TASK 1

Safety Publications:

Scope:

- The purpose of this task is to provide technical support to EH-31.4, for the development of safety publications. The publications are generally in the occupational safety area, and the task includes researching of subject matter using printed and audiovisual materials and personal interviews. It also includes technical writing and editing and providing graphic charts or photographs to support the text.

Accomplishments:

- Completed draft of a safety note tentatively entitled Wiremold Safety and submitted for review/comments.
- Prepared draft of a safety note tentatively entitled Square D and submitted for review/comments.
- Completed final revisions to a safety bulletin entitled The Fire Below and submitted for printing and distribution.
- Incorporated final revisions to a safety bulletin entitled Crane Safety and submitted for printing and distribution.
- Prepared draft of an article for DOE This Month on the OSH/WPP program and submitted for review/comments.
- Completed a draft of a safety bulletin entitled Heat Stress and submitted for review/comments.
Prepared a rewrite of a safety bulletin entitled *Take Special Care When Using Cranes: Your Life May Depend On It* and submitted for review/comments.

Submitted final copy of a corrected safety bulletin entitled *Ladders: Familiarity Breeds Complacency* and provided copy ready for printing/distribution.

Completed final revisions on a safety bulletin entitled *DOE Occupational Safety & Health Standards Interpretations Response Line* and submitted for printing.

**Proposed Efforts, Next 30 Days:**

- Incorporate revisions to safety bulletins/notes after review cycle.

**Work Scheduled but not Completed:**

- None.

**Areas of Concern:**

- None.

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TASK 2

Conference Support:

Scope:

> The purpose of this task is to provide conference, meeting, and workshop support for the Office of Occupational Safety. This includes all logistical arrangements, including the procurement of meeting and exhibit space, audiovisuals, computers, equipment, phone lines, transportation, procurement for drayage vendors to prepare exhibit areas, sleeping rooms, on-site logistical support including coordinating registration of attendees and assuring that all arrangements and equipment are suitable. It also provides for the development of conference exhibits. All exhibit components will be purchased or custom-built upon approval by EH-31. The task also includes the development of print products associated with the meetings, and research and writing to produce these products.

VPP Workshop

Accomplishments:

> Completed all arrangements for third and final workshop held on June 10, 1993, in Albuquerque, New Mexico.

Proposed Efforts Next 30 Days:

> None.

Work Scheduled But Not Completed:

> None.

Areas of Concern:

> None.
National Conference on Ergonomics, Safety, and Health

Accomplishments:

► Completed revisions to factsheets that will be distributed at the conference.
► Compiled all safety publications that will be distributed at the conference.
► Completed all paperwork for the shipping of the exhibit to Washington and coordinated with the freight line on return shipment.

Proposed Efforts Next 30 Days:

► Attend the conference sessions and prepare text for possible inclusion in the Safety Connection.
► Staff the exhibit booth and distribute printed material.

Work Scheduled But Not Completed:

► None.

Areas of Concern:

► None.
TASK 3

Planning and Reporting:

Scope:

- The purpose of this task is to plan, estimate, and schedule work; prepare and deliver financial and other required information and documentation concerning the contract; and exercise management oversight to ensure performance and quality assurance. The activities include strategic planning for safety awareness or other significant issues that may include a variety of individual products; contract, accounting, and reporting activities; and management oversight to ensure the successful implementation and administration of tasks.

Accomplishments:

- Prepared and participated in the first Program Review on June 22, 1993, in Oak Ridge.
- Provided minutes of the Program Review for review/comments and completed distribution.
- Completed the preparation of the monthly status report.
- Completed the preparation and implementation of task plans.
- Prepared and delivered monthly review briefing.

Proposed Efforts, Next 30 Days:

- Prepare and distribute monthly status report.
- Conduct site visit and deliver contract status report.

Work Scheduled but not Completed:

- None.

Areas of Concern:

- None.

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TASK 4

MORT A/I Video:

Scope:

- The purpose of this task is to provide support for the development of videotape programs to be used as part of the Management Oversight Risk Tree (MORT) training courses. This will include research and writing of scripts to be used for the preparation of the videotape. It will also include electronic field production, creation of sound tracks, transfer of sound track to videotape, time code editing of the first version, incorporating required modifications, producing final edit, and duplication of the videotape.

Accomplishments:

- All deliverables were accomplished and no work was performed on this task during the reporting period.

Proposed Efforts, Next 30 Days:

- None.

Work Scheduled but not Completed:

- None.

Areas of Concern:

- None.
TASK 5

Print Products:

Scope:

- The purpose of this task is to provide print products for the Office of Occupational Safety (EH-31) staff. Products will be written on occupational safety and health subjects including electrical, construction safety, fire protection, pressure safety, interpretations guide, aviation, chemical safety, SPMS, and other subjects as identified by EH-31. The preparation of these products includes research of the subject matter and the writing of the text at an acceptable readability level. These products include brochures, pamphlets, factsheets, reports, articles for the newsletter, and booklets. This task also provides for product duplication, delivery of mechanicals, and the dissemination of products.

Accomplishments:

- Prepared a draft article entitled *Operations Management Division Director Named Employee of the Year* to be included in the summer issue of *The Safety Connection*.

- Prepared a draft of an article entitled *Partnership Between EH and EM Provides Smooth Beginning for ERWM Program* to be edited for the summer issue.

- Provided a draft of an article entitled *Voluntary Protection Program (VPP) Update* and submitted for review/comments.

- Submitted a draft of an article entitled *OSH/WPP Kicks Off Pilot Program* and submitted for review/comments.

- Prepared a draft article entitled *Interps Line Update* and submitted for review/comments.

- Submitted a draft article entitled *AIHCE '93 A Success* for review/comments.

- Prepared a draft article entitled *New Course Seeks to Educate Workers About Suspect/Counterfeit Parts* and submitted for review/comments.

- Provided a draft of an article entitled *DOE Construction Manual Approved* and submitted for review/comments.

- Prepared a draft of an article entitled *DOE Safety Initiative Announced* and submitted for review/comments.
• Prepared an update on the Natural Phenomena program to be included in the summer issue following review/comments.

• Prepared a draft of an article on the ESHAC meeting and submitted it for review/comments.

• Completed the update on Training Opportunities and OSH Resources to be included in the summer issue.

Proposed Efforts, Next 30 Days:

• Research and write articles for the summer and fall editions of The Safety Connection.

• Submit text for the Fall edition and edit content for consistency and accuracy.

• Prepare mechanicals and submit to client for reproduction and distribution.

Work Scheduled but not Completed:

• None.

Areas of Concern:

• None.
TASK 6

Special Graphics:

Scope:

- The purpose of this task is to provide graphics support for the Office of Safety and Quality Assurance. Products will include quarterly statistical charts reflecting accident/incident/illness data for each DOE Field Office. These charts are developed for trending analysis. Products will also include various photographic or computer graphic products such as icons, logos, charts, graphs, 35mm slides, overheads, and flip charts. Some products may include job aids for safety-related functions and give-away items for a safety slogan. These products will be catalogued, coded, and indexed for easy retrieval and modification for other presentations/programs.

800-Interpretations Line Products

Accomplishments:

- Prepared additional laminated wallet cards.

Proposed Efforts, Next 30 Days:

- Provide information sheets and/or posters.
- Prepare additional laminated wallet cards.

Work Scheduled but not Completed:

- None.

Areas of Concern:

- None.

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DOE Occupational Safety and Health Training Booklet

Accomplishments:

► Completed revisions to previously submitted cover designs.
► Received approval on cover design and proceeded with obtaining cost estimates for the reproduction and binding of the booklet.

Proposed Efforts Next 30 Days:

► Provide mechanicals of selected cover design for reproduction.
► Reproduce booklet.

Work Scheduled But Not Completed:

► None.

Areas of Concern:

► None.
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