

ALASKA OCCUPATIONAL SAFETY AND HEALTH

FFY 2019 ANNUAL 21(d) PERFORMANCE PLAN

I. 21d PROGRAM INFORMATION

General Program Overview

The Alaska Occupational Safety and Health (AKOSH) Consultation and Training (C&T) program entered the 21d program, formerly the 7(c)(1) program in 1984. The program functions as a section of the State of Alaska, Department of Labor and Workforce Development, Division of Labor Standards and Safety. The project maintains offices in Anchorage, Juneau, Palmer, and Fairbanks.

Mission Statement

Work in partnership with Alaskan workers and employers toward eliminating workplace injuries, illnesses and deaths.

Purpose

Encourage voluntary compliance of Alaska employers with occupational safety and health standards and recommendations with an emphasis on small employers operating in high hazard industries.

AKOSH Strategic Goals

To achieve its vision, AKOSH has established three strategic goals to guide the development of programs and activities. The successful accomplishment of any one of the strategic goals will not be possible without parallel successes in relation to other goals. For example, a focus on reducing hazard exposures, injuries, illnesses and deaths in the workplace will be difficult to achieve without realizing the goal to engage workers and employees in this effort.

AKOSH's success in meeting the goals and objectives outlined in the strategic plan will be measured through results, which depend on a concerted effort from each of the agency's programs. For example, when a particular issue is being emphasized as an objective, it is expected that inspections will be targeted to insure compliance, training workshops will be offered to build necessary knowledge and skills, outreach material will be distributed, and consultation visits will be offered.

AKOSH is committed to three strategic goals for the five-year period of October 1, 2019 through September 30, 2023.

- ◆ *Improve workplace safety and health in both public and private sectors as evidenced by a reduction in the rate of injuries, illnesses, and fatalities*
- ◆ *Promote a safety and health culture (both public and private sectors) through compliance assistance, cooperative programs, and consultation assistance*
- ◆ *Secure public confidence through excellence in the development and delivery of AKOSH programs and services*

Consultation and Training (21d grant) Program

The Alaska Occupational Safety and Health Program is located in the Alaska Department of Labor and Workforce Development (DOLWD), Division of Labor Standards and Safety. A Commissioner, who is appointed by the Governor, heads the department. A Director, who is appointed by the Commissioner, heads the Division of Labor Standards and Safety, and has the authority to perform those duties delegated by the Commissioner and charged by statute (Alaska Statute 18.60.010 - 18.60.105), which include the following elements:

- Encourage Alaskan employers to voluntarily comply with safety and health standards, particularly small businesses in high-hazard industries;
- Provide C&T services through on-site consultative activities as described in 29 CFR 1908 and AS 18.60.030(14) (upon the request of an employer);
- Design educational and other programs to address specific needs of groups or individuals being served. This includes providing statewide classes customized for construction, transportation and warehousing, seafood processing and general industry;
- Dispense information and publications to employers and produce public service announcements to increase safety and health awareness throughout Alaska;
- Support Alaska's strategic outcome and performance goals as outlined in the five-year strategic plan.

This annual project plan details the specific activities and strategies the C&T program will use in FFY2019 to support AKOSH's strategic goals.

AKOSH CONSULTATION PROJECT STAFF AND FTE's 21(d)

**APPENDIX D-1
 FY 2019 Staffing Chart**

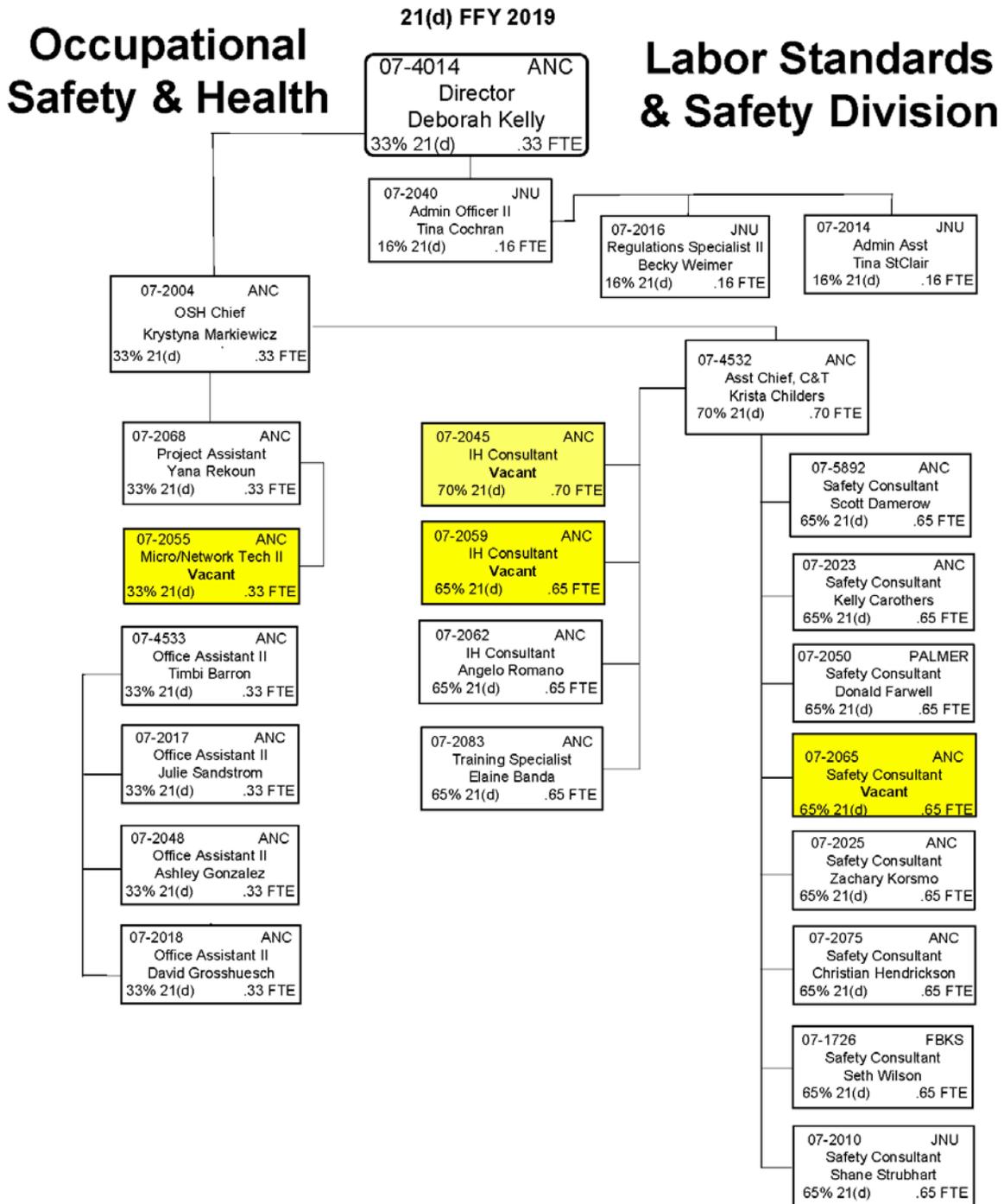
ON-SITE CONSULTATION PROJECT STAFF CATEGORY	NUMBER OF 21(d) STAFF	
	FILLED FTE POSITIONS	VACANT FTE POSITIONS
1. Managerial Staff	0.66	0.00
2. Supervisors	0.70	0.00
3. Consultants–Safety	4.55	.65
4. Consultants–Health	.65	1.35*
5. Clerical/Data Systems Support	2.13	0.33
6. Marketing Staff	0.00	0.00
7. Trainers	0.65	0.00
8. Other (identify)	0.00	0.00
TOTALS	9.34	2.33

Note: * At the time of the application submittal, Consultation and Training section has two vacant Industrial Hygienist positions both of which will be filled. One position is in recruitment and the other will be posted within days.

**APPENDIX D-2
 FFY 2019 Safety and Health Certifications Chart**

Staff Name	Safety and Health Certifications
None	

II. AKOSH CONSULTATION AND TRAINING PROJECT
ORGANIZATIONAL CHART



Notes:
 Admin Support is currently under a re-org. PCNs 07-4004 and 07-4028 will support the program. Each will be .16 FTE

III. OPERATIONAL DESCRIPTION BY ANNUAL PERFORMANCE GOAL

The C&T program supports the FFY2019 AKOSH Annual performance goals with emphasis on those consultation activities specified in goals: 1.1; 1.2; 1.3; 1.4, 2.1.a, 2.1.b and 2.1.c; 2.2 - exclusive 21(d) goal, 3.1.a and 3.1.b.

FY2019 Performance Goals 1.1, 1.2, 1.3, 1.4, 2.1.a, 2.1.b, 2.1c

Goal 1.1: By the end of FFY 2023, reduce the rate of workplace fatalities caused by circumstances that are under AKOSH jurisdiction by at least 10% in comparison to the average annual rate of fatalities per 100,000 employees from FY 2012 – FY 2016.

Goal 1.2: Reduce the overall rate of injuries and illnesses in the construction industry as determined by the number of lost time injuries and illnesses per hundred employees by 2% per year from the baseline average 2.02 per 100 employees (FFY 2012 – 2016). The FY 2019 goal is a decrease from the baseline level of 2.02 to 1.98 per 100 employees in the construction industry.

Goal 1.3: Reduce the rate of lost time injuries and illnesses per hundred employees in the healthcare industry sector by 2% per year from the baseline average of 1.34 per 100 employees (FFY 2012 – 2016). The FFY 2019 goal is a decrease from the baseline level of 1.34 to 1.31 per 100 employees in the healthcare industry.

Goal 1.4: Reduce the rate of lost time injuries and illnesses per hundred employees in the seafood processing industry sector by 2% per year from the baseline average of 4.3 per 100 employees (FFY 2012 – 2016). The FFY 2019 goal is a decrease from the baseline level of 4.3 to 4.21 per 100 employees in the seafood processing industry.

Goal 2.1.a: Develop and deliver training to workers and employers in the construction industry that targets the most likely causes of injuries, illnesses, and fatalities. The FFY 2019 goal is 1,500 trained in all industrial categories with emphasis on construction, healthcare and seafood processing.

Goal 2.1.b: Develop and deliver training to workers and employers in the healthcare industry sector that targets the most likely causes of injuries, illnesses, and fatalities. The FFY 2019 goal is 1,500 trained in all industrial categories with emphasis on construction, healthcare and seafood processing.

Goal 2.1.c: Develop and deliver training to workers and employers in the seafood processing industry sector that targets the most likely causes of injuries, illnesses, and fatalities. The FFY 2019 goal is 1,500 trained in all industrial categories with emphasis on construction, healthcare and seafood processing.

Strategies

- AKOSH will continue to integrate its consultation and training efforts with its enforcement efforts in order to better focus on high hazard industries and workplaces. To address particular hazards and issues that cause accidents or represent recognized threats to worker safety and health, AKOSH will continue to promote industry-specific hazard control systems and safety and health program management improvements.
- Initial consultation visits and training efforts in construction (NAICS industry sector code 23) will concentrate primarily on hazard training associated with "falls", "struck-by", and "caught-in/between".
- C&T will provide promotional activities to include any combination of training, public service announcements, partnerships, and booths at industry trade fairs or conferences.
- Initial visits and training efforts in the healthcare will concentrate primarily on "slips, trips, and falls", "overexertion and bodily reaction", "contact with objects" and "workplace violence".
- Initial visits and training efforts in the seafood processing will concentrate primarily on "falls", "struck-by," and "caught-in/between" type hazard training.
- C&T will monitor accidents that result from targeted causes for the duration of the plan and devise and disseminate prevention strategy information.

Activities

- Provide training classes for the general public in construction related activities
- Maintain a booth at the Alaska Governor's Safety Conference
- Participate at tradeshow and/or home shows when possible

Impact

This type of intervention strategy will lead to positive changes in employer and employee perceptions and commitments toward maintaining optimal workplace safety and health, which will ultimately produce a significant reduction in serious accidents and improve safety in high hazard industry workplaces.

FY 2019 Performance Goal 2.2

Promote cooperative/partnership agreements and recognition programs as a means of lowering accident/fatality rates.

Goal 2.2 (21d Annual Plan exclusive goal):

Increase SHARP/Pre-SHARP site participation.

By the end of FY19 AKOSH projects to gain 8 new SHARP sites, three (3) SHARP renewals and two (2) Pre-SHARP sites.

Strategies

- Encourage the growth of SHARP participation through press releases, promotional booths, and public service announcements

- Maintain current SHARP/Pre-SHARP related sites while striving for additional sites

Activities

- Promote SHARP at every consultation visit
- Run public service announcements throughout the year to advertise AKOSH's recognition programs for excellent safety programs
- Encourage more SHARP/Pre-SHARP related sites and get public recognition in the communities that the sites are located
- Conduct seminars to promote the SHARP program
- Promote SHARP through trade shows with the AKOSH informational booth
- Conduct at least 11 SHARP/Pre-SHARP related site visits in FFY2019
- Encourage employers to create safety committees at every opportunity

Impact

Injuries and illnesses will be reduced and maintained at SHARP/Pre-SHARP related sites. By promoting the successes of SHARP/Pre-SHARP sites and encouraging mentorship and networking opportunities, other businesses will be encouraged to focus resources toward reducing workplace injuries, illnesses and fatalities.

Goal 2.2.b:

Establish or maintain at least one partnership agreement in construction, healthcare, seafood processing over the course of the strategic plan.

Strategies

- Promote the benefits of the program during enforcement inspections or consultation visits
- Conduct promotional activities at industry trade fairs and conferences
- Target promotional activity towards those businesses most likely to participate

FY 2019 Performance Goal 3.1

Ensure AKOSH staff is well trained and knowledgeable and delivers services in a fair and consistent manner.

Goal 3.1.a

Work with the OSHA Training Institute, Region X staff and other sources to access training for consultation staff in standards and specialized subjects necessary to effectively carry out strategic and annual goals.

Strategies

- Continue to identify and schedule training of all existing and new AKOSH personnel,

- Update and implement annual training plan for FFY 2019,
- Continue discussion and promotion of local Region X training events and conferences to minimize negative impacts of training travel on other performance goals.

Activities

- Maintain training plan for 21(d) personnel,
- Schedule OTI equivalent training and other training for 21(d) consultants according to the training plan,
- Pursue one OTI equivalent course scheduled in Alaska and one in another Region X state for FFY 2019.

Impact

Improved knowledge of consultation personnel will improve safety and health conditions at workplaces visited.

Goal 3.1.b

AKOSH will conduct annual reviews of consultation case files to evaluate effectiveness and consistency of services.

Strategies

- AKOSH will strive to maintain adequate and accurate consultation documentation and procedures,
- Train staff on issues to avoid future occurrences.

Activities

- Conduct annual case file review for each consultant,
- Conduct on-site evaluations as needed to ensure adequate consultant performance.

Impact

Improved knowledge and competency of consultation personnel will improve safety and health conditions at workplaces visited.

Projected Program Activities - 21(d) consultation

FFY 2019 OPERATING PLAN

This table is for Consultation Projects in State-Plan states that have not adopted Federal measures and goals.

ACTIVITY & AREAS OF EMPHASIS	Safety	Health	Both	Total
1. TOTAL VISITS	240	30	0	270
a. Agriculture	0	0	0	0
b. Construction	60	5	0	65
c. General Industry	178	23	0	201
d. Maritime	2	2	0	4
2. Visits Related to Emphasis Industries	Total			
a. Emphasis Industry - Construction	65			
b. Emphasis Industry - Seafood	8			
c. Emphasis Industry – Healthcare	30			
Total Visits Related to Emphasis Industries	103			
3. Visits Related to Emphasis Safety & Health Hazards	Total			
a. Emphasis Hazard – Falls	50			
b. Emphasis Hazard – Amputations	8			
c. Emphasis Hazard – Slips, workplace violence, contact with objects (in Healthcare)	30			
d. Emphasis Hazard – Crystalline Silica	3			
4. SHARP and Pre-SHARP				
a. Total Current SHARP sites (at time of application)	3			
b. Projected New SHARP sites in FY 2019	8			
c. Projected SHARP Renewals in FY 2019	3			
d. Projected Total SHARP sites at the end of FY 2019	11			
e. Total Projected Pre-SHARP sites in FY 2019	2			
5. Total Projected Compliance Assistance Activities	20			

Note: AKOSH Consultation and Training anticipates having 5 safety officers and two (2) industrial hygienists with less than one year experience at the beginning of FFY 2019. Senior CSHOs will assist to train and mentor new employees. Consequently, the inspectors in training will not be expected to produce at the journey level in FY 2019. Therefore, the projected visit goal has been lowered from the previous year due to a loss in staffing in FFY 2018.

IV. PROGRAM IMPACT FACTORS

Many potential factors that could negatively impact the program include:

- Training of new personnel will require at least one year and this will have a significant negative impact on the number of possible visits;

- Cyclical or seasonal trends in targeted activities produce activity and hazard spikes that can be difficult to address;
- Economic impacts are expected to negatively impact employer willingness to make safety and health investments. In addition, economic conditions may increase employee willingness to accept more hazardous work environment;
- Increased transportation costs are likely to have a negative impact on the number of visits conducted in remote rural areas of Alaska;
- Lack of adequate funding to cover increasing costs will result in reduced services, which will, in turn, have a negative impact on workplace accident rates.

The combination of all the interrelated factors could result in a reduction in employer requests for services and/or AKOSH inability to provide services.

V. CHANGES TO INTERNAL QUALITY ASSURANCE PROGRAM

- None anticipated

**APPENDIX I
ANNUAL TRAINING PLAN - FY 2019**

State: Alaska

Date: 11-Jun-18

List Personnel by Name, and Position (i.e., MGT, S/S, H/S, S, H, TS, TH, or SEC)	Percent of Time on the 21(d) Agreement	Training Activity and Location	Percent of Cost Allowable for Federal funding	Cost of Training (Include Per Diem, Airfare, Registration Fee, Misc., etc.)	Training Cost Charged to Agreement ¹				Competency Area that Training will Address*
					100% Fed Eligible ²	90% Fed Allowable ³	10% State Allowable ⁴	Total Charged to Agreement ⁵	
Krystyna Markiewicz MGT, Anchorage	33%	OSHCN Conference Location - TBD, 5 days including travel	100%	\$ 1,720.00	\$ 1,720.00			\$ 1,720.00	a,c,d,e,f,g,h
Krista Childers S&H/S, Anchorage	70%	OSHCN Conference Location - TBD, 5 days including travel	100%	\$ 1,720.00	\$ 1,720.00			\$ 1,720.00	a,c,d,e,f,g,h
Seth Wilson S, Fairbanks	65%	OSHA 3010, Excavation, Trenching, Soil Mechanics, Anchorage, AK, 5 days including travel	65%	\$ 980.00	\$ 637.00			\$ 637.00	a,b,c,d,f,h
D. Shane Strubhurt S, Juneau	65%	OSHA 3010, Excavation, Trenching, Soil Mechanics, Anchorage, AK, 5 days including travel	65%	\$ 1,120.00	\$ 728.00			\$ 728.00	a,b,c,d,f,h

D. Shane Strubhurt S, Juneau	65%	OSHA 3000, Safety and Health for Oil and Gas Well Operations, Anchorage, AK, 5 days including travel	65%	\$ 1,120.00	\$ 728.00			\$ 728.00	a,b,c,d,f,h
Donald Farwell S, Anchorage	65%	OSHA 1500 Introduction to On-Site Consultation, Las Vegas, NV, 11 days including travel	100%	\$ 3,400.00	\$ 3,400.00			\$ 3,400.00	a,b,c,d,f,h
Scott Damerow S, Anchorage	65%	OSHA 1500 Introduction to On-Site Consultation, Las Vegas, NV, 11 days including travel	100%	\$ 3,400.00	\$ 3,400.00			\$ 3,400.00	a,b,c,d,f,h
Vacant, S, Anchorage	65%	OSHA 1500 Introduction to On-Site Consultation, Arlington, IL, 11 days including travel	100%	\$ 2,814.00	\$ 2,814.00			\$ 2,800.00	a,b,c,d,f,h
Vacant, IH, Anchorage	65%	OSHA 1500 Introduction to On-Site Consultation, Arlington, IL, 11 days including travel	100%	\$ 2,814.00	\$ 2,814.00			\$ 2,814.00	a,b,c,d,f,h
Vacant, IH, Anchorage	65%	OSHA 1500 Introduction to On-Site Consultation, Arlington, IL, 11 days including travel	100%	\$ 2,814.00	\$ 2,814.00			\$ 2,814.00	a,b,c,d,f,h

Vacant, IH, Anchorage	70%	OSHA 1250 Introduction to Health Hazards for Industrial Hygienist, Arlington, IL, 11 days including travel	70%	\$ 2,814.00	\$ 1,969.80			\$ 1,829.10	a,b,c,d,f,h
Vacant, IH, Anchorage	65%	OSHA 1250 Introduction to Health Hazards for Industrial Hygienist, Arlington, IL, 11 days including travel	65%	\$ 2,814.00	\$ 1,829.10			\$ 1,829.10	a,b,c,d,f,h
Vacant, S, Anchorage	65%	OSHA 1050 Introduction to Safety Hazards for Safety , Arlington, IL, 10 days including travel	65%	\$ 2,600.00	\$ 1,709.50			\$ 1,690.00	a,b,c,d,f,h
Zachary Korsmo S, Anchorage	65%	OSHA 3300, Safety and Health in Chemical Processing Industry, Arlington, IL, 10 days including travel	65%	\$ 2,600.00	\$ 1,709.50			\$ 1,690.00	a,b,c,d,f,h
TOTAL				\$ 32,790.00	\$ 27,992.90			\$ 27,992.90	

*Competency Areas:

- a. Recognition and Evaluation of Occupational Hazards
- b. Evaluate Safety and Health Management Systems
- c. Provide Occupational Safety and Health Training
- d. Provide Hazard Prevention and Control Assistance
- e. Manage Program Processes and Reports
- f. Provide Off-site Technical Support
- g. Promote OSHA Consultation Services
- h. OSHA Consultant Professionalism
- i. Other (specify)

¹ See the table in Appendix A listing anticipated costs for Travel/Training, and Appendix R for percentages of training eligible for federal funding.

² Except for required training and travel, which may use 100% federal funding regardless of the percent of time on the 21(d) Agreement), the maximum dollar amount listed in this column is:
(% of Time on 21(d) Agreement) x (Cost of Training).

³ Federal portion (i.e., 90%) of allowable training expenses eligible for 90% federal funding **(% of Time on 21(d) Agreement) x (Cost of Training) x (0.9)**

⁴ State (program) portion (i.e., 10%) of allowable training expenses eligible for 90% federal funding **(% of Time on 21(d) Agreement x (Cost of Training) x (0.1)**

⁵ Amounts in this column will be state and federal totals charged to the Cooperative Agreement and entered into Appendix N or Appendix O, as appropriate.

NOTES:

1. Funds sufficient to cover travel requirements to conduct proposed training should be budgeted in Appendix N and Appendix O. These costs must be specific to the activities identified as determined

by the location and duration of the training. The Annual Training Plan should list **all** training and travel that is eligible for 100% or 90% Federal funding and is subject to approval by the Director of
of the Directorate of Cooperative and State Programs.

2. ** “Training Cost Charged to Grant (100% Fed Eligible)” Total must agree with the amount reported on the OSHA 110 – Line 2 and SF-424A.

3. The Regional Administrator prior to the actual travel must approve deviations from this plan involving out-of-state travel to courses and/or locations other than those proposed in writing.

4. See Informal Training Requirements Memo, issued June 9, 2010, 21(d) On-site Consultation Training Policy and FY 2011 One-time Only Monies, issued November 29, 2010 for additional information

on training requirements and Federal Reimbursement of Allowable Training and Travel Costs, issued April 2, 2014. These memos are located on the Consultation LAP (<http://intranet.osha.gov/dcsp/LAP/dcsp/consultation/index.html#!tab3>). Also, refer to Appendix R (*Summary of OSHA’s Policy for Federal Reimbursement of Costs Associated with*

Required, Approved, and Eligible Training and Travel) for more information.

5. Travel for staff members attending the Annual On-site Consultation Training Conference should be included on this form.