COMNAVRESFOR INSTRUCTION 5100.4G

From: Commander, Navy Reserve Force

Subj: SAFETY AND OCCUPATIONAL HEALTH (SOH) PROGRAM AND SAFETY POLICY FOR THE NAVY RESERVE

Ref: (a) SECNAVINST 5100.10J  
(b) OPNAVINST 5100.8G  
(c) OPNAVINST 5100.23G  
(d) 29 CFR 1910 Standards  
(e) COMNAVRESFORINST 11320.1D  
(f) OPNAVINST 5102.1D  
(g) NAVSEA 56470-AA-SAIF-010  
(h) OPNAVINST 5100.12H CH-1  
(i) DoDI 1400.25M  
(j) Uniform Code of Military Justice  
(k) 29 CFR 1915 Standards  
(l) 29 CFR 1926 Standards  
(m) OPNAVINST 5090.1C  
(n) OPNAVINST 5100.25B  
(o) DoDI 6055.1  
(p) SECNAVINST 5100.14D  
(q) OPNAVINST 5100.27B  
(r) OPNAVINST 3440.17  
(s) COMNAVSAFCEN ALSAFE 030/08, 281742Z MAY 2008  
(t) NAVFAC P-307  
(u) OPNAVINST 11320.23F CH-2

Encl: (1) COMNAVRESFOR SOH Program Implementation Guidance/Assessment Guide

1. Purpose. To provide implementing instructions per references (a) through (u) on the Safety and Occupational Health (SOH) programs for the Navy Reserve.

2. Cancellation. COMNAVRESFORINST 5100.4F

3. Background. Safety is an inherent responsibility of command and supervision. The Commander, Navy Reserve Force (COMNAVRESFOR) is tasked by the Chief of Naval Operations (CNO) to maintain an aggressive, active and continuous total SOH program throughout the Navy Reserve, reference (b). The total program encompasses all safety disciplines such as systems safety, weapons/explosives safety, off duty safety, motor vehicle safety and occupational safety and health. References (c) through (u) define the SOH programs and related disciplines and delegate authority for program implementation to commands at all Navy levels. This revision has implemented major changes and should be read in its entirety.

4. Policy. The policy of COMNAVRESFOR is to implement reference (b) by maintaining an active, aggressive and continuous SOH program. The purpose is to eliminate occupational injuries/illnesses and property damage mishaps; reduce compensation costs; increase overall effectiveness of the force; and thereby enhance mobilization readiness.
5. Scope and Effect. The provisions of this directive apply to all COMNAVRESFOR echelon III and IV supporting commands.

   a. Non-Commissioned Reserve Force Augment units are aligned under their Navy Operational Support Center (NAVOPSPTCEN); NR RCCs and NAVOPSPTCENs shall ensure that Reserve Force units in this category are aligned within ESAMS to reflect the appropriate NAVOPSPTCEN command as their “parent command”.

   b. Commissioned Reserve Force units are aligned via their ISIC.

   c. The Enterprise Safety Applications Management System (ESAMS) will be fully implemented by all COMNAVRESFOR units. Full implementation and effective usage of ESAMS will greatly assist commands with SOH program management and ensure NAVOSH compliance.

6. Responsibilities

   a. COMNAVRESFOR (N00SA) Safety Director. The COMNAVRESFOR Safety Director is organizationally assigned to the Chief of Staff for Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) and is the Head of the Safety and Occupational Health Division and responsible for Navy Occupational Safety and Health (NAVOSH) policy. The director shall recommend policy for COMNAVRESFOR, coordinate policy development with COMNAVRESFORCOM, and maintain a continuous audit of subordinate command safety and health program implementation status, references (a) through (u). Ensures appropriate evaluations of safety program effectiveness are conducted at subordinate commands and field activities at a minimum of every three years, reference (n). Additionally, the Safety Director represents COMNAVRESFOR on policy committees and provides systematic input to COMNAVRESFOR concerning current NAVOSH trends which may affect command mission, capabilities and readiness.

   b. COMNAVRESFORCOM Safety Manager. The COMNAVRESFORCOM Safety Manager shall evaluate the effectiveness of NAVOSH policies, plans, programs and procedures by providing technical advice, direction and guidance to subordinate field activities. Assist COMNAVRESFOR Safety Director with planning and execution of subordinate command safety inspections. Ensure that all subordinate commands implement the necessary SOH components that apply to their organization. At a minimum, this requires compliance with references (c) through (u).

   c. Echelon III and IV Commands. Echelon III and IV commands are responsible and accountable for implementing and maintaining an aggressive safety and mishap prevention program for personnel and property under their command. At a minimum, this requires compliance with references (c) through (u).

      (1) Designate the SOH Collateral Duty Safety Officer (CDSO) responsibility to a full-time military or civilian member in the grade of E6 or higher, who has sufficient technical competence to identify, evaluate, and control hazardous conditions and manage all command SOH program elements. The designated CDSO must also have successfully completed the Naval Safety and Environmental Training Center (NAVSFENVTRACEN) course, Introduction to NAVOSH (Ashore), CIN A-493-0050.

      (2) Ensure that a detailed MOU or ISSA for SOH exists with the host command, CNIC Region or a nearby federal activity which possesses a qualified professional safety organization. This will provide onsite professional assistance for technical problem solving to augment existing resources. This
agreement must identify each safety service provided, the conditions under which those services are provided and specify provider/receiver responsibilities. If assistance is required in formalizing the MOU/ISSA, contact COMNAVRESFORCOM (N00SA). At a minimum, the agreement must provide for:

(a) An annual formal safety inspection of the activity.

(b) Participation in the host/provider command sponsored SOH training.

(c) Technical advice and assistance by professional safety and health personnel at the providing command/organization.

3. Comply with the duties for Commanders, Commanding Officers (COs), Officers in Charge (OICs) of Echelon III, IV and V activities below.

   d. Echelon IV Commands with Subordinate Commands. Echelon IV commands with subordinate commands including NR RCCs, COMNAVRESFORCOM Wings, COMNAVINTRESCOM, NAF Washington and NNWG are responsible for coordinating and auditing their subordinate command SOH programs no less than every three years. Provide oversight and guidance to ensure that all subordinate commands implement the necessary SOH components which apply to their organization. Echelon IV subordinate command safety audits must include a thorough review of material provided in enclosure (1). The audits may be accomplished in part via an exchange of information using electronic communications; however, whenever possible, these audits should be a part of a Command Inspection. At a minimum, this requires compliance with references (c) through (u). Designate the SOH Collateral Duty Safety Officer (CDSO) responsibility to a full-time military or civilian member in the grade of E6 or higher, who has sufficient technical competence to identify, evaluate, and control hazardous conditions and manage all command SOH program elements. The designated CDSO must also have successfully completed the Naval Safety and Environmental Training Center (NAVSAFENVTRACEN) course, Introduction to NAVOSH (Ashore), CIN A-493-0050.

   e. Echelon V Commands. Echelon V commands including Squadrons, Navy Operational Support Centers (NAVOPSPTCENs), Reserve Intelligence Areas and Navy Information Operation Commands are responsible for implementing and maintaining an aggressive safety and mishap prevention program for personnel and property under their command which is tailored to the diversified mission and/or size of the activity. Seek oversight and guidance from ISIC command to ensure that all necessary SOH components as applicable are implemented. Echelon V commands shall be provided command safety audits by respective ISIC commands no less than once every three years. Ensure minimal program compliance by implementing and maintaining content provided in enclosure (1) as applicable. At a minimum, this requires compliance with references (c) through (u).

   (1) Designate the SOH Collateral Duty Safety Officer (CDSO) responsibility to a full-time member in the grade of E6 or higher, who has sufficient technical competence to identify, evaluate, and control hazardous conditions and manage all command SOH program elements. The designated CDSO must also have successfully completed the Naval Safety and Environmental Training Center (NAVSAFENVTRACEN) course, Introduction to NAVOSH (Ashore), CIN A-493-0050.

   (2) Non-Commissioned Reserve Force Augment units are aligned under their Navy Operational Support Center (NAVOPSPTCEN); NR RCCs and NAVOPSPTCENs
shall ensure that Reserve Force units in this category are aligned within ESAMS to reflect the appropriate NAVOPSPTCEN command as their "parent command".

(3) Commissioned Reserve Force units are aligned via their ISIC.

(4) Non-Commissioned Reserve Force Augment units are exempt from the Introduction to NAVOSH (Ashore), CIN A-493-0050 training requirement, however each unit must ensure assigned personnel receive appropriate safety training as required (i.e., fire prevention, traffic, recreation and off-duty safety, etc); units in this category shall assign a CDSO/ESAMS administrator who will seek guidance from the servicing NAVOPSPTCEN CDSO when administering the safety program for their individual unit.

(5) Ensure that a detailed MOU or ISSA for SOH exists with the host command, CNIC Region or a nearby federal activity which possesses a qualified professional safety organization. This will provide onsite professional assistance for technical problem solving to augment existing resources. This agreement must identify each safety service provided, the conditions under which those services are provided and specify provider/receiver responsibilities. If assistance is required in formalizing the MOU/ISSA, contact the ISIC or COMNAVRESFORCOM (N00SA). At a minimum, the agreement must provide for:

(a) An annual formal safety inspection of the activity.

(b) Participation in the host/provider command sponsored SOH training.

(c) Technical advice and assistance by professional safety and health personnel at the providing command/organization.

(6) SOH programs must include drilling reserve personnel at the Reserve Component activity. Drilling Reserve personnel shall participate in applicable SOH programs including at a minimum, training, occupational health medical surveillance, use of personal protective equipment, traffic safety and recreational and off duty safety.

(7) Comply with the duties for Commanders, Commanding Officers, Officers in Charge of Echelon III, IV and V activities below.

f. Squadrons. Each squadron shall:

(1) Designate the SOH Collateral Duty Safety Officer (CDSO) responsibility to a full-time safety member in the grade of E6 or higher, who has sufficient technical competence to identify, evaluate, and control hazardous conditions in an industrial environment and manage all command SOH program elements. The designated CDSO must have successfully completed the Naval Safety and Environmental Training Center (NAVSANUPTCEN) course, Aviation Safety Specialist, CIN A-493-0065 and also NAVSANUPTCEN course, Introduction to NAVOSH (Ashore) CIN A-493-0050.

(2) Ensure that a detailed MOU or ISSA for SOH exists with the host command and/or Commander Navy Installations Command (CNIC) Region Base Operating Service (BOS) provider. These agreements must identify each safety service provided, the conditions under which these services are to be provided and specify host/tenant responsibilities. If assistance is required in formalizing the MOU/ISSA, contact the ISIC command and COMNAVRESFORCOM (N00SA). At a minimum, the agreement must provide for:
(a) Formal safety and fire inspections of the hangar and other facilities occupied by squadron personnel. All formal SOH inspections of squadron work centers must be performed by a professional qualified inspector possessing the safety skill requirements of a GS-0018 Safety and Occupational Health Specialist.

(b) Participation in the host command provided SOH training.

(c) Technical advice and assistance by professional safety and health personnel at the host command and/or CNI region.

(d) Centralized management of the Hazardous Material Control and Management (HMC&M) program by the host command.

(e) Centralized management of the Respiratory Protection program by the Host command.

(3) Each squadron must be inspected annually by an industrial hygienist and maintain an active occupational health program. Commander, Bureau of Medicine and Surgery (BUMED) is tasked with providing occupational health/industrial hygiene services to shore activities, reference (c).

(4) Comply with duties for Echelon V commands listed in the responsibilities for Echelon V commands above and with the duties for Commanders, COs, OICs of Echelon III, IV and V activities below.

g. NAVOPSPTCENs with Industrial Plant Equipment (IPE). NAVOPSPTCENs with IPE are considered industrial activities and shall:

(1) Assign the duties of SOH Collateral Duty Safety Officer (CDSO) to a full-time member in the grade of E6 or higher, who has sufficient technical competence to identify, evaluate, and control hazardous conditions in an industrial environment and manage all command SOH program elements. The designated CDSO must also have successfully completed the Naval Safety and Environmental Training Center (NAVSAFENVTRACEN) course, Introduction to NAVOSH (AsShore), CIN A-493-0050. Other SOH courses are encouraged.

(2) Each NOSC with IPE is required to be inspected annually by an industrial hygienist and to maintain an active occupational health program. It is the responsibility of each NAVOPSPTCEN with IPE to initiate contact with the servicing BUMED industrial hygiene provider to ensure mandatory occupational health/industrial hygiene services and workplace monitoring occurs. All official requests for services should be in writing.

(3) Ensure that a detailed MOU or ISSA for SOH exists with the host command, CNIC Region or a nearby federal activity which possesses a qualified professional safety organization. This will provide onsite professional assistance for technical problem solving to augment existing resources. This agreement must identify each safety service provided, the conditions under which those services are provided and specify provider/receiver responsibilities. If assistance is required in formalizing the MOU/ISSA, contact the ISIC command and COMNAVRESFORCOM (N00SA). At a minimum, the agreement must provide for:

(a) An annual formal safety inspection of the activity.

(b) Participation in the host/provider command sponsored SOH training.
(c) Technical advice and assistance by professional safety and health personnel at the providing command/organization.

(d) Participating, if applicable and appropriate, in centrally managed programs such as respiratory protection, Hazardous Material (HM) control, and confined space/gas free engineering. Such programs, if operated by non-Navy activities, must be evaluated by the NOSC with Navy instructions and directives to ensure that Navy requirements are met (most stringent requirements override lesser requirements for identical items).

(4) Coordinate with federal or municipal fire department to ensure annual fire inspection is received.

(5) Comply with duties for Echelon V commands listed in the responsibilities for Echelon V commands above and with the duties for Commanders, COs, OICs of Echelon III, IV and V activities below.

h. Commanders, COs, OICs of Echelon III, IV and V activities shall:

(1) Responsibly and accountably conduct an aggressive safety and mishap prevention program for personnel and property under their command. The operation of an effective NAVOSH program is a line management responsibility at all echelons. Personal evaluation shall reflect personal accountability in this respect. Ensure an adequate budget is maintained and activity resources are used to execute the activity's SOH program [Note exception: CNIC installations are funded to provide facility and common safety services by Operations and Maintenance, Navy appropriations to COMNAVRESPFOR commands.]

(2) Within three months after assumption of command, issue a policy statement adopting and enhancing/expanding the policy established in reference (c) which reflects commitment to safety and to programs that prevent or minimize occupational and off duty mishaps; disseminate statement to all personnel by posting the policy on all official bulletin boards and other means as appropriate (i.e. publications, email, minutes, meetings, indoctrinations, videos, etc).

(3) Organize and maintain a safety function/office, which at a minimum assigns safety responsibilities to a qualified full-time military (E-6 or above) or civilian member to serve as the command CDSO; ensure this member satisfactorily completes the NAVSAFENVTRACEN course, Introduction to NAVOSH (Ashore), CIN A-493-0050, reference (c). Ensure implementation of the Enterprise Safety Applications Management System (ESAMS). The CDSO shall also serve as the command primary ESAMS coordinator.

(4) Post form DD-2272, Department of Defense (DoD) Occupational Safety and Health Protection Program, in prominent locations such as official bulletin boards.

(5) Sign and make available a copy of the command OSHA 300A Summary report of civilian occupational injuries and illnesses for the preceding year; post this summary for three months (February, March and April), after which it may be removed from posting and retained on file.

(6) Ensure all workplaces are inspected at least annually or more frequently based on the level of risk [Echelon III safety office, BUMED/other supporting industrial hygienist, or CNIC NAVOSH manager may assist with level of risk determinations]. Ensure safety and industrial hygiene inspections review all processes and identify SOH deficiencies in operations, facilities,
equipment and administrative programs. Ensure the industrial hygiene periodic/ongoing monitoring is conducted as recommended/warranted after each industrial hygiene inspection.

(7) Establish education and training programs per reference (c). Ensure all levels and categories of personnel receive training pertinent to their needs.

(8) Ensure all personnel are fully aware of their obligations and personal responsibilities to the Navy Safety Program. Establish clear lines of accountability. Ensure that senior management, middle management and first line supervision support the safety program to the extent of their authority and responsibility by:

(a) Setting the example for subordinates.

(b) Promptly correcting recognized hazards.

(c) Clearly defining and assigning individual safety responsibilities to subordinates.

(d) Documenting safety performance in evaluation of subordinates.

(e) Ensuring employees receive appropriate training, participating in committees or meetings, and conducting stand up safety meetings when/where required.

(f) Conducting or participating in worksite inspections, including those made by claimant, region or activity safety personnel.

(g) Encouraging safety awareness through incentives and awards programs.

(h) Receiving training appropriate to their level of responsibility and authority [i.e.: Safety Indoctrination to all new personnel, ESAMS, Traffic Safety training, Recreation and Off-Duty Safety (RODS), Introduction to NAVOSH (Ashore) for CDSO, and Introduction to Hazardous Materials (Ashore) for command Hazardous Material Control Program Manager].

(i) Encouraging a free flow of information and ideas from employees on methods of improving the safety of their workplaces, work practices, and work processes. Developing a reward process for outstanding safety contributions.

(9) Establish and maintain liaison between the local safety offices and other DoD regions or activities for coordination of specialty functions such as medical, fire, security, etc. Coordinate occupational health and industrial hygiene field support with the cognizant medical command.

(10) Ensure compliance with the mishap investigation reporting procedures, references (c) and (f). Review lost time mishaps; ensure corrective actions have been taken to prevent recurrence to personnel. Review at a minimum any mishap requiring submission of a Safety Investigation Report (Class A, B or C).

(11) Implement and maintain a comprehensive safety self-assessment program for the command using the Process Review and Measurement System.
(PR&MS) (Self-Assessment in ESAMS), or an equivalent management system [e.g. Occupational Safety and Health Administration (OSHA) Voluntary Protection Program (VPP)].

(12) Establish safety councils and committees at appropriate command levels (if applicable), unless the command is able to attend and participate in a local/host command safety councils and committees. Chair the council or ensure it is chaired by the executive officer or equivalent and ensure minutes are issued and maintained. Review enclosure (1) to determine applicability to a command. Ensure support of the Field Federal Safety and Health Councils and coordinate mutually beneficial accident prevention and safety programs with local communities to the maximum extent feasible and per applicable laws and regulations.

(13) Establish procedures to protect all Navy personnel from coercion, discrimination, or reprisals for participation in the safety program. Ensure that employees are aware that they may file, through their appropriate grievance processes, allegations of reprisals for having filed a complaint of unsafe or unhealthy working conditions. Ensure that personnel are aware of the formal procedure for processing written reports of unsafe or unhealthful working conditions. Include provisions to preserve the individual anonymity of those reporting unsafe conditions when requested. The reporting procedures should encourage employees to make beneficial suggestions as a positive means of correcting potential hazards.

(14) Establish a hazard abatement program to include a plan that lists identified hazards, prioritizes these hazards, maintains progress on elimination of hazards and shows final correction/elimination of the hazard. This hazard abatement plan may be maintained by the base safety office providing safety inspection service to your command.

(15) Provide employees and their representatives with access to exposure and medical records per reference (c).

(16) Develop procedures consistent with Office of Personnel Management, Naval Personnel Command, and PR&MS guidance to measure and recognize superior and deficient safety performance. Performance evaluations shall include personal accountability consistent with the duties of the position and the SOH program.

(17) Ensure compliance with applicable Navy regulations and Federal statutes governing the control of classified and sensitive unclassified information, reference (c) section 1106.

(18) If applicable to the command, designate appropriate officials to consult with representative of labor organizations recognized under the Department of the Navy Civilian Human resources Manual Subchapter 752 per reference (c).

(19) Notify COMNAVREFORCOM (N00SA) safety via chain of command if any safety citations and findings from external authorities (i.e., OSHA, the Naval Inspector General, or state) are received. This will facilitate the flow of communication and ensure the underlying causes of the problems are identified and that corrective actions address the underlying causes and not merely the symptoms.

(20) Assistance in developing the command safety program may be obtained from ISIC command and COMNAVREFORCOM (N00SA).
i. Management. The first and foremost method for a manager to lead subordinates is to set the example. Managers shall:

(1) Obtain sufficient training to actively and efficiently support command safety programs in the specific areas of responsibility assigned to the position.

(2) Establish clear lines of accountability ensuring subordinate supervisors and personnel are fully aware of their obligations and personal responsibilities to the safety program.

(3) Remain aggressive with continuing safety program implementation and maintenance throughout the organization.

(4) Ensure subordinate personnel receive appropriate training as required.

(5) Promptly correct recognized hazards.

(6) Encourage safety awareness.

(7) Have a broad understanding of the SOH program and be aware of safety compliance procedures.

(8) Have knowledge of mishap reporting requirements, mishap costs (direct and indirect) and know how to use and document corrective actions as a prevention strategy in an effort to stop mishap recurrence.

(9) Ensure subordinate supervisors and personnel are protected from coercion, discrimination and reprisals for participation in the Navy safety program as endorsed by the CO.

(10) Be aware of current safety emphasis programs as defined by higher authority and aggressively support such programs.

(11) Document supervisor and personnel safety performance (superior and deficient) in evaluations.

j. Supervisors. A supervisor's primary responsibility is to ensure, to the best of their ability, a safe and healthful working environment for subordinates. The importance of the immediate supervisor to the total safety effort cannot be overemphasized. To be effective, safety must be conducted on a personalized basis. The immediate supervisors must personalize safety through guidance and concern for the well being of subordinates. All supervisors, civilian and military, shall be evaluated annually for their performance. Supervisors shall:

(1) Inform personnel of the specific hazards of tasks they are assigned to perform in the work space. If necessary use Job Hazard Analyses (JHA) to assist with the communication of hazards present to an employee, and how to prevent exposure to them.

(2) Provide safety training as directed from higher authority.

(3) Assure that Personal Protective Equipment (PPE) is available, the employee knows how to effectively use the equipment, and the equipment is being used where required based on previously determined exposure or potential exposures identified during safety inspections, IH surveys and approved Standard Operational Procedures (SOPs).
(4) The supervisor must exercise effective oversight and endeavor to prevent subordinates from performing unsafe acts.

k. Individual Civilian and Military Personnel. Safe and healthful work places can be achieved through personal awareness. Each employee shall:

(1) Comply with Navy SOH standards and all applicable rules, regulations, and orders issued by this instruction. Violators of regulations or instructions shall be subject to disciplinary action per references (i) and (j). Such actions shall also be considered in personnel performance evaluations.

(2) Report observed workplace hazards or anything suspected to be unsafe or unhealthful to employees in the workplace. Employees have the right to participate in this program free from coercion, discrimination or reprisal.

(3) Decline a task if there is a reasonable belief that there is an imminent risk of death and insufficient time for normal hazard reporting and abatement actions.

(4) Immediately report injuries or occupational illnesses or property damage resulting from a mishap to their supervisor.

(5) Work with HM in the workplace after having an opportunity to review the Material Safety Data Sheets (MSDS) for the HM (which provides information on the hazards associated with use of the product and whether or not personal protective equipment is needed before, during and after use).

(6) Make beneficial suggestions as a positive means of correcting potential hazards.

(7) Properly utilize all required PPE when engaging in tasks requiring its usage (e.g. gloves, goggles, leathers, boots, aprons, respirators, and etcetera).

(8) Ensure understanding with the content of safety training provided. Ask questions in order to clarify understanding of purpose, hazards and actions required of the employee of training content presented.

7. Requirements

a. Joint Use of Facilities. Where COMNAVRESFOR personnel share installations with other Department of Defense (DoD) or federal agency personnel, the DoD components and other federal agencies involved shall be governed by the host-agency standards. When other agency standards conflict with OSHA standards, the Assistant Secretary of the Navy (Installations and Environment) shall be notified via COMNAVRESFORCOM (NOOSA) and CNO (N09P).

b. SOH Standards

(1) General. Until SOH standards are developed and implemented, references (d), (k), and (l) will be applicable within the COMNAVRESFOR claimancy.

(2) Alternate criteria approval is required for modifying standards that do not conform because of military unique conditions. The alternate criteria must apply command-wide and be properly certified. Such criteria will be submitted per reference (c) via COMNAVRESFORCOM (NOOSA).
c. Councils and Committees

(1) Safety Councils. At Navy region/command level, a safety council shall be established to consider pertinent SOH matters. The council shall be chaired by the program manager/commanding officer/executive officer or equivalent. Members shall be appointed by local directives and include key civilian, military supervisory personnel, and safety and health professionals. Where a significant portion of the workplace consists of civilian employees, they will also be represented on the council. The council shall meet at least once annually, and minutes shall be maintained by the host activity safety office. Based on activity needs, each council will develop its own rules of operation, agendas, and action items. Tennant commands may be asked to participate.

(a) Activities that are primarily administrative in nature, or have fewer than 100 employees, are not required to establish formal safety councils; however, heads of such activities shall ensure an open line of communication exists for all employees on safety matters, and use captain’s calls, handouts, local newsletters, CO’s safety policy letters, command indoctrination and other methods, as appropriate for communication.

(b) Activities that are industrial in nature or have greater than 100 employees must either establish a formal safety council or participate in a Navy region/command level safety council. Recommend applicable Reserve Component commands endeavor to attend existing Navy region, command level and/or host activity safety councils in an effort to maximize existing resources vice creating separate safety councils.

(2) Sublevel Committees. Activities may also organize additional SOH committees at the supervisory and/or shop levels. When such sublevel committees are formed, provisions shall be made for their input to the activity SOH council if and as appropriate. Activities with industrial or other hazardous operations are strongly encouraged to organize additional committees or attend other host command committees if appropriate.

(3) Field Federal Safety and Health Councils. Attendance and participation by Navy personnel in field federal safety and health councils is strongly encouraged. These councils exist in many metropolitan areas, functioning on a local level for the OSHA Federal Advisory Council on Occupational Safety and Health. These councils consist of representative of local area Federal agencies. The Navy shall support the operation of local councils by making available, where appropriate, facilities for meetings, speakers and the use of educational resources (films, libraries, and etcetera).

(4) Federal Safety and Health Conferences. Attendance and participation by Navy personnel in regional and national safety conferences are strongly encouraged. Where commands sponsor regular seminars or workshops, commanders or commanding officers should consider possible benefits derived from scheduling such meetings in conjunction with a regional Federal Safety and Health Conference.

(5) Annual Navy Professional Development Conference. Attendance and participation by Navy personnel in this conference is strongly encouraged. Information can be found at the NAVSAFENVTRACEN link inside the Navy Safety Center (NAVSAFCEN) website: http://www.safetycenter.navy.mil/training/default.htm.

d. Safety Program Self-Assessments
(1) Echelon III and IV commands shall perform a self-assessment of the command safety program at least annually following either PR&MS self assessment model guidelines or equivalent with the OSHA VPP guidelines as it applies to civilians, reference (c). This self assessment shall include, as a minimum, a review of mishap statistics and analysis data, inspection records, hazard reports and risk assessments, evaluations of compliance posture, and the industrial hygiene exposure assessment reports. Based on the results of the assessment, the command shall develop and implement Plans of Action and Milestones (POA&Ms) to address improving performance in areas identified as needing improvement for both the command and its subordinate commands.

(2) Echelon V commands shall perform a self-assessment of the command safety program at least annually following either PR&MS self assessment model guidelines or equivalent with the OSHA VPP guidelines as it applies to civilians, reference (c). This self assessment shall include, as a minimum, a review of mishap statistics and analysis data, inspection records, hazard reports and risk assessments, evaluations of compliance posture, and the industrial hygiene exposure assessment reports. Based on the results of the assessment, the command shall develop and implement POA&Ms to address improving performance in areas identified as needing improvement for the command and any subordinate Reserve Component commands.

(3) ESAMS, the web based safety management tool, shall be utilized to complete command annual safety self-assessments.

e. Prevention and Control of Workplace Hazards. The objective of this program is integral to risk management, the control of both direct and indirect costs, waste reduction and/or elimination, and inefficiency. Each command shall develop and implement a hazard prevention and control program to eliminate unsafe conditions that are identified as a result of internal or external safety inspections, fire inspections, industrial hygiene surveys, reviews of construction projects in design stages, or employee reports of unsafe/unhealthful working conditions. Prevention of workplace hazards must conform to principles of hazard control described in chapter 5, section 0502 of reference (c) (if and where applicable substitution, isolation, ventilation, administrative control and personal protective equipment controls shall be utilized.), and section 0507.c of reference (c).

(1) Monitor hazard control on a continuing basis including engineering, maintenance, management policy and supervisory control to ensure the identification and elimination of hazards.

(2) Apply procedures for control across the design/engineering/installation/operations/maintenance/disposal interface ensuring the integration of a dynamic hazard control program consistent with operational and safety and occupational health requirements.

f. Training Program. Adherence to safe operating practices and procedures cannot be assured unless there is a clear and defined knowledge of the job, its potential hazards and of the strategies necessary to perform the job properly and prevent mishaps. Commands shall design, provide and tailor training programs to the level of responsibility of the individual so as to instruct individual employees to perform their work in a safe and healthful manner.

(1) COMNAVRESFOR policy requires mandatory safety training to be a condition of employment for all personnel and will be conducted during normal
duty hours without forfeit of leave or personal cost. The exception to this policy is hobby shop training and remedial safety training resulting from disciplinary action which may be conducted after hours.

(2) COMNAVRESFOR personnel shall receive SOH training. The training shall be consistent with the individual's task and workplace environment, with particular emphasis on hazard recognition, evaluation and control. Specialized training shall be consistent with chapter 6, appendix 6-A of reference (c); section 6.k of reference (i); and reference (n).

(3) All safety training will be formally documented in the individual's appropriate training record via ESAMS or other means and will accompany the individual upon transfer. Documentation of training will also be maintained in the activity safety office via ESAMS or other means for time periods specified in reference (c).

(4) Special consideration/attention must be given to Selected Reserve (SELRES) personnel. A program must be developed and/or implemented consistent with the hazards of their duties. Before the first inactive training period, SELRES personnel will be re-indoctrinated to the hazards of their work environment for the purposes of enhancing safety awareness. SELRES personnel must be included in command hazard awareness training.

(5) CDSO. Commands shall provide training to personnel to enhance the performance of their duties as specified by Navy programs within the nature and scope of the region or activity's operations. As a minimum, military and/or civilian personnel assigned CDSO responsibilities for safety management at a command shall satisfactorily complete the NAVSAFENVTRACEN course, Introduction to NAVOSH (Ashore), CIN A-493-0050. ESAMS administrator training offered by CNI regions and HGW & Associates is also highly encouraged.

(6) Fire Prevention and Extinguisher Use. Fire extinguisher use is voluntary to non-firefighter personnel; however, where the command has provided portable fire extinguishers for employee use in the workplace, the employer shall provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with fire fighting. The employer shall provide training to all such employees initially and at least annually thereafter.

(7) The Traffic Safety Program imposes various training requirements. Specific training shall be consistent with reference (h).

(8) The RODS program imposes various training requirements. Specific hazard awareness and qualification training shall be consistent with reference (n).

(a) All military personnel shall receive RODS hazard awareness training quarterly at a minimum. Commands are encouraged to provide this training to civilian members. Completion/documentation of monthly safety talks within ESAMS exceeds this requirement.

(b) Ensure all personnel using Morale Welfare and Recreation (MWR) hobby shops and equipment receive an initial safety briefing on the hazards associated with such activities and equipment. If welding, brake work, painting, or other evolutions are performed in the hobby shops which pose a potential occupational health hazard, such evolutions shall be evaluated by the servicing industrial hygienist. Recommendations of the servicing industrial hygienist shall be followed by shop patrons.
(9) Cardiopulmonary Resuscitation (CPR). Ideally, personnel should receive CPR/first aid training per certification requirements; however, as a minimum, the categories of personnel specified in chapter 6 of reference (c) shall be reviewed to identify specific individuals required to receive first aid and/or CPR training. Once identified, these individuals shall receive first aid and/or CPR training as appropriate depending on the nature of their work and responsibility.

(10) HMC&M. Specific HMC&M training shall be consistent with chapter 6, section 0602, chapter 6, Appendix 6-B, and chapter 7, section 0702.g.(9)h) of reference (c), and shall be consistent with the nature of their work performed and associated responsibilities.

(11) Unsafe Unhealthful Working Conditions. Mandatory for all personnel. This training may be provided during safety indoctrination training or as the command sees fit which ensures all personnel understand: the program, how to use the program, their responsibilities to report any unsafe or unhealthful working conditions to their supervisor, and their rights per chapter 10 of reference (c).

(12) Fall Protection Program. All Navy civilians and military personnel who use fall protection equipment shall be trained in accordance with chapter 13, section 1310 and Appendix A of reference (c).

(13) Mishap Investigation. Personnel who conduct Class A, B, C and other mishap investigations shall complete formal training in mishap investigation procedures and techniques. Full time safety professionals shall attend the NAVSAFENVTRACEN course, Mishap Investigation and Prevention (Ashore), course A-493-0078.

(14) Respiratory Protection. All Navy civilians and military personnel who use respiratory protection equipment shall be trained in accordance with chapter 15, sections 1503, 1509, and 1511. In addition to the previously mentioned training requirements, the command Respiratory Protection Program Manager (RPPM) will be required to receive additional training in accordance with chapter 15, section 1512 of reference (c).

(15) Asbestos Control. Comply with training and certification requirements of chapter 17, Appendix 17-B of reference (c).

(16) Hearing Conservation and Noise Abatement. All individuals exposed to hazardous noise, their supervisors, and personnel providing hearing conservation services shall receive training. Training is vital to the overall success of a hearing conservation program. An understanding of the permanent nature of noise-induced hearing loss, its negative effects on operational readiness and individual fitness for duty, the command's hearing conservation program and the individual's responsibilities under the program are all essential for program effectiveness. Additionally all commands are required to encourage Navy personnel to use hearing protective devices when exposed to hazardous noise during off-duty activities. Commands shall refer to their required industrial hygiene surveys when identifying personnel for inclusion in the hearing conservation program. Personnel who have been included in the hearing conservation program must receive initial and refresher training, per chapter 18, section 1808 and chapter 6, appendix 6-A of reference (c). Ensure training covers elements listed in chapter 18, section 1808.b of reference (c).

(17) PPE. PPE includes eye, face, hearing, respiratory, head, foot, hand, clothing, personal fall protection equipment, and electrical protective
devices. This training program shall promote and emphasize the importance of using the appropriate PPE on the job. Ensure training covers elements listed in chapter 20, section 2013 of reference (c).

(18) Lead. All Navy personnel who work in areas where the potential exists for lead exposure at or above the action level, or for whom the possibility of skin or eye irritation exists shall receive initial training prior to or at time of assignment and at least annually thereafter. This training, shall include as a minimum elements provided in chapter 21, section 2106 of reference (c).

(19) Non-Ionizing Radiation. Commands utilizing lasers shall ensure compliance with laser safety training, per chapter 22, section 2212 of reference (c). Training shall be provided as applicable to personnel who routinely work directly with Radio Frequency (RF) equipment or whose work environments contain RF equipment that routinely emits RF levels in excess of the exposure limits for controlled environments. Activities shall conduct training before assignment to such work areas, and shall focus on awareness of the potential hazards of RF fields, established procedures and restrictions to control RF exposures, and personnel responsibility to limit their own exposures. Comply with requirements per chapter 22, section 2221 of reference (c).

(20) Ergonomics. Each command shall ensure that all managers, supervisors, professional staff, teams and employees are trained as applicable to the employee's role in the workplace. Comply with ergonomic training requirements provided in chapter 23, section 2308, and appendix 23-D of reference (c).

(21) Energy Control Program (Lockout/Tagout). Affected employees must receive training about the energy control program including at minimum lockout/tagout identification, notification requirements and general energy control program requirements. Ensure that all training complies with requirements 29CFR1910.147 and of chapter 24, reference (c).

(22) Polychlorinated Biphenyls (PCBs). Formalized training is not mentioned in chapter 25 of reference (c); however, the Right To Know Hazard Communication standard, 29 CFR1910.1200 requires personnel working with a hazardous material such as PCBs or materials contaminated with PCBs shall be informed of all hazards associated with this work, including PPE, medical surveillance, and procedures for proper handling, storage and disposal of these materials while protecting themselves and avoiding overexposure.

(23) Chemical-Biological-Radiological-Nuclear-Explosive (CBRNE). Training requirements for personnel involved in CBRNE situations are specified in the Navy Shore Installation Emergency Management Program. Chapter 26 of reference (c) provides guidance for CBRNE relative to safety programs applicable in an incident.

(24) Confined Space Entry (CSE) (Non-Maritime). The CSE written program shall explain the process the command/installation uses to ensure that employees are trained and have demonstrated proficiency prior to actually entering such spaces. Employees who are required to enter confined spaces shall be trained and possess the understanding, knowledge and skill necessary for the performance of their duties in complying with the process, as explained in the command CSE written program, chapter 27, section 2732 of reference (c).
(25) Aviation Gas Free Engineering. COMNAVRESFOR squadrons shall comply with the requirements of reference (g) relative to training for fuel cell gas freeing.

(26) Bloodborne Pathogens. Employees who have occupational exposure to potential bloodborne pathogens (e.g. emergency rescue personnel, law enforcement personnel, medical treatment facilities, laboratories, and all other personnel who can reasonably anticipate having occupational exposure to bloodborne pathogens), shall meet the training requirements established in 29 CFR 1910.1030 per chapter 28, section 2802 of reference (c).

(27) Occupational Reproductive Hazards. Ensure all employees are trained concerning the importance of occupational reproductive hazards, and specifically concerning the hazards present at the command, and the importance of command notification of pregnancy as part of routine hazard awareness, per chapter 29, section 2904. (2) of reference (c).

(28) Weight Handling Program (Cranes). Ensure all personnel involved in the use of weight handling equipment are trained and qualified to perform their duties per chapter 31, section 3102.c. of reference (c) and reference (p).

(29) Ancillary Safety Training. There may be several different training requirements for personnel depending on the nature of their work and responsibility in addition to those identified above in this instruction. Ensure compliance with applicable regulations and standards for ancillary safety training as applicable to the command. These requirements may be identified as a result of internal or external safety inspections, fire inspections, industrial hygiene surveys, occupational health medical surveillance, or employee reports of unsafe/unhealthful working conditions.

g. Disseminating Program Information

(1) Commanding officer safety policy letter shall be posted on official bulletin boards.

(2) DD Form 2272, DoD Occupational Safety and Health Protection Programs form, shall be posted throughout the activity. This document informs personnel of the protection and obligations provided by the SOH program as well as their rights and responsibilities under the program.

(3) Procedures for reporting unsafe conditions or acts shall be posted and disseminated in any number of ways to personnel (e.g. command safety indoctrination, bulletin boards, email, ESAMS indoctrination, etc).

(4) Information on activity safety and health programs shall be posted.

(5) Location of Safety Program, Educational, and Reference Materials. Educational and promotional materials such as spotters, films, technical publications, pamphlets and related materials are useful in promoting the reduction and prevention of workplace-related accidents and illnesses. Commands shall maintain and subscribe to appropriate materials as an integral element of the safety program. Safety records shall be located in the safety office. Copies of SOH standards, OSHA standards, records of safety inspections, and educational materials must be available for review by employees upon request in a designated area, usually the safety office or library.
(6) The SOH program should be publicized in the activity plan of the day and activity newspaper. Off-duty, athletic, motor vehicle, and recreational safety information should also receive strong publicity.

(7) COMNAVRESFOR personnel shall be informed of the location and means to contact the local OSHA office serving the activity upon request from the local safety office.

(8) The OSHA 300A Summary of civilian injuries and illnesses shall be posted on official bulletin boards from 01 FEB through 30 APR each calendar year. This report is electronically generated and available for printing within ESAMS. This report must be maintained for five years.

h. Continuation of Pay and Workers Compensation

(1) Continuation of Pay and Workers Compensation are civilian employee benefit programs that ensure that employees continue to receive pay after experiencing an occupational injury removing them from work status. These program requirements, located in reference (i) and are administered by the Office of Workman’s Compensation (OWCP), an office of the Department of Labor. When an employee begins to draw workman’s compensation, OWCP disburses the payments, but the employing agency is later billed by OWCP for funds expended. All federal agencies are attempting to reduce compensation costs. The key to reduce costs is to monitor closely each occupational injury and return the injured employee to a productive status as soon as possible. This can be accomplished by assigning the individual to temporary duty not affected by the workplace injury or by retraining the individual for permanent assignment to another position. The integrity of the employee’s salary shall be maintained.

(2) The policy of COMNAVRESFOR is that personnel seriously injured in the performance of their duties shall be examined by a medical authority to determine their fitness for duty; and personnel sustaining minimal injury shall be afforded the opportunity to be examined by a personal physician to determine their fitness for duty. Where an employee produces a statement supporting non-performance of primary duties, the activity Injury Compensation Program Administrator (ICPA) shall contact the doctor and explain the command’s light duty program. This process shall be continued periodically until the employee returns to work.

(3) To be effective, this program requires the full support of COs, Human Resources Officers, ICPAs, immediate supervisors, and safety managers. Each case shall be evaluated on its merit giving full consideration to promoting an equitable solution of compensation, where justified, and the prevention of fraud, waste, and abuse.

i. HMC&M Program. HMC&M focuses on preventing, minimizing or eliminating the introduction of HM into the Navy system, substituting less hazardous HM for HM already in the Navy system, safe usage of HM in the workplace, and the safe handling and disposal of waste. Active and aggressive effort is an optimal means to eliminate or control personnel exposures to HM in the workplace. Management, leadership and the active involvement of employees and supervisors in implementing HMC&M related programs are essential.

(1) Define and assign responsibilities within the command for the HMC&M program and ensure compliance with chapter 7 of reference (c). “Industrial activities” (i.e., NOSC with IPE and/or with ACU boat units) must ensure that a compliant, written HMC&M plan is implemented. Coordination with host/regional HM control centers is encouraged. Commands are not
required to Label products, have MSDS’s or conduct employee training on office products that meet the requirements stated in reference (d), “Any consumer product or hazardous substance, as those terms are defined in the Consumer Product Safety Act (15 U.S.C. 2051 et seq.) and Federal Hazardous Substances Act (15 U.S.C. 1261 et seq.) respectively, where the employer can show that it is used in the workplace for the purpose intended by the chemical manufacturer or importer of the product, and the use results in a duration and frequency or exposure which is not greater than the range of exposures that could reasonably be experienced by consumers when used for the purpose intended”.

(2) Develop, implement, manage and revise as necessary a HM Authorized Use List (AUL). Each HM item must include stock number, item name (or product name), manufacturer name and processes for which HM is used. The AUL is maintained for HM authorized for use by the command.

(3) Ensure SOH professionals review HM proposed for addition to the AUL prior to purchase and that a periodic review of the AUL is performed to eliminate unnecessary HM, substitute less hazardous HM where feasible and comply with Navy directives. If necessary, contact the Navy Environmental Health Center for assistance.

(4) Develop, implement and revise as necessary a facility level HM inventory that includes as a minimum the identity and quantity (by building) of HM present at the command, including whether the HM is an extremely hazardous substance, hazardous substance or toxic chemical per reference (m).

(5) Ensure HM is uniquely identified for reference, retrieval and cross reference between the product label, MSDS, AUL and HM inventory.

(6) Maintain an MSDS for all HM issued, received or brought onto the facility.

(7) Establish a system to ensure that all HM is properly labeled. There are several allowable options for accomplishing this requirement. All HM must be labeled with:

(a) The original HAZCOM compliant manufacturer’s label or an exact copy of the HAZCOM compliant manufacturer’s label, or

(b) Standard DoD Hazardous Chemical Warning Labels (DD 2521 or DD 2522), or

(c) A label developed by the facility that contains the following information from the MSDS: the manufacturer’s name, product identity, and hazard warnings.

(d) Comply with installation HAZMAT program requirements if located on a federal installation.

(e) Ensure managers and supervisors notify the facility’s responsible organization; usually the safety office or the Hazardous Minimization (HAZMIN) center, if HM not allowed for use is delivered to the shop or work center. When notified, the responsible organization shall take action or provide guidance in rectifying the problem. This shall be accomplished before the HM is used.

(f) Ensure managers and supervisors oversee their respective areas of responsibility to ensure that personnel use HM only in processes for
which it is authorized via the AUL and to ensure that HM for which there is no apparent authorized use is returned to the HAZMIN center for proper disposal.

(g) Managers and supervisors must ensure pipes, tanks and breakdown containers within their respective areas of responsibility are properly labeled.

(h) Managers and supervisors must ensure that a hazard communication program is implemented at the command which will require participation in the DoD installation Hazardous Material Information Resource System, if applicable.

(i) Managers and supervisors must ensure that a current MSDS is obtained and made readily available to employees during all working hours and that the employees have an opportunity to review them prior to working with HM.

(j) Ensure all employees receive required HAZCOM training. (Initial and refresher as required - as well as work site specific MSDSs and any new MSDSs in the work site training/review).

(k) Safety professionals or collateral duty personnel assigned duties or responsibilities for the command HMC&M program must successfully complete the NAVSAFENVTRACEN course, Introduction to Hazardous Material (Ashore), CIN A-493-0031. If the command has a Secondary Navy Enlisted Classification (SNEC) 9595 authorized billet requirement listed on the manning document, this individual must successfully complete the NAVSAFENVTRACEN course, Hazardous Material Control and Management Technician, CIN A-322-2600.

(l) As applicable, provide a mechanism for informing contractors of Navy-owned HM to which contractor personnel may be exposed, and for informing Navy personnel of contractor-owned HM to which Navy personnel may be exposed, and for providing Navy personnel with MSDSs for contractor-owned HM.

j. Occupational Health (OH). OH addresses acute and chronic effects of hazardous agents (physical, chemical and biological) and the treatment of work related injuries. OH is composed of two specialties: Industrial Hygiene (IH) and Occupational and Environmental Medicine (OEM). They work together to prevent, identify and treat occupational injuries and illnesses in the work place. BUMED is responsible for providing OEM support Navy-wide per chapter 8 of reference (c).

(1) Although OH and IH support is tasked to cognizant BUMED activities, Navy commands are directly responsible for ensuring a safe and healthful work place for all employees through full implementation of the OEM program via coordination with BUMED supporting IH, meeting the requirements of reference (c). A close liaison must be developed and maintained between activity safety professionals, collateral duty safety officers, servicing industrial hygienists and occupational medicine providers. Line management personnel must ensure that occupational health programs are actively implemented in work centers and throughout the command (both industrial and administrative). All COMNAVRESFOR activities shall coordinate with the servicing BUMED industrial hygienists for baseline and periodic IH surveys, per chapter 8 of reference (c). When requesting IH surveys, it is recommended that commands request UTC/RUC specific IH surveys to ensure applicability to specific units/commands. Any COMNAVRESFOR activity
experiencing difficulty in acquiring IH support shall immediately notify the chain of command and COMNAVRESFOR (NOOSA).

(2) A comprehensive IH program, requiring development of an appropriate workplace monitoring plan for each command shall be provided. All workplace monitoring is the responsibility of the servicing BUMED IH. Technical direction of workplace monitoring programs, including training, procedures, sampling and analytical methods, sample analysis, and data analysis/interpretation shall be provided to the cognizant medical activity.

(3) Supporting IH shall provide periodic evaluation of conditions at each command, and shall provide technical support upon request from the COMNAVRESFOR activity. All workplaces with recognized potential health hazards shall be evaluated.

(4) In the event that medical surveillance is required for personnel exposed to harmful agents in the workplace, the IH survey will recommend placement into the appropriate program. Although OH support is tasked to BUMED, Navy commands are directly responsible for ensuring that identified personnel schedule, attend and complete medical surveillance examinations as recommended from the IH survey.

k. SOH Inspection Program. Inspection Program is necessary to ensure a safe and healthful workplace for all Navy employees. This program evaluates SOH program implementation, effectiveness and identifies deficiencies that require corrective actions to protect personnel, property and to comply with regulatory requirements. There are three levels of inspection each fulfilling different objectives (workplace inspections, command evaluations and oversight evaluations).

(1) Oversight SOH Evaluations. Provided by the Navy Inspector General for shore activity headquarters and subordinate commands, as deemed appropriate, to evaluate compliance with requirements of the SOH program.

(2) Command SOH Evaluations. Command SOH evaluations are provided by COMNAVRESFOR (as the headquarters command for the Navy Reserve) to evaluate command safety program effectiveness. Command evaluations will be provided at a minimum of every three years to all subordinate Echelon IV commands and to selected Echelon V commands with IPE and/or operational requirements that are deemed "high risk" [i.e., Assault/Landing Craft Units (ACU) and NOSCs with installed IPE]. This instruction also tasks COMNAVRESFOR Echelon IV commands to coordinate and provide a safety program audit/evaluation/inspection of each subordinate Echelon V command at a minimum of every three years (see responsibilities section).

(3) Workplace Inspections. Workplace inspections are conducted by the regional BOS safety provider (CNIC), other host safety provider and/or COMNAVRESFOR to identify existing hazardous conditions, unsafe work practices and violations of standards. Reports are to be generated from the workplace inspections and may be documented within ESAMS. Workplace safety inspection reports with deficiencies shall be followed up and abatement actions tracked until closure is achieved and the deficiency has been eliminated or potential for overexposure to Navy personnel has been removed.

(4) Commanding Officers shall ensure that all command workplaces are inspected at least annually by safety personnel and ensure the cognizant medical activity provides OH/IH support as necessary for the command.
(5) Safety inspections shall be performed by competent SOH personnel as defined in chapters 3 and 9 of reference (c). High-risk areas, as determined by the safety personnel, shall be inspected more frequently based upon an assessment of the potential for injuries, occupational illnesses, or damage to property. Additionally, inspections may be conducted anytime when, in the judgment of the inspector, they provide a more accurate assessment of operating conditions and practices.

(6) All COMNAVRESFOR activities must negotiate for safety support services by developing a MOU or ISSA with either the CNIC regional BOS safety provider or another federal agency depending upon geographic location. If assistance is required in formalizing the MOU/ISSA, contact the ISIC command or COMNAVRESFORCOM (N00SA).

(7) Commands shall conduct safety inspections in a manner to preclude unreasonable disruption of the operations of the workplace and may conduct these inspections without prior notice.

(8) Inspectors may deny the right of accompaniment to any person whose participation interferes with a fair and orderly inspection or who lacks the required security clearance.

(9) Inspectors may discuss matters affecting safety and health with military personnel, civilian employees or employee representatives and offer them the opportunity to identify unsafe or unhealthful working conditions while remaining anonymous.

(10) Inspectors discovering imminent danger situations during an inspection shall immediately notify supervisory personnel (in certain cases the commanding officer). In these situations the region or command (as appropriate) shall initiate immediate abatement action or terminate the operation.

(11) Inspectors shall provide a Deficiency Notice (OPNAV 5100/12) (or a computer generated form which includes all information in the OPNAV 5100/12 form for each discrepancy identified during the safety workplace inspection. Electronic versions within ESAMS may also be utilized. Additional documents such as checklists and log forms may be used to supplement the deficiency notice. Discrepancies with Risk Assessment Codes (RACs) of a 1, 2, or 3 shall be provided to the commanding officer of the inspected command no later than 15 working days after completion of the inspection. Inspection results will be documented utilizing the ESAMS Inspections, Deficiency and Abatement Tracking System (IDATS) application. This report will be entered into ESAMS by the inspecting command and made available to the commanding officer of the inspected command no later than 45 days after completion of the inspection.

(12) Commands shall correct violations of standards and other deficiencies found during the safety workplace inspection.

(13) Commands shall conduct follow-up workplace inspections to verify corrective actions have been made or that actions addressing specific problem areas are taken. All follow-up actions will be documented utilizing the individual deficiency reports generated within the ESAMS IDATS application.

1. Employee Reports of Unsafe/Unhealthful Working Conditions. This program establishes a channel of communication between Navy civilian and military employees and those supervisory personnel responsible for safety and health matters for the purpose of ensuring prompt response to, and analysis of, reports of alleged unsafe or unhealthful working conditions. Identifying
and reporting potentially unsafe or unhealthful working conditions is the responsibility of all Navy employees, both military and civilian. This is a right of all Federal employees.

(1) Publicize (e.g., posting, training) the existence of the employee hazard reporting program and notify personnel regarding their rights and obligations in regard to reporting hazardous situations.

(2) Posting the DD 2272, DoD Occupational Safety and Health Protection Program form, alone is not sufficient notification to personnel of the existence of the employee hazard reporting program, nor is it sufficient explanation of their rights to participate.

(3) The employee has the right to decline a task because of a reasonable belief that there is an eminent risk of death and insufficient time for normal hazard reporting and abatement actions.

(4) Encourage the submission of oral reports to supervisors as the quickest and most effective method of hazard identification and correction.

(5) Maintain the anonymity of personnel making a report or named in a report if requested by the reporting or named employee. Individuals submitting such a report also has a right to receive a response to their report. The safety office (CNIC region or COMNAVRESFOR command) shall provide an interim or complete response in writing to the originator of a written report within 10 working days of receipt. Interim responses shall include expected date for the complete response. The complete response shall include a summary of the action taken for abatement. If no significant hazard is found, the reply shall include the basis for the determination.

(6) The complete response from the safety office to the originator of the report shall encourage, but not require, the originator to informally contact the safety office if additional information is desired or if dissatisfied with the response. Complete responses shall also indicate that formal appeals can be made and shall state or provide the reference procedures for making appeals and appeal levels.

(7) Ensure that standard hazard reporting forms (OPNAV form 5100/11) are available to all personnel. This form and the appeals process may be found in ESAMS. Electronic reports may be submitted in the Report Unsafe/Unhealthful link on the ESAMS main webpage (reports may also be submitted over the telephone, in person, or on hardcopy). This form may also be found at the following link: http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm.

(8) The safety personnel (CNIC region or COMNAVRESFOR command) shall investigate all reports they are made aware of. Alleged imminent danger situations must be investigated within 24 hours, potentially serious situations within three days, and all other situations must be investigated within 110 working days of receipt. If the hazard involves a health hazard vice a safety hazard, safety shall refer the report to the cognizant medical IH for investigation as necessary.

(9) Include safeguards to ensure that the command does not subject Navy employees to restraint, coercion, discrimination, or reprisal by virtue of their participation in the region or command’s safety program.
(10) Maintain adequate recordkeeping practices and retain records for at least 5 years following the end of the calendar year in which a final action on a report was undertaken.

m. Hazard Abatement (HA) Program. The Navy incurs significant costs every year as a result of injuries, illnesses and property damage resulting from workplace hazards. It is essential that the hazard abatement program is developed and maintained in order to eliminate or at least control all identified hazards in a systematic manner. Primary responsibility for corrective action is placed upon shore commanders, with assistance as required from higher-level commands.

(1) Commands shall identify and correct hazards and maintain a current HA plan with priorities established (if required) for each project. If the HA plan is maintained by the regional SOH office, it shall be done in such a manner that specific activity information (or plan) is readily available.

(2) Hazards can be identified through annual safety workplace inspections, industrial hygiene surveys, employee hazard reports and other inspections.

(3) The CNIC regional safety office (or COMNAVREFOR command conducting the safety inspection) shall assign each identified/validated deficiency hazard on the OPNAV 5100/12 form that cannot be corrected immediately a RAC. Safety inspections with safety deficiencies that are RACs of 1, 2 or 3 and cannot be corrected immediately shall be forwarded to the CO of the inspected command where the hazard exists. The workplace supervisor shall post a copy of these notices in the area of the hazard until the hazard has been corrected. The SOH office shall update the posted notice, as necessary, to accurately reflect the status of the abatement action and required interim controls.

(4) First-line supervisors are primarily responsible for investigating, evaluating, correcting or controlling hazardous conditions that they observe, have reported to them, or have received as the result of an inspection. If immediate on-site correction is not possible, the supervisor shall coordinate with higher authority or the local safety and health manager to develop a corrective plan of action.

(5) The CO of the inspected command where the operation and/or hazard exists shall take prompt action to correct the hazard, and within 30 days of the notice, complete Section B of the OPNAV 5100/12 form and return a copy to the command safety office responsible for conducting the inspection.

(6) The SOH office shall record hazards assigned RACs 1, 2, or 3 that require more than 30 days for correction in a formal HA plan. This plan shall include the following standard data for each hazard:

(a) Dates of hazard identification

(b) Location of the hazard(s)

(c) Description of the hazard(s) including standards violated

(d) Calculated RAC or estimated RAC (with hazard severity, probability of single occurrence, and annual personnel exposure cited separately).

(e) Interim control measures in effect.
(f) Description of the abatement action, including estimated cost and completion date.

(g) Abatement priority

(h) Closeout statement, indicating completed abatement action and cost, with date of completed action; or process discontinued or worksite vacated. A computerized file is acceptable, vice the hard copy, as long as it contains all of the required closeout information.

(7) The SOH office may use a file of SOH deficiency notices (OPNAV 5100/12s), appropriately completed, as the HA plan if they have 50 or less annual deficiencies that will take more than 30 days to correct. If the command has greater than 50 deficiency notices that will take more than 30 days to correct, they shall develop a formal HA plan and establish priorities for each listed project.

n. Fall Protection Program. Each command which has personnel exposed to fall hazards is required to establish a managed fall protection program.

(1) COMNAVFORSOUTH command fall protection programs shall be in writing and be approved by the CNIC region safety office, OR, the command may state in writing that the Department of the Navy-Fall Protection Guide for Ashore Facilities is adopted and used as the fall protection program. A managed fall protection program includes at a minimum: activity policy; duties and responsibilities; workplace surveys and assessment of fall hazards; fall-hazard prevention and control, including the preparation of fall protection and prevention plans; training; inspection, storage, care and maintenance of fall protection equipment; rescue procedures; and audits and evaluation.

(2) Each command shall delineate duties and assign responsibilities in the implementation of a managed fall protection program. Ensure that assigned personnel have the necessary skills, knowledge, training, and expertise to manage, administer, and implement the fall protection program. Depending upon the activity size and mission, personnel who manage, administer and/or implement the fall protection program may either be assigned as full time or as part time (collateral duty) positions.

(3) Ensure personnel assigned to the fall protection program have the qualifications and responsibilities commensurate with requirements of chapter 13, section 1306 of reference (c).

(4) Each command shall survey the workplace to identify potential fall hazards. Determine if the walking or working surfaces on which employees work have the strength and structural integrity to safely support the workers and determine if a fall hazard exists at the work location.

(a) A fall hazard survey/assessment shall be conducted annually for comparison purposes.

(b) After completing the survey, a fall-hazard analysis shall be performed to determine the RAC if the hazard which will aid in prioritizing the hazard ranking and selecting the most viable fall protection solutions.

(5) The hierarchy or preferred order of control measures for fall hazards are: elimination, prevention, engineering controls, administrative controls and finally personal protective systems and equipment.

(6) Training shall be in accordance with chapter 13, section 1310 of reference (c).
(1) All COMNAVRESFOR commands shall implement and manage the mishap program in accordance with guidance provided in chapter 14 of reference (c), reference (f) in its entirety, and enclosure (1) of this instruction.

(2) Employees must inform supervisors of injuries and/or illnesses to initiate the mishap reporting process. After being informed by an employee of injuries and/or illnesses, supervisors must record information received in a mishap report. The command CDSO shall assist supervisors as needed with recording initial information in the mishap report, and will complete the mishap report with applicable safety program data appropriate to the injury or illness.

(3) Commands shall report all mishaps (property damage, injury/illness and near miss) into ESAMS and electronically forward mishaps entered into ESAMS via the Web Enabled Safety System (WESS) to the Naval Safety Center. The command CDSO will track and ensure that all documented mishaps are followed through and brought to a “closed” status as soon as possible. Individual ESAMS accounts shall not be deactivated when a service member or employee has an active mishap report pending. Exceptions where different or additive reporting may be required include:

(a) Class A and B mishap reports are required to be manually entered into ESAMS and WESS separately. (Definition of a Class A mishap: property damage of $1,000,000 or more; or an injury or occupational illness results in permanent total disability or fatality. Definition of a Class B mishap: property damage more than $200,000 but less than $1,000,000; or an injury or occupational illness results in permanent partial disability or three or more personnel inpatient hospitalized.)

(b) Private Motor Vehicle Mishap Investigation Reports (PMV-MIRs) involve use of a format which may be accessed and downloaded from the Naval Safety Center website. All PMV-MIRs shall be completed by the appropriate command and forwarded manually following procedures established in reference (f) via the chain of command to the Naval Safety Center. The report is also required to be manually entered into ESAMS and WESS.

(4) Commanding Officers or respective Deputies/Chiefs of Staff/Executive Officers shall review all command lost time mishaps; ensuring that corrective actions have been taken to prevent recurrence as appropriate.

(5) Commands shall conduct detailed analyses of their mishap experiences and develop annual mishap reduction goals. Safety officers shall analyze mishap data, including “near miss” data, on an annual basis to identify significant trends and utilize this information to adjust training requirements for command personnel as well as identify goals, accountability issues, and potential failures of command infrastructure. Safety officers shall include these goals in command goals and specific strategies and measurement standards and develop actions for goal attainment (see safety self assessment section above).
(6) Clarification and guidance for mishap investigation, reporting and record keeping program requirements established in references (c) and (f) may be obtained from:

(a) Applicable chain of command beginning with ISIC command up to COMNAVRESFOR (NOOSA) as necessary.

(b) CNIC regional activity safety offices.

(c) The Naval Safety Center.

(d) ESAMS help desk and website documents.

p. Respiratory Protection. Many occupational activities expose personnel to air contaminants that can be dangerous, if inhaled. The best means of protecting personnel from exposure to potentially hazardous materials is to eliminate the air contaminant at its source. When elimination of the air contaminant is not possible, the preferred protection method is engineering controls. Activity work center personnel shall use respirators where the air contaminant cannot be eliminated and the use of engineering controls is not wholly effective.

(1) Whenever respiratory protection is required, commands shall establish a comprehensive respiratory protection program per chapter 15 of reference (c) and appoint a qualified RPPM in writing.

(2) The Navy encourages small commands with few employees utilizing respirators to negotiate with host commands for RPPM service.

(3) Ensure that the respiratory protection program provides a centrally located facility staffed to maintain and issue respiratory protection equipment which shall:

(a) Issue only respirators approved by National Institute of Occupational Safety and Health (NIOSH) or jointly by NIOSH and Mine Safety Health Administration.

(b) Maintain all respiratory protection equipment in a sanitary and serviceable condition.

(c) Store all respiratory protection equipment in a designated clean area.

(4) Written SOPs governing the selection, care, issue, and use of respirators. Commands shall also develop and post worksite specific SOPs in the specific worksite area where a process is conducted that requires the use of a respirator. SOPs shall include rescue and emergency guidance, as necessary. SOPs shall include cartridge change out schedules as appropriate.

(5) Respiratory protection training per chapter 15 of reference (c), for all respiratory users and their supervisors and personnel who issue and/or maintain respirators.

(6) Procedures to ensure that all employees have received required medical evaluations.

(7) A completed Respiratory Use Questionnaire for each civilian employee requiring a medical examination for respirator use.

(8) Fit testing.
(9) Procedures to ensure that all sources of breathing air meet the American National Standards Institute requirements for Grade D breathing air.

(10) An annual (internal) audit of the program by the RPPM. The BUMED IH periodic review (external audit) of the respiratory protection program does not fully meet this requirement but may provide data used in the internal evaluation.

(11) Ensure that RPPMs successfully complete required training.

(12) Establishment and implementation of cartridge change out schedules and describes the objective information or data on which they are based in the written respirator SOPs.

q. Asbestos Control. This program applies to COMNAVRESFOR industrial activities and provides guidance for controlling or eliminating exposure of Navy personnel during use, removal and disposal of asbestos-containing materials (ACM). Navy policy is to eliminate asbestos hazards by substitution with asbestos free material or, where this is not possible, through the use of engineering, administrative controls and respiratory protection. Commands shall strictly enforce and adhere to the standards and controls for ACM per chapter 17 of reference (c).

r. Hearing Conservation and Noise Abatement. Hearing loss has been, and continues to be, a source of concern within the Navy, ashore and afloat. Occupational hearing loss resulting from exposure to hazardous noise, the high cost of related compensation claims, and the resulting drop in productivity and efficiency highlight a significant problem that requires considerable attention. The goal of the hearing conservation program is to prevent occupational hearing loss and ensure auditory fitness in the military and civilian workforce which contributes to operational readiness. In order to effectively control noise, it is necessary to accurately measure noise according to standard procedures and promptly evaluate the measurements against accepted criteria. The noise exposure assessments which are taken as part of the command IH survey will identify which work areas, processes, and equipment produce hazardous levels of noise, determine the type of hearing protection necessary, and identify personnel at risk so they can be included in the hearing conservation program. Commands with worksites and/or processes designated as noise hazardous producers/areas shall comply with the requirements of chapter 18 of reference (b), including:

(1) Contact the supporting BUMED IH provider and request a noise measurement and exposure assessment.

(2) Label all Navy command areas, worksites, and equipment identified as noise hazardous.

(3) Institute a hearing conservation program for areas where potential noise hazards have been identified by the supporting BUMED IH.

(4) Maintain a roster of personnel placed in the hearing conservation program.

(5) Eliminate or reduce hazardous noise levels through the use of engineering controls. Guidance to determine who has the responsibility (i.e., region or activity) is provided in chapter 12 of reference (c). Secondly, eliminate or reduce hazardous noise levels through the use of administrative controls.
(6) When engineering or administrative controls are infeasible or ineffective, provide approved personal hearing protection devices, and ensure proper usage by personnel.

(7) Provide instruction per chapter 18 of reference (c) to all military and civilian personnel, whose duties entail exposure to potentially hazardous noise.

(8) Emphasize leadership by example regarding the wearing of hearing protection devices.

(9) Commands shall enforce policy, including the initiation of disciplinary measures for repeated failure to comply with the requirements of the hearing conservation program (training, medical surveillance and use of personal protective equipment).

(10) Regional Commanders and/or Commanding Officers of shore activities shall utilize a "Buy Quiet" policy when feasible/applicable when procuring tools and equipment.

s. PPE. The best means of protecting personnel from hazard exposure in the workplace is to eliminate the hazard. When this is not possible, engineering controls shall be the method of choice to eliminate or minimize hazard exposure in the workplace. When neither of these methods can be employed, commands shall implement a PPE program to reduce or eliminate personnel exposure to hazards. Navy policy is that commands provide, use, and maintain PPE when competent authority (i.e., a safety inspector or industrial hygienist) determines that its use is necessary and that such use will lessen the likelihood of occupational injuries and/or illnesses. Commands shall provide necessary PPE where there is a reasonable probability that the use of the PPE will prevent or reduce the severity of injuries/illnesses. PPE procurement and enforcement of proper use and maintenance is the responsibility of the command. Each command shall:

(1) Ensure the evaluation of all workplaces, including applicable hazardous material data via IH and safety inspections and report s to determine PPE requirements for the command. Qualified safety and IH personnel shall perform these evaluations.

(2) Retain documentation of all safety and IH surveys and designate appropriate work conditions and work areas that necessitate the use of PPE.

(3) Establish an effective means of communicating PPE requirements to employees.

(4) Arrange for appropriate medical evaluations to determine worker compatibility to perform assigned tasks using the prescribed PPE.

(5) Train personnel in the selection, use, inspection, and care of PPE required for their assigned tasks and maintain records of such training.

(6) All PPE conforms to OSHA standards and Navy Safety policy.

(7) All PPE worn by personnel fits properly.

(8) Affected personnel use the types of PPE that will provide protection from the hazards identified in the IH survey.

(9) Compliance with the prescribed use of PPE.
(10) Appropriate personnel are assigned to perform periodic equipment inspection, cleaning, disinfection and maintenance.

(11) Proper PPE storage is provided to protect against environmental conditions that might degrade the effectiveness of the PPE or result in contamination during storage.

(12) Identification of non-use, misuse or malfunctioning PPE that results, or may result in injury or occupational illness to Navy personnel.

t. Lead. This program applies to COMNAVSFOR industrial activities and provides guidance for controlling or eliminating exposure of Navy personnel during use, removal and disposal of lead containing materials in order to prevent lead intoxication and related injuries during use, handling, removal and melting of materials containing lead. Navy policy is to eliminate lead hazards by substitution with lead free material or, where this is not possible, through the use of engineering, administrative controls and PPE. Commands shall strictly enforce and adhere to the standards and controls for lead containing materials per chapter 21 of reference (c).

u. Non-Ionizing Radiation The term non-ionizing refers to forms of radiation, which do not have sufficient energy to cause ionization of atoms or molecules. Typically, examples include the electromagnetic emissions radiated by lasers, radio frequency (RF), and microwave sources. DON policy is to preserve and maintain the health of its personnel by adopting practices that eliminate or control potentially hazardous radiation exposures. All COMNAVSFOR activities employing sources of non-ionizing radiation which may affect the safety and health of personnel shall observe radiation protection requirements, exposure standards and safety guidelines per chapter 22 of reference (c) to include:

(1) Establishment of a laser safety program which encompasses:

(a) Limiting personnel exposures to levels that are within permissible exposure guidelines.

(b) Identifying, attenuating or controlling through engineering design, administrative actions or protective equipment, hazardous exposure levels and other dangers associated with non-ionizing radiation sources.

(c) Controlling areas in which harmful exposure to unprotected personnel could occur.

(d) Ensuring personnel are aware of potential exposures in their workplaces and duty assignments and the control measures imposed to limit their exposures to levels that are within the permissible guidelines.

(e) Investigating and documenting overexposure incidents.

(2) Ensure personnel are trained to be familiar with potential laser or RF exposure hazards and appropriate protective measures.

(3) Allow laser operation only at installations and ranges that have been certified and approved by an appropriate Laser System Safety Officer (LSSO) as safe for each specific laser and tactic to be used.

(4) Obtain safety certification for non-ionizing radiation sources. Update these certifications when new items are added. Also obtain provisional certification whenever new lasers or RF systems are installed, existing RF radiating antennas are modified or relocated or new construction
occurs in the vicinity of an RF radiating antenna, when such changes may affect restrictions or boundaries imposed for limiting personnel exposures to RF fields.

(5) Ensure laser or RF surveys are conducted by technically competent personnel per chapter 22 of reference (c).

(6) Investigate, document and report results of laser or RF over-exposure incidents per chapter 14 and 22 of reference (c).

(7) Ensure that the use and disposal of military exempt lasers are per reference (p).

(8) Prepare and retain onsite an annual inventory of all Class IIIb, Class IV, and all classes of military exempt lasers per references (p) and (q).

v. Ergonomics Program. This program seeks to prevent injuries and illnesses by applying ergonomic principles to identify, evaluate and control ergonomic risk factors for work-related musculoskeletal disorders (WMSDs) by essentially fitting the workplace to the worker. The application of knowledge about physiological, psychological and biomechanical capacities and limitations of the human body when applied in the planning, design and evaluation of work environments, jobs, tools and equipment enhances worker performance, safety and health.

(1) In order for the ergonomic program to be successful, Commanding Officers must be committed and must resource and support worker and staff efforts to control ergonomic risk factors and reduce associated injury. Aggressive, visible and coordinated management actions are necessary to prevent WMSDs, control costs related to these injuries and improve mission readiness.

(2) Command ergonomic programs shall include worker involvement to assist in ergonomic identification. Employee involvement and feedback are essential to identify ergonomic hazards and develop an effective means for abatement. If the command has a safety and health committee, the committee shall review and analyze ergonomic problem areas and recommend corrective actions.

(3) Each activity shall include a review of its ergonomic program as part of the annual PR&MS or equivalent self assessment system. This review shall include an analysis of WMSD mishaps entered on the command mishap logs for the year. The WMSD analyses should include (but is not limited to) the following:

(a) Specific departments, codes or operations experiencing WMSDs to determine where there is a greater risk for injury.

(b) Accurate trend analysis for WMSDs should include (but is not limited to) the following: body part involved; specific type of injury/illness; number of known WMSD injuries and illnesses or determine rate of WMSD within a defined population; number of lost workdays due to WMSD injury and illness or determine rate within a defined population; description of job(s) to include ergonomic risk factors; and cost of treatment (if known).

(4) Activities shall identify ergonomic risk factors by conducting a job task analysis as part of or in conjunction with a workplace inspection. Risk factors to consider include awkward and static posture, excessive force
or repetition, contact stress, segmental or whole body vibration and high hand forces.

(a) Activities shall review identified risk factors using appendix 23-A or 23-B in chapter 23 of reference (c) to determine what action is required to eliminate or reduce the risk factor.

(b) There may be situations where action may not be deemed necessary after analysis. If no action is taken, the risk factor or analysis and decision rationale shall be documented in writing and kept on file.

(c) Ergonomic assessments shall be assigned a RAC.

(5) Consider shift-work related stressors when determining scheduling policies.

(6) If rehabilitative services are not available from the cognizant medical command, activities may contract for such services, provided the cognizant medical command has an opportunity to review the procurement specification prior to solicitation and provide professional medical oversight of the contract.

w. Energy Control Program (LockOut/TagOut) (LOTO). COMNAVRESFOR policy and minimum procedures for locking out or tagging the sources of energy to equipment or systems shall be in strict accordance with the requirements of chapter 24 of reference (c). These requirements apply to the control of energy during maintenance and servicing of machinery and equipment ashore and only when the unexpected energizing or movement of machinery/equipment or the release of energy during the maintenance or servicing of such machinery/equipment could cause injury to personnel and/or property damage.

(1) Develop and implement written plans and procedures for a LOTO program that meet the program requirements of this instruction and chapter 24 of reference (c).

(2) Initiate actions to identify and resolve deficiencies in the LOTO budget and allocation of resources to bring about effective local program implementation.

(3) Ensure a current roster of trained and qualified employees who are authorized to work on hazardous energy systems and equipment is maintained.

(4) Ensure affected employees receive energy control program training, i.e., LOTO identification, notification requirements and general energy control program requirements.

(5) The CNIC region or installation safety office may approve the equipment or applications where tagout may be used in place of lockout (and maintain a list of approvals) unless this responsibility and process is delegated otherwise by the Commanding Officer. Each request of equipment or application variance allowing only tagout shall be submitted to:

(a) The CNIC region or installation safety office.

(b) Host command safety office for non-Navy organizations.

(c) Copy COMNAVRESFOR on requests for variance. Requests for variance must be submitted with sufficient documentation demonstrating that
an equivalent means of lockout protection will be achieved allowing full employee protection.

(6) Annually review compliance with provisions of this program and any specific procedures developed as a result.

(7) The CNIC region or installation safety office may determine where lockout is not feasible and tagout may be used. COMNAVRESFOR commands shall maintain a list of this type of equipment and applications. The official authorizing tagout will ensure compliance with the requirements of this program for use of tagouts to achieve equivalent protection to lockout systems.

(8) Ensure periodic inspections are performed by an authorized employee other than the one utilizing the procedures. Further, periodic inspection shall be documented and certified as being performed in accordance with OSHA regulations.

x. PCBs. Navy policy is to minimize the potential for PCB exposure by substitution with non-PCB containing materials, using engineering and administrative controls and using appropriate PPE. No COMNAVRESFOR employee may participate in processes involving exposure and/or contact with PCB containing materials or PCB impregnated materials until a thorough safety inspection is provided by a safety professional and until a thorough IH survey is provided by an IH.

(1) Should work with PCB containing materials or PCB impregnated materials be required, the command shall contact COMNAVRESFOR (N005A); and initiate requests for professional safety and IH inspections with regional servicing BOS safety and IH activities.

(2) PCB program compliance must be strictly observed per requirements in chapter 25, reference (c).

y. CBRNE. SECNAV guidelines and the issuance of reference (r) provide overall policy, guidance, operational structure and assignment of responsibilities for developing, implementing and sustaining comprehensive all-hazards Navy Shore Installation Emergency Management Programs. Chapter 26 of reference (c) provides SOH guidance and direction for responsibilities as they pertain to CBRNE incidents. These responsibilities apply to emergency management teams (e.g. safety, IH, OH, first responders) supporting the Navy Shore Installation Emergency Management Program. This information is provided to increase awareness and knowledge to all non Navy Shore Installation Emergency Management Program emergency management team personnel.

z. CSE Program (Non-Maritime). Confined spaces are enclosures that have limited means of entry and exit, and although they are large enough to get in to, they are not designed for continuous employee occupancy. Confined spaces may present extremely unsafe conditions such as oxygen, electric shock, heat stress or engulfment by liquids and fine solids. In the absence of atmospheric hazards testing or ventilation COMNAVRESFOR policy is to consider all confined spaces to contain the most unfavorable and unsafe conditions; this program applies to all non-maritime CSE and to aircraft confined space entry.

(1) Commanding Officers will develop, implement and maintain an effective CSE program for CSE that is tailored to the size, mission, and organization of the activity that meets requirements of chapter 27 in reference (c) or, tenant commands and/or shore installations participating in
a regional SOH program may have the regional CSPM manage and administer the program through a written agreement signed by both parties.

(2) Appoint in writing a qualified Confined Space Program Manager (CSPM) to manage all facets of the command CSE who has full authority to make necessary decisions to ensure program continued success.

(3) The CSPM shall successfully complete the NAVSAFENVTRACEN course, Confined Space Entry, CIN A-493-0030 (formerly known as OSH 245E Gas Free Engineering for Non-maritime Operations).

(4) A written CSE program will be developed that complies with chapter 27 of reference (c).

(5) The CSPM or other designated qualified person shall evaluate the effectiveness of the CSE program at least annually and when ever there is reason to believe that the program may not be providing adequate protection to employees; identify program deficiencies and correct them before authorizing subsequent entries into confined spaces.

(6) Aircraft (ACFT) Fuel Cells. ACFT fuel cell entry often presents unique entry requirements. COMNAVRESFOR commands obtaining CSE services from regional safety offices shall acquaint regional safety personnel with the fuel cell associated with each type, model and series of ACFT, cr, the fuel cell configuration on which the regional safety office personnel will be providing confined space services.

(a) A previously certified rubber fuel cell, which has been removed from the ACFT, may be reclassified as requiring no certificate if testing and inspection demonstrate that the hazards within the fuel cell have been eliminated. This applies only to rubber fuel cells that have been removed from the ACFT. It does not apply to installed rubber fuel cells or drop tanks.

(b) Only Naval Air Systems Command PMA-260 approved gas detectors shall be used to obtain required test readings of the atmosphere in a fuel cell.

aa. Bloodborne Pathogens. COMNAVRESFOR policy is to protect Navy personnel by providing the guidance necessary to understand and implement the requirements of the bloodborne pathogen standard. The principal bloodborne pathogens of concern are human immunodeficiency virus (HIV), hepatitis B virus (HBV), and hepatitis C virus. Many others exist, but are generally not occupationally transmitted in significant numbers. Due to the rapid spread of Acquired Immune Deficiency Syndrome, and its precursor HIV, and to counter HBV, OSHA generated the bloodborne pathogens standard to protect people from occupational exposures to all bloodborne pathogens. The diseases associated with these pathogens are preventable when the appropriate precautions are taken. The program is applicable to all commands having personnel who can reasonable anticipate having occupational exposure to bloodborne pathogens (including but not limited to: emergency rescue personnel, enforcement personnel, medical personnel, hospital personnel, laboratories working with pathogens, public works plumber personnel).

(1) This program seeks to limit occupational exposure to blood and any other potentially infectious materials since any exposure could result in the transmission of bloodborne pathogens, which could lead to disease or death.
(2) Personnel who require CPR training are not required to be entered into this program; however, personnel who perform "Good Samaritan" acts that result in potential exposure shall receive the same prompt medical evaluations and follow-up that covered employees receive.

(3) Each activity having personnel who must be entered into the program shall develop an Exposure Control Plan per the OSHA 29CFR1910.1030 standard which will include exposure determinations, methods of compliance, communication of hazards, medical surveillance, and recordkeeping. Guidance may be received from supporting medical treatment facility IH and OH personnel.

bb. Occupational Reproductive Hazards. A reproductive hazard is any biological, chemical, or physical stressor that has the potential to adversely affect the human reproductive process. These effects may occur through either parent’s reproductive cells, prior to conception or during the development of the fetus. A reproductive hazard that has its effect during fetal development is a developmental hazard. Navy policy is to provide safe and healthful working conditions for all military and civilian employees. This includes employees’ reproductive capacity and their future or developing offspring from untoward effects of employee exposures.

(1) Ensure reproductive hazards/stressors are identified by industrial hygiene personnel during industrial hygiene surveys.

(2) Ensure that all safety supervisors are cognizant of all reproductive hazards utilized at the command.

(3) Ensure all personnel are trained concerning the importance of occupational reproductive hazards, and specifically concerning the hazards present at the command, and the importance of command notification of pregnancy as part of routine hazard awareness. Upon notification of pregnancy, ensure that female military and civilian employees are provided the Developmental Hazard Questionnaire and ensure that female employees are made aware of the availability of evaluation by an occupational health physician in accordance with chapter 29 of reference (c). Contact the command’s servicing medical treatment facility occupational health department for assistance obtaining the Developmental Hazard Questionnaire.

(4) Maintain exposures of all personnel to reproductive hazards where available or below limits that occupational health professionals recommend where no standards are yet established.

cc. Indoor Air Quality (IAQ). Poor IAQ detracts from the quality of the work environment. Problems such as uncomfortable air temperature and humidity can decrease productivity. To increase the level of comfort and productivity in the work environment, make an effort to evaluate, maintain and improve IAQ. Individuals working in buildings with indications of poor IAQ shall report the problem(s) to their immediate supervisors. If the Navy maintains the building, the appropriate supervisor shall coordinate all contact with the designated facilities maintenance activity and the region/host activity safety manager. If the region/host activity is unable to determine the cause of the problem, the host activity safety manager shall request the cognizant industrial hygiene service to initiate an IAQ investigation. Chapter 30 of reference (c) provides guidance on IAQ evaluations and includes the mold assessment tool, "Mold Remediation Wheel."

(1) Ensure that employee concerns or complaints of IAQ problems are investigated and resolved in a timely manner.
(2) Establish smoke-free buildings and zones.

(3) Ensure that IAQ issues are considered in the design of new buildings.

(4) Regional Commanders shall ensure that new building design adheres to standards referenced in chapter 30 of reference (c).

(5) Regional Commanders shall develop and implement an effective program of routine inspections and preventive maintenance of all HVAC systems and spaces, including HVAC maintenance accessibility.

(6) Regional Commanders shall ensure HVAC systems meet requirements per chapter 30 of reference (c).

dd. Weight Handling (WH) Safety (Cranes). Safe and reliable uses of cranes are critical to Navy operations. The Navy Crane Center (NCC) is the cognizant authority for matters pertaining to WH equipment. Each Commanding Officer shall develop and implement WH and rigging programs and adequately budget to ensure compliance with both chapter 31 of reference (c), and, reference (t). This includes:

(1) Certification of applicable equipment.

(2) Training and qualification of WH personnel.

(3) Command WH operators must be familiar with each different piece of equipment used, and shall receive instruction on proper use and functionality of this equipment prior to actually handling any load. Operators are required to use a checklist to ensure WH condition prior to each use.

(4) Monthly inspections of WH equipment must be conducted and documentation retained at the work center.

(5) Equipment certifications are usually conducted by a facilities member; such documentation must be available upon request (either in the work center or at the regional command facilities office).

(6) Mishaps involving Navy WH equipment may require communication with the NCC and must be reported according to guidance in reference (t).

ee. Safety Awards Program Ashore. The CNO requires military and civilian personnel to apply safe and healthful practices in all daily activities. To recognize outstanding efforts in risk management and mishap prevention, the CNO Safety Shore Activity Awards Program has been implemented. This program awards commands and individuals by recognizing outstanding contributions to operational readiness and conservation of resources through effective risk management. In addition to having outstanding safety records, commands selected for these awards must have aggressive, innovative mishap prevention programs. These awards recognize excellence and are not to be confused with safety improvements (e.g. suggestion, invention, special achievement) incentive awards.

(1) Eligible COMNAVRESFOR commands are encouraged to submit a CNO Safety Shore Activity Award nomination package through the chain of command with sufficient supporting documentation to allow evaluation by the higher command.
(a) Specific guidance for required content of nomination package is provided in Chapter 32 of reference (c).

(b) Incomplete nomination packages shall be considered unacceptable if required content is lacking or not readily apparent to higher command safety reviewer and shall be rejected. Do not forward insufficient nomination packages to COMNAVRESFOR (N00SA).

(2) If the higher command receives more than one command nomination package, an evaluation will ensue to select one command for each category (industrial one small, one medium, one large and non-industrial one small one medium, one large) as applicable. The selected nominations will then be submitted to COMNAVRESFOR (N00SA) no later than 30 November of the year following the fiscal year under award consideration.

(3) COMNAVRESFOR shall evaluate documentation and nominate one activity for each category, as applicable, for the annual awards and submit the nominations to the Naval Safety Center no later than 31 December of the year following the fiscal year under award consideration. (The Naval Safety Center will accept nominations only from Echelon II commands.)

(4) Commands selected by the Naval Safety Center for the CNO Shore Safety Awards shall be identified, announced by CNO via Naval message. Presentation of awards will be conducted during a special ceremony at the annual Navy Professional Development Conference. The Naval Safety Center shall forward the CNO Shore Safety Award winners as nominees for the SECNAV Shore Safety Award.

ff. Traffic Safety Program. The Navy Traffic Safety Program establishes traffic safety policy for DON and is designed to reduce deaths, injuries and property damage caused by motor vehicle mishaps, reference (h). Tenant commands shall adopt regional host activity traffic safety programs and appoint an individual as Command Traffic Safety Coordinator in writing.

(1) Reference (h) applies to all active duty military personnel or reservists in an active duty status, on-duty Navy civilian personnel on/off base, all persons in a DoD owned/leased or rented motor vehicle used for official business; and all other persons who operate a motor vehicle on Navy installations.

(2) All commands are responsible for training assigned personnel, both active and reserve component. Active component commands are responsible for training reserve component personnel assigned to their supporting units.

(3) Recent changes to reference (h) include:

(a) Two Hour Annual Refresher for drivers under 26 years of age. Ensure all assigned military personnel age 25 and under receive 4 hours of traffic safety training within 12 months of entering Naval service and at least 2 hours of annual refresher traffic safety training each year. NKO E-Learning "Driving for Life Course" (DPL), National Safety Council, AAA, Smith-System Driver Improvement Institute course, or any locally developed or commercial course of instruction approved by COMNAVSAFEcen may be used to accomplish this training.

(b) Certification requirements for Motorcycle Operators. All active duty military personnel or reservists while in an active duty status who operate a motorcycle on/off base, and all DoD civilian personnel who operate a motorcycle on base are required to complete a Basic Rider Course
(BRC) and recertify with the Experienced Rider Course (ERC) or other
COMNAVSAFECEN approved training every 3 years.

(c) Sport Bike Rider Training. All active duty military
personnel or reservists while in an active duty status who operate "Sport
bike" motorcycles on/off base must complete the Military Sport Bike Rider
Course (MSRC) per reference (s).

(d) Incidental Driver Clarification. Training requirements for
incidental drivers versus full time drivers state the NKO E-Learning "Driving
for Life Course" (DFL), or any National safety Council, AAA, Smith-System
Driver Improvement Institute course, or any locally developed or commercial
course of instruction approved by COMNAVSAFECEN may be used to accomplish
this training.

gg. Material Handling. Commands with personnel who are required to
operate industrial trucks which for the purpose of this instruction includes
forklifts, tractors, platform lift trucks, motorized hand lift trucks and
other specialized industrial trucks powered by electric motors or internal
combustion engines must comply with the OSHA standard for powered industrial
trucks.

(1) Training. Prior to permitting personnel to operate a powered
industrial truck (except for training purposes), commands shall ensure that
each operator has successfully completed required training. Training shall
consist of formal instruction (classroom), practical training (instructor
demonstrations; operator exercises), and evaluation of the operators
performance in the workplace per reference (d). Refresher training,
including an evaluation of the effectiveness of that training, shall be
provided to an operator when the operator has been observed to operate the
vehicle in an unsafe manner; The operator has been involved in an accident or
near-miss incident; The operator has received an evaluation that reveals that
the operator is not operating the truck safely; The operator is assigned to
drive a different type of truck; or a condition in the workplace changes in a
manner that could affect safe operation of the truck.

(2) Modifications and additions which affect capacity and safe
operation shall not be performed by command personnel without manufacturers
prior written approval. Industrial trucks shall be kept in a clean condition,
free of excess dirt, oil, and grease.

(3) High Lift Rider trucks shall be fitted with an overhead guard
unless operating conditions do not permit. An overhead guard shall be used as
protection against falling objects. It should be noted that an overhead guard
is intended to offer protection from the impact of small packages, boxes,
bagged material, etc., representative of the job application, but not to
withstand the impact of a falling capacity load.

(4) Changing and Charging Storage Batteries. All Battery charging
installations shall be located in areas designated for that purpose.
Facilities shall be provided for flushing and neutralizing spilled
electrolyte, for fire protection, for protecting charging apparatus from
damage by trucks, and for adequate ventilation for dispersal of fumes from
gassing batteries.

(a) Reinstalled batteries shall be properly positioned and
secured in the truck.

(b) When charging batteries, acid shall be poured into water;
water shall not be poured into acid.
(c) Trucks shall be properly positioned and brake applied before attempting to change or charge batteries.

(d) Care shall be taken to assure that vent caps are functioning. The battery (or compartment) cover(s) shall be open to dissipate heat.

(e) Smoking shall be prohibited in the charging area.

(f) Precautions shall be taken to prevent open flames, sparks, or electric arcs in battery charging areas.

(g) An evaluation of each powered industrial truck operator's performance shall be conducted at least once every three years.

(5) Industrial trucks shall be examined before being placed in service, and shall not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle. Such examination shall be made at least daily. Where industrial trucks are used on a round-the-clock basis, they shall be examined after each shift. If at any time a powered industrial truck is found to be in need of repair, defective, or in any way unsafe, the truck shall be taken out of service until it has been restored to safe operating condition. All repairs shall be made by authorized personnel only.

(6) Traveling. All traffic regulations shall be observed, including authorized base speed limits. Stunt driving and horseplay shall not be permitted.

hh. RAHS. The Navy Recreation, Athletics and Home Safety Program (RAHS) establishes recreation, off duty and home safety policy for the DON and was designed to protect personnel from accidental death and injury, including mishaps which occur during recreational activities. Reference (n), applies to all COMNAVRESFOR military personnel, on or off base. It also applies to any person, including civilians and Navy military dependents participating in recreation or athletic activities on government property, including participants in command-sponsored events on or off base. All COMNAVRESFOR commands shall:

(1) Implement an active and comprehensive command RAHS program per reference (n).

(2) Designate a RAHS program manager in writing. The RAHS program manager shall be knowledgeable of reference (n).

(3) Tenant commands shall maintain liaison with host activities having ownership of MWR facilities (or equivalent) and equipment to facilitate MWR related safety briefs and local information exchange.

(4) Ensure use of PPE is required and enforced for all hazardous recreational activities when personnel are either on or operating government property or participating in command-sponsored events. See paragraph 4 of reference (n) for examples of PPE for hazardous activities.

(5) Ensure Hazard Awareness training is conducted for military personnel quarterly at a minimum. Participation of civilian personnel is recommended. Completion/documentation of monthly safety talks within ESAMS will exceed this minimum requirement.

ii. Federal Fire Program. Adherence to the Navy installation's Fire Protection and Emergency Services (F&ES) standards is required for tenant
commands aboard Navy installations. Navy tenants of other DoD installations will adhere to the host’s fire and emergency services standards and use reference (u) as guidance in conjunction with the host’s standards. Standalone commands/activities may develop their own plan or adopt regional (CNIC) F&ES directives to comply with federal fire program standards.

(1) Emergency exit drills shall be conducted and documented at least once per year. Exit drills must be conducted during periods of maximum building occupancy. Tenant commands should contact regional or host command fire departments for assistance with fire drills, or they may arrange to conduct these drills without actually activating the fire alarm if established procedures permit. Standalone commands may coordinate with municipal fire departments for assistance with conducting fire drills, or arrange to conduct these drills without actually activating the fire alarm if established procedures permit. Annual fire “emergency exit drills” (evacuation and muster drills) are not to be confused with annual “fire inspections” (Fire detection, alarm and sprinkler systems test/inspections); these are two separate requirements. Standalone commands must coordinate with municipal fire departments and/or CNIC Region BOS F&ES offices to ensure this annual inspection occurs and is documented.

(2) All COMNAVRESFOR commands shall perform monthly visual inspections on all portable fire extinguishers to ensure they are ready for use unless written directives assign this responsibility to others. These monthly inspections must also be documented.

8. COMNAVRESFOR Command Evaluations. COMNAVRESFOR (N00SA) will conduct Command Evaluations at subordinate commands to evaluate command safety program effectiveness. Command evaluations will be provided at a minimum of every three years to all subordinate Echelon IV commands and annually to selected Echelon V commands with Industrial Plant Equipment (IPE) and/or operational requirements that are deemed “high risk” [i.e., Assault/Landing Craft Units (ACU/LCU)]. COMNAVRESFOR also requires Echelon IV commands to coordinate and provide a safety program audit/evaluation/inspection of each subordinate Echelon V command at a minimum of every three years (see responsibilities section above) utilizing the inspection criteria provided in enclosure (1).

a. COMNAVRESFOR provided command evaluations shall:

   (1) Evaluate the results of mishap prevention efforts.

   (2) Include a review of the region or activity Self-Assessment program.

   (3) Review compliance with program requirements, including reference (c).

   (4) Evaluate mishap trends.

   (5) Evaluate the CO’s support of the safety program.

b. COMNAVRESFOR may not provide a triennial Command Evaluation if the Echelon IV or V command has received a SECNAV Naval Inspector General program oversight evaluation within the same three year period.

9. Action. Commanders, COs and OICs of COMNAVRESFOR activities shall implement proactive SOH programs consistent with mission requirements and local needs per governing directives. Effectiveness of these programs shall be continuously monitored to ensure that maximum benefit is derived from the
time, effort, and funding that is expended. The "bottom line" in any safety program is a continual reduction in the number of mishaps with a zero mishaps goal. Program implementation efforts should be directed toward the goal of mishap prevention and reduction. The requirements of reference (c), and other SOH references, should be considered minimum standards and should be expanded as required to meet command objectives. Recommendations for suggested revisions to Navy safety instructions based on local experience should be submitted to COMNAVRESFOR (N00SA) for forwarding to the CNO for review.

Distribution:
Electronic copy via COMNAVRESFOR web site
http://navyreserve.navy.mil

J. G. MESSERSCHMIDT
Deputy
<table>
<thead>
<tr>
<th>REFERENCE</th>
<th>SAFETY AND OCCUPATIONAL HEALTH PROGRAM ELEMENTS</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPNAVINST 5100.23G, 0207b</td>
<td>Has the Commander/Commanding Officer (CO)/Officer in Charge (OIC) issued an OSH policy statement within 3 months after assumption of command?</td>
<td></td>
<td></td>
<td></td>
<td>This information may be stated in CO’s OSH policy letter.</td>
</tr>
<tr>
<td>OPNAVINST 5100.23G, 0207b</td>
<td>Has the command ensured that the OSH policy statement has been disseminated to all personnel by posting the policy statement on official bulletin boards, and by other means as appropriate?</td>
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</tr>
<tr>
<td>OPNAVINST 5100.23G, 0207j &amp; 1005e</td>
<td>Has the command established procedures to protect all Navy personnel from coercion, discrimination, or reprisals for participation in the NAVOSH program?</td>
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</tr>
<tr>
<td>OPNAVINST 5100.23G, 0207y</td>
<td>Is the command posting a form DD 2272, the DoD Occupational Safety and Health Protection Program in prominent locations?</td>
<td></td>
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</tr>
<tr>
<td>OPNAVINST 5100.23G, 0402e and 0402f &amp; h</td>
<td>If the activity has greater than 100 employees, has the CO, Executive Officer, or equivalent established and chaired an OSH policy council?</td>
<td></td>
<td></td>
<td></td>
<td>If no, is the activity industrial in nature - &amp; if so, does it participate with the host/region safety council?</td>
</tr>
<tr>
<td>OPNAVINST 5100.23G, 0402g</td>
<td>If industrial, has the activity organized additional safety committees at the shop/work center level? If yes, does the safety committee communicate with the OSH policy council?</td>
<td></td>
<td></td>
<td></td>
<td>Safety committees are encouraged. If formed, communication w/safety council is mandatory.</td>
</tr>
<tr>
<td>OPNAVINST 5100.23G, 0402f(1)</td>
<td>If the inspected command conducts the safety committee meetings, are agendas published and minutes maintained for a minimum of 3 years?</td>
<td></td>
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<tr>
<td>REFERENCE</td>
<td>SAFETY AND OCCUPATIONAL HEALTH PROGRAM ELEMENTS</td>
<td>YES</td>
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<td>N/A</td>
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<tr>
<td>OPNAVINST 5100.23G 0402h</td>
<td>If the activity is primarily administrative in nature, or has less than 100 employees an OSH policy council is not mandatory. Has the command ensured an open line of communication exists for all employees on OSH matters via captain's calls, CO's safety policy letter, handouts, local newsletters and other methods, as appropriate?</td>
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<tr>
<td>OPNAVINST 5100.23G 0602e(2)</td>
<td>Has the command Collateral Duty Safety Officer (CDSO) successfully completed the Navy Safety &amp; Environmental Training Center (NAVSAFENVTRACEN) course, Introduction to Navy Occupational Safety &amp; Health (Ashore), A-493-0050, prior to assuming their CDSO duties?</td>
<td></td>
<td></td>
<td></td>
<td>Go to: [NAVSAFENVTRACEN website - Training - Request quotas]</td>
</tr>
</tbody>
</table>
| OPNAVINST 5100.23G 0702g | Has the command implemented the Hazardous Material Control and Management (HMC&M) program to include:  
  a. Does the command have/use hazardous material (HM)? (exclude HM used by contractors)  
  b. Assign responsibilities for the HMC&M program to an individual.  
  c. This individual must complete as a minimum, the NAVSAFENVTRACEN course Introduction to Hazardous Materials (Ashore), A-493-0031.  
  d. Command Authorized Use List (AUL) must be developed, implemented, and revised as necessary. |     |    |     |                                             |
<table>
<thead>
<tr>
<th>PROGRAM ELEMENTS</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
<th>REMARKS</th>
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</thead>
<tbody>
<tr>
<td>e. Maintenance of Material Safety Data Sheets (MSDSs) for all HM present at the command.</td>
<td></td>
<td></td>
<td></td>
<td>Note: Initial HAZCOM training is covered in ESAMS orientation courses.</td>
</tr>
<tr>
<td>f. Are MSDSs readily available to all employees during working hours?</td>
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<tr>
<td>g. Ensure that personnel are provided required initial and work site specific Hazard Communication (HAZCOM) training (as applicable to their assigned duties).</td>
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<td>h. Ensure that all HM is properly labeled.</td>
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<tr>
<td>i. Ensure that all HM is properly stored (avoid incompatibilities).</td>
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<tr>
<td>OpNAVINST 5100.23G</td>
<td></td>
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<td>Note: The command should be receiving annual safety workplace inspections from the CNIC BOS safety provider or host activity.</td>
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<tr>
<td>Is the command ensuring that routine safety inspections are conducted as necessary, and at least annually?</td>
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<tr>
<td>a. A review of all safety programs.</td>
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<tr>
<td>b. Safety and health training.</td>
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<tr>
<td>c. Occupational health programs.</td>
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<tr>
<td>d. Facility (building) inspections.</td>
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<tr>
<td>e. Are these records being maintained by the activity for a minimum of 5 years?</td>
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<tr>
<td>OpNAVINST 5100.23G</td>
<td></td>
<td></td>
<td></td>
<td>Note: May utilize bulletin boards, email, POW, newsletters, command indoc, etc.</td>
</tr>
<tr>
<td>Is the Commander/CPOIC publicizing the existence of the employee hazard reporting program (unsafe/unhealthy working conditions)? Be prepared to explain how.</td>
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Enclosure (1)
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<tbody>
<tr>
<td>OPNAVINST 5100.23G 1005a</td>
<td>Does the command unsafe/unhealthful working conditions program maintain the following:</td>
</tr>
<tr>
<td></td>
<td>a. Anonymity of personnel making a report or named in a report if requested by the reporting or named employee.</td>
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<tr>
<td></td>
<td>b. Encourage the submission of oral reports to supervisors as the quickest and most effective method of hazard identification and correction.</td>
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<td></td>
<td>c. Ensure that standardized hazard reporting forms and procedures are available to all personnel (OPNAV 5100/11 forms).</td>
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<tr>
<td></td>
<td>d. Is the command safety office maintaining records of all hazard reports received (including date, time, identifying reference number, location of condition, brief description of condition, hazard classification, and the date and nature of action taken)?</td>
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<tr>
<td></td>
<td>e. Does the safety office promptly investigate all reports as required?</td>
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<td></td>
<td>f. Is the command safety office providing an interim or complete response in writing to the originator of a written report within 10 days of receipt?</td>
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<td></td>
<td>g. Is the safety office maintaining adequate recordkeeping practices to ensure all unsafe/unhealthful records are retained for at least 5 years?</td>
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<td></td>
<td>Electronic submissions are available in ESAMS.</td>
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<td></td>
<td>Submissions made via ESAMS are maintained automatically.</td>
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</tbody>
</table>

Enclosure (1)
<table>
<thead>
<tr>
<th>REFERENCE</th>
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<tbody>
<tr>
<td>OPNAVINST 5100.23G 1401c &amp; OPNAVINST 5102.1D 3003.2</td>
<td>Is the command maintaining electronic logs of occupational injuries and illnesses for civilians and military? (Mishap records must be retained for a minimum of 5 years following the end of the fiscal year in which the mishap occurred).</td>
<td></td>
<td></td>
<td></td>
<td>Note: Logs and reports exist &amp; are maintained in ESAMS &amp; WESS.</td>
</tr>
<tr>
<td>OPNAVINST 5100.23G 0207.x, OPNAVINST 5102.1D, &amp; 29CFR1904</td>
<td>If the activity has one or more civilian employees, has it completed and posted a signed copy of the annual “Summary of Work-Related Injuries and Illnesses” report (OSHA’s Form 300A)? If applicable, this report must be posted from February 1 to April 30.</td>
<td></td>
<td></td>
<td></td>
<td>Note 1: Report is required annually - even if the command has had zero (0) injuries. Note 2: The SIC code for all of DoD is 9711 and the NAICS code is 928110.</td>
</tr>
<tr>
<td>OPNAVINST 5102.1D 1005.8.a</td>
<td>FYI - Report any fatalities (regardless of cause, i.e., suicide, homicide, murder, medical, accident, etc.) to the COMNAVSAFCEN by telephone or electronic means; provide this information to COMNAVRESFOR (as the controlling command).</td>
<td></td>
<td></td>
<td></td>
<td>NAVSAFCEN: (757) 444-3520 or DSN 564-3520 COMNAVFRESFOR Safety, Code N00SA: (757) 322-5676</td>
</tr>
<tr>
<td>OPNAVINST 5102.1D 1005.8.b</td>
<td>FYI - Notify chain of command and COMNAVSAFCEN of all on and off-duty class A mishaps and hospitalization of 3 or more people, within 8 hours of mishap by telephone or electronic means.</td>
<td></td>
<td></td>
<td></td>
<td>NAVSAFCEN: (757) 444-3520 or DSN 564-3520 COMNAVRESFOR Safety, Code N00SA: (757) 322-5676</td>
</tr>
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<td>REFERENCE</td>
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<td>N/A</td>
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<tr>
<td>OPNAVINST 5102.1D 1005.8.c</td>
<td>FYI - Report all on-duty DON civilian fatalities, whether believed to be occupational or not, occurring within the U.S. or U.S. territories to the nearest OSHA area or regional office within 8 hours of obtaining knowledge of the mishap. This requirement also applies to each fatality or hospitalization of 3 or more civilian employees (at least one of which is a DoD civilian), which occurs within 120 days of a mishap.</td>
<td></td>
<td></td>
<td></td>
<td>OSHA toll-free telephone number is 800-321-OSHA. NAVSAFCEN: (757) 444-3520 or DSN 564-3520 COMNAVRESFOR Safety, Code NOOSA: (757) 322-5676</td>
</tr>
<tr>
<td>NAVADMIN 002/07 &amp; ALSAFE 016/07</td>
<td>FYI - Class A or B Private Motor Vehicle (PMV) mishaps will be investigated, root causes determined and corrective actions implemented to avoid recurrence. The PMV Mishap Investigation Report (MIR) template will be used as a unit tool to determine root caused and report findings. Use of the PMV-MIR applies only to PMV investigations.</td>
<td></td>
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<td></td>
<td>The PMV-MIR tool and investigation protocol can be found on the Naval Safety Center website: <a href="http://www.safetycenter.navy.mil/pmv/default.htm">http://www.safetycenter.navy.mil/pmv/default.htm</a></td>
</tr>
<tr>
<td>OPNAVINST 5100.23G CH 14</td>
<td>Injuries/illnesses must be initiated utilizing the ESAMS mishap reporting application, worked to a “closed” status and electronically transferred to the Web Enabled Safety System (WESS).</td>
<td></td>
<td></td>
<td></td>
<td>Mishap reports entered into ESAMS are electronically transferred to WESS by selecting “Send to Safety Center” from the ESAMS mishap report.</td>
</tr>
<tr>
<td>CNRFC Notice 5100</td>
<td>a. Are all applicable command injury/illness mishaps reported into ESAMS and promptly worked to a “closed” status?</td>
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<tr>
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<td>SAFETY AND OCCUPATIONAL HEALTH PROGRAM ELEMENTS</td>
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<td>REMARKS</td>
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<td>b.</td>
<td>Are all applicable command injury/illness mishap reports electronically transferred from ESAMS to WESS?</td>
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<td></td>
<td></td>
<td>Once mishaps have been validated and closed in ESAMS, they must be transferred (electronically to WESS).</td>
</tr>
<tr>
<td>OPNAVINST 5102.1D 3007.1.b</td>
<td>FYI - Each command must designate at least one (1) individual as the &quot;Safety Authority&quot; (SA) to manage mishap reporting to WESS. The command SA must have an &quot;active&quot; WESS account.</td>
<td></td>
<td></td>
<td></td>
<td>WESS account requests are obtained via the NAVSAFECEN website - click on the &quot;WESS&quot; link). CNRFC (N00SA) recommends the CDSO be designated as WESS Safety Authority.</td>
</tr>
<tr>
<td>a.</td>
<td>Has the command designated an individual(s) to serve as the SA?</td>
<td></td>
<td></td>
<td></td>
<td>ESAMS Helpdesk: (865) 693-0048</td>
</tr>
<tr>
<td>b.</td>
<td>Has the SA provided their WESS User ID to the ESAMS helpdesk? (This is required to ensure capability to electronically transfer mishap reports from ESAMS to WESS).</td>
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<tr>
<td>CNRFINST 5100.4G</td>
<td>Has the command fully implemented the Enterprise Safety Applications Management System (ESAMS)?</td>
<td></td>
<td></td>
<td></td>
<td>Use CNRFC Guidance for Assigning Roles &amp; Access (see link on ESAMS website).</td>
</tr>
<tr>
<td>a.</td>
<td>Do all personnel have at least one (1) &quot;core&quot; duty task assigned?</td>
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<tr>
<td>b.</td>
<td>Do all personnel have the correct access levels assigned?</td>
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<tr>
<td>c.</td>
<td>Do all personnel have an email address in their profile?</td>
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<td></td>
<td>All ESAMS &quot;supervisors&quot; must have a .mil address</td>
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<tr>
<td>d.</td>
<td>Do all personnel have an (ESAMS) supervisor assigned?</td>
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<tr>
<td>e.</td>
<td>Do all personnel have their DOB assigned?</td>
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</tbody>
</table>

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</thead>
<tbody>
<tr>
<td>CNRFINST 5100.4G</td>
<td>Is the command able to demonstrate its operation of ESAMS and provide an overview of the program status for all departments and work centers upon request?</td>
<td></td>
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</tbody>
</table>
| OPNAVINST 5100.23G 0207a and CNRFINST 5100.4G | Has the command implemented the Process Review and Measurement System (PR&MS)?
   a. Is an annual PR&MS self-assessment conducted?
   b. Was the most recent PR&MS self-assessment available for review?
   c. Is the completed annual PR&MS self-assessment reviewed and approved by the CO?
   d. Was a copy of the PR&MS self-assessment provided to the command's Immediate Superior in Charge (ISIC)? | | | | **Note:** CNRFC does not require a hard copy PR&MS from subordinate commands; reports are viewed in ESAMS. |
| OPNAVINST 5100.23G Chapter 2, App 2-B | Did the command develop a Plan of Actions and Milestones (POA&M) based upon its annual PR&MS self-assessment?
   a. Was the POA&M reviewed by the CO?
   b. Was the POA&M provided to the ISIC with the PR&MS self-assessment? | | | | **Note:** CNRFC does not require a hard copy POA&M from subordinate commands; reports are viewed in ESAMS. |
<p>| OPNAVINST 5100.25A | Has the command implemented a comprehensive Recreation, Off-Duty Safety (RODS) program? | | | | |</p>
<table>
<thead>
<tr>
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<th>SAFETY AND OCCUPATIONAL HEALTH PROGRAM ELEMENTS</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Has the command designated a RODS program manager in writing?</td>
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<td></td>
<td>RODS program managers shall be thoroughly familiar with the requirements of the cited reference.</td>
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<tr>
<td>b. RODS program managers shall ensure quarterly Hazard Awareness training is conducted for military personnel. Participation of civilian personnel is recommended.</td>
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<td>Note: Completion of the monthly “Safety Talks” in ESAMS will exceed this minimum requirement.</td>
</tr>
<tr>
<td>a. Has the command developed its own or adopted the host/region traffic safety program?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Host/region instruction number:</td>
</tr>
<tr>
<td>Tenants = TCs. Stand Alone Commands = SACs.</td>
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<tr>
<td>b. Has the command designated a Command Traffic Safety Program coordinator in writing? (Applies to TCs &amp; SACs)</td>
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<tr>
<td>c. Does the command coordinate with host/region for motorcycle, driver improvement, and emergency vehicle operator courses. (Applies to TCs &amp; SACs)</td>
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<tr>
<td>d. Does the command attend host/region traffic safety council meetings. (Applies to TCs)</td>
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<td></td>
<td>Contact host/region safety office for information and council meeting dates</td>
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<tr>
<td>e. <strong>HIGH PRIORITY</strong>: Have all personnel under 26 years of age received the required 4 hours minimum of traffic safety training? [NKO’s Driving for Life (DFL) course] (Applies to TCs &amp; SACs)</td>
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<tr>
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<td>SAFETY AND OCCUPATIONAL HEALTH PROGRAM ELEMENTS</td>
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<td>N/A</td>
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<tr>
<td>f. HIGH PRIORITY:</td>
<td>Has the command identified all motorcycle owners and/or operators assigned and verified their traffic safety training requirements are current?</td>
<td></td>
<td></td>
<td></td>
<td>Specific requirements are noted in the cited reference.</td>
</tr>
<tr>
<td>g.</td>
<td>Does the command ensure all motorcycle traffic safety training is documented in the individual's military service record (page 13) or civilian personnel training file? (Applies to TCs &amp; SACs)</td>
<td></td>
<td></td>
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<tr>
<td>h.</td>
<td>Do applicable directives (command or locally adopted) prohibit the use of portable headphones, earphones or other listening devices while operating a motor vehicle or while jogging, walking, bicycling or skating on roads and streets on naval installations? (Applies to TCs &amp; SACs)</td>
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<td>Local (host/region) directives may apply and should be formally adopted. Ensure command personnel are indoctrinated on specific requirements.</td>
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<td>i.</td>
<td>Does the command ensure and/or provide local traffic safety orientation briefings to newly arriving personnel as soon as possible? (Applies to TCs &amp; SACs)</td>
<td></td>
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<td>Consider accomplishing this requirement during base indoctrination, or initial check-in.</td>
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<td>j.</td>
<td>Does the command provide and document traffic safety briefings to all Navy personnel prior to major holidays, extended weekends or liberty periods? (Applies to TCs &amp; SACs)</td>
<td></td>
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<td></td>
<td>This training can be easily documented utilizing ESAMS. Contact the ESAMS helpdesk for assistance.</td>
</tr>
<tr>
<td>REFERENCE</td>
<td>SAFETY AND OCCUPATIONAL HEALTH PROGRAM ELEMENTS</td>
<td>YES</td>
<td>NO</td>
<td>N/A</td>
<td>REMARKS</td>
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<td>k.</td>
<td>Has the command identified and ensure operators of privately owned All Terrain Vehicles (ATVs) who operate <strong>ON BASE</strong> successfully complete the Specialty Vehicle Institute of America's (SVIA) ATV Rider Course? (Applies to TCs &amp; SACs)</td>
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<td>l.</td>
<td>Has the command identified and encourage operators of privately owned ATVs and OHMs who operate <strong>OFF BASE</strong> to take the SVIA ATV Rider Course and MSF course? (Applies to TCs &amp; SACs)</td>
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<td>m.</td>
<td>Commands shall use the American Automobile Association's Driver Improvement Program (AAA DIP) training conducted by a COMNAVSAFECEN-approved instructor or other COMNAVSAFECEN-approved training to meet the requirement for driver improvement training for the following:</td>
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<td>n.</td>
<td>All personnel required to operate government motor vehicles as part of their <strong>&quot;primary duties&quot;</strong>. (Applies to TCs &amp; SACs)</td>
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<td></td>
<td>Note: Par OPNAVINST 5100.12H CH-1, &quot;incidental&quot; drivers do not require this training. <strong>Duty drivers are classified as &quot;incidental drivers&quot;.</strong></td>
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<tr>
<td>o.</td>
<td>Military and DoD civilian personnel driving a GMV involved in a crash whether on or off government property. (Applies to TCs &amp; SACs)</td>
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<td>SAFETY AND OCCUPATIONAL HEALTH PROGRAM ELEMENTS</td>
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<td>p.</td>
<td>Individuals described above driving a GMV or PMV who have been convicted of serious moving traffic violations (e.g., reckless driving, driving while impaired, speeding, following too closely, and failure to yield). <em>(Applies to TCs &amp; SACs)</em></td>
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<td>q.</td>
<td>Does the command ensure successful completion of AAA-DIP training is documented via page 13 entry of the individual's military service record or civilian training file? <em>(Applies to TCs &amp; SACs)</em></td>
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<tr>
<td>29CFR1910 and CNRFINST 11320.1D</td>
<td>Has the command implemented and maintained a fire prevention program?</td>
<td></td>
<td></td>
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<td>(host/region instructions may apply and should be formally adopted if/when applicable)</td>
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<td>a.</td>
<td>Are fire warden inspections being performed monthly with written documentation available for review to include the following:</td>
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<td>(1) Fire Bill - posted and current</td>
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<td>(2) Exits - labeled and accessible</td>
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<td>(3) Emergency lights - working</td>
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<td>(4) Flammable storage - properly stored and separated</td>
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<td>(5) Janitorial closets - cleaned with no flammable items stored</td>
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<td>(6) Smoking areas - positioned away from main areas of egress, flammables and combustibles</td>
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<td>(7) Portable fire extinguishers - Checked every 30 days. Verify that extinguisher is firmly mounted on wall with easy-access, inspect extinguisher housing, verify pressure is in the &quot;green zone&quot;, ensure safety pin is in place, verify safety tag is attached which indicates past inspections by month/yr with authorizing signatures initials.</td>
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<td>Note: If tag is not used, log book or other documentation of monthly checks may be used.</td>
</tr>
<tr>
<td>29CFR1910 and CNRFINST 11320.1D and NFPA 101</td>
<td>Are annual fire inspections being performed on all fixed fire extinguishing, detecting, and transmitting systems being conducted? a. Who conducts the inspections? b. Are written records of inspections maintained and available for review?</td>
<td></td>
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<td>Host/region MOUs apply. Name of Organization</td>
</tr>
<tr>
<td>29CFR1910 and NFPA 101 and CNRFINST 11320.1D</td>
<td>Is annual fire prevention training provided to all personnel at the command? If not, explain in the remarks column.</td>
<td></td>
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<td></td>
<td>This requirement may be accomplished utilizing training available in ESAMS or with actual &quot;hands on&quot; training provided by host/region providers.</td>
</tr>
<tr>
<td>29CFR1910, NFPA 101 &amp; CNRFINST 11320.1D</td>
<td>Are required fire drills conducted every 12 months during maximum building occupancy? Are records maintained of these drills?</td>
<td></td>
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<td>Documentation of completed drills must be provided.</td>
</tr>
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</tbody>
</table>
| OPNAVINST 5100.23G 0802, and App 8-B | Each Navy activity must receive an initial (baseline) Industrial Hygiene (IH) survey followed by periodic IH surveys every 1, 2, or 4 years from a Bureau of Medicine and Surgery (BUMED) industrial hygienist. Has the command received these surveys?  
  a. Has the servicing BUMED IH established a frequency for periodic surveys for the command and its subordinate commands (if applicable)?  
  b. If the servicing BUMED IH has not established a frequency for periodic surveys, has the command requested this to be done? (If applicable, describe request in remarks column.)  
  c. If frequency for periodic surveys has been established, is the command IH survey overdue? (If yes, why?)  
  d. Have all previous IH survey report recommendations been implemented? If no, explain.  
  Note: Individual commands must coordinate with regional BUMED activities for IH surveys. |
| OPNAVINST 5100.23G 0809b        | If applicable, does the command when acting in an oversight capacity, monitor/track required IH support/service by BUMED IH servicing activities to your subordinate activities?  
  a. How many subordinate activities have not received current periodic IH surveys (overdue based on the established frequency by the initial IH survey)?                                   |     |    |    |                                                                         |
<table>
<thead>
<tr>
<th>REFERENCE</th>
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<th>PROGRAM ELEMENTS</th>
<th>REMARKS</th>
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<tbody>
<tr>
<td><strong>5.</strong></td>
<td>If overdue for an initial/baseline or periodic IH survey, has the command requested one from the BUMED IH servicing activity?</td>
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</tbody>
</table>

Enclosure (1)