

## CY 2016 ANNUAL OCCUPATIONAL SAFETY &amp; HEALTH REPORT TO THE SECRETARY OF LABOR

APPENDIX 3 - CERTIFIED SAFETY & HEALTH COMMITTEE REPORT
<b>COMPLETE ONLY IF THE AGENCY HAS A "CERTIFIED SAFETY &amp; HEALTH COMMITTEE" APPROVED BY THE SECRETARY OF LABOR. PLEASE ADDRESS ALL ITEMS AS COMPLETELY AS POSSIBLE.</b>
Agency Name: Central Intelligence Agency
Does the agency have an Occupational Safety and Health Committee (OSHC) at the National level? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <b>IF NO, PLEASE DO NOT COMPLETE THIS FORM.</b>

GENERAL INFORMATION
Are any of the agency's employees covered under a collective bargaining agreement? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Name(s) of the signatory Union(s) that cover any or all of the agency's employees under a collective bargaining agreement: Not Applicable
Name and Title of the National OSHC Chairperson: <input type="text"/> Deputy Chief, Environmental Safety Division
When did the agency initiate its National OSHC? Prior to 1985

(b)(3)  
(b)(6)

COMMITTEE ORGANIZATION					
In the past six years, how many individuals have held the chairperson position? Two					
In the past six years:	How many Managers have held the chairperson position? 2	How many Non-Managers have held the chairperson position? 0			
Please provide the names of the agency's current National OSHC members, the organizational subdivision (agency, bureau, etc.) the member represents (if applicable), his or her managerial status and title, and (for non-managers) the Union the OSHC member represents, if any. <b>Member names and locations are classified</b>					
Member Name	Organization Subdivision	Manager	Title	Non-Manager	Union Represented
[Click here to enter text.]	[Click here to enter text.]	<input type="checkbox"/>	[Click here to enter text.]	<input type="checkbox"/>	[Click here to enter text.]
[Click here to enter text.]	[Click here to enter text.]	<input type="checkbox"/>	[Click here to enter text.]	<input type="checkbox"/>	[Click here to enter text.]
[Click here to enter text.]	[Click here to enter text.]	<input type="checkbox"/>	[Click here to enter text.]	<input type="checkbox"/>	[Click here to enter text.]
[Click here to enter text.]	[Click here to enter text.]	<input type="checkbox"/>	[Click here to enter text.]	<input type="checkbox"/>	[Click here to enter text.]
[Click here to enter text.]	[Click here to enter text.]	<input type="checkbox"/>	[Click here to enter text.]	<input type="checkbox"/>	[Click here to enter text.]

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Does the National OSHC have equal numbers of management and non-management members as described in 29 CFR 1960.37(b)? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Do the OSHC's non-management members represent both bargaining unit (if some or all employees are covered by a collective bargaining agreement) and non-bargaining unit employees? Not Applicable Yes <input type="checkbox"/> No <input type="checkbox"/>
Describe how the agency appoints or selects National OSHC members (both Managers and Non-Managers): Members include managers, employees and safety professionals at the program and facility level.
What is the term of service for OSHC members? 1 – 3 years
Do OSHC members' terms overlap? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Describe the procedure for selecting the National OSHC's Chairperson: The Chair has traditionally been the Chief, OSH Branch, Environmental Safety Division
What is the Chairperson's term of service? 3 – 5 years
Describe the procedure for providing advance notice of OSHC meetings: Email notification
Provide the procedure for maintaining and distributing copies of meeting minutes to OSHC members and other employees: Electronic notification with internal file archives.

<b>AGENCY RESPONSIBILITIES TO COMMITTEE</b>
Describe what information, data, and materials the agency provides to the National OSHC, as required by 29 CFR 1960.39(a): The Agency provides management support, IT, human and financial resources in support of the Agency's OSH mission.

<b>AGENCY-WIDE COMMITTEE STRUCTURE</b>
Does the agency have OSHCs at the Regional level? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does the agency have OSHCs at the Local (below Regional) level? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Describe the organizational structure (National and subordinate) of the agency's network of OSHCs: Detailed organization is classified; however, the network includes diverse representatives from the Agency.
Describe how the National OSHC monitors and assists in the development and operation of the agency's regional or other subordinate OSHCs: It serves as a forum for information exchange, problem resolution and regulatory guidance. [Click here to enter text.]
Are all of the agency's facilities, workplaces, or establishments covered by an OSHC? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If "No," explain why establishments are not covered: [Click here to enter text.]

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<b>TRAINING</b>
Have all OSHC members received the training required under 29 CFR 1960.58? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
How does the agency ensure that newly appointed OSHC members receive the required training (per Subpart H) within six months of their appointments? Program or facility safety officer. [Click here to enter text.]
Does the agency provide regular refresher training? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <b>If "Yes," how often is refresher training provided? Annually</b> [Click here to enter text.]
Explain how the agency provides training to OSHC members when it updates OSH-related information, policies, procedures, Etc.: Meeting forum or by electronic dissemination. <b>MEMBERS OBTAIN PROFESSIONAL DEVELOPMENT AND COMPLIANCE TRAINING FROM WITHIN THE ORGANIZATION AS WELL AS OUTSIDE VENDORS IN MAINTAINING THEIR PROFESSIONAL CERTIFICATIONS. IN ADDITION, INSERVICES ARE PROVIDED ON VARIOUS TECHNICAL OR ADMINISTRATIVE SUBJECTS.</b>

<b>COMMITTEE DUTIES</b>
Describe how the National OSHC monitors the agency's overall OSH performance: The Committee monitors OSH activities which are an integral part of the of this organization's operating procedures, culture and programs.
How does the National OSHC use the information it gathers from monitoring the OSH performance to recommend policy: Safety issues and concerns or modifications to policy are addressed by the Committee or directed to senior management. [Click here to enter text.]
Does the National OSHC help to develop, operate, and monitor the subordinate (field, regional, local, Etc.) OSHCs? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> <b>If "Other," please explain: CLASSIFIED</b>
Does the National OSHC provide monitoring of and input on the resources the agency allocates to its OSH program? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>