FEB
- FFSHC distributed the council newsletter to the FEB
- Local labor organizations were invited to meetings
- Local labor organizations participated in meetings
- FFSHC executive council members attended FEB meetings
- FFSHC provided informational updates to the FEB
- FFSHC provided meeting notices to the FEB
- FFSHC provided information on OSHA initiatives to the FEB
- FFSHC distributed presentations and all related handouts to the FEB
- FEB members attended FFSHC meetings

Other (please specify)

9. What information did the FFSHC provide to the Federal Executive Boards, Federal Executive Associations, labor union organizations, and/or other federal employee representatives regarding COVID-19?

10. What guidance did the Federal Executive Boards/Federal Executive Associations provide to the FFSHC regarding COVID-19?

\* 11. How did the FFSHC evaluate the safety and health problems particular to local conditions?

- Encouraged open discussions of local agency issues
- Conducted facility tour(s)
- Conducted mock inspection(s)
- Solicited training topics from members to develop program(s) for the year
- Conducted a member satisfaction survey

Other (please specify)

\* 12. How did the FFSHC's activities facilitate solutions to the safety and health problems specific to local conditions?

- Training topics covered hazards and weather conditions specific to the local area
- Council newsletter articles covered local issues
- Conducted mock inspection(s)
- Held Virtual Reality Simulation Training
- Encouraged local and state government/private employer participation
- Training covered OSHA top 10 Trends
- Encouraged members to use council meeting minutes/council newsletter to conduct safety meetings with their employees
- Screened safety and health documentaries
- Tailored presentations to agency specific issues

Other (please specify)

13. How was COVID-19 incorporated into the trainings and products the council provided?

14. In what way(s) did the Covid-19 pandemic affect your council's ability to function?

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II. Membership

A. Coverage

\* 15. Please enter the number of **Officially Appointed Representatives for each agency** (that attended meetings and activities during CY 2020). Please select all that apply.

AbilityOne	<input type="text"/>
Access Board	<input type="text"/>
Advisory Council on Historic Preservation	<input type="text"/>
African Development Foundation	<input type="text"/>
Agency for Global Media	<input type="text"/>
Agency for International Development	<input type="text"/>
American Battle Monuments Commission	<input type="text"/>
Armed Forces Retirement Home	<input type="text"/>
Board of Governors of the Federal Reserve	<input type="text"/>
Chemical Safety and Hazard Investigation Board	<input type="text"/>
Commission of Fine Arts	<input type="text"/>
Commission on Civil Rights	<input type="text"/>
Commodity Futures Trading Commission	<input type="text"/>
Consumer Product Safety Commission	<input type="text"/>
Corporation for National and Community Service	<input type="text"/>
Court Services and Offender Supervision Agency	<input type="text"/>

Defense Nuclear Facilities  
Safety Board

Department of Agriculture

Department of the Air  
Force

Department of the Army

Department of Commerce

Department of Defense

Department of Education

Department of Energy

Department of Health and  
Human Services

Department of Homeland  
Security

Department of Housing  
and Urban Development

Department of the Interior

Department of Justice

Department of Labor

Department of the Navy

Department of State

Department of  
Transportation

Department of the  
Treasury

Department of Veterans  
Affairs

Environmental Protection  
Agency

Equal Employment  
Opportunity Commission

Export-Import Bank

Farm Credit Administration

Federal Communications  
Commission

Federal Deposit Insurance  
Corporation



Federal Election Commission	<input type="text"/>
Federal Energy Regulatory Commission	<input type="text"/>
Federal Housing Finance Agency	<input type="text"/>
Federal Labor Relations Authority	<input type="text"/>
Federal Maritime Commission	<input type="text"/>
Federal Mediation and Conciliation Service	<input type="text"/>
Federal Mine Safety and Health Review Commission	<input type="text"/>
Federal Retirement Thrift Investment Board	<input type="text"/>
Federal Trade Commission	<input type="text"/>
General Services Administration	<input type="text"/>
Harry S. Truman Scholarship Foundation	<input type="text"/>
Holocaust Memorial Museum	<input type="text"/>
Institute of Museum and Library Services	<input type="text"/>
Inter-American Foundation	<input type="text"/>
International Boundary and Water Commission	<input type="text"/>
International Trade Commission	<input type="text"/>
James Madison Foundation	<input type="text"/>
Kennedy Center	<input type="text"/>
Marine Corps	<input type="text"/>
Marine Mammal Commission	<input type="text"/>
Merit Systems Protection Board	<input type="text"/>
Millennium Challenge Corporation	<input type="text"/>
National Aeronautics and Space Administration	<input type="text"/>

National Archives and Records Administration	<input type="text"/>
National Capital Planning Commission	<input type="text"/>
National Council on Disability	<input type="text"/>
National Credit Union Administration	<input type="text"/>
National Endowment for the Arts	<input type="text"/>
National Endowment for the Humanities	<input type="text"/>
National Gallery of Art	<input type="text"/>
National Labor Relations Board	<input type="text"/>
National Mediation Board	<input type="text"/>
National Science Foundation	<input type="text"/>
National Transportation Safety Board	<input type="text"/>
Nuclear Regulatory Commission	<input type="text"/>
Nuclear Waste Technical Review Board	<input type="text"/>
Occupational Safety and Health Review Commission	<input type="text"/>
Office of Government Ethics	<input type="text"/>
Office of Navajo and Hopi Indian Relocation	<input type="text"/>
Office of Personnel Management	<input type="text"/>
Office of Special Counsel	<input type="text"/>
Overseas Private Investment Corporation	<input type="text"/>
Peace Corps	<input type="text"/>
Pension Benefit Guaranty Corporation	<input type="text"/>
Postal Regulatory Commission	<input type="text"/>
Presidio Trust	<input type="text"/>

Railroad Retirement Board	<input type="text"/>
Securities and Exchange Commission	<input type="text"/>
Selective Service System	<input type="text"/>
Small Business Administration	<input type="text"/>
Smithsonian Institution	<input type="text"/>
Social Security Administration	<input type="text"/>
Social Security Advisory Board	<input type="text"/>
Tennessee Valley Authority	<input type="text"/>
Trade and Development Agency	<input type="text"/>
Udall Foundation	<input type="text"/>

\* 16. Please enter the number of **Non-appointed Representatives for each agency** (that attended meetings and activities during CY 2020). Please select all that apply.

AbilityOne	<input type="text"/>
Access Board	<input type="text"/>
Advisory Council on Historic Preservation	<input type="text"/>
African Development Foundation	<input type="text"/>
Agency for Global Media	<input type="text"/>
Agency for International Development	<input type="text"/>
American Battle Monuments Commission	<input type="text"/>
Armed Forces Retirement Home	<input type="text"/>
Board of Governors of the Federal Reserve System	<input type="text"/>
Chemical Safety and Hazard Investigation Board	<input type="text"/>
Commission of Fine Arts	<input type="text"/>
Commission on Civil Rights	<input type="text"/>

Commodity Futures Trading Commission	<input type="text"/>
Consumer Product Safety Commission	<input type="text"/>
Corporation for National and Community Service	<input type="text"/>
Court Services and Offender Supervision Agency	<input type="text"/>
Defense Nuclear Facilities Safety Board	<input type="text"/>
Department of Agriculture	<input type="text"/>
Department of the Air Force	<input type="text"/>
Department of the Army	<input type="text"/>
Department of Commerce	<input type="text"/>
Department of Defense	<input type="text"/>
Department of Education	<input type="text"/>
Department of Energy	<input type="text"/>
Department of Health and Human Services	<input type="text"/>
Department of Homeland Security	<input type="text"/>
Department of Housing and Urban Development	<input type="text"/>
Department of the Interior	<input type="text"/>
Department of Justice	<input type="text"/>
Department of Labor	<input type="text"/>
Department of the Navy	<input type="text"/>
Department of State	<input type="text"/>
Department of Transportation	<input type="text"/>
Department of the Treasury	<input type="text"/>
Department of Veterans Affairs	<input type="text"/>
Environmental Protection Agency	<input type="text"/>

Equal Employment Opportunity Commission	<input type="text"/>
Export-Import Bank	<input type="text"/>
Farm Credit Administration	<input type="text"/>
Federal Communications Commission	<input type="text"/>
Federal Deposit Insurance Corporation	<input type="text"/>
Federal Election Commission	<input type="text"/>
Federal Energy Regulatory Commission	<input type="text"/>
Federal Housing Finance Agency	<input type="text"/>
Federal Labor Relations Authority	<input type="text"/>
Federal Maritime Commission	<input type="text"/>
Federal Mediation and Conciliation Service	<input type="text"/>
Federal Mine Safety and Health Review Commission	<input type="text"/>
Federal Retirement Thrift Investment Board	<input type="text"/>
Federal Trade Commission	<input type="text"/>
General Services Administration	<input type="text"/>
Harry S. Truman Scholarship Foundation	<input type="text"/>
Holocaust Memorial Museum	<input type="text"/>
Institute of Museum and Library Services	<input type="text"/>
Inter-American Foundation	<input type="text"/>
International Boundary and Water Commission	<input type="text"/>
International Trade Commission	<input type="text"/>
James Madison Foundation	<input type="text"/>
Kennedy Center	<input type="text"/>

Marine Corps	
Marine Mammal Commission	
Merit Systems Protection Board	
Millennium Challenge Corporation	
National Aeronautics and Space Administration	
National Archives and Records Administration	
National Capital Planning Commission	
National Council on Disability	
National Credit Union Administration	
National Endowment for the Arts	
National Endowment for the Humanities	
National Gallery of Art	
National Labor Relations Board	
National Mediation Board	
National Science Foundation	
National Transportation Safety Board	
Nuclear Regulatory Commission	
Nuclear Waste Technical Review Board	
Occupational Safety and Health Review Commission	
Office of Government Ethics	
Office of Navajo and Hopi Indian Relocation	
Office of Personnel Management	
Office of Special Counsel	

Overseas Private  
Investment Corporation

Peace Corps

Pension Benefit Guaranty  
Corporation

Postal Regulatory  
Commission

Presidio Trust

Railroad Retirement Board

Securities and Exchange  
Commission

Selective Service System

Small Business  
Administration

Smithsonian Institution

Social Security  
Administration

Social Security Advisory  
Board

Tennessee Valley Authority

Trade and Development  
Agency

Udall Foundation

## II. Membership

### B. Recruitment and Participation

\* 17. How did the FFSHC encourage agencies to appoint member representatives to the Council?

- FEB assisted with recruitment
- By distributing council brochures and/or membership application forms to local agencies
- By distributing meeting invitations to local agencies
- By inviting local chapter organizations (e.g. ASSP, AIHA) to participate
- By making contacts through OSHA VPP
- By requesting speakers from local agencies
- By requesting that departing members provide contact information for their replacements
- By networking at local safety events and conferences to promote the council
- By holding meetings at a variety of places to encourage participation
- By hosting presentations that cover a wide range of training topics
- By encouraging members to bring a co-worker
- Having FAPOs promote council activities during inspections
- By sending a letter to Federal facilities in the area
- By hosting a council table at a conference
- By maintaining a membership mailing list
- By holding meetings at a centrally located building to encourage participation

Other (please specify)



\* 18. How did the FFSHC persuade agencies with inactive appointed member representatives to rejoin the Council?

- Contacted the agency directly
- Provided unique training opportunities
- E-mailed meeting notices
- Asked to make a presentation on a safety/health topic
- Developed a mailing list to send out letters requesting participation to Federal facilities in the area
- Not applicable (N/A)
- Other (please specify)

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III. Organization and Management

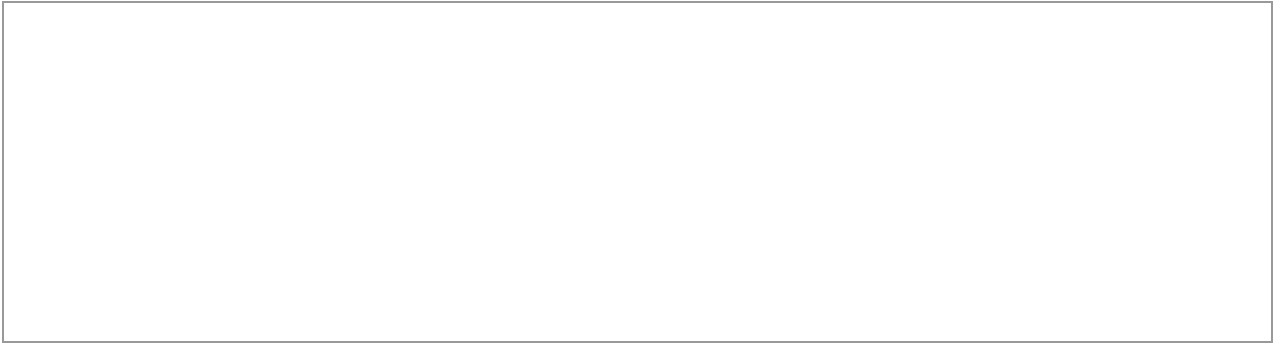
**B. CY 2020 Goals**

\* 19. List goals the FFSHC established for CY 2020.

- Recruit members
- Hold a joint meeting with another safety organization
- Host a table at a conference
- Survey membership for training
- Survey membership for feedback
- Provide FEB with council meeting information
- Expand networking opportunities
- Provide unique training opportunities
- Fully comply with 29 CFR 1960 Subpart K: Reactivate councils
- Fully comply with 29 CFR 1960 Subpart K: Hold four (4) meetings
- Develop a calendar of OSH training events to share with members
- Conduct a facility tour
- Improve participation of labor representatives
- Use teleconferencing (including webinars)
- Participate in a Safety "Stand-Down" event
- Participate in a "Safe + Sound" event
- Create and distribute a council newsletter
- Recognize guest speaker with a certificate (of appreciation, etc.)
- Establish contact with other FFSHCs

Other (please specify)

\* 20. Describe the best practices that the FFSHC implemented to achieve these goals.



III. Organization and Management

C. FFSHC Activity Support

\* 21. List the federal agencies that provided significant support for the FFSHC's activities during CY 2020:

- |                                                                           |                                                                           |                                                                           |
|---------------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <input type="checkbox"/> AbilityOne                                       | <input type="checkbox"/> Department of the Treasury                       | <input type="checkbox"/> National Council on Disability                   |
| <input type="checkbox"/> Access Board                                     | <input type="checkbox"/> Department of Veterans Affairs                   | <input type="checkbox"/> National Credit Union Administration             |
| <input type="checkbox"/> Advisory Council on Historic Preservation        | <input type="checkbox"/> Environmental Protection Agency                  | <input type="checkbox"/> National Endowment for the Arts                  |
| <input type="checkbox"/> African Development Foundation                   | <input type="checkbox"/> Equal Employment Opportunity Commission          | <input type="checkbox"/> National Endowment for the Humanities            |
| <input type="checkbox"/> Agency for Global Media                          | <input type="checkbox"/> Export-Import Bank                               | <input type="checkbox"/> National Gallery of Art                          |
| <input type="checkbox"/> Agency for International Development             | <input type="checkbox"/> Farm Credit Administration                       | <input type="checkbox"/> National Labor Relations Board                   |
| <input type="checkbox"/> American Battle Monuments Commission             | <input type="checkbox"/> Federal Communications Commission                | <input type="checkbox"/> National Mediation Board                         |
| <input type="checkbox"/> Armed Forces Retirement Home                     | <input type="checkbox"/> Federal Deposit Insurance Corporation            | <input type="checkbox"/> National Science Foundation                      |
| <input type="checkbox"/> Board of Governors of the Federal Reserve System | <input type="checkbox"/> Federal Election Commission                      | <input type="checkbox"/> National Transportation Safety Board             |
| <input type="checkbox"/> Chemical Safety and Hazard Investigation Board   | <input type="checkbox"/> Federal Energy Regulatory Commission             | <input type="checkbox"/> Nuclear Regulatory Commission                    |
| <input type="checkbox"/> Commission of Fine Arts                          | <input type="checkbox"/> Federal Housing Finance Agency                   | <input type="checkbox"/> Nuclear Waste Technical Review Board             |
| <input type="checkbox"/> Commission on Civil Rights                       | <input type="checkbox"/> Federal Labor Relations Authority                | <input type="checkbox"/> Occupational Safety and Health Review Commission |
| <input type="checkbox"/> Commodity Futures Trading Commission             | <input type="checkbox"/> Federal Maritime Commission                      | <input type="checkbox"/> Office of Government Ethics                      |
| <input type="checkbox"/> Consumer Product Safety Commission               | <input type="checkbox"/> Federal Mediation and Conciliation Service       | <input type="checkbox"/> Office of Navajo and Hopi Indian Relocation      |
| <input type="checkbox"/> Corporation for National and Community Service   | <input type="checkbox"/> Federal Mine Safety and Health Review Commission | <input type="checkbox"/> Office of Personnel Management                   |
| <input type="checkbox"/> Court Services and Offender Supervision Agency   | <input type="checkbox"/> Federal Retirement Thrift Investment Board       | <input type="checkbox"/> Office of Special Counsel                        |
| <input type="checkbox"/> Defense Nuclear Facilities Safety Board          | <input type="checkbox"/> Federal Trade Commission                         | <input type="checkbox"/> Overseas Private Investment Corporation          |
| <input type="checkbox"/> Department of Agriculture                        | <input type="checkbox"/> General Services Administration                  | <input type="checkbox"/> Peace Corps                                      |
| <input type="checkbox"/> Department of the Air Force                      | <input type="checkbox"/> Harry S. Truman Scholarship Foundation           | <input type="checkbox"/> Pension Benefit Guaranty Corporation             |
|                                                                           | <input type="checkbox"/> Holocaust Memorial Museum                        | <input type="checkbox"/> Postal Regulatory Commission                     |
|                                                                           |                                                                           | <input type="checkbox"/> Presidio Trust                                   |

- |                                                                      |                                                                        |                                                             |
|----------------------------------------------------------------------|------------------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Department of the Army                      | <input type="checkbox"/> Institute of Museum and Library Services      | <input type="checkbox"/> Railroad Retirement Board          |
| <input type="checkbox"/> Department of Commerce                      | <input type="checkbox"/> Inter-American Foundation                     | <input type="checkbox"/> Securities and Exchange Commission |
| <input type="checkbox"/> Department of Defense                       | <input type="checkbox"/> International Boundary and Water Commission   | <input type="checkbox"/> Selective Service System           |
| <input type="checkbox"/> Department of Education                     | <input type="checkbox"/> International Trade Commission                | <input type="checkbox"/> Small Business Administration      |
| <input type="checkbox"/> Department of Energy                        | <input type="checkbox"/> James Madison Foundation                      | <input type="checkbox"/> Smithsonian Institution            |
| <input type="checkbox"/> Department of Health and Human Services     | <input type="checkbox"/> Kennedy Center                                | <input type="checkbox"/> Social Security Administration     |
| <input type="checkbox"/> Department of Homeland Security             | <input type="checkbox"/> Marine Corps                                  | <input type="checkbox"/> Social Security Advisory Board     |
| <input type="checkbox"/> Department of Housing and Urban Development | <input type="checkbox"/> Marine Mammal Commission                      | <input type="checkbox"/> Tennessee Valley Authority         |
| <input type="checkbox"/> Department of the Interior                  | <input type="checkbox"/> Merit Systems Protection Board                | <input type="checkbox"/> Trade and Development Agency       |
| <input type="checkbox"/> Department of Justice                       | <input type="checkbox"/> Millennium Challenge Corporation              | <input type="checkbox"/> Udall Foundation                   |
| <input type="checkbox"/> Department of Labor                         | <input type="checkbox"/> National Aeronautics and Space Administration |                                                             |
| <input type="checkbox"/> Department of the Navy                      | <input type="checkbox"/> National Archives and Records Administration  |                                                             |
| <input type="checkbox"/> Department of State                         | <input type="checkbox"/> National Capital Planning Commission          |                                                             |
| <input type="checkbox"/> Department of Transportation                |                                                                        |                                                             |

\* 22. Describe the type of support provided by each agency selected in Question 16.

\* 23. Summarize the support that Associate Members provided to the FFSHC during CY 2020.

(Associate members are defined as non-Federal persons with a demonstrated interest in occupational safety and health who wish to learn from the Federal experience and perhaps improve their own occupational safety and health programs. Note that according to 29 CFR 1960, associate members (e.g. from the private sector, state or local governments, or nonprofit organizations) cannot be voting members or officers of FFSHCs because they are not Federal employees.)

III. Organization and Management

**D. FFSHC Future Planning**

\* 24. List all of the FFSHC's goals for CY 2021.

- Recruit members
- Hold a joint meeting with another safety organization
- Have a table at a conference
- Survey membership for training
- Survey membership for feedback
- Provide FEB with council meeting information
- Expand networking opportunities
- Provide unique training opportunities
- Fully comply with 29 CFR 1960 Subpart K: Reactive councils
- Fully comply with 29 CFR 1960 Subpart K: Hold four (4) meetings
- Develop a calendar of OSH training events to share with members
- Conduct facility tours
- Improve participation of labor representatives
- Use teleconferencing (including webinars)
- Participate in a Safety "Stand-Down" event
- Participate in a "Safe and Sound" event
- Create and distribute a council newsletter
- Recognize guest speaker with a certificate (of appreciation, etc.)
- Establish contact with other FFSHCs
- Other (please specify)

\* 25. List the date and provide a short summary of each proposed activity the FFSHC's Executive Committee identified for CY 2021.

\* 26. Provide the name, agency, e-mail address, and phone number for each individual who will serve on the Executive Committee during CY 2021.

Chair

Vice-Chair

Secretary

27. Submit any comments/suggestions you have concerning Council operations.

Friendly Reminder

**Please submit the FFSHC's proposed budget and projected resource needs for CY 2021 to your FAPO.**



Thank You!

**Thank you for submitting your report for CY 2020!**