



DEPARTMENT OF THE NAVY
NAVAL SUPPORT ACTIVITY ANNAPOLIS
58 BENNING ROAD
ANNAPOLIS, MD 21402

NAVSUPPACT ANNAPOLISINST 5100.11

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NAVSUPPACT ANNAPOLIS INSTRUCTION 5100.11

Subj: NSA ANNAPOLIS OCCUPATIONAL SAFETY AND HEALTH (NAVOSH)
PROGRAM MANUAL

Ref: (a) OPNAVINST 5100.23(Series)
(b) 29 CFR 1910
(c) CNICINST 5100.3

Encl: (1) NSA ANNAPOLIS OCCUPATIONAL SAFETY AND HEALTH
(NAVOSH) PROGRAM MANUAL

1. Purpose. To implement the NAVOSH Program on NSA Annapolis in accordance with reference (a) and to issue local guidance and procedures relating to Occupational Safety and Health.

2. Background.

a. Reference (a), assigns the Commanding Officer responsibility for ensuring compliance with Navy safety and health requirements.

b. Reference (b), assigns the Naval Health Clinic responsibility for recommending to the Commanding Officer measures necessary to maintain health and provide medical services.

c. Reference (c) provides amplifying guidance for the effective and efficient management of a core Safety Program for a Supplier (formerly Host) installation and delivery of base support to a Receiver (formerly Tenant) activities requesting Base Operating Support (BOS) Safety services. The Commanding Officer shall implement the delivery of BOS Safety services in accordance with reference (c).

3. Objectives.

a. To enhance mission accomplishment by establishing an effective and proactive safety and health program that will, to the maximum extent feasible, reduce occupational illnesses, injuries, or death.

b. To create and maintain a safe and healthful working environment for military and civilian personnel by providing

JUL 29 2011

Subj: NSA ANNAPOLIS OCCUPATIONAL SAFETY AND HEALTH (NAVOSH)
PROGRAM MANUAL

safe facilities and equipment and integrating operational risk management (ORM) into all organizational processes.

4. Scope. This program applies to all military and civilian, personnel on NSA Annapolis (NSAA) including the U. S. Naval Academy (USNA), and non-appropriated fund personnel assigned to NSAA/USNA. This instruction applies to Navy dependents and all other civilian personnel while on NSA Annapolis installations. These instructions are not considered complete but are to be augmented by pertinent instructions contained in referenced documents throughout the manual and in the bibliography. Nothing herein shall be construed as modifying or superseding directives issued by higher authority. Any conflicts with such directives shall be referred to the NSAA CO via his Safety Officer for resolution.

5. Action. All military and civilian personnel of NSAA, USNA, and tenants shall:

a. Comply with this instruction, enclosure (1), and directives issued by higher authority.

b. Report in writing to the Safety Manager, omissions or errors that are discovered as well as suggestions for additions, deletions, or modifications.

c. Supervisors are directed to give wide dissemination of the contents of this manual to all personnel and encourage inputs of a constructive manner.

d. This instruction will be reviewed at least annually and updated as needed.



T. L. REESE

JUL 29 2011

CONTENTS

CHAPTER 1
INTRODUCTION

<u>Paragraph</u>		<u>Page</u>
101	Background	1-1
102	NAVOSH Policy	1-2
103	Applicability	1-2

CHAPTER 2
ORGANIZATION AND ADMINISTRATION

201	General	2-1
202	Responsibility	2-1
203	Safety Department Duties	2-4
204	Occupational Safety and Health (OSH) Council and Committees	2-5
205	Facilities Safety Inspection	2-8
206	General Requirements for Deficiency (Hazard) Abatement Plan	2-9
207	Safety Department	2-9
208	Cost Center/Sub-Cost Center Heads N-Code	2-11
209	NAVFAC/Public Works Department	2-12

CHAPTER 3
HAZARD CONTROL

301	General	3-1
302	Application of Hazard Control Principles	3-2
303	Design Reviews	3-5
304	Operating Procedures	3-5
305	Purchasing Procedures	3-6

Encl (1)

JUL 29 2011

306	Contract Activities	3-6
307	Special Control Standards	3-7
308	Visitor Safety Program	3-8
309	Navy Employee Reports of Unsafe or Unhealthful Working Conditions	3-9

CHAPTER 4
OCCUPATIONAL HEALTH AND INDUSTRIAL HYGIENE

401	General	4-1
402	Occupational Health	4-2
403	Industrial Hygiene	4-8
404	Bloodborne Pathogens	4-9
405	Occupational Reproductive Hazards	4-10
406	Indoor Air Quality Management	4-13

CHAPTER 5
EDUCATION AND TRAINING

501	General	5-1
502	New Manager/Supervisor OSH Training	5-1
503	Periodic Management and Supervisory OSH Training	5-1
504	Work Area/Shop OSH Training	5-2
505	New Employee Orientation (Safety)	5-2
506	Special OSH Topics	5-3

CHAPTER 6
MISHAP REPORTS

601	General	6-1
602	Personal Injury Mishap	6-2
603	Property Damage Mishap	6-3

604	Annual Report of Civilian Occupational Injuries and Illness	6-4
605	Motor Vehicle Mishaps	6-5
606	Explosive Mishaps	6-6

CHAPTER 7

OCCUPATIONAL SAFETY STANDARDS

701	General Occupational Safety	7-1
702	Personal Protective Equipment (General)	7-2
703	Foot Protection	7-3
704	Head Protection	7-4
705	Hand Protection	7-5
706	Hearing Protection	7-5
707	Respiratory Protection Program	7-5
708	Face and Eye Protection	7-9
709	General Housekeeping	7-10
710	Materials Handling	7-11
711	Motor Vehicles	7-12
712	Cranes	7-12
713	Metal Working- Machine Shop	7-14
714	Woodworking	7-16
715	Painting, Spraying, Coating	7-17
716	Welding and Cutting	7-17
717	Construction Work	7-18
718	Electrical/Electronic Work	7-19
719	General Office Safety	7-20
720	Ladder Safety and Inspection	7-23
721	Ergonomics	7-24
722	Asbestos Management and Control	7-25
723	Hazard Communication (HAZCOM)	7-26
724	Back Injury Prevention	7-31
725	Fall Protection Program	7-33

JUL 29 2011

CHAPTER 8

HAZARDOUS ENERGY LOCKOUT/TAGOUT PROGRAM

801	General	8-1
802	Energy Control Equipment	8-4
803	Specific Energy Control Procedures	8-4
804	Recordkeeping and Oversight	8-6

CHAPTER 9

CONFINED SPACE ENTRY/GAS FREE ENGINEERING PROGRAM

901	General	9-1
902	Responsibilities	9-2
903	Procedures	9-5

FIGURES

<u>Number</u>	<u>Form Title</u>	
2-1	NAVOSH Deficiency Notice	2-13
3-1	Visitor Mishap Report Form	3-14
3-2	Navy Employee Report of Unsafe or Unhealthful Working Conditions	3-15
4-1	Request for Prescription Safety Glasses	4-18
5-1	Safety Training Report	5-4
6-1	Civilian Military/Midshipmen Mishap Reporting Procedure (Q & A)	6-7
6-3	Medical Referral (OPNAV Form 5100/9)	6-9
6-4	Supervisor's Report of Mishap (Injury)	6-10
6-5	Supervisor's Report of Mishap (Property Damage)	6-12
7-1	Request for Safety Footwear	7-34
7-2	Hazardous Materials Approval Request	7-35
9-1	Confined Space Entry Certificate/Permit	9-9

Encl (1)

JUL 29 2011

CHAPTER 1

101. BACKGROUND

1. The Navy has conducted occupational safety and health programs for many years. Historically, occupational safety has been an element of the overall Navy safety program. Other elements of the safety program include explosive safety, traffic safety and off-duty safety. The occupational health program element is conducted under the cognizance of the Bureau of Medicine and Surgery.

2. The program gained prominence after passage of the Occupational Safety and Health Act (OSHAct) on 31 December 1970. Although the primary thrust of the OSHAct was directed at the private sector employer, Section 19 of the OSHAct directed federal agencies to establish and maintain comprehensive and effective occupational safety and health programs consistent with the standards promulgated under Section 6 of the OSHAct.

3. On 26 July 1971, a Presidential Executive Order (E.O. 116102) entitled "Occupational Safety and Health Programs for Federal Employees" was signed. The Executive Order stated that the Federal Government, as the Nation's largest employer, has a special obligation to set an example for safe and healthful employment. In this regard, the head of each Federal department was directed to establish an Occupational Safety and Health Program in compliance with Section 19 of the OSHAct. E.O. 11807 tasked the Secretary of Labor to issue guidelines designed to assist Federal agencies in establishing their programs. These "guidelines" were issued on 9 October 1974 as Title 29, Code of Federal Regulations, Part 1960, "Safety and Health Provisions for the Federal Employees."

4. E.O. 11807 was superseded on 26 February 1980 by E.O. 12196, "Occupational Safety and Health Programs for Federal Employees", and the Department of Labor guidelines (29 CFR 1960) was revised on 21 October 1980 and reissued as "Basic Program Elements for Federal Employee Occupational Safety and Health Programs."

5. In accordance with DoD Directive 1000.3, the Assistant Secretary of the Navy (Installations and Environment (ASN(I&E))) has been appointed as the "Designated Safety and Occupational Health Official" for the Department of the Navy. Reference (a) outlines the NAVOSH Program and consolidates many previous OPNAV instructions into a single organized text which is the primary

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JUL 29 2011

102. NAVOSH POLICY. It is Navy policy to provide a safe and healthful workplace for all personnel. These conditions will be ensured through aggressive and comprehensive occupational safety and health programs fully endorsed by the Secretary of the Navy and implemented through the Commanding Officer, NSA Annapolis, and the Superintendent, U. S. Naval Academy. The program includes the following features:

1. Compliance with applicable standards.
2. As a minimum, annual inspections of all workplaces by qualified OSH inspectors with high hazard areas inspected more frequently.
3. Prompt abatement of identified hazards.
4. Procedures for all personnel to report suspected hazards to their supervisors and/or safety and health officials without fear of reprisal.
5. Appropriate OSH training for all supervisory personnel and employees.
6. Procedures to review, in advance of construction/procurement, the design of facilities to ensure that OSH hazards are eliminated or controlled.
7. Thorough mishap investigation which will provide all OSH data required by higher authority.
8. Comprehensive occupational health support programs, both medical and industrial hygiene, implemented by qualified personnel.
9. Procedures to recognize superior or deficient OSH performance. Performance evaluations will reflect personnel accountability in this respect, consistent with the duties of the positions, with appropriate recognition of superior performance and conversely, an adverse notation as appropriate for deficient performance.

103. APPLICABILITY. The provisions of this manual apply to all Navy civilians (appropriated and non appropriated) and military personnel employed or assigned duty at, or functions under, the conveyance of Naval Support Activity Annapolis (NSAA) and United States Naval Academy (USNA).

CHAPTER 2
 ORGANIZATION AND ADMINISTRATION

201. GENERAL

1. The OSH Program is organized and administered under the direction of the Occupational Safety and Health Program Director and the Safety Department.

2. It will be implemented at all working levels and activities and involves everyone.

3. This chapter identifies various responsibilities and outlines actions required at each level of employment.

202. RESPONSIBILITIES. The responsibility for occupational safety and health is delegated to each employee, regardless of job level. In others terms, safety is everyone's responsibility. The acceptance of this responsibility is a condition of employment.

1. Cost Center/Sub-Cost Center Heads, N-Codes. All Cost Center/Sub-cost Center Heads and N-Codes are responsible for the maintenance of safe operations and practices and for the prevention of accidents within their area of authority. Management responsibilities include but are not limited to the following:

a. Ensuring that all employees understand and comply with prescribed safety instructions, rules, regulations, and the use of personal protective equipment.

b. Ensuring that all plans and/or specifications for new or altered facilities, process equipment, and procedures are reviewed and evaluated for safety considerations by local safety and health officials as required by paragraph 303.

c. Take necessary steps to ensure prompt reporting of mishaps, regardless of the severity, to the Safety Department in a complete and timely manner.

d. Ensure that annual performance ratings accurately reflect safety support and performance throughout the rating year.

e. Actively taking part in OSH management training.

f. Making program improvement recommendations to the OSH Council, which may further the NAVOSH Program.

g. Establishing adequate internal procedures and records for the administration, supervision, and evaluation of the OSH Program within the NSAA/USNA Departments.

2. Supervisors. Each supervisor is directly responsible for the safety of personnel within their unit. Supervisor duties include:

a. Understanding the hazards associated with the jobs being performed by their employees. Supervisors will utilize Job Safety Analysis (JSA) and Operational Risk Management (ORM) principles in planning work assignments.

b. Being thoroughly familiar with and enforcing the safety regulations and procedures for the operation of equipment and use of material under their control.

c. Cooperating with the Safety Department in the carrying out of safety duties.

d. Instructing and drilling employees in safe practices, standard operating procedures, and requirements for the use of personal protective equipment.

e. Conducting regular and frequent occupational safety and health self-inspections of the shop area including remote job sites.

f. Holding occupational safety and health training sessions for all employees (paragraph 504).

g. Promptly ensuring injured employees receive medical attention and treatment.

h. Reporting mishaps immediately to the Safety Department, promptly investigating for cause, and completing required reports.

i. Promptly taking action to correct unsafe or unhealthful working conditions.

j. Advising employees of hazards within their work area for which personal protective equipment is required.

k. Enforcing the use of applicable personal protective equipment.

l. Attending supervisory occupational safety and health training when announced.

3. Employees. Employees are responsible for accomplishing their work in a manner that will assure their own safety and the safety of others. Employee duties include:

a. Following standard operating procedures where provided and accepted trade safety practices.

b. Observing all occupational safety and health precautions applicable to their duties.

c. Reporting all unsafe or unhealthful conditions.

d. Wearing or using personal protective equipment of the approved type that is prescribed for the job to be done.

e. Reporting immediately to the supervisor all mishaps resulting in personal injury or property damage no matter how slight.

f. Obtaining medical treatment as soon as possible after the occurrence of an injury.

g. Attending all OSH training sessions to which assigned.

4. Safety Manager. The Safety Manger serves as a staff member on all matters pertaining to occupational safety and health under the administrative control of the Commanding Officer, NSA Annapolis. The Safety Manger is responsible to the CO NSAA for the development and maintenance of the NSA Annapolis Occupational Safety and Heath Manual. He/she is vested with authority to inspect all activities, operations, practices, or procedures on, or under the control of NSA Annapolis. The Safety Manager has direct access to the Superintendent, USNA, via the Chief of Staff for urgent safety and health matters affecting USNA. The Safety Manager will:

a. Advise and assist the CO and management on all matters pertaining to occupational safety and health.

JUN 14 2011

b. Serve as the CO's representative and point of contact in all matters pertaining to occupational safety and health.

c. Report to the CO and the chain of command all NAVOSH deficiencies which are considered significant and for which no action has been taken.

203. SAFETY DEPARTMENT DUTIES

1. Apply all known governing directives to facilities safety inspections.

2. Consult with operating personnel, supervisors, and management regarding the prevention and correction of unsafe or unhealthful working conditions.

3. Develop and promote the CO's overall OSH Program.

4. Initiate and maintain a program for stimulating and maintaining employee interest in safety.

5. Ensure mishaps are investigated, mishap reports are reviewed and submitted as required to higher authority, and monitor corrective measures taken to eliminate mishap causes.

6. Program and conduct facilities' safety inspections.

7. Provide assistance to the Command OSH Council and Safety Committees on current safety issues and hazard abatement matters.

8. Approve personal protective equipment for all operations and procedures.

9. Review beneficial suggestions pertaining to occupational safety and health.

10. Maintain mishap records and promptly make all required reports.

11. Prepare periodic mishap analysis and an annual program self assessment. OSH program improvement initiatives will be developed based on the self-assessment.

12. Sponsor a program for education and training in OSH in cooperation with all departments.

JUL 29 2011

13. Provide technical OSH guidance to managers, supervisors, and workers on request or as necessary.

14. Review and implement standard operating procedures for evolutions including high risk, e.g., industrial operations, explosives storage and handling, etc.

15. Coordinate industrial hygiene services with the Naval Health Clinic Annapolis.

16. Maintain an OSH library composed of standards, Code of Federal Regulations, Navy directives, and other material as is necessary to have available adequate and current reference material.

17. Annually identify and notify eligible activities not receiving BOS Safety services of the level and availability of such services and invite them to participate in an annual needs assessment.

18. Conduct an annual self-assessment of the Command, including tenants receiving BOS Safety services.

19. Use CNIC-approved safety management system (e.g. Enterprise Safety Applications Management System (ESAMS) or equivalent systems) for maintaining workload documentation of safety support provided to the supplying activity core mission and BOS Safety common-service functions provided to receiving activities requesting support.

204. OSH COUNCIL AND COMMITTEES

1. NAVOSH Council. Per reference (a), all shore activities will establish a permanent OSH Council composed of military and civilian staff members.

a. Objectives

(1) Enhance operational readiness and mission accomplishment by providing sound OSH policy guidance that will, to the extent feasible, reduce occupational illness, injury, or death.

(2) Provide consistent policy guidelines to all organizational elements so that interpretation of requirements is evenly applied.

JUL 29 2011

(3) Serve as the focal point in policy matters of OSH that may arise from subordinate organizations.

b. Scope. OSH policies, as recommended by the NSAA OSH Council, will apply to all the military and civilian personnel assigned to NSA Annapolis and U.S. Naval Academy.

c. Membership

(1) Chairperson - CO, NSA Annapolis

(2) Advisor/Coordinator - Safety Program Director,
NSAA

(3) Members - representatives from the following departments:

(a) NAVFAC/Public Works

(b) Commandant of Midshipmen

(c) Academic Dean

(d) Physical Education - Dep/Div. Head

(e) Naval Health Clinic - Occupational Health

(f) Naval Health Clinic - Industrial Hygiene

(g) Security - Security Officer

(h) Fire Dept. - Fire Chief

(i) Dir., Midn. Food Services

(j) Laundry

(k) N9

(4) Guidelines of Membership:

(a) Members of the OSH Council may occasionally designate representatives to act in their behalf. Such representatives must be authorized to speak for the members on the matters of policy.

JUL 14 2011

(b) Others will participate upon request as dictated by the area of expertise required.

(c) The Safety and Occupational Health Manager will act as technical advisor to the Council and will, in conjunction with the Chairperson, establish Council agenda, prepare minutes of meetings, and implement/enforce policies established by the Council.

(d) Individual members will make themselves aware of the requirements of the NAVOSH Program and be prepared to provide consideration to such issues. The Safety Department will assist members in this regard.

d. Meetings

(1) The OSH Council will meet at least annually. The Chairperson can elect to meet more frequently (e.g. quarterly) to discuss pertinent OSH issues.

(2) The Chairperson will convene all meetings. The Safety Manager will notify members, by official means, of scheduled meetings and agenda items with sufficient lead time for the members to become familiar with background and requirements.

(3) Any matter tabled for future consideration will be resolved at the next regular meeting.

(4) Policy items, once approved, may be reviewed by the council on a periodic basis to ensure they are consistent with mission assignments and are being implemented by subordinate organizations with the advice and guidance of the Safety Manager.

(5) The Chairperson will permit the Safety Manager to make temporary safety policy if situations arise involving imminent danger. However, the full council will be called to a special session as soon as practicable to review any such policy.

2. OSH Committees. OSH Committees may be established within NSAA and USNA departments. A Shop Safety Committee will be established, and meet monthly. The Shop Safety Committee objective and membership are described as follows:

JUL 29 2011

a. Objective. Perform as an advisory group to their superiors in all matters pertaining to the NAVOSH Program, formulate recommendations and suggestions for the NSAA OSH Council, and promote safe and healthful working conditions in their respective work areas and shops.

b. Membership

(1) Chairperson: Safety Manager or a designated Safety Department representative.

(2) Members: Various departments within NSAA and USNA will be represented, to include Midshipmen Food Services, Laundry, academic labs, Waterfront Readiness, Morale Welfare and Recreation, etc.

c. Meetings. The Committee will meet at least monthly and at such other times as determined by the Safety Department.

d. Administration. Minutes of the meetings will be prepared and copies sent to members of each division.

205. FACILITIES SAFETY INSPECTIONS. Only by early detection of unsafe or unhealthful working conditions and practices can injuries, exposures to industrial hygiene hazards, and damage to property be reduced. The frequency of inspections is based upon the extent of existing hazards, the number of personnel exposed, and the dictates of related mishap experience.

1. Objective. To better ensure, through a systematic program of OSH inspections, that facilities and operations are in compliance with Navy directives as well as the industry OSH standards.

2. Administration

a. Safety Department

(1) Prepare an annual inspection schedule to ensure that every workplace/building is inspected at least annually and that those areas designated as high hazard are inspected at least semi-annually.

(2) Establish and maintain a NAVOSH Deficiency Abatement Plan as described in this chapter.

JUL 29 2011

(3) Assemble and prepare a report to include a NAVOSH Deficiency Notice(s) (NDN) (Figure 2-1) for each deficiency noted and forward it to the responsible person of each area inspected within 15 working days of the inspection.

(4) Monitor the effectiveness of the NAVOSH Deficiency Abatement Program and advise the CO NSAA of the current hazard abatement status annually. The OSH Council may be used as a channel for hazard abatement status review.

b. Inspection Report Addressees

(1) Take prompt corrective action as specified in the report. Implement interim controls as identified on the deficiency notice.

(2) Complete appropriate portions of Section B of the NDN and forward copies to the Safety Department within 30 calendar days of the inspection report date.

(3) For those deficiencies which have not been completed within 30 days, indicate what interim measures have been taken to minimize or temporarily abate the hazard.

(4) For those deficiencies which have not been corrected within 30 days, permission must be obtained from the Safety Department to allow the procedure, equipment, or operation to continue uninterrupted. Without positive interim measures (i.e., administrative controls, machinery taken out of service, procedure or operations suspended, etc.) to adequately protect workers, permission will not be granted and the subject of the deficiency will be secured.

206. GENERAL REQUIREMENTS FOR DEFICIENCY (HAZARD) ABATEMENT PLAN.

As a result of inspections held by the Safety Office, OSH observers, employee reports of unsafe or unhealthful working conditions, and others, a positive method of abatement for discrepancies noted will be initiated. The primary responsibility for completion of corrective action is placed at the immediate supervisory level.

207. SAFETY DEPARTMENT

JUL 29 2011

1. Ensure that a formal inspection of the entire activity is performed annually and that high-risk areas are inspected more frequently as provided in this chapter.

2. Assign to each deficiency a Risk Assessment Code (RAC) which will indicate the hazard severity and mishap probability of the deficiency as follows:

a. Hazard Severity. The hazard severity is an assessment of the worst potential consequence, defined by degree of injury, occupational illness or property damage which is likely to occur as a result of a deficiency. Hazard severity categories will be assigned by Roman numeral according to the following criteria:

(1) Category I - Catastrophic: The hazard may cause death or loss of a facility.

(2) Category II - Critical: The hazard may cause severe injury.

(3) Category III - Marginal: The hazard may cause minor injury, minor occupational illness, or other property damage.

(4) Category IV - Negligible: The hazard probably would not affect personnel safety or health, but is nevertheless in violation of specific criteria.

b. Mishap Probability. The probability that a hazard will result in a mishap based on an assessment of such factors as location, exposure in terms of cycles of hours of operation, and affected population. Mishap probability will be assigned an Arabic letter according to the following criteria:

(1) Subcategory A - Likely to occur immediately or within a short period of time.

(2) Subcategory B - Probably will occur in time.

(3) Subcategory C - May occur in time.

(4) Subcategory D - Unlikely to occur.

c. RAC. The RAC is an expression of risk which combines the elements of hazard severity and mishap probability. Using the below chart, the RAC is expressed as a single Arabic

JUL 29 2011

number that can be used to help determine the hazard abatement priorities:

Hazard Severity	Mishap Probability					RAC
	A	B	C	D		
I	1	1	2	3	1 - Critical	
II	1	2	3	4	2 - Serious	
III	2	3	4	5	3 - Moderate	
IV	3	4	5	5	4 - Minor	
					5 - Negligible	

3. Provide a NDN (figure 2-1), to Department Heads/Division Officers, or Supervisors as appropriate for all deficiencies.

4. Maintain a file of all NAVOSH Deficiency Notices which are assigned a RAC of 1, 2, or 3 and entered into the NAVOSH Hazard Abatement Plan.

5. For those deficiencies which are beyond the local funding capability to correct, submit projects to centrally managed NAVOSH funding sources as described in reference (a) and managed Naval Facilities Engineering Command (NAVFACENGCOCOM), directives.

208. COST CENTER, SUB-COST CENTER HEADS, N-CODES

1. Upon receipt of a NDN, initiate prompt corrective action via Public Works Department (PWD) Service Call Work Request, or a self-help project if corrections are within the capabilities of the cognizant department. Any work request will include the following:

- a. The deficiency number assigned.
- b. A description of the deficiency as reported.
- c. The indicated reference.
- d. The RAC assigned
- e. An attached copy of the NDN.

2. For deficiencies assigned a RAC 1, 2, or 3, post a copy of the NDN in the immediate vicinity of the noted deficiency until correction is made.

JUL 29 2011

3. For those items which cannot be corrected within 30 days, an Abatement Program will be established as follows:

a. Make reports as required in this chapter.

b. Follow up on requests to ensure timely completion and to be aware of possible changes in estimated completion date.

4. Complete appropriate parts of Section B of the NDN and return it to the Safety Department within 30 days of the notice date.

209. NAVFAC/PUBLIC WORKS DEPARTMENT

1. Prioritize NAVOSH Abatement Deficiencies in accordance with RAC previously assigned.

2. Provide an estimated completion date and estimated costs.

3. Provide justification for all deficiencies which cannot be completed within 30 days.

4. Upon correction of a safety deficiency, provide the requester with a final cost and completion date.

NAVOSH DEFICIENCY NOTICE

SECTION A - DEFICIENCY INFORMATION			
Command:		ID Number:	
Building or Area:		Specific Location:	
Description of Hazard:			
Standard Violated:			
Work Order Type:		Deficiency Status: New	
Personnel Exposed:		Abatement Priority:	
RAC:	Mishap Probability:		Hazard Severity:
OSH Official:	Date Identified:		Date Issued:
SECTION B - ABATEMENT STATUS (Complete all applicable parts)			
Responsible for abatement:			
<i>INTERIM CONTROLS</i>			
<i>ABATEMENT PROJECT INITIATED</i>			
Project or Work Order Description:			
Work Order Number:	Cost Estimate:	Work Order Date:	Est. Completion Date:
<i>DEFICIENCY CORRECTED</i>			
Correction Made:			
Labor Cost:	Material Cost:		Other Cost:
Signature:		Completion Date:	
SECTION C - COMMENTS and RECOMMENDED ACTIONS			
The following interim measure(s) should be applied if the permanent measures cannot be instituted:			
The following permanent measure(s) are recommended to alleviate a hazard:			
Comments:			

JUL 29 2011

CHAPTER 3
HAZARD CONTROL

301. GENERAL. Section 19(a) of the OSHAct requires that all Federal employees be provided with a safe and healthful place of employment. To fulfill this requirement, the CNO directs each command to establish and maintain an effective hazard control program. Identification of hazardous conditions may be accomplished at the planning and design stage, as a result of facilities safety inspections (Chapter 2), annual industrial hygiene surveys (Chapter 4), or by employee reports of unsafe or unhealthful working conditions (Chapter 4). All recognized safety and health hazards will be eliminated or controlled as quickly as possible, subject to priorities based upon the degree of risk posed by the hazards. The preferred method of hazard abatement will be through application of engineering controls, followed by administrative controls, possibly in conjunction with personal protective equipment. Total reliance on personal protective equipment is acceptable only when all other methods are proven to be technically and/or economically infeasible.

1. Principles of Hazard Control. Safety professionals and industrial hygienists are specialists who, through training and experience, develop proficiency in the recognition, evaluation, and control of workplace hazards. They should be thoroughly familiar with potential hazards created by various materials, equipment, and operations used in Navy facilities and are aware of special designs required by NAVOSH standards to mitigate certain hazards. Some of the principles that are applied to prevent or mitigate workplace hazards are as follows:

a. Substitution. The risk of injury or illness may be reduced by replacement of an existing (or intended) process, material, or equipment with a similar item having a more limited hazard potential.

b. Isolation. Hazards are controlled by isolation whenever an appropriate barrier or limiter is placed between the hazard and an individual who may be affected by the hazard. This isolation can be in the form of physical barriers, time separation, or distance.

c. Ventilation. The control of a potentially hazardous airborne substance by ventilation can be accomplished by one of two methods: diluting the concentration of the substance by mixing with uncontaminated air or capturing and removing the substance at its source or point of generation. The first of

JUL 29 2011

these methods is termed "general ventilation" or "dilution ventilation"; the second is called "local exhaust ventilation". Local exhaust ventilation is generally the preferred and more economical method of hazard control.

d. Administrative Control. This method of hazard mitigation depends on effective operating practices that reduce the exposure of individuals to chemical or physical hazards. These practices may take the form of limited access to high hazard area, standard operating procedures, employee training, or adjusting work schedules which involves a regimen of work in high-hazard and low-hazard areas. Adjusted work schedules are appropriate only when the hazard is recognized as having a limit below which nearly all workers may be repeatedly exposed without adverse effect.

e. Personal Protective Equipment. This method of hazard control is least preferred because personal protective devices may reduce a worker's productivity while affording less effective protection against the recognized hazard than other methods of control. Nevertheless, there are instances where adequate levels of risk and reduction cannot be achieved through other methods and personal protective devices must be used either alone or in conjunction with other protective measures.

302. APPLICATION OF HAZARD CONTROL PRINCIPLES. Hazardous conditions in the workplace may be prevented through appropriate actions when facilities are designed, when operating procedures are developed, and when equipment is purchased. Notwithstanding these preventive measures, hazards will arise as a result of the workplace environment. Once hazards are identified, whether through inspections or complaint, immediate action will be taken to avoid unreasonable danger. The immediate response may differ from the permanent corrective action.

1. Design Reviews. Safety and occupational health aspects will be considered, designed, and engineered into all facilities which are acquired, modified, altered, or constructed for use by Navy employees. Facility design engineers in many instances are not totally familiar with all potential safety and health hazards created by various materials, equipment, and operations used in Navy facilities; nor are they aware of the special design considerations required to control these hazards. To ensure that appropriate hazard control techniques are applied, cognizant industrial hygienists and safety professionals will participate in the review of plans and specifications for these projects. Recommendations will be

JUL 29 2011

submitted in writing. Projects that involve potential health hazards such as toxic materials, radiation, noise, or other health hazards will be designed in accordance with established principles of good industrial hygiene published in existing texts and standards such as American National Standards Institute (ANSI) or the Code of Federal Regulations.

2. Operating Procedures. Standard operating procedures or similar directives that are issued to direct the manner in which work is performed will include appropriate health and safety requirements. Integration of instructions that affect productivity with those that affect well being of workers is necessary to achieve organization goals in both areas with minimal conflict or hazards. Employees will coordinate with cognizant safety and health personnel prior to issuance to ensure that applicable NAVOSH requirements have been considered. Recommendation for changes/additions to the directive for safety and health purposes will be submitted in writing to the originator. The originator will maintain a record of such OSH coordination.

3. Purchasing Procedures. Many hazards can be avoided by incorporating appropriate specifications for purchased equipment/material and contracted efforts that involve work at Navy facilities. Navy organizations responsible for developing specifications for such purchases will coordinate with cognizant OSH personnel to ensure that NAVOSH requirements are considered in these specifications. Similarly, contracts that require work to be performed by contract personnel at Navy facilities will be coordinated with cognizant OSH personnel.

4. Interim Hazard Abatement Measures. During the time needed to design and implement permanent hazard control measures, immediate, temporary measures are needed. Where engineering controls are not immediately applicable, administrative controls and/or personal protective equipment is appropriate for use as interim hazard abatement measures. Interim control measures will be noted in inspectors' reports, abatement logs, and hazard notices (also Chapter 2).

5. Permanent Hazard Abatement. Engineering control is the preferred method of hazard control, followed by administrative control and personal protective equipment. Feasible engineering controls will be used to reduce hazardous exposures, even when only partial reduction of exposure is possible through engineering methods. Two criteria may be applied to determine

JUL 29 2011

whether engineering controls are feasible. First, a control is technologically feasible if it is available "off the shelf" or if technology exists which can be adapted to the hazard in question. Second, a control is economically feasible if it can be shown that the cost of the control is justified by the benefit it produces. On the other hand, if the expected reduction of the hazard through implementation of engineering control is insignificant in terms of increased protection and the cost of implementing the control is great, then the control is economically infeasible. The OSH Council will review the feasibility of engineering controls for hazard abatement.

6. Facilities Safety Inspections. Details of the objectives and administration of these inspections are contained in paragraph 205.

7. Industrial Hygiene Surveys. This is a walk-through survey performed by the Naval Health Clinic Industrial Hygienist. Objectives and administration are contained in Chapter 4.

8. Naval Inspector General (NAVINGEN). The NAVINGEN shall conduct shore oversight inspections, as deemed appropriate, of headquarters and subordinate commands to evaluate compliance with the requirements of this program. There is no set periodicity for this inspection. Specific guidance is contained in reference (a).

9. Command Evaluations. Headquarters commands shall ensure appropriate evaluations of safety programs effectiveness are conducted at subordinate commands and field activities at a minimum of every three years. Specific guidance is contained in reference (a).

10. High-Hazard Area Inspections. This is a special occupational safety and health inspection conducted by the NSAA Safety Department for specific areas of NSAA/USNA on a semiannual or more frequent basis. Specific guidance for this inspection is contained in reference (a).

11. Department of Labor Occupational Safety and Health Administration (OSHA). OSHA may conduct a localized inspection in conjunction with a civilian employee's complaint alleging a workplace hazard. There are no scheduled inspections of DoD facilities by OSHA. However, DoD facilities experiencing an uncommon increase or continuing high level of Federal Employee

JUL 29 2011

Compensation Claims will be targeted for full-scale inspections or administrative assistance visits as appropriate.

a. Prior to the initiating action which results in modification or alteration of any equipment (noise control, guarding of moving parts, etc.) or structure (addition of exhaust ventilation, inside flammable storage room, chemical storage area, etc.), ensure that a design review is held by the Safety Department.

b. Request the advice and/or assistance of the Safety Department regarding planned changes to any equipment or structure.

303. DESIGN REVIEWS

1. Public Works Department/NAVFAC

a. Route through the NSAA Safety Department all requests for work which involve modifications or alterations to existing equipment and structures.

b. Submit to the Safety Department for design review all internally generated plans and specifications for modification/alteration of existing structures at the thirty and 90 percent drawing stages of preparation.

2. Safety Department

a. Coordinate with the Naval Health Clinic Industrial Hygienist, NSAA office of Emergency Management, and NSA Fire Prevention for a thorough review of drawings and/or specifications for the purpose of elimination or reduction of safety, health, fire, and life safety hazards in the engineering and designs phase of the project.

304. OPERATING PROCEDURES

1. Cost Center/Sub-Cost Center Heads, N-Codes. Submit to the Safety Department all standard operating procedures and similar directives which involve the use of machinery or toxic material for an operating procedure review.

2. Safety Department

a. Provide originators with recommendations for additions or deletions pertaining to relevant occupational

MAY 29 2011

safety and health standards. Operating procedures reviews will be provided to originators in writing including those which recommend no changes.

b. Procedures which involve hazardous/toxic materials will also be reviewed by the Naval Health Clinic Industrial Hygienist.

305. PURCHASING PROCEDURES

1. Hazardous Materials. Hazardous materials purchases will be made via the Consolidated Hazardous Materials Reutilization and Inventory Management Program (CHRIMP). All procurement of new chemical products must be approved by the Safety Department, Industrial Hygiene, and the Fire Department as appropriate.

2. New Equipment

a. Cost Center/Sub-Cost Center Heads and N-Codes will consult with the Safety Department on the intended purchase of any new equipment that would introduce possible hazards to the workplace.

b. Safety Department will review intended equipment purchases to ensure OSHA compliance noise abatement has been considered, location of use is compatible with available facilities, etc., and advise Department Heads/Division Officers accordingly.

c. Any credit card purchases of new equipment or machinery with Safety and/or health implications will be made in accordance with the requirements and limitations of the NSA Annapolis and U.S. Naval Academy Internal Operating Procedures for the use of the Government Commercial Purchase Card.

306. CONTRACT ACTIVITIES

1. Department Heads/Public Works will coordinate with the Safety Department all contracts that require work to be performed by contract personnel at the installation.

2. Safety Department

a. Review submitted contracts for inclusion of applicable occupational safety and health requirements.

JUL 29 2011

b. Consult with the Naval Health Clinic regarding those contracts that involve the use of toxic or hazardous materials.

c. Review contracts involving confined or enclosed spaces to specify Confined Space Entry Program requirements.

307. SPECIAL CONTROL STANDARDS

1. Objective. Provide standards necessary to protect employees and facilities from special hazards where documentation is not readily available or completely satisfactory.

2. Administration

a. Cost Center/Sub Cost Center Heads, N-Codes

(1) Implement controls for special hazards.

(2) Advise the Safety Department when special hazards are not provided with adequately documented controls.

3. Limitations on Hours of Duty and Service

a. The extended hours of duty and service can cause special mishap hazards. Therefore, the physical condition of the individual employee must at all times be the first consideration when extended hours of duty and service are being considered or worked. If there is any question that the extended hours will be detrimental to the employee's health or safety, the employee will not be allowed to work without concurrence of the Occupational Health Officer, Naval Health Clinic.

b. Regular vehicle drivers, on or off base, will comply with the hours of duty and services as restricted by Department of Transportation (DOT) Motor Carrier Safety Regulations. This allows a maximum of 10 hours of driving or 15 hours of duty following 8 consecutive hours of off duty and no more than 60 hours of duty in any 7-day work week.

c. All other duty drivers per DOT regulations are restricted to 16 hours of duty following 8 consecutive hours of off duty, the total in any 7 day period is not to exceed 60 hours.

JUL 29 2011

d. No waiver of these rules is allowable for off-base drivers.

e. Waivers to any of these requirements must be approved by the CO, NSA Annapolis or the Superintendent, USNA.

4. Transporting Personnel

a. Regardless of the method of transportation; be it bus, taxi, van, or truck, smoking is prohibited. Although not necessarily an immediately dangerous situation, health considerations (as defined in SECNAVINST 5100.12 series) must be addressed.

b. Transporting personnel with equipment or material not adequately secured to prevent movement is prohibited.

c. Motor vehicle operators transporting personnel in 15 passenger vans must complete 15-Passenger Van Operator training, available at the Safety Department website.

d. The scheduled transporting of personnel without adequately secured seating is prohibited.

e. All drivers and passengers of both government owned and privately owned moving vehicles will wear seat belts.

308. VISITOR SAFETY PROGRAM

1. Objective. Since visitors frequently have occasion to be on the installation, they could readily be exposed to unnecessary hazards. Visitors include salespersons, material pickup and delivery persons, tourists, meeting/special event attendees, visitors to base residences, applicants for employment, contract personnel, and many more. Their exposure to unnecessary hazards will be minimized or avoided at all times, and their safety while visiting will be of paramount importance.

a. The host guide for a visitor to a hazardous area will provide all necessary protective equipment and require its use. The Safety Department will be notified of all visitor mishaps within 24 hours of the mishap. Figure 3-1 shall be used to report visitor mishaps.

b. Contractor safety is handled through the office of the Naval Facilities Engineering Command (NAVFAC). No person

JUL 29 2011

will make direct contact with contractors or their personnel to make safety recommendations, to give advice, or orders. The only exception involves imminent danger, and the time available will not allow for contact to be made through NAVFAC. The Safety Department will be offered the opportunity to have a representative present at all pre-construction conferences to review private contractors' procedures. This review is intended to ensure that proper safety precautions are prescribed that will, to the maximum extent feasible, protect personnel from injury and/or property damage. Safety Department reviews of contractor procedures may include recommendations that are based on known potential hazards at the time of review. It is still the contractor's responsibility to ensure that all applicable regulations are followed for hazardous conditions that arise during the course of work.

2. Administration

a. Cost Center/Sub-Cost Center Heads, N-Codes

(1) Enforce the observance of all applicable safety standards.

(2) Provide training and/or personal protective equipment to visitors in hazardous work areas.

b. Safety Department

(1) Monitor the effectiveness of the visitor safety compliance during routine inspections.

(2) Notify the unit supervisor of problems or deficiencies.

309. NAVY EMPLOYEE REPORTS OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS

1. Background. The prevention of accidents, injuries, and occupational illnesses is the primary objective of the Department of the Navy Safety and Occupational Health Program. Detection of unsafe or unhealthful working conditions at the earliest possible time and the prompt abatement of related hazards at the lowest possible working levels are essential elements in meeting the objective. Implementation of the provisions set forth below will provide a means to achieve this end. To minimize the necessity for personnel to resort to written reports or appeal procedures, all management and

JUL 29 2011

supervisory personnel have responsibility for initiating prompt corrective action for unsafe or unhealthful conditions existing within their areas of authority and for initiation of work stoppage where imminent danger situations are observed.

2. Definitions of Violations

a. Imminent Danger. Any condition(s) or practice(s) in any place of employment in which a danger exists that could reasonably be expected to cause death or serious physical harm immediately or before the danger can be eliminated or abated.

b. Serious Violations. Violations in which there is a substantial probability that death or serious physical harm could result.

c. Non-serious Violations. Violations where an accident or occupational illness would probably not cause death or serious physical harm, but would have a direct or immediate relationship to the safety or health of employees.

d. De Minimis Violations. Violations which have no direct or immediate relationship to safety or health. An example would be where the height of letters on an exit sign does not meet appropriate standard.

3. Navy Employee Reports and Actions

a. Any Navy employee or representative of such employees who observes an unsafe or unhealthful practice or condition should advise the cognizant workplace supervisor. The supervisor will investigate the reported hazard and initiate appropriate corrective actions. Supervisors will contact the Safety Department for assistance as necessary and will keep the reporting employee informed of all actions taken.

b. Employees may make a written report of a hazardous condition to the Safety Department using OPNAV Form 5100/11 (Figure 3-2) or via ESAMS. Oral and e-mail reports will also be accepted and will be processed in the same manner as written reports.

c. Employees desiring anonymity may do so by checking the appropriate block on OPNAV Form 5100/11.

JUL 29 2011

4. Action

a. Cost Center/Sub-Cost Center Heads, N-Codes

(1) Encourage employee participation in the identification and reporting of unsafe or unhealthful conditions.

(2) Encourage oral reports of hazards by employees to workplace supervisors for the purpose of ensuring prompt correction of hazards at the lowest level of management.

(3) Ensure prompt corrective action for unsafe and unhealthful conditions. When imminent danger situations are observed, corrective action will be immediate or work stoppage will be initiated.

b. Safety Department

(1) Upon the receipt of a hazardous report, contact the originator by telephone to acknowledge receipt and discuss the seriousness of the reported hazard.

(2) Advise the cognizant supervisor that a hazard has been reported. (Maintain the anonymity of those employees who have reported it.)

(3) Investigate all reports. Alleged imminent danger situations will be investigated within 24 hours. Potentially serious situations will be investigated within 3 days. If the reported situation involves a health hazard, as opposed to a safety hazard, refer the report to the Occupational Health Officer, Naval Health Clinic for investigation as necessary.

(4) Provide an interim or complete response in writing to the originator of the report within 10 working days of receipt. In cases where an interim response is given, a projected date of completion will be provided. A complete response will be provided upon the correction of the hazard. The complete response will indicate the appropriate channels for formal appeal. In the event that a hazard report also involves a grievance action, the hazard report need not be processed unless it indicates a need for priority action in the interest of safety and health.

JUL 29 2011

5. Appeal Procedures

a. If the originator of a report is dissatisfied with the assessment of the alleged hazard made by the Safety Department or with actions taken to abate a confirmed hazard, he or she is encouraged to confer with the Safety Manager to discuss the matter further. If, after this discussion, the originator remains dissatisfied, an appeal to the Commanding Officer or USNA Superintendent may be made. The appeal (or report) will be in writing and contain, at least, the following information:

(1) A description of the alleged hazard including its location and standards violated (if known). A copy of the original hazard report will suffice.

(2) How, when, and to whom the original report of the alleged hazard was submitted.

(3) What actions (if known) were taken as a result of the original report.

b. The CO, NSAA or Superintendent, or a representative, will respond to the originator of the appeal within 10 working days. An interim response will suffice if the investigation is incomplete at that time. The final response will contain the office and address of the next higher level of appeal.

c. If the employee is still dissatisfied or has not received a response within 20 working days, he or she may further appeal as described below. Subsequent appeals may be submitted if the originator is still not satisfied with the action taken as a result of the previous appeal. He or she may appeal to the Chief of Naval Operations, Assistant Secretary of the Navy, (ASN Installations and Environment), Assistant Deputy Under Secretary of Defense (ADUSD (SH)), Deputy Under Secretary of Defense (Environmental Security Attn: DUSD (ES) and the Department of Labor, Office of Federal Agency Safety Programs. Each appeal will include the information prescribed in paragraph 308.5a (1)-(3) with emphasis on the actions taken by the reviewing authority on the previous appeal satisfied. Each response by the reviewing authority will be as prescribed in paragraph 308.5a.

d. The final appeal authority for military personnel is the DUSD (ES). In the event that a civilian employee is not satisfied with the result from the DUSD (ES), he or she may

JUL 29 2011

contact, in writing, the Office of Federal Agency Safety Programs, U.S. Department of Labor, Washington DC 20210. This final appeal must describe in detail the entire previous processing of the appeal and set forth objections thereto.

6. Reports to OSHA. The preceding procedures of this paragraph provide a mechanism for all Navy employees to report unsafe and unhealthful working conditions for in-house resolution. Navy civilian employees may also submit complaints alleging workplace hazards directly to the Department of Labor (OSHA). However, the Secretary of Labor encourages employees to use the Navy in-house hazard reporting procedures as the most expeditious means to achieve abatement. Such complaints may serve as the basis for investigations or inspections by OSHA officials.

JUL 29 2011

VISITOR MISHAP REPORT

DATE OF REPORT: _____ TIME OF REPORT: _____ DATE OF INJURY/MISHAP: _____

NAME OF INJURED _____ COMMAND _____ UIC _____

SEX: M F _____ AGE: _____

PERSON REPORTING MISHAP _____ YES: ___ NO: ___
SUPERVISOR _____ PHONE # _____ BLDG. # _____

TYPE OF MISHAP: PERSONAL INJURY: _____ PROPERTY DAMAGE: _____ MOTORCYCLE: _____
PRIVATE VEHICLE: _____ GOVERNMENT VEHICLE: _____

TIME OF MISHAP: _____

LOCATION OF MISHAP: ON BASE: _____ OFF BASE: _____ BLDG. #: _____

DRIVER(S) OF MOTOR VEHICLE(S): _____

MOTOR VEHICLE(S): _____

PROPERTY: _____

NATURE OF INJURY/PROPERTY DAMAGE:

HOW MISHAP OCCURRED: _____

MEDICAL TREATMENT: YES: ___ NO: ___ DATE: _____ WHERE: _____

RETURN VISIT: YES: ___ NO: ___ WHERE: _____

CORRECTIVE ACTION/COMMENTS: _____

SUPERVISOR _____ DATE _____

PLEASE FORWARD TO SAFETY DEPARTMENT:
YARD MAIL - STOP 23j
FAX - 410-293-4849

NAVY EMPLOYEE REPORT OF UNSAFE OR UNHEALTHFUL WORKING CONDITION

THIS FORM IS PROVIDED FOR THE ASSISTANCE OF AN EMPLOYEE AND IS NOT INTENDED TO CONSTITUTE THE ONLY METHOD BY WHICH A REPORT MAY BE SUBMITTED

1. THE UNDERSIGNED (check one) EMPLOYEE REPRESENTATIVE OF EMPLOYEES
BELIEVES THAT A VIOLATION OF AN OCCUPATIONAL SAFETY OR HEALTH STANDARD WHICH IS A JOB SAFETY OR HEALTH HAZARD HAS OCCURRED AT

- a. Navy installation/activity and mailing address
- b. Building or worksite where alleged violation is located, including address

2. NAME AND PHONE NUMBER OF GOVERNMENT SUPERVISOR AT SITE OF VIOLATIONDD

3. DOES THIS HAZARD IMMEDIATELY THREATEN DEATH OR SERIOUS PHYSICAL HARM? NO YES

4. BRIEFLY DESCRIBE THE HAZARD WHICH EXISTS INCLUDING THE APPROXIMATE NUMBER OF EMPLOYEES EXPOSED TO OR THREATENED BY SUCH HAZARD

5. IF KNOWN, LIST BY NUMBER AND/OR NAME, THE PARTICULAR STANDARD (OR STANDARDS) ISSUED BY THE AGENCY WHICH YOU CLAIM HAS BEEN VIOLATED

6. TO YOUR KNOWLEDGE, HAS THIS VIOLATION BEEN THE SUBJECT OF ANY UNION/MANAGEMENT GRIEVANCE OR HAVE YOU (OR ANYONE YOU KNOW) OTHERWISE CALLED IT TO THE ATTENTION OF, OR DISCUSSED IT WITH, THE GOVERNMENT SUPERVISOR

NO YES (List results, including any efforts by management to correct Violation)

7. EMPLOYEE NAME (PLEASE PRINT OR TYPE CLEARLY)	8. EMPLOYEE SIGNATURE
-------------------------------------------------	-----------------------

9. EMPLOYEE ADDRESS	10. EMPLOYEE PHONE NUMBER
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11. MAY YOUR NAME BE REVEALED? NO YES	12. ARE YOU A REPRESENTATIVE OF EMPLOYEES? NO YES (List organization name)
------------------------------------------	-------------------------------------------------------------------------------

13. DATE FILED:

JUL 29 2011

CHAPTER 4

OCCUPATIONAL HEALTH AND INDUSTRIAL HYGIENE

401. GENERAL

1. The occupational health and industrial hygiene activities are administered by the Director, Health Services, Naval Health Clinic, Annapolis, in close cooperation with the Safety Department.

2. Occupational Health is concerned with:

a. Evaluation and treatment of work-related injuries and illnesses.

b. Pre-placement, special purposes, and termination physicals.

c. Preventive programs related to health including medical surveillance examinations.

d. Maintenance of employee medical records.

e. Emergency evaluation and treatment of non-occupational illnesses reported while at work.

f. Participation in the Physical Demands Program including the determination of physical requirements and the physiological disabilities of the individual worker and the preparation of work limitation orders.

g. Completion of medical reports required by higher authority and the Office of Workers Compensation Programs.

3. Industrial Hygiene is concerned with:

a. Inspecting workplaces and reviewing processes to identify and evaluate hazards and recommend controls or corrective measures to protect employee health.

b. Reviewing records with Occupational Health to determine the need for corrective action in the workplace or use of protective equipment.

c. Operating an education program for improvement of workplace conditions.

JUL 29 2011

402. OCCUPATIONAL HEALTH

1. Physical Examinations

a. Objective. To provide a systematic program of periodic physical examinations of selected workers to ensure their health and efficiency. In addition, periodic special examinations are provided on a voluntary basis.

b. Pre-placement physical examination. Certain employees, at the time they are hired, transferred in, or upon change of occupation, are required to report to Occupational Health at the Naval Health Clinic for a pre-placement physical examination or interview. The extent of the examination will be determined by Occupational Health based on occupation.

c. Periodic physical examinations. Certain employees are exposed to chemical or physical hazards such as: asbestos, airborne lead fumes or dust, hazardous noise, laser beams, and require special and/or annual physical examinations. Periodic medical examinations will be based primarily on the results of the most recent industrial hygiene survey.

d. Termination physical examination. Certain employees will receive a termination physical examination or interview at separation or transfer. The extent of the examination will be determined by the Occupational Health Officer based on the employee's exposure history and any special or periodic physical examinations previously required.

e. Special health program. Employees will be provided occasional opportunities to participate voluntarily in special health maintenance programs such as those for TB detection or influenza immunization.

f. Administration

(1) Cost Center/Sub-Cost Center Heads, N-Codes

(a) At the request of Naval Health Clinic Annapolis, make all necessary arrangements for each identified employee to be present for the required examination.

(b) Assure supervisors monitor their subordinates for any apparent health changes that may be related to work and arrange for a medical consultation and/or examination.

JUL 29 2011

(c) Take corrective action to implement recommendations of Occupational Health.

(2) Human Resources Department

(a) Provide a Certificate of Medial Examination for selected new employees to Naval Health Clinic Occupational Health to establish medical records and provide physical examination requirements as requested.

(b) Make sure personnel requiring termination physical examinations check out through Naval Health Clinic Occupational Health.

2. Hearing Conservation Program

a. Objective. The goal of the Navy Hearing Conservation Program is to prevent occupational noise-related hearing loss among civilian and military Navy personnel. The program will include the following elements:

(1) Work environments will be surveyed to identify potentially hazardous noise levels and personnel at risk, where feasible.

(2) Environments that contain, or equipment that produces potentially hazardous noise levels should be modified to reduce the noise level to acceptable levels. Where engineering controls are not feasible, administrative controls will be employed.

(3) Periodic hearing tests will be conducted to monitor the heavily exposed workers as well as the effectiveness of the Hearing Conservation Program. Early detection of temporary threshold shifts allows further protective action to be taken before permanent hearing loss occurs.

(4) Education is vital to the overall success of a Hearing Conservation Program. Understanding the permanent nature of noise-related hearing loss, the Command Hearing Conservation Program, and the individual's responsibilities in hearing conservation are all essential.

b. Administration

(1) Occupational Health

JUL 29 2011

- (a) Conduct audiometric testing of employees.
- (b) Procure, fit, and issue noise protective ear plugs.

(2) Naval Health Clinic Industrial Hygiene in cooperation with the Safety Office will:

(a) Conduct noise measurement surveys and provide recommendations to the appropriate Cost Center/Sub-Cost Center Heads and N-codes regarding those areas where engineering studies should be made to abate hazardous noise.

(b) Identify those areas and operations which are noise hazardous and ensure that they are appropriately posted.

(c) Advise operating departments in their noise abatement efforts.

(d) Maintain a current roster of all personnel exposed to hazardous noise and keep Occupational Health advised of all additions and deletions.

(3) Public Works Department will provide, on request, recommended engineering controls to reduce hazardous noise to acceptable levels wherever technologically and economically feasible.

(4) Cost Center/Sub-Cost Center Heads, N-Codes

(a) Conduct continuing hazardous noise abatement efforts based on recommendations by Industrial Hygiene, the Safety Department, and Public Works engineers.

(b) Inform the Safety Department of those areas and jobs that are considered noise hazardous, including all areas where voice communication difficulties are noted; e.g., using loud voices at short range (arm length between persons).

(c) Provide ear protection devices approved by the Safety Department.

(d) Enforce the use of hearing protective devices in noise hazardous areas when the noise source is in operation.

JUL 19 2011

(e) Require that all employees assigned to noise hazardous areas or jobs are in the audiometric testing program, including pre-placement testing in addition to periodic testing.

(f) Advise the Safety Department and Industrial Hygiene of any proposed engineering or equipment changes that could result in an increase or reduction of established noise levels so that new sound levels can be ascertained.

(5) Supervisors

(a) Enforce the wearing of hearing protective devices in the presence of hazardous noise.

(b) Ensure adequate quantities of hearing protective devices are available for noise.

(c) Make sure those persons subject to hazardous noise are in the audiometric testing program and that their names are on file with the Safety Office.

(d) Include Navy Hearing Conservation Program in work unit safety training. Encourage personnel to use hearing protection off duty when exposed to noise hazards such as power equipment. Provide Hearing Conservation training to employees. Hearing Conservation training is an annual requirement.

3. Sight Conservation Program

a. Discussion. Navy policy requires that Navy personnel employed in eye hazardous areas or operations be provided adequate eye protection at government expense. Employees will be required to wear appropriate eye protection equipment when performing eye hazardous operations such as pouring or handling of molten metals or corrosive liquids and solids, cutting and welding, drilling, grinding, milling, chipping, and grit-blasting, or other dust-producing operations. Any persons in the vicinity of such operations, including other workers, supervisors, or visitors, will also be required to wear eye protective equipment. The basic elements of the Sight Conservation Program are:

(1) Determination/evaluation of eye hazards, processed, and occupations.

(2) Operation of an employee vision screening program.

JUL 29 2011

(3) An effective equipment maintenance program.

(4) Procedures for use and application of temporary eyewear.

(5) A comprehensive training/education program.

(6) Effective program enforcement procedures.

b. General

(1) Any employee who is found to have vision in one eye which is 20/200 (corrected) or worse will be considered visually impaired. Employees who have visual impairment will not be assigned duties which would present a hazard to his or her remaining eye. In addition, such employees will wear protective eyewear at all times regardless of his/her occupation or work station while on the installation or off base on official business.

(2) Contact lenses cannot be worn in hazardous operations/areas where there is a reasonable probability that dust, chemicals, or airborne particulates may lodge between the lens and the eye, resulting in injury.

(3) It is management's responsibility to provide eye protection equipment, and it is the employee's responsibility to use the equipment, when required.

(4) Personnel working with or near potentially harmful chemicals or other corrosive materials must know the location of the nearest eyewash fountain and how to use it.

(5) Personnel requiring prescription safety glasses must have an eye examination by a private provider. The employee and supervisor will complete the Request for Prescription Safety Glasses form (figure 4-1) and provide the form to the Safety Department. The Safety Department will administer the program and provide safety eyewear at no cost to the employee.

(6) Simple first aid measures: No attempt should be made to remove a particle lodged in the eyeball or to wash eye that has been cut in any way. A clean dressing can be placed lightly over the eye until the victim gets medical help. Cold compresses should be applied to the bruised eye. Chemical burns

JUL 29 2011

call for immediate flushing with copious amounts of potable water. Medical attention is required in all eye injury case regardless of apparent severity.

c. Administration

(1) Safety Office

(a) Maintain a listing of all areas, processes, and occupations which require eye protection.

(b) Procure prescription safety glasses as needed.

(c) Reevaluate designated eye hazardous areas and processes during scheduled facilities safety inspections to determine the continuing need for eye protection.

(d) Ensure that the requirements of the Sight Conservation Program are enforced.

(e) Develop and implement a sight conservation education program and curriculum.

(2) Supervisors

(a) Request prescription safety glasses for subordinates using NSAA 5100/01, (Figure 4-1). Forms are available in the Safety Office.

4. Radiological Safety Program

a. Objective. Ensure through provision of proper facilities, equipment, maintenance procedures, monitoring devices, and medical examinations that the level of employee exposure to radiation is properly controlled and minimized.

b. General. Adequate precautionary measures will be established to prevent excessive exposure of personnel to ionizing radiation.

c. Administration. The administration of this program is covered in USNAINST 11080.1(series).

5. Laser Safety Program

JUL 14 2011

a. General. The application of lasers, both commercial and military, have increased the probability of personnel exposure to injurious levels of laser radiation.

b. Administration. This program is administered by the Division of Math and Science. Oversight for this program will be by the Safety Department.

403. INDUSTRIAL HYGIENE

1. General. Industrial Hygiene personnel recognize, evaluate, and make recommendations to control potential workplace hazards. Evaluation of workplaces requires a sound, logical workplace exposure assessment. The purpose of the assessment is to:

- a. Assess potential health risks faced by personnel.
- b. Differentiate between acceptable and unacceptable exposures.
- c. Control unacceptable exposures.
- d. Establish and document a historical record of exposure levels.
- e. Communicate exposure-monitoring results.
- f. Ensure and demonstrate compliance with Federal and Navy criteria.

2. Administration

a. Naval Health Clinic

(1) Provide the installation with a periodic industrial hygiene survey based on hazard category to include at a minimum, the following information:

(a) Descriptions of operations, tasks and work practices that take place in the workplace. This description shall include a layout sketch incorporating relevant aspects of the number of persons assigned to the operation/task and the specific work area occupied.

JUL 29 2011

(b) A list of physical hazards in the workplace that present significant risk including a description of their sources.

(c) A description of existing controls.

(d) Groups of workers expected to have similar exposure.

(2) Exposure Assessment. Based on the information obtained during the walk-through surveys, assess if there is significant personal exposure to toxic chemicals and/or harmful physical agents. A written record will be maintained for each workplace where toxic chemicals and/or harmful physical agents may be found. The record will include the rationale for any negative determination.

(3) Workplace Monitoring Plan. Develop and implement a workplace-monitoring plan for each workplace where the exposure assessment indicates that an employee maybe exposed to toxic chemicals and/or harmful physical agents.

(4) Workplace Monitoring Program

(a) Maintain the workplace monitoring plan.

(b) Conduct periodic sampling as specified by the plan.

(c) Evaluate and interpret the data to determine the degree of personnel exposure.

b. Safety Department. Coordinate Workplace Monitoring Program requirements and activities with the Naval Health Clinic Industrial Hygienist as needed.

404. BLOODBORNE PATHOGENS

1. The Naval Health Clinic and the Safety Department will ensure provisions for the administration of a Bloodborne Pathogens Control program consistent with the requirements of 29 CFR 1910.1030 and reference (a).

2. The program will provide for a written exposure control plan designed to eliminate or minimize employee exposure per 29 CFR 1910.1030(c)(1) and reference (a).

JUL 29 2011

3. Responsibilities

a. Safety Department

(1) Ensure Exposure Control Plan is reviewed and updated per reference (a).

(2) Coordinate with affected departments to ensure annual Bloodborne Pathogens Control Program training is being conducted.

(3) Ensure the exposure control plan is accessible to employees.

b. Naval Health Clinic

(1) Act as the final technical authority with respect to the exposure control program.

(2) Make Hepatitis B vaccination available to all employees who have occupational exposure after completion of required training and within 10 days of initial assignment.

(3) Ensure employee receives a confidential medical evaluation following report of an exposure incident.

(4) Maintain all exposure control records.

c. Departments for which the Bloodborne Pathogens Control Program applies:

(1) Observe the requirements of universal precautions to prevent contact with blood and other potentially infectious material.

(2) Establish engineering and work practice controls to eliminate or minimize employee exposure. Ensure affected employees receive, at a minimum, annual Bloodborne Pathogen Training.

(3) Provide the Naval Health Clinic specific information following any exposure incident.

405. OCCUPATIONAL REPRODUCTIVE HAZARDS

1. A reproductive hazard is defined as any occupational stressor (biological, chemical, or physical) that has the

JUL 29 2011

potential to adversely affect the human reproductive process. For example, it is well known that central nervous system problems often occur in the offspring of mothers exposed to organic mercury during pregnancy. Therefore, based on the examples cited, organic mercury can be classified as a reproductive stressor. Many reproductive hazards also cause other adverse health effects; for example, ethylene oxide is also known to be a carcinogen (i.e., produces cancer).

2. In recent years, concern over reproductive hazards in the workplace has increased significantly. Reasons for this heightened concern include:

a. More and more females are found in the industrial setting (even though many reproductive hazards also affect men).

b. Increased knowledge of the adverse health effects.

c. Introduction of more exotic materials in the workplace.

d. Increased media attention to these hazards, in particular when litigation is involved. In March 1991, a landmark decision by the United States Supreme Court ruled that women of childbearing age could not be excluded from employment as a precautionary measure to protect a fetus (existing or future) from exposure to a reproductive hazard and that such an exclusionary policy is in violation of existing Equal Employment Opportunity legislation.

3. Policy

a. NSAA, USNA and other tenants will provide safe and healthful working conditions for all employees that will not damage or affect their fertility or offspring.

b. Occupational exposure criteria (permissible exposure limits, etc.) that are considered to cause reproductive dysfunction are limited. The goal is to keep exposures to all reproductive chemical stressors listed in references (a) and (b) as low as reasonable achievable.

c. No individual shall be denied employment due to potential exposure to reproductive hazards/stressors. Furthermore, administrative controls implemented to minimize exposure to reproductive hazards shall not result in reduction of pay or promotion potential.

JUL 29 2011

4. Responsibilities

a. Naval Health Clinic

(1) Conduct a reproductive hazard assessment (including negative determinations) as part of annual and/or periodic industrial hygiene surveys. Reproductive stressors shall be clearly annotated on the list of hazardous materials.

(2) Make recommendations to reduce exposure to reproductive hazards via elimination or substitution.

(3) Specify personal protective equipment (PPE), including respirators, as a last resort when other abatement methods are not possible.

(4) Conduct a reproductive hazard medical surveillance program, initial intervention strategies, provide education, and analyze data on adverse reproductive outcomes based on the findings of Industrial Hygiene.

(5) Provide counseling to patients who have been directly exposed.

b. Supervisors

(1) Refer pregnant personnel or others who may be exposed to occupational reproductive stressors to the Naval Health Clinic, Occupational Health (or personal physician if the employee prefers).

(2) Fill out, with the employee, the Occupational Exposures of Reproductive Concern questionnaire (available from the Naval Health Clinic) and submit it to the Occupational Health Clinic.

(3) Implement hazard abatement actions as specified by the Industrial Hygienist and/or Safety Office.

(4) Provide training to employees regarding reproductive stressors as outlined in Industrial Hygiene surveys.

JUL 29 2011

c. Safety Department

(1) Advise managers and supervisors on required measures to reduce reproductive stressors and actions to be taken when the need for a medical evaluation arises.

(2) Provide guidance to the hazardous materials warehouse personnel on the substitution of reproductive hazardous chemicals with safer products.

(3) Ensure training of personnel on occupational reproductive hazards is conducted. Such training may be included in the command indoctrination programs or as part of the Hazard Communication Program.

(4) Ensure the prescribed personal protective equipment is provided.

(5) Function as the NSA Annapolis liaison on all matters pertaining to this program.

(6) Refer all employee questions regarding pregnancy employment issues to the applicable Human Resources Department.

406. INDOOR AIR QUALITY MANAGEMENT

1. Poor indoor air quality (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, an effort should be made to evaluate, maintain, and improve IAQ.

2. Multiple causes of poor IAQ exist, anyone of which could decrease the quality of the work environment. Some examples are:

a. Unacceptable Humidity Ranges: Low humidity may lead to dryness and irritation of the nose, throat, skin, and eyes. High humidity aids in the growth of certain molds. Susceptible individuals can experience allergic reactions to mold spores and particulate matter from the breakdown of mold protein.

b. Carbon Dioxide (CO₂) Levels: Lack of sufficient fresh air leads to high carbon dioxide concentrations in work spaces. Lack of fresh air may cause fatigue, drowsiness, poor concentration, and the sensation of temperature extremes without actual temperature changes. Increased CO₂ levels are not

JUL 29 2011

correlated with other contaminant levels but with the ability of the ventilation system to provide and circulate fresh air and dilute, remove, and recalculate "stale" air.

c. Off-Gassing of Chemicals. Many modern office furnishings and equipment contain off-gas chemicals. Adhesives, carpeting, upholstery, manufactured wood products, copy machines, pesticides, and cleaning agents are examples of items that off-gas.

d. Tobacco Smoke. Smoking and second hand smoke, otherwise known as environmental tobacco smoke (ETS), contributes to poor IAQ. According to the Environmental Protection Agency, tobacco smoke contains roughly 4,700 different chemical compounds, including about 43 carcinogens. Smoking is prohibited in government buildings and government motor vehicles. Smoking is permitted in designated smoking areas, outside of buildings and away from entrances, windows, etc.

e. Biological Contamination. Biological contaminants such as bacteria, molds, pollen, and viruses may be present in stagnant water, air ducts, humidifiers, or drain pans. Water-damaged material and insect and bird droppings contribute to biological contamination. Biological contaminants can trigger allergic reactions, some types of asthma in susceptible individuals, and can cause some common infectious diseases.

f. Building Modifications. Physical modifications within buildings usually generate dust. Improper isolation techniques can release asbestos, lead, and other contaminants into the renovated building's ventilation systems.

3. Proper design for new and renovated buildings preclude many IAQ problems. However, structures that have been modified may experience heating, ventilating, and air conditioning (HVAC) problems, (e.g., HVAC not capable of providing adequate fresh air for new uses of the space).

4. IAQ Investigation Approach. Individuals or departments working in buildings with indications of poor IAQ shall report the problem(s) to their immediate supervisors. The supervisors shall contact the First Lieutenant. The Safety Manager will coordinate all response actions with the PWD. The Safety Manager shall request that the Industrial Hygienist initiate an IAQ investigation if assistance is needed.

JUL 29 2011

5. ETS. A prime source of poor IAQ is environmental tobacco smoke. Many nonsmokers find environmental tobacco smoke offensive for indoors. DoD mandates smoke-free workplaces. It is U.S. Navy policy to protect all personnel in working and public living environments from involuntary exposure to ETS.

a. Smoking is prohibited in all government vehicles and buildings. This applies to all Navy and Marine Corps active duty, civilian, dependents, and visitors in DON-controlled locations.

b. Smoking is only permitted in individually assigned family and bachelor living quarters and in Navy lodge rooms designated for smoking except when individual housing units are served by a common HVAC system. In such circumstances, management should make reasonable efforts to designate sufficient smoking quarters for smoking members. No air from smoking quarters shall circulate with air entering nonsmoking quarters.

c. Smoking is not permitted in common spaces of multiple housing units (e.g., family housing apartment complexes, bachelor quarter, Navy lodges, etc.). A common place is defined as any space within a building common to all occupants and visitors such as corridors, elevators, lobbies, lounges, stairways, rest rooms, cafeterias, snack bars, barber shops, laundry rooms, etc.

d. Outdoor areas designated for smoking will not be located in areas commonly used by nonsmokers (e.g., entrance areas), and will not be in the immediate vicinity of supply air intakes or building entry ways/egresses.

6. Facility Design and Maintenance Requirements

a. New and renovated buildings shall be designated and constructed to meet the latest American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE) standards.

b. Air intakes and exhaust vents or stacks should be properly located during new and renovated building construction.

(1) Fresh air intakes shall not be located above loading docks. This avoids pulling truck exhaust and odor from dumpsters directly into the building. Fresh-air intakes should be located on prevailing wind side of the building.

JUL 29 2011

(2) Exhaust vents should be located on the opposite side of the building from fresh-air intakes.

(3) Extend all exhaust stacks or chimneys beyond the roof line of the building. They should attain sufficient height to ensure that exhaust gases release into the true airflow over the building. If located lower than the true airflow, exhaust gases could swirl at the edges of the building and be pulled back inside through a fresh-air intake.

(4) Caps shall not be placed over exhaust stacks or chimneys. Birds and debris screens should be used over all HVAC intake and exhaust openings.

c. New and renovated buildings shall be designed to ensure HVAC systems are accessible for maintenance actions, especially preventive maintenance.

d. Personnel shall not make unauthorized modifications to the HVAC systems, (e.g., blocking off vents, cutting into duct work to create new vents, removing inspection panel and ceiling tiles, etc.).

7. Cost Center/Sub-Cost Center Heads, N-Codes

a. Establish smoke-free buildings and zones.

b. Ensure that IAQ issues are considered in the design of new buildings.

c. Coordinate with Naval Facilities Engineering Command to ensure that new building design adheres to ASHRAE standards.

d. Develop and implement an effective program of routing inspections and preventive maintenance of all HVAC systems and spaces, including HVAC accessibility.

e. Ensure that employee concerns or complaints of IAQ problems are investigated and resolved in a timely manner.

f. Ensure HVAC system meets the requirements as stated in section 406 of this instruction.

g. Report alleged IAQ problems to Building First Lieutenants who in turn must notify the Public Works Department and Safety Department.

JUL 29 2011

8. Responsibilities

a. Supervisors

(1) If poor IAQ is indicated or reported, conduct an investigation for possible immediate causes (e.g., vehicle exhaust near an air intake, chemical usage, smoking, etc.).

(2) Assist personnel conducting IAQ investigations by providing information on processes, modifications, or any other possible factors impacting the work environment.

(3) If possible, take appropriate action(s) to eliminate the cause of poor IAQ. If corrective action cannot be immediately taken, initiate interim measures as prescribed by PWD, Safety Department, and/or medical personnel.

b. Safety Department

(1) Coordinate with management and the Public Works Department in finding an immediate cause and solution to IAQ problems.

(2) Contact Industrial Hygiene to initiate an IAQ investigation if the cause cannot be immediately determined.

(3) Check for potentially poor IAQ causes as a part of scheduled safety inspections.

c. Naval Health Clinic

(1) Provide Industrial Hygiene support to investigate alleged poor IAQ.

(2) If necessary, initiate a request for the services of the Consultative Assistance Team to assist in IAQ investigation beyond the scope of local health and safety personnel.

(3) Include an evaluation of any obvious potential poor IAQ causes in scheduled industrial hygiene surveys.

(4) Provide medical evaluations to personnel experiencing symptoms from alleged poor IAQ.

JUL 29 2011

REQUEST FOR PRESCRIPTION SAFETY GLASSES

Date: _____

From: _____
(Department/Division/Work Center)

To: Safety and Occupational Health Program Director

1. It is requested that _____
(Name of Employee)

be provided prescription safety glasses. The eye hazard(s) encountered by this employee is/are: *(be specific)*

2. Employee functions for the government as a: _____
(Job Title)

3. Eye hazardous area: _____
(Give location, e.g. Carpenter Shop)

4. Individuals retiring or separating from the USNA/NSA Annapolis Area complex within 60 days are not eligible for new prescription safety glasses.

(Signature of Supervisor)

Approved:

Safety and Occupational Health Program Director

CHAPTER 5

EDUCATION AND TRAINING

501. GENERAL. The greater the individual employee's level of knowledge concerning OSH matters, the more likely the workplace will be safe and accident free. The widespread dissemination of specific OSH training and education through formal training schools, formal and informal safety education meetings, and all other means available will be used. Much of NSA Annapolis safety training is conducted and recording using the Enterprise Safety Application Management System (ESAMS).

502. NEW MANAGER SUPERVISOR OSH TRAINING. Within 180 days of appointment, newly appointed supervisors will receive OSH training by the Safety Department or web-based programs to acquaint them with their responsibilities in the overall OSH program. This training may also be incorporated in the command indoctrination program. The Safety Department will schedule OSH training for new supervisors every 6 months. This training can be accomplished via classroom training, or web-based programs forwarded to affected personnel by the Safety Department.

503. PERIODIC MANAGEMENT AND SUPERVISORY OSH TRAINING.

1. Objective. Periodically provide OSH training to better educate management and supervisors in the established safety standards, occupational health, and industrial hygiene so as to enable them to recognize unsafe/unhealthful working conditions and practices in the workplace.

2. Frequency. As needed based on the degree of hazards within the scope of each supervisor's operations.

3. Administration

- a. The Safety Department will develop and coordinate the training.

- b. The Safety Department will coordinate OSH training on specialized topics using such media as films, handouts, etc. Annual OSH training plans will be developed by the Safety Department and forwarded to all departments at the beginning of the fiscal year.

JUL 29 2011

504. WORK AREA/SHOP OSH TRAINING

1. Objective. Provide a means for the regular meeting of supervisors and their subordinates to review work shop safety and also to discuss safety improvements, problems, and ideas.

2. Frequency. A minimum of one training session monthly. Supervisors are strongly urged to conduct OSH training more frequently and/or prior to performing high risk jobs. Web-based safety training programs may also be used. Refer to annual OSH training plan to ensure mandatory topics are covered.

3. Reports. Report each OSH training session to the Safety Department using (Figure 5-1). Web-based (e.g. ESAMS) safety training automatically documents employee training after completion. Additional documentation does not need to be sent to the Safety Department.

4. Administration. Individual supervisors will prepare, coordinate, and ensure that OSH training has full attendance and submit reports as noted above.

505. NEW EMPLOYEE ORIENTATION (SAFETY) AND INDOC TRAINING

1. Objective. To advise new employees of their rights and responsibilities under the NAVOSH Program.

2. Administration. The Training Officer will advise the Safety Manager of new employees and incorporate safety into the indoctrination program.

3. Action. The Safety Manager or a trained representative will conduct new employee safety indoctrination to include:

a. Navy and NSA/USNA Safety and Occupational Health policy.

b. Employee Safety responsibilities and rights (including mishap reporting).

c. Principles of hazard recognition and control.

d. Employee hazard reporting procedures.

e. Mishap reporting procedures.

f. Introduction and overview of OSHA Hazard Communication Program and the Navy.

g. Hazardous Materials Control and Management Program, including local implementation.

h. Overview of commonly used hazardous materials used at the installation.

i. Specific hazards commonly encountered on the installation.

j. Principles of Risk Assessment.

k. Traffic Safety

l. Introduction to the local Occupational Health Program.

506. SPECIAL OSH TOPICS

1. Throughout each year, the Safety Department will coordinate/conduct training on specialized topics. Such training may be large scale or tailored to individual shops.

2. Special training topics will be promulgated on the annual training plan and will be announced at least 2 weeks in advance.

JUL 29 2011

CHAPTER 6

MISHAP REPORTS

601. GENERAL

1. Thorough investigation and reporting of mishaps is essential to administering an effective safety and occupational health program. Mishap data supplies information vital to planned and coordinated mishap prevention activities at all levels. ESAMS is a valuable tool for mishap reporting and will be used to report all mishaps.

2. Mishaps will, therefore, be immediately reported and investigated so that:

a. Appropriate remedial action can be taken to prevent recurrence.

b. The best factual data is obtained.

c. The details of materials handling equipment, vehicle, and property damage mishaps are current and complete.

d. The details of personal injury mishaps are current and complete.

e. Timely reports required by higher authority are dispatched.

f. A statistical analysis may be performed for the purpose of determining future mishap prevention.

3. The requirements for mishap investigating and reporting, as outlined in this chapter, will be followed by all military and civilian personnel. A brief summary of these requirements is listed in question and answer format in Figure 6-1.

a. Each employee will report any mishap whether personal injury, vehicle, or property damage, no matter how slight, to his/her supervisor by the most rapid means available.

(1) Serious injury is defined as any personal injury requiring more than first aid treatment and return to duty.

(2) Serious damage is defined as any incident that stops or impairs continued operations, will undoubtedly require

JUL 29 2011

more than \$10,000.00 to repair, or involves any type of explosive material or ordnance.

602. PERSONAL INJURY MISHAP

1. Employee

a. Make immediate report to the supervisor.

b. If civilian, electronically complete applicable sections of the Office of Worker's Compensation Program, Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation or Form CA-2, Federal Employee's Notice of Occupational Disease and Claim for Compensation.

c. If military, upon reporting to the Naval Health Clinic or Branch of Dispensary for treatment, a mishap report will be completed and forwarded to the Safety Department.

2. Supervisor

a. Respond to the scene and ensure that the area is secure until an investigation is complete. If serious, as previously defined, also advise the Safety Department.

b. Prepare Medical Referral (OPNAV Form 5100/9) (Figure 6-2) in triplicate for administrative purposes when sending employees to the Naval Medical Clinic for treatment.

c. Perform initial investigation of the mishap and report mishap electronically in ESAMS within three days of mishap. Supervisor's Report of Mishap (Injury) (Figure 6-3) can be used as a tool to gather pertinent mishap information and can be used to report mishaps for personnel that do not have access to ESAMS.

d. Ensure the employee is cleared through the Occupational Health Clinic upon return to duty.

e. Ensure that all injured employees and witnesses to injuries complete CA-1 or CA-2 and complete the supervisor's portion of same and forward to the Safety Department within 5 working days.

JUL 29 2011

3. Safety Department

- a. Assist departments, on request, in the proper and timely completion of the supervisor's report of the mishap.
- b. When received, ensure proper and timely disposition of reports and records.
- c. Investigate and follow-up on all reports of serious injuries or incidents involving possible personnel protective equipment failure to ensure that corrective measures are taken.
- d. Submit the required reports to the Naval Safety Center.

4. Naval Health Clinic

- a. Complete Medical Referral form (OPNAV Form 5100/9); forward a copy to both the Human Resources Department and the Safety Department. Return the original to the injured employee's supervisor via the employee.
- b. Notify the Safety Department, Human Resources Department, and the immediate supervisor via telephone in the event the injured employee is to be sent home or hospitalized.
- c. If, in the opinion of the examining Medical Officer, the injured is capable of performing limited duty, notify the employee's immediate supervisor, Safety Department, and Human Resources Department.

5. Human Resources Department

- a. In the event of a civilian death, make appropriate reports as required.
- b. If the employee's department does not have limited duty assignments, locate and place the employee in an available light duty position until released for full, regular duties.
- c. Process all injury compensation claims as appropriate.

603. PROPERTY DAMAGE MISHAPS

1. Employees will protect the scene and make an immediate report to their supervisor by the most direct means available.

JUL 29 2011

2. Supervisors

a. Advise Department Head/Division Officers and respond to the scene. If serious, (damage in excess of \$10,000), also notify the Safety Department.

b. Thoroughly investigate the mishap; compile witness statements.

c. Prepare a Supervisor's Report of Mishap (Property Damage) (Figure 6-4), within three working days of the mishap and forward to the Safety Department via the chain of command. Departments using ESAMS will file property damage report electronically.

d. Request assistance from the Safety Department as necessary.

3. Cost Center/Sub-Cost Center Heads, N-Codes

a. Ensure completeness of the mishap report and forward to the Safety Department within five working days of the mishap.

b. Ensure the Safety Department has been advised of serious damage.

c. Advise the Security Department if accident scene protection is thought necessary.

d. Take appropriate corrective action.

4. Safety Department

a. Investigate to ensure appropriate corrective action is taken.

b. Handle proper distribution of information gained from the mishap report and report/record as required by OPNAVINST 5100.23(series)

5. DoD Police will, if considered necessary, protect the accident scene until the investigative activities are completed.

604. ANNUAL REPORT OF CIVILIAN OCCUPATIONAL INJURIES AND ILLNESS

JUL 29 2011

1. The Safety Department maintains a database of all occupational injuries and illnesses. Reports are provided to the Naval Safety Center within 30 days of a mishap.

2. An annual report of occupational injuries and illnesses will be completed and sent to building 1st LT's for posting in conspicuous locations within 45 days after the close of each fiscal year.

605. MOTOR VEHICLE MISHAPS

1. Employee

a. Protect the mishap scene and advise the immediate supervisor and DoD Police.

b. Prepare Operator's Report of Motor Vehicle Accident (Standard Form 91).

2. Supervisor

a. Advise Cost Center/Sub-Cost Center Heads, Naval Health Clinic (if necessary), and respond to the scene.

b. Investigate the mishap and file a report of the mishap. Supervisors with access should file the report in ESAMS.

3. Department Heads

a. Ensure that DOD Police are notified.

b. If personal injury is involved notify the Safety Department. Departments using ESAMS will file motor vehicle mishap electronically.

c. Take appropriate corrective action.

4. DoD Police

a. Protect the scene as necessary.

b. Investigate and report the accident in accordance with reference (a).

5. Safety Department

JUL 29 2011

a. Investigate to ensure that corrective action has been taken. Make a report to the Navy Safety Center as appropriate.

b. Use mishap detail as appropriate for safety training activities.

606. EXPLOSIVE MISHAPS

1. Employee

a. Stop the operation and protect the scene (if considered immediately dangerous, clear the area) whenever explosive loaded ordnance is inadvertently activated or is dropped, damaged, mishandled, etc.

b. Immediately notify proper authority, i.e., Fire Department, Explosive Safety Officer, supervisors, etc.

2. Supervisor or Supervisor's Office

a. Notify Cost Center/Sub-Cost Center Heads and the Safety Department. If danger is suspected, notify appropriate Explosive Ordnance Disposal Department, DoD Police, Fire Department, Explosive Safety Officer, etc.

b. Respond to scene to investigate.

3. Cost Center/Sub-Cost Center Heads, N-Codes

a. Commence the investigation and assist the Safety Department in the preparation of the explosive safety mishap report.

4. Safety Department

a. Make certain that the Commanding Officer is immediately notified of an explosive mishap.

b. Respond to scene.

c. Investigate and follow up to better ensure that appropriate corrective measures are taken.

d. Prepare a report for the Navy Safety Center and other reporting agencies as required.

MISHAP REPORTING PROCEDURE (Q & A)
U.S. Naval Academy/NSA Annapolis

Question: WHAT MUST BE REPORTED?

Answer: All civilian mishaps that occur on-duty. For active duty personnel, injuries and fatalities that occur both On-Duty and Off-Duty including sports and PRT participation and when the member is on leave at another location. Also, the following incidents must be reported even if no injury occurs:

- Electric Shock
- Laser Mishaps
- Man Overboard - All Cases
- Confined Space Incidents
- Chemical or Toxic Overexposure
- Motor Vehicle Accidents
- Near-Mishaps
- Mishaps resulting in Government Property Damage

Question: WHO INVESTIGATES AND REPORTS MISHAPS?

Answer: First-line supervisors/Company Officers (as appropriate) are responsible for the initial investigation and report of all injuries. On-the-job fatalities, mishaps with three or more persons injured in a single incident and accidents resulting in property damage that may exceed \$200,000 must be investigated by the Safety Department or a Class A/B investigation team as assigned.
For assistance:

- Civilian Mishaps: POC - x35662
- Military/Midshipmen: 0730 - 1600: POC: x35662, x35667 or the front desk x35660
- After work hours: The Fire Dept. Dispatch or Naval Academy Duty Officer (NADO) will call the Safety Manager at home.
- For less serious mishaps after hours and weekends, the supervisor will notify the Safety Department the following work day.

Question: WHEN MUST MISHAPS BE INVESTIGATED AND REPORTED?

Answer: Immediately. The longer you wait, the harder it is to obtain facts, observe evidence, etc. Fatalities or incidents resulting in three or more persons hospitalized must be reported to the Safety Department immediately.

- Reports must be made to the Safety Department within 3 days of the mishap occurrence.

Question: WHAT FORM IS USED FOR REPORTING MISHAPS?

Answer: All mishaps must be reported using ESAMS. "Supervisor's Report of Mishap (Injury)" USNA DME 5100/7 can be used (Rev. 3.00) to gather mishap information prior to submitting electronically.

For civilian mishaps, a Form CA-1 or CA-2 as appropriate will be completed and forwarded the applicable Human Resources Department.

- Supervisors must fill out a Medical Referral Form for employees visiting the Occupational Health Clinic.
- Send the following to the Safety Department:
 1. Original Supervisors Report of Mishap and witness statements if available
 2. Photocopy of Medical Referral Form and/or other medical notifications.
 3. Photocopy of Form CA-1 or CA-2.

Question: IS ANY ADDITIONAL ACTION REQUIRED?

Answer: Yes, corrective action is always required. If corrections cannot be made immediately, interim measures must be initiated. Even in cases of personal error, training can be conducted using the mishap as an example.

MISHAP REPORTING IS A MANDATORY SUPERVISOR RESPONSIBILITY

Medical Referral Form FOR OFFICIAL USE ONLY (WHEN FILLED IN)

Supervisor's Report		To Medical (Location)		Date of Report	
Employee's Name		Time & Date of Injury		Time Left Job	Time Returned
Social Security Number		Grade, Rate, Job Title		Occupational <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Questionable	
Reason for Referral: <input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Return to Work <input type="checkbox"/> Employee's Request <input type="checkbox"/> Other (Specify)					
Remarks:					
Supervisor's Signature:		Shop/Office:		Telephone #	Email:
Medical Report		Time Reported:		Time Released:	
Occupational <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Questionable		Degree of Injury <input type="checkbox"/> First Aid <input type="checkbox"/> Medical Treatment <input type="checkbox"/> Other (Explain)			
Recommended Disposition of Employee:					
<input type="checkbox"/> Return to Perm. Job _____		<input type="checkbox"/> Referred to Private Physician/Hospital			
<input type="checkbox"/> Restrict Activity Until _____		<input type="checkbox"/> Temporary Transfer to Another Job			
<input type="checkbox"/> Employee to Seek Care from Private Physician		<input type="checkbox"/> Other (Explain)			
Remarks:					
Provider Signature:		<input type="checkbox"/> Evaluation Completed <input type="checkbox"/> Follow-up On or Before (date) _____			
Phone: _____					

SUPERVISOR'S REPORT OF MISHAP (INJURY)

PRVACY ACT STATEMENT

Authority: 5USC 501: Executive Order 9397
 Purpose: To provide identification of individuals for Supervisor's Mishap Reporting System.
 Use: To complete information required for OPNAV 5100.23(series) OPNAV Safety Reporting Form.
 Disclosure: Disclosure is required. Failure to provide the requested information will prevent adequate processing of Safety Report in a timely manner, thus affecting the overall rating of the Accident Investigation Reporting System within the Safety Program of the Naval Academy/Naval Station.
 Social Security Number: Disclosure is not required; however, failure to do so may result in confusion of your personal data with that of someone with the same or similar name.

A PRIORITY REPORT
 Complete and send to the Safety Department
 Stop 23J
 Within 3 days of mishap.
RETURN ORIGINAL – DO NOT RETAIN COPIES

NAME (Last, First, MI):	RANK/RATE or JOB TITLE:	PAY GRADE:	
SSN:	DEPT/SHOP/COMPANY or CLASS:	SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female	DOB:
Date of Mishap:	Time of Mishap:	<input type="checkbox"/> On Duty	<input type="checkbox"/> Off Duty

Years experience in activity performed at time of mishap:

Days on Restricted/Light Duty:	Actual:	Estimated:
Days Away from Work/Class/Days in Hospital:	Actual:	
Days Hospitalized Only:	Actual:	Fatality:

Describe Injury/Illness (**BE SPECIFIC** – what part of body affected, etc.):

Location of Mishap:	Work/Job Order #:
---------------------	-------------------

Describe Job/Task/Activity Assigned To:	Months of Experience at Assigned Job/Task/Activity:
-----------------------------------------	-----------------------------------------------------

Describe SPECIFIC PART of job/task/activity performed when injury occurred:

What Personal Protective Equipment (PPE) is required for that job/task/activity?:

Was injured person wearing Personal Protective Equipment (PPE)? YES NO
 Was injured person trained/instructed how to perform this specific job/task/activity? YES NO
 Can training/instruction be documented? YES NO
 Was training/instruction relative to mishap? YES NO
 Did you inspect the mishap site? YES NO

BASIC CAUSE of mishap was:
 Unsafe Act (personal error) or Unsafe Conditions or Sports Participation (Midn/Military) or Act of God

Contributing (secondary) CAUSE (check one or more as applicable):

<input type="checkbox"/> fatigue	<input type="checkbox"/> distraction/inattention	<input type="checkbox"/> haste	<input type="checkbox"/> inadequate work space
<input type="checkbox"/> habit	<input type="checkbox"/> lack of training/instruction	<input type="checkbox"/> over confident	<input type="checkbox"/> inadequate/improper tool/equipment
<input type="checkbox"/> attitude/behavior	<input type="checkbox"/> excessive motivation	<input type="checkbox"/> other (explain):	

SPECIFIC CAUSE of Mishap (check one or more as applicable):

<input type="checkbox"/> repetitive motion	<input type="checkbox"/> unsafe practices	<input type="checkbox"/> did not recognize hazard
<input type="checkbox"/> horse play	<input type="checkbox"/> not authorized to use tool/equipment	<input type="checkbox"/> equipment malfunction
<input type="checkbox"/> improper tool/equipment uses	<input type="checkbox"/> assuming unsafe posture	<input type="checkbox"/> controls incorrectly operated
<input type="checkbox"/> weather	<input type="checkbox"/> working without safety guard	<input type="checkbox"/> lack of maintenance
<input type="checkbox"/> slippery/uneven walking surface	<input type="checkbox"/> repairing equipment while energized	<input type="checkbox"/> PPE not used
<input type="checkbox"/> housekeeping	<input type="checkbox"/> failure to use caution for known risk	<input type="checkbox"/> electrical shock
<input type="checkbox"/> other (explain):		

Physical Surroundings at time of mishap (weather, equipment, machinery, aisles, features, etc.)?			
Describe the sequence of events (who, what, when, where, how, why, INCLUDING MEDICAL TREATMENT):			
Medical Treatment:		<input type="checkbox"/> NMCL Annapolis	<input type="checkbox"/> NNMC Bethesda
		<input type="checkbox"/> Private Physician	<input type="checkbox"/> Other:
How many medical visits to date?:		Will there be additional follow-up visits?: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Physician's Comments including MEDICAL TREATMENT : (Civilians Attach Dispensary Permit)			
Corrective action taken to eliminate/avoid recurrence of hazard/injury causing agent(s) and date initiated. (MANDATORY)			
If injury includes chemical or toxic exposure, complete this block. (Complete block even if it is suspected.)			
Product or Material Name: Product NSN and Manufacturer's Stock Number (if known): Ingredients: Manufacturer's Name: MSDS number of product, if known:			
1 st Level Supervisor (Signature)	Date	2 nd Level Supervisor (Signature)	Date
Printed Name		Printed Name	
Department		Department	
Telephone Number(s) Office: Mobile:		Telephone Number(s) Office: Mobile:	

SUPERVISOR'S REPORT OF MISHAP (PROPERTY DAMAGE)

(May be completed by hand; route through second line supervisor; form should reach Safety Office within 3 work days after mishap)

1. Type of property damage (flooding, fire, structural failure, etc.):

2. Time and date of mishap:

3. Location where mishap occurred (building, field, road, etc.)

4. What activity was in progress at the time:

5. Equipment damaged or destroyed by the mishap. Describe damage.

6. Estimated cost to repair or replace DoD property. Provide a total cost including man-hours at \$16.00 per hour plus cost of material and equipment.

7. Estimated cost of non-DoD property damage.

8. If personal injuries occurred as a result of this mishap, submit a Supervisor's Report of Mishap (Injury) for each person injured.

9. Causal Factors. In order to prevent future similar mishaps, it is necessary to discover the causes of a mishap. When unsafe actions by an employee or by a co-worker, or inadequate supervision or planning by a supervisor are considered a cause, please complete the chart below by checking appropriately.

a. Cause of Mishap

Personnel Error	_____	Material Failure	_____
Unsafe Condition	_____	Improper Design	_____
Improper Procedures	_____	Environmental Conditions	_____

Complete items a through d only if personnel error is involved			
	Employee	Supervisor	Co-Worker
b. Who Caused mishap (check 1 or more)			
c. What did he/she fail to do?			
Operate controls correctly			
Perform proper maintenance/PMS			
Recognize hazardous situation			
Use proper caution for known risk			
Use proper tool/equipment			
Plan adequately			
Match task to person's ability			
Coordinate tasks			
Supervise progress of work			
Use protective equipment			
Take corrective action (if time available)			
Other (explain)			
d. Why did he/she fail to do it?			
Not convenient/comfortable			
Distracted/inattentive			
Haste			
Habit			
Overconfidence			
Excessive motivation			
Inadequate knowledge of people/equipment			
Insufficient experience/skill/training			
Inadequate work space			
Restricted vision			
Disrupted communications			
Inadequate/unavailable tools/equipment			
Other (explain)			

 (Signature First Line Supervisor)

 (Signature Second Line Supervisor)

 Date Extension

 Date Extension

JUL 29 2011

CHAPTER 7
OCCUPATIONAL SAFETY STANDARDS

701. GENERAL OCCUPATIONAL SAFETY

1. Introduction. This part of the manual is devoted to hazards and preventative measures common to industrial operations and equipment. In order to maintain a high standard of safety, there must be a continuous review and constant application of safety regulations. Since every precaution cannot be covered in these general instructions nor in the specific safety regulations in other paragraphs of this manual, it is imperative that readily available references be continually consulted.

2. Supervisors and Employees. Have direct responsibility for the safety of operations being conducted and for the daily inspection of the facilities and equipment.

3. Training. A thorough indoctrination of all personnel by their supervisors regarding safety, fire, special instructions and hazards pertaining to the job, are mandatory before assigned work proceeds.

4. General

a. Any operation which appears to be abnormal or unusual in any way will be stopped by the supervisor in charge or by the Safety Department until an accurate determination of conditions can be made. The Safety Department may stop an operation if imminent danger to employees exists.

b. Where there is doubt as to the exact meaning of safety requirements or a conflict between instructions, operations will stop for an interpretation or decision from proper authority; i.e., Industrial Hygienist, Navy Safety Center, etc.

c. Good housekeeping will be maintained. Orderly and safe stacking of material is essential.

d. Electrical equipment, appliances, machines, and fixtures will be grounded in accordance with the National Electric Code.

e. Safety devices must not be bypassed nor made inoperable.

JUL 29 2011

f. The use of compressed air for cleaning purposes will be done only with an air nozzle that meets OSHA standards (30 PSI at nozzle end).

g. Personal protective equipment for hazardous operations will be specified and used.

h. Machinery and equipment will be operated only by authorized personnel.

i. Defective tools or equipment will not be used. They must be immediately removed from service.

j. Forklifts and other types of material handling equipment will be operated by authorized personnel only. Forklifts and crane operators must have currently valid identification cards and physicals.

k. All employees will know the location of fire extinguishers and fire alarm boxes in the vicinity of their work areas. Each individual will be thoroughly instructed in the procedures to be followed for fire and other emergencies.

702. PERSONAL PROTECTIVE EQUIPMENT (PPE) (GENERAL).

Engineering controls are the primary methods used to eliminate or minimize hazard exposure in the work place. At times when such controls are not practical or applicable, PPE will be employed to reduce or eliminate personnel exposure to hazards. PPE is not a desirable substitute for administrative or engineering controls. It must be recognized that PPE does nothing to reduce or eliminate the hazard itself. It merely establishes a "last line of defense" and any PPE breakdown, failure, or misuse immediately exposes the worker to the hazard.

1. Function. To protect personnel when recognized hazards cannot be eliminated by engineering controls, revision of manufacturing or processing methods, a change in materials or material handling methods or physically guarding at the source of danger.

2. Duties and Responsibilities

a. Safety Department

(1) In coordination with the Industrial Hygienist, conduct a periodic PPE Survey for all departments.

JUL 29 2011

(2) Review requisitions for safety equipment purchases to ensure compliance with applicable standards and specifications.

(3) Purchase supplies of items for individual issue to supplement departmental purchases of PPE.

(4) Conduct and maintain an assessment of workplace hazards requiring the use of PPE.

(5) Incorporate PPE training command-wide and at the work center level.

b. Supervisors. Ensure that all orders for PPE are approved by the Safety Department.

c. Cost Center/Sub-Cost Center Heads/N-Codes. Consult with the Safety Department concerning requirements for PPE.

(1) Procure and stock for issue to using departments those approved expendable PPE in regular demand.

(2) Purchase protective equipment as required for work center employees.

3. The PPE requirements for each work unit and operation will be provided to supervisors based on an evaluation by the Safety and Industrial Hygiene Departments.

4. Paragraphs 703-708 in this manual describe the various PPE programs and requirements in more detail.

703. FOOT PROTECTION

1. All personnel engaged in toe-hazardous work are required to wear safety shoes that meet ASTM F2413 Class 75 for impact resistance.

2. Toe-hazardous work is defined as work in construction materials handling, maintenance, transportation, equipment repair operations, mechanical shops, and other areas shown by experience to be similarly hazardous.

3. All personnel, while actually engaged in electrical work, including testing, will wear nonconductive (electrical hazard) shoes or be insulated from ground by other means, such as nonconductive matting.

JUL 29 2011

4. Appropriated and non-appropriated fund employees of NSA Annapolis are eligible for reimbursement for the purchase/replacement of safety shoes. Supervisor will complete Request for Safety Footwear form (figure 7-2) and employee will bring form, new shoes, and the receipt of shoe purchase to the Safety Department for approval. USNA departments and applicable tenant commands will reimburse employees up to the approved amount for purchase of safety shoes. Guidance is provided in figure 7-2.

704. HEAD PROTECTION

1. Approved safety helmets will be worn by all personnel involved in the following areas and operations:

- a. On or around cranes or any other weight-handling equipment while in operation.
- b. All service craft repair and overhaul operations where overhead hazards exist.
- c. On or around materials handling equipment, such as forklifts, when operating or under a loader.
- d. When using heavy tools such as pick axes or sledge hammers.
- e. On or around heavy construction equipment.
- f. In storage buildings or warehousing areas where materials are stored 10 foot or higher overhead.
- g. Any location where there is a danger of being struck and injured by falling objects higher than the head.
- h. Personnel working in deep ditches or excavations.
- i. Personnel involved in construction and/or demolition operations.

2. Hardhats may also be worn as head protection against chemical splashes. Protective helmets must be of the approved type of impact and chemical splash protection IAW ANSI Z89.1.

3. Hardhats worn by personnel exposed to electrical shock hazards will be dielectric and specifically approved for electrical hazards.

JUL 29 2011

705. HAND PROTECTION

1. Appropriate hand protection will be provided to all personnel working in operations involving:

a. Hot materials, acids, caustics, or other chemicals hazardous to the skin.

b. Live electrical circuits.

c. Contaminants (such as that related to plumbing/sewer operations).

d. Abrasive blasting.

2. Welding operators should at all times wear flameproof gauntlet type gloves.

3. Latex or neoprene coated gloves should be worn when handling mild commercial acids, caustics, salt solutions, but should not be worn for handling highly toxic chemicals.

4. Gloves designed for the specific task will be worn by personnel when handling highly toxic chemicals, acids, and caustics.

5. Leather gloves or cotton gloves with leather palms will be worn when handling rough, sharp, and irregular objects.

706. HEARING PROTECTION and the Hearing Conservation Program are described in detail in paragraph 402.2 of this instruction.

707. RESPIRATORY PROTECTION PROGRAM

1. The requirements for an acceptable respiratory protection program are defined in the Code of Federal Regulations 29 CFR 1910.134 and reference (a). In order to comply with these provisions, departments will ensure that engineering and/or administrative controls have been instituted to the most feasible extent before sanctioning the use of respirators to control airborne contaminants. Department Head/Division Officers and Program Directors through their first-line supervisors, must ensure that employees comply with the requirements of this manual.

JUL 29 2011

2. Definitions

a. Hazardous and oxygen-deficient atmospheres.

(1) Hazardous atmosphere - Any atmosphere containing a toxic or disease producing gas, vapor, dust, fume, mist, or pesticide immediately or not immediately dangerous to life or health.

(2) Oxygen deficient atmosphere - Oxygen concentration less than 19.5 percent by volume at sea level.

b. Immediately dangerous to life or health - Conditions that pose an immediate threat to life or health or conditions that pose an immediate threat or serve exposure to contaminants which are likely to have adverse cumulative effects on health.

c. Not immediately dangerous to life or health - Any hazardous atmosphere which may produce physical discomfort immediately, chronic poisoning after repeated exposure, or acute adverse physiological effects after prolonged exposure.

3. Respiratory Protection Program Manager/Safety Director

a. Coordinate and approve the ordering of cartridges, spare parts, and necessary equipment for cleaning and sanitizing respiratory equipment to meet their needs. The Safety Department will establish written Standard Operating Procedures (SOP's) for selection, use, and maintenance where the guidance established does not address specific circumstances.

b. Issue all respirators from one or more central location(s) (central tool room) or to the individual as appropriate. The issuing point attendant will establish a program for maintenance and care of respirators which will include the following basic services:

- (1) Inspect for defects
- (2) Cleaning and disinfecting
- (3) Repair
- (4) Storage

JUL 29 2011

c. Perform approved fit testing and assign respirators on an individual basis whenever practicable. Stored respirators will have a marking or label to identify the person to whom the respirator is assigned. Any markings should not interfere with the performance of the respirator in any way.

d. Ensure that respiratory equipment is properly maintained to retain its original effectiveness. Repairs or replacement of parts will be done only by trained, experienced persons with parts designed for each type of respirator.

e. Ensure that a worksite-specific respirator SOP is conspicuously posted at each place where respiratory protection is issued or routinely required to be used.

4. Supervisors

a. Ensure that all personnel involved in operations requiring the use of respiratory protection are furnished with the proper equipment and are trained in the proper care and use of the equipment.

b. Do not assign employees to tasks requiring use of respirators unless it has been determined by Naval Health Clinic that they are physically able to perform the work.

5. Training

a. Training will include:

(1) Discussion of the contaminants to be encountered, its expected concentration, and its chemical, physical, and toxicological properties.

(2) Explanation of reasons for using respirators and the attempt to eliminate the need for them.

(3) Description and discussion of respirators and their limitations.

(4) Recommendation of proper respiratory protection for the particular operation.

(5) Instruction on checking fit and normal operating conditions.

(6) Elements of the Respiratory Protection Program.

JUL 29 2011

b. A record will be made of training given. The record will include the date training was given and the names of the employees receiving the training, respirators assigned, and the fit-test method used. Fit-testing is an annual requirement.

c. The Safety Department will conduct/assist in training as required.

6. Enforcement

a. It is the responsibility of the immediate supervisor to ensure compliance with this chapter. Respirators will be worn as directed in instances where they have been prescribed. Failure to adhere to these provisions will result in administrative action by the appropriate supervisor.

b. The Safety Department will monitor operations relative to respiratory protection to ensure compliance with this chapter. An annual audit of the program will be performed by the Safety Department and Industrial Hygiene.

7. Respiratory Protection SOP (General)

a. Training

(1) Only persons trained, fit-tested, and physically able are permitted to wear a respirator. Supervisors of such persons will receive the same training.

(2) Only properly trained personnel are authorized to make repairs to respirators.

b. Storage

(1) Respirators will be stored to protect against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals. (e.g., in plastic bags)

(2) Respirators will not be stored in such places as tool boxes or stacked in lockers unless they are in carrying cases or cartons.

c. Maintenance

JUL 29 2011

(1) Respirators issued on a daily basis will be washed, sanitized, inspected, repaired, and any associated filters discarded upon turn-in.

(2) Respirators issued to individuals on a continuing basis will be washed and inspected by the individual. Cartridges will be replaced as described in the work center respiratory protection operating procedures. Respirators must be turned in for repairs.

d. Respirator limitations

(1) Cartridge-type respirator

(a) Cannot be used in oxygen-deficient atmosphere.

(b) Cannot be used where toxic concentrations exceed the filter manufacturer's limitations.

(c) Cannot be used where failure of the respirator would result in the user being overcome.

(d) Cannot be used for protection against hazardous atmospheres for which it was not designed.

(2) Airline respirators will not be used in atmospheres immediately dangerous to life or health. Only self-contained breathing apparatus can be used and then only with the approval and direction of the Safety Manager.

e. Further guidance on respiratory protection may be found in specific shop-level operating procedures.

708. FACE AND EYE PROTECTION

1. Safety Glasses. Approved safety eyewear will be worn by personnel exposed to conditions which might cause eye injuries such as impact, dust, bright flames, electrical welding, splashes (acids and caustics), and when using compressed air for cleaning.

a. The eye protection worn will be specifically approved for the hazard involved.

b. Safety glasses of spectacle type should be equipped with side shields.

JUL 29 2011

c. All eye protective devices will be kept clean and well maintained by the personnel requiring it. It will not be issued to another person until it has been thoroughly cleaned and sanitized.

2. Face Shields. Approved plastic safety shields will be worn by personnel exposed to flying sparks, shavings, banding operations, or other light fragments and hazardous splashing liquids. They will also be worn during operations where there is a hazard from molten or very hot materials. In operations where hard hats are required, the combination hard hat/face shield will be used. Face shields alone provide minimal protection for the eyes. Safety spectacles or goggles shall be worn under the face shields during an eye hazardous operation.

3. Contact Lenses. Contact lenses will not be worn in work areas that contain corrosive dusts, corrosive liquids, or where exposure to exposed explosives can be expected.

4. The Sight Conservation Program is described in detail in paragraph 402.3 of this instruction.

709. GENERAL HOUSEKEEPING

1. An effective occupational safety program begins with general housekeeping which contributes greatly toward minimizing fire hazards and personnel hazards.

2. Flammable materials will be properly stored.

3. Aisles and passageways will be kept unobstructed.

4. Trash and debris will be properly disposed of.

5. Stairs will be equipped with proper treads, handrails, and illumination.

6. All waste materials from metal working and wood working operations shall be cleaned up daily.

7. All spills must be cleaned up immediately.

710. MATERIALS HANDLING

1. Accident Causes. A large percentage of accidents suffered by employees results from accidents occurring during materials-handling operations. Mechanical handling causes fewer

JUL 29 2011

work injuries but in most cases, they are of greater severity. Careful space planning, proper selection of equipment, and adequate training of employees will reduce the number of injuries due to handling of material.

2. Personal Protection

a. Shoes. All personnel engaged in materials handling operations will wear safety shoes. Sandals and other types of open-toed shoes or shoes with thin soles will not be worn.

b. Gloves. Gloves will be worn by all employees carrying, lifting, or moving sharp or bulky objects that have sharp edges or projecting points.

c. Other Personal Protection. Requirements for other PPE equipment for specific materials handling operations are specified in annual Industrial Hygiene Surveys and shop specific PPE guidelines.

3. Manual/Automated Materials Handling.

a. Lifting. All personnel engaged in handling material of any type will be instructed by their supervisors and will carefully follow the proper method of lifting heavy objects.

(1) The lifter should stand close to the load with feet solidly placed and slightly apart.

(2) Mechanical materials handling equipment will not be used to lift personnel above the floor level except where special "personnel pallets" with guard rails on four sides are used and where such a configuration is approved by the equipment manufacturer.

(3) During actual raising and lowering operations, personnel in the special "personnel pallet" will face away from the hoisting mast and stay clear of the hoisting mechanism.

(4) Personnel will never be transported in an elevated position.

(5) "Personnel pallets" will be firmly secured to the lifting carriage and/or forks.

(6) Means will be provided whereby personnel on the "personnel pallet" can shut off power to the truck.

JUL 29 2011

711. MOTOR VEHICLES

1. Operator's Qualifications and Requirements

a. All military and DOD civilian personnel who operate a government motor vehicle (GMV) as their primary duty or who operate a GMV more than 8-hours a week as part of their incidental duties will attend an approved 8-hour course of driver improvement instruction. Military personnel under the age of twenty-six will attend a driver improvement course bi-annually.

(1) No operator whose alertness is impaired by fatigue, illness, alcohol, drugs, or who is otherwise unfit will drive a government vehicle.

(2) Seat belts will be worn by all operators and passengers in government and privately owned vehicles on board the activity and when traveling on official business.

b. All drivers selected to operate 15 passenger vans and other large vehicles capable of carrying passengers shall complete training to improve operator skills and awareness. These drivers will have a minimum of 2-years driving experience prior to transporting passengers.

712. CRANES

1. Hazards

a. Personnel

(1) About 80 percent of all accidents involving cranes and other weight-handling equipment are caused by unsafe practices of operation, maintenance, and other personnel involved in the operation of the equipment. It is possible for these personnel to perform their tasks on or about the equipment in an unsafe manner many times over a long period of time without an accident.

(2) Eventually, such employees become convinced that their unsafe practices actually are safe. Inevitably, their continued violation of the safety rules results in accidents. The body of safety rules in this field has been developed through the investigation and analysis of thousands of accidents. Full compliance with safety rules is essential.

01 - 9 2011

b. Unsafe Practices. The predominant unsafe practices and conditions in the operation of cranes are listed below.

(1) Backing and turning machines, swinging booms, lowering buckets, and performing similar operations without looking, warning, or signaling.

(2) Getting on and off equipment carelessly while it is in operation or riding equipment when not authorized to do so.

(3) Operating equipment with defective breaks, clutches, cables, or other improperly functioning parts.

(4) Working or walking under loads.

(5) Failing to adjust controls properly before starting an engine.

(6) Oiling, adjusting, or repairing equipment while it is in operation.

(7) Using equipment with inadequately guarded, dangerous moving parts.

(8) Failing to properly block equipment or heavy parts while repairing equipment.

(9) Operating equipment in a thoughtless or unsafe manner such as moving too fast.

(10) Operating close to power lines.

(11) Failing to secure equipment, breaks, booms, etc., before repairing, leaving, or moving the machine.

(12) Overloading equipment.

2. Qualifications of Operators and Signalmen

a. Operators

(1) All crane operators will be tested and licensed in accordance with the applicable requirements of NAVFAC P-307 (Testing and Licensing of Construction Equipment Operators) and manufacturer's specifications.

JUL 29 2011

(2) All crane operators are required to have an annual physical.

b. Signalmen

(1) Only one person will be designated as a signalman at each lift station, and both the signalman and the operator will be entirely familiar with the standard hand signals.

(2) The signalman must be in a position to closely observe the load and other workmen at all times.

(3) The signalman will be in plain sight of the crane operator at all times.

713. METAL WORKING - MACHINE SHOP

1. Scope. The safe practices described herein are applicable to all types of power-driven tools and should be used by all machine operators to avoid accidents involving themselves and other personnel. If there is any doubt about any safety procedures, the supervisor will be consulted.

2. Housekeeping. Areas around machines will be kept clear of obstructions and in a non-slippery condition. Specific housekeeping instructions are in the Code of Federal Regulations for General Industry.

3. Protective Clothing

a. Loose flowing or torn clothing, gloves, neckties, long sleeves, and rings or bracelets will not be worn around machinery. Snug fitting clothing will be worn. All clothing will be laundered frequently. Employees will not be permitted to wear oil soaked garments.

b. Approved goggles or face shields will be worn when grinding or when there is danger of flying particles.

c. Gloves are not to be worn around rotating machinery unless sharp or rough materials are being handled and only then upon approval of the supervisor.

JUL 29 2011

4. Machine Guards

a. All guards on saws, drill presses, and machines are to be properly adjusted and in working order before starting the machine.

b. All gear and belt guards must be in place before the machine is operated.

c. Machine guards must be kept in position at all times unless removal is authorized for repairs or cleaning.

5. Preliminary Precautions

a. No employee will be permitted to operate a machine with which they are not familiar.

b. No employee will start any machine unless they are absolutely sure of its operations and that all is clear. PPE will be worn as required by the operation.

c. No band saw or saw of any type will be started without first determining that the blade is in good condition and operating freely.

6. Preparing Machinery

a. All needed repairs will be reported to the supervisor in charge. Repairs, unless otherwise authorized by the supervisor, will be made only by a qualified repair mechanic or an approved manufacturer's representative.

b. Machinery will not be repaired, oiled, or cleaned while it is in motion unless so designed.

c. The power will be shut off and locked out if required during the repairs or adjustments.

d. Switches and valves, movement of which will endanger personnel working on lines and machinery, will be locked by the individual(s) performing repairs before starting work thereon.

e. Machine guards must be replaced after repairs, oiling, or other work.

JUL 29 2011

7. Operating Precautions

- a. No operator will attempt to adjust a tool, feel a cutting edge, or move a belt while the machine is in motion.
- b. Never apply a wrench to revolving parts or work.
- c. Moving machinery will never be left unattended.

8. Special Machinery. Special precautions for lathes, milling machines, shapers and planers, drill presses, boring mills, saws, sheet metal work, buffers and abrasive grinding wheels, power (punch) presses, foundries, forges, etc., are covered in the Code of Federal Regulations for General Industry (29 CFR 1910).

714. WOODWORKING

1. Hazards. The hazards involved with woodworking include fire, injury, and health unless proper safety precautions are enforced.

2. Specific Standards and Precautions. The safety precautions and standards contained in the Code of Federal Regulations for General Industry will be observed for all woodworking operations.

3. Preventive Measures. Preventing hazards requires that:

a. Only authorized, experienced personnel be permitted to operate wood-working machinery (circular saws, band saws, shapers, joiners, sanders, lathes, etc.).

b. Appropriate guards are installed and their purpose is explained and use enforced.

c. Adequate lighting is provided.

d. Tools and machines are not in disrepair and blades are sharp.

e. Electrical equipment is properly grounded.

f. Safety equipment is issued and properly used (including hearing protection devices).

JUL 29 2011

g. Radial saws are properly labeled to denote the safe direction in which work should be placed against the saw blade.

h. Dust removal (ventilation and exhaust systems) is sufficient and maintained.

i. Fire extinguishing devices are within easy access.

715. PRINTING, SPRAYING, COATING

1. Scope. Unless proper preventative measures are taken, operations involving the use of paints, varnishes, lacquers, cleaners, solvents, plastic coatings, and other finishing materials readily ignitable at relatively low temperatures cause fire and health hazards.

2. Hazards

a. Many of these materials are volatile and when exposed to evaporation, form vapors which are not removed by normal room ventilation. This may produce explosive and/or toxic mixtures in the air.

b. Certain paints and organic solvents irritate or burn the skin and must be handled with proper hand protection.

3. Precautions and Standards. The precautions and standards for painting, spraying, and coating are set forth in the Code of Federal Regulations for General Industry. Included are specifications for ventilation, medical examinations, respirators, gloves, etc.

716. WELDING AND CUTTING

1. Hazards. The hazards involved with welding and cutting are fire, explosive toxic vapors, electrical shock, eye injury, and body burns.

2. Preventive Measures include:

a. Adequate ventilation. (e.g. local exhaust)

b. Ensuring qualified operators

c. Providing protective clothing and equipment to operators.

JUL 29 2011

d. Providing adequate ventilation and protective equipment to protect personnel in other operations when welding or cutting is performed in close proximity.

3. Supervision. Supervisors will make frequent inspections to assure that all standards and precautions are enforced.

4. Specific Precautions and Standards. All welding and cutting operations will be conducted in accordance with the safety precautions and standards in the Code of Federal Regulations for General Industry. Burn permits will be obtained from the NSA Annapolis Fire Department (410-293-5760) prior to operations.

717. CONSTRUCTION WORK

1. Scope. For purposes of this instruction, "construction work" includes construction, erection, excavation, alteration, and/or repair or demolition of buildings, mezzanines, piers, roads, etc.

2. Hazards. Construction work involves the use of a wide variety of tools, heavy mechanical equipment, building structures (scaffolds, ladders, stands), and rigging implements (ropes, lines, cable). Construction workers, therefore, are exposed to a great many potential hazards including those which vary in degree depending on weather conditions.

3. Preventive Measures. The strict enforcement of efficient, effective accident and fire prevention measures in the form of appropriate safety precautions and standards are required.

4. Specific Standards and Precautions

a. Specific standards and precautions involved in construction work are set forth in the Code of Federal Regulations for Construction.

b. These Safety Standards are applicable not only to all civil service construction employees but also to all contractors and subcontractor personnel who are engaged to perform construction work on government property.

JUL 29 2011

718. ELECTRICAL/ELECTRONIC WORK

1. Hazards. The primary injury hazards associated with electrical/electronic work are electrical shock and burns. It is of utmost importance that personnel employed to perform electrical/electronic work be thoroughly experienced in their specialty as well as fully informed of the hazards involved.

2. Preventive Measures

a. Employees will be provided special clothing and/or equipment that is necessary to do their jobs safely. Such equipment includes:

(1) Rubber gloves, blankets, and sleeves which will be tested at prescribed intervals.

(2) Protective nonconductive hard hats for protection against accidental head contacts with electrical circuits.

(3) Insulating floor coverings at work locations to prevent accidental grounding.

b. First aid will be immediately available whenever work is performed on live circuits, including personnel who are trained in artificial respiration and cardiopulmonary resuscitation.

c. Electrical appliances and equipment will be inspected periodically for adequacy and functioning of safety features, damaged insulation, loose connections, and appropriate grounding in accordance with electrical inspection requirements.

(1) Inspections will be performed:

(a) Before equipment is used after any incident which can reasonably be suspected to have caused damage (for example, when a cord set is run over).

(2) The work center will not make available or permit the use by employees of any equipment which has not met the requirements of this procedure.

d. Clothing

(1) Personnel will wear no loose clothing.

OCT 9 2011

(2) Personnel will remove rings, wrist watches, bracelets, and other similar metal items before working on or within four feet of electrical equipment with exposed current carrying parts.

(3) When performing work on or within 4 feet of exposed electrical equipment, clothing with exposed zippers, buttons, or other metal fasteners will not be worn.

e. Electrical Equipment Inspection Requirements

(1) Each flexible cord set, attachment cap, plug and receptacle, and tools (except those which are fixed and not exposed to damage or those used in administrative areas) will be visually inspected before each day's use for external defects such as deformed or missing pins, insulation damage, and indication of possible internal damage. Equipment found damaged or defective will not be used until repaired and will be tagged out of service. Ground fault circuit interrupters will be used for all operations in a wet environment.

719. GENERAL OFFICE SAFETY

1. Ceiling Fixtures. Fixtures attached to ceilings will be kept securely fastened. Personnel will, at no time, work directly underneath fixtures which are being repaired or replaced. Florescent tube fixtures will be protected from damage by means of louvers, hinged covers, ceiling troughs, clips, or the equivalent. Tubes of the twist-in type exceeding 40 inches in length will be provided with supplementary supporting brackets or other means of preventing a dropout because of vibration.

2. Filing Cabinets. Overbalancing from various causes is the primary hazard in connection with the use of filing cabinets. The following precautions against overbalancing and other hazards should be taken.

a. Securing to Floor or Wall. The following precautions should be taken where feasible; Individual, upright filing cabinets should be secured to prevent overbalancing. Where there are two or more, they should be fastened to each other. When steel filing cabinets are aligned in rows, back to back, it has been found that a 1-1/2 inch angle iron fastened to the floor in front of each row will not only keep the cabinets in line but will prevent them from falling forward when drawers are extended.

JUL 29 2011

b. Open Drawers. Never leave a file cabinet drawer open when it is not being used. Do not have more than one drawer of a file open at one time, since cabinets easily overbalance. Use handle for opening and closing file cabinet drawers.

3. Computers

a. Cables must be kept out of walkways.

b. Monitors should be positioned in a manner that allows for comfortable positioning of the operators.

c. The monitor should be between 18-20 inches from the operator and at eye level.

d. Glare screens may be used to prevent eye strain.

e. The keyboard and mouse should be positioned so that the operator's hands, wrists, and forearms are level.

f. The Safety Department is available to conduct ergonomic evaluations.

4. Chairs

a. Chairs should be of ergonomic designs allowing for correct leg, hip, and lumbar support.

b. Swivel Chair Springs. Weak spring-tension-adjusting bolts on swivel chairs may break and throw the occupant with considerable force. Bolts should be checked regularly.

c. Tilted Position. Personnel should not sit in a tilted position in any chair. All of the chair feet will be in contact with the floor. Swivel chairs may turn over if the occupant leans back too far.

d. Do not stand on chairs, tables, etc., to reach objects. Use step stool or ladder.

5. Fans

a. Each ventilating fan within 8 feet of the floor or working platform will be guarded with no opening exceeding $\frac{1}{2}$ inch.

JUL 29 2011

b. Fans should be checked regularly to be sure there are no loose blades or defective guards.

c. Small electric fans should not be placed on boxes or low tables or in any other position where an individual might catch hands or clothes in the rotating blades.

6. Wastebaskets

a. Personnel will not put broken glass in wastebaskets. If a tumbler or other piece of glassware has been broken, it is suggested that this material be packed in heavy paper, marked "broken glass", and placed alongside the waste basket at the end of the day so that the person removing the waste will not be accidentally cut.

b. Distorted or damaged metal gaskets should be repaired or replaced promptly since sharp edges and points can cause injury.

7. Ladders

a. Small ladders and stands used in the office will be equipped with tread of non-slip material.

b. Rolling and trolley-type ladders will be provided with braking attachments.

c. Ladders having broken or split side rails or steps will be immediately taken out of service.

d. Ladders will not be painted except with clear lacquer, shellac, or varnish so that defects may be easily seen.

e. For additional information on ladder safety and inspection, refer to paragraph 720.

8. Housekeeping. Keep floors clear of small objects and spills which can cause falls.

9. Lifting. All personnel engaged in handling of material of any type will be instructed by their supervisor and will carefully follow, the proper method of lifting objects. Refer to paragraph 710.3.a. Back injury prevention training will be a part of departmental annual training program.

11 2 9 2011

720. LADDER SAFETY AND INSPECTION

1. Ladder Safety

a. Place ladders so that rails have a secure footing a substantial support at or near the top. Do not place ladders against sash, window panes, or unstable supports such as boxes or barrels. Ladders will not be placed against window frames unless a board is first spiked across the side rails at the top.

b. Never place a ladder in front of a door opening toward the ladder unless the door is locked or otherwise blocked, barricaded, or guarded.

c. Ladders will be handled carefully when being lowered and not be allowed to drop on their sides or to fall heavily sideways on one rail.

d. Portable metal ladders will not be used near live electric circuits or equipment because of the danger of short circuits or accidental contact with live wires.

e. Ladders will not be used in lieu of scaffolds, platforms, or other substantial working surfaces.

f. When ascending or descending ladder, the user will always face forward. No one will run up or down a ladder or slide down a ladder at any time.

g. No one should go up or down a ladder without the free use of both hands. If handling material, a rope should be used.

h. Portable ladders placed against a wall or other fixed object will be securely fastened or held by a coworker to prevent slippage. The base should be one fourth the ladder length from the vertical plane of the top support. Ladder rails must extend at least 3 feet above the top landing.

i. The clearance space in front of a ladder should be such that it will not be necessary to assume a cramped or unnatural position when climbing.

j. When using portable ladders on a smooth floor or sloping surfaces, they should be equipped with non-slip bases or otherwise secured to prevent displacement.

JUL 29 2011

k. Stepladders will not exceed 16 feet and will be fully opened before anyone steps on them. Tools will not be left on top of stepladders unless tool holders are provided.

2. Portable Ladder Inspection. Supervisors will ensure that the ladders are safe before each use. Ladders with weakened, broken, or missing treads, rungs, cleats, or broken/splintered side rails will not be used. All personnel will check their equipment prior to use and bring deficiencies to the attention of their supervisors for appropriate action.

721. ERGONOMICS

1. Ergonomics is the study of the design of work in relation to the physiological and psychological capabilities of employees.

2. To prevent injuries and illnesses to employees, the requirements of reference (a) will be used to identify, evaluate, and control ergonomic hazards in workspaces.

3. Responsibilities

a. Safety Department

(1) Conduct an annual analysis of injury and illness experience from injury log records, medical information, and injury compensation records when available. Make a written determination on the need for an ergonomics program as a part of the OSH program self-assessment.

(2) Ensure analysis identifies the department and operations experiencing Cumulative Trauma Disorder (CTD) cases as specified in reference (a).

(3) If required, conduct a screening survey of at least 20 percent of industrial shops and workplaces where data from injury/illness data indicates a high risk of CTD's or a CTD trend indicating the need for an ergonomics program.

(4) Ensure back injury prevention training is targeted for personnel at risk for back injury.

(5) Ensure management, supervisors, and employees receive training on ergonomics consistent with the requirements in reference (a).

JUL 29 2011

b. Naval Health Clinic

(1) Establish a medical program consistent with requirements of Section 2306 of reference (a).

(2) Ensure occupational health and industrial hygiene staff receive formal training for conducting ergonomics program or screening surveys.

(3) Ensure health care providers are given details of the potential ergonomic hazards and details of the Command ergonomics program.

(4) Establish a wellness program to include weight control, physical fitness, smoking cessation, and stress management.

c. Cost Center/Sub-Cost Center , N-Codes

(1) Ensure employees with back injuries and/or at risk for back injury receive back injury training.

(2) Ensure managers/supervisors receive ergonomics training to effectively carry out their responsibilities for the health and safety of their employees.

(3) Ensure employees who are potentially exposed to ergonomic hazards receive training to meet the requirements of reference (a).

(4) Facilities engineers who are responsible for planning, designing, or writing specifications for equipment and processes will employ methods for eliminating or reducing ergonomic hazards in the workplace.

722. ASBESTOS MANAGEMENT AND CONTROL

1. The object of this section is to develop an effective control program for the abatement of and disposal of asbestos and asbestos-containing materials.

2. In recognizing the serious health hazards posed by asbestos exposure, the following protection standards will apply:

a. 29 CFR 1910.1001

b. OPNAVINST 5100.23(series) (Chapter 17)

JUL 29 2011

c. Maryland State Regulations as applicable.

d. Environmental Protection Agency Regulations as applicable.

3. Administration

a. Safety Department

(1) Review all asbestos projects, whether local or contract, to make sure regulatory compliance is enforced.

(2) Maintain liaison with the Naval Health Clinic Industrial Hygienist to coordinate for the monitoring of airborne asbestos fibers when required.

(3) Maintain contract for the quick identification of asbestos containing materials to expedite maintenance work and make recommendations for work-practice controls.

(4) Make sure the Asbestos Program Manager plays an active role in asbestos operations and maintenance program consistent with the requirement of Section 1705 of reference (a).

(5) Make sure the asbestos abatement management plan is reviewed annually and updated as required.

b. Public Works Department

(1) Make sure all contracts or abatement projects are submitted for review to the Safety Department and the local industrial hygienist for compliance with applicable regulations.

(2) Make sure all workers involved with asbestos abatement operations receive formal training on an annual basis.

723. HAZARD COMMUNICATION PROGRAM (HAZCOM PLAN)

1. Applicability. Applies to all employees who routinely work with or are exposed to hazardous chemical(s) (HC) in their workplaces.

2. Definitions. The following definitions will help clarify certain portions of this chapter and are consistent with Federal regulations.

JUL 29 2011

- a. Authorized Use List(s) (AUL). A list of hazardous materials (HM) approved for use or distribution.
- b. Chemical Manufacturer. An employer with a workplace where HCs are produced for use or distribution.
- c. Container. Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a HC. (For the purposes of this instruction, pipes or piping systems, engines, fuel tanks, or other operations system in a vehicle are not considered containers.)
- d. Distributor. A business or other than chemical manufacturer or importer which supplies hazardous chemicals to other distributors or to employees.
- e. Employee. A worker (military or civilian) who may be exposed to HCs under normal operating conditions or in foreseeable emergencies. Workers such as office workers or cashiers who encounter HCs only in non-routing, isolated instances are not covered.
- f. Employer. A person engaged in a business where chemicals are either used, distributed, or are produced for use or distribution, including contractor or subcontractor.
- g. Hazardous Chemical. Any chemical that is a physical or health hazard per Section c of reference (a) and with some exceptions as specified in the Community Right-to-Know Law of 1986 (Superfund Amendments and Reauthorization Act (SARA), Title III).
- h. Hazardous Material (HM). Any material, as defined in reference (a).
- i. Hazardous Waste (HW). Any discarded substance as defined in 40 CFR 261 or applicable state regulations where the state has been granted enforcement authority by the Environmental Protection Agency.
- j. Material Safety Data Sheet (MSDS). Information provided by the manufacturer regarding the components of HMs, physical and health hazards, safe handling, storage, and transportation procedures.

JUL 29 2011

3. Policy. This HAZCOM Plan shall be made available, upon request, to employees, their designated representative, or other government officials upon request.

a. Each employee or contractor working on the installation shall be appraised of the HAZCOM Program. All persons working with or routinely coming in contact with HC's shall receive training on the hazardous properties of HM and HC they may be required to work with during the performance of duty.

b. All work-center supervisors ensure that each work area or ship maintains MSDSs for each HM used in that area and that they are readily available to workers.

c. Only HM on the AUL shall be used. All HM received shall be properly labeled with, as a minimum, the chemical identity, trade name, appropriate hazard warnings, and the address of the manufacturer, importer, or other responsible party.

4. Program Operations and Responsibilities

a. HC/HM AUL. The Safety Department and the Hazardous Minimization (HAZMIN) Center will maintain a list of all HC/HMs used on the installation by work location and a unique MSDS number. The AUL will be updated periodically with cooperation of all end users.

(1) The HC/HM AUL and locations where HM is utilized is maintained at the Safety Department and HAZMIN Center in the custody of the Hazardous Material Control Program Manager and HAZMIN Center Manager respectively.

(2) Annual or updated HC/HM AULs will be physically distributed to the Fire, Industrial Hygiene, and Supply Departments, Environmental Division, and other departments upon request.

b. MSDS. The HAZMIN Center or Safety Department shall ensure MSDSs are available for all HC/HMs before receipt. Supervisors are responsible for maintaining MSDSs for all HCs utilized by their work unit. The HAZMIN Center and/or Safety Department will assist in obtaining required MSDSs and will maintain a reference library of MSDSs for each item contained on the HC/HM AUL. MSDS's are also available electronically from a variety of online services.

JUL 29 2011

(1) A complete set of all MSDSs is maintained in the HAZMIN Center.

(2) MSDSs for individual work centers are available and supervisors are to instruct employees on access and use.

(3) Individual MSDSs are reviewed upon acceptance and periodically for completeness and accuracy. Within each work unit, a unique identifier is assigned to aid in retrieval by employees and to relate to the MSDS to a specific problem.

(4) Requests for HC/HM not listed on the department AUL must be forwarded with applicable MSDS to the Safety Department on a Hazardous Materials Approved Request (Figure 7-2) for approval before it can be included on the Department AUL.

(5) The Hazardous Materials Approval Request process requires the evaluation of the manufacturer's MSDS information on the physical, chemical, toxic, and other hazardous properties of that material by the Safety, Fire, and Industrial Hygiene (IH) Departments, and Environmental Division to determine whether a HC/HM is or is not hazardous in its planned use.

c. Labels and Other Forms of Warning

(1) All HM centrally received at the installation will be properly labeled. Supervisors will ensure HAZMAT used by their department is properly labeled.

(2) The manufacturers' MSDS and HMIS are sources of information on hazard and storage compatibility for the DOD HAZCOM compliant label.

(3) The HAZMIN Center staff is responsible for performing routine periodic inspections to ensure that all HC materials are properly labeled, in proper use, and hazard warnings are properly heeded. Inspections by OSH personnel will be made as a part of scheduled safety inspections and IH surveys.

(4) Pipes and piping containing HC/HM shall be appropriately labeled or otherwise identified as to its contents.

d. Training

JUL 29 2011

(1) HAZCOM overviews and local information will be provided as a part of the general orientation and indoc program.

(2) The Safety Department will conduct periodic HAZCOM training on an as-needed basis.

(3) Supervisors will conduct job-specific training for all newly assigned personnel. In addition, chemical-specific training will be given whenever a new hazard is introduced; i.e., a new chemical is being used.

(4) HAZCOM training will include the elements listed below:

(a) A summary of the OSHA HAZCOM Standard and this written program.

(b) Job-specific HM and HCs to which personnel have contact, the chemical properties of the HM, including visual appearance and odor, and methods that can be used to detect the presence or release of HCs.

(c) Physical and health hazards associated with the potential exposure to workplace chemicals.

(d) Procedures to protect against hazards; e.g., engineering controls, personal protective equipment, work practices, and emergency procedures.

(e) HC spill, leak, and disposal procedures.

(f) MSDS information, how to understand its content, how employees may find appropriate hazard information, and applicable MSDS locations. Records of all training shall be maintained by the Safety Department and will be retained for a minimum of 5 years. Records on former employees must be kept for at least 3 years from the date the employee last worked at the facility.

e. Non-routine Tasks

(1) All supervisors planning non-routine tasks involving HM shall advise the Safety Department and ensure the employees involved are trained and equipped to the same extent as required for routine tasks.

JUL 29 2011

(2) Training on non-routine chemical work hazards will be accomplished at a meeting attended by the supervisor(s), affected employees, and the Safety Department prior to initiation of the scheduled work.

f. Contractor, Employers, and Employees

(1) Naval Facilities Engineering Command and the Public Works Department shall include contract clauses which require contractors to have a HAZCOM Plan.

(2) Contractors and contractor employees are required to inform Public Works of HMs brought onto the facility and ensure that appropriate MSDSs are made available for their use.

(3) Public Works, in cooperation with the Safety Department, will inform the contractor of chemical hazards to which contractor employees may come in contact.

g. Host/Tenant Command and Other Relationships

(1) The Safety Department is responsible for distributing the command's HM AUL. The Public Works Environmental Division is responsible for Emergency Planning and Community Right-to-Know-Act reporting. It is also responsible for providing, to requesting agencies and community businesses information on chemical used, produced, or stored at various workplaces and locations.

(2) Routine access to AUL and MSDS information is available from the Safety Department located at 168 Bennion Road, room 219, ext. 35667 or the HAZMIN Center, Building 194, ext. 34190 or 34191.

(3) In the event of an emergency, the Command Duty Officer will contact the Safety Manager. The Safety Manager will assist in obtaining chemical information.

724. BACK INJURY PREVENTION

1. Most back injuries are not traumatic; rather they are caused by repeated stress and strain placed on the musculoskeletal structure of the spine over a long period of time. Back injuries require long periods for recuperation with expensive treatment.

JUL 29 2011

2. The Back Injury Prevention program establishes policy to reduce and minimize back injuries among civilian and military personnel.

3. Responsibilities

a. Safety Department

(1) Assure effective back injury investigations and analyses are conducted to uncover root causes of injuries.

(2) Ensure at-risk departments receive training material on back injury prevention.

(3) Review facilities, operations, and equipment modifications for potential back injury causal factors and recommend process and equipment improvements.

b. Human Resources Department

(1) Establish an aggressive program to manage and control compensation claims, assuring proper review, processing, and administration.

(2) Establish an effective return to work program including light duty and job restructuring.

(3) Coordinate with the Naval Health Clinic to schedule preplacement examinations.

c. Naval Health Clinic

(1) Assure appropriate medical support is available to perform preplacement and periodic medical examinations, treatment and case reviews.

(2) Establish procedures to assure adequate medical and management review of cases to initiate modifications of work or recommend suitable work for light duty candidates.

d. Department Heads, Supervisors, N-Codes

(1) Establish priorities in a program (based on risk and injury experience) reviewing work assignments to eliminate, as much as possible, repetitive heavy lifting, pushing, and pulling tasks.

(2) Establish a goal limiting the normal maximum lift of a single (unassisted) individual should make. A generally recognized limit for unassisted lifting is 40lbs.

JUL 14 2011

Lifting operations in excess of this goal should require assistance of other personnel or lifting equipment.

(3) Procure materials handling equipment to assist personnel with lifting of routine heavy objects. Submit work requests to assist with lifting of heavy equipment.

(4) Provide back injury prevention training to at risk employees annually.

725. FALL PROTECTION PROGRAM

1. NSA Annapolis will utilize the Navy's Fall Protection Guide for Ashore Facilities for the Fall Protection Program. This guide outlines basic fall protection requirements.

2. The standard fall protection height for federal employees onboard this installation is four feet. Fall protection must be provided on any elevated surface above four feet. This does not include working from OSHA compliant ladders or when erecting or dismantling scaffolding when it is determined by a competent person that providing fall protection is not feasible and creates a greater hazard.

3. The NSA Annapolis Safety Department will manage the Fall Protection Program for NSA Annapolis and the U. S. Naval Academy. This program covers DOD civilian and Navy personnel on board the installation. This program does not cover contractor operations and NavFac personnel. The program for contractor and NAVFAC personnel is administered by Public Works.

4. The Safety Department will conduct fall protection surveys for employees with job tasks exposing them to falls from heights of 4' or higher. Supervisors will contact the Safety Department Fall Protection Program Manager prior to assignment of duties to ensure a fall protection survey is completed.

From:
To: Installation Safety Program Director
Subj: **REQUEST FOR SAFETY FOOTWEAR FOR CIVILIAN EMPLOYEES**

Ref (a) OPNAVINST 5100.23(series)

1. Per reference (a), request the below named individual be authorized to purchase safety shoes at government expense. The requesting department will pay for the shoes. The individual performs the following duties which require safety footwear:
(Fill in hazardous operations) _____

_____ and check one of the below shoes:

- a. _____ Standard safety shoes/boots. Cost not to exceed \$85.00
 - b. _____ Electrical safety shoes. Cost not to exceed \$95.00
- Amounts exceed above approved amount will be paid by employee.

2. Employee's name:

Occupation title:

Employee status: Permanent___ Temp___ Part Time___ Other___

Original issue: _____ Replacement issue: _____

3. JUSTIFICATION: If medical reasons require specialized or orthopedic shoes costing in excess of the amounts indicated in paragraph 1 (a and b) above, a written statement from a physician must be attached to this request. The increase in cost due to medical reason will be borne by the requesting department.

4. APPROVALS:

Signature of Supervisor	Date	Phone #

Approval of Safety Department (after purchase of shoes) Date

Employee is to bring new shoes, receipt, and copy of this form to the Safety Department after purchase of shoes. Safety will inspect shoes to ensure compliance with applicable standard, ASTM F2413-05 PT Class 75. Supervisor determines whether employee requires new shoes (max. 1 pair/yr unless shoes are deteriorated. Please contact the Safety Department at 410-293-5667 with any questions.

HAZARDOUS MATERIALS APPROVAL REQUEST

Requesting Department: _____ Phone #: _____

Item is: Not on Departmental Authorized Use List (AUL)

Exceeds Pre-Authorized Quantity for Single Project

Use of this Product is Restricted - Remarks: _____

New Product* - Distributor Name: _____

Address: _____

POC: _____ Phone #: _____

Price Per Unit: _____

Product Name: _____ Quantity: _____

Product NSN/Stock Number: _____ Unit of Issue: _____

Reason for Order: _____

Frequency of Use: Ongoing Usage One-Time Order - Expected Length of Use: _____

Storage Location: _____

*If this is a new product, is another currently used item being replaced by this order? NO Yes, if yes:

Name of Item being Replaced: _____ Remaining Quantity in Stock: _____

Signature: _____ Date: _____

Originator

Order Approved

Order Not Approved

Excessive Quantity

Less Hazardous Materials Required, Reason: _____

Additional Approval Required: (Signature required upon approval)

Industrial Hygiene: _____ Date: _____

Fire Department: _____ Date: _____

Environmental: _____ Date: _____

Special Instructions/Remarks: _____

PPE Required: NO YES, specify: _____

Signature: _____ Date: _____

HAZMAT or Safety Manager

CHAPTER 8
HAZARDOUS ENERGY (LOCKOUT/TAGOUT) PROGRAM

801. GENERAL

1. Applicability. Applies to all personnel on the installation.

2. Policy. Establishes a command-wide lockout/tagout program intended to comply with the Federal standards issued by OSHA in 29 CFR 1910.147 and reference (a).

3. Scope. Lockout/Tagout requirements apply to all personnel and directly to those involved in servicing and maintenance of machines and/or equipment. It's important to note that this chapter extends to control of all energy including, but not limited to, steam, pneumatic, hydraulic, water, electric, etc. This policy does not cover routine production operations unless:

a. Operations require workers to remove or bypass a guard or other safety device.

b. Operations require workers to place any part of the bodies into an area of the machine or equipment where work is actually performed upon the material being processed (point of operation) or where an associated danger zone exists during the machine operating cycle.

c. This policy does not cover minor tool changes and adjustments and other minor servicing activities, which take place during normal production operations if they are routine, repetitive, and integral to the use of the equipment for production, provided that the work is performed using alternate measures which provide effective protection. This policy also does not apply to:

(1) Shipboard operations that are covered under 29 CFR 1915 and OPNAVINST 5100.19 (series).

(2) Work on cord and plug-connected equipment where exposure to the hazards of unexpected start-up of the equipment is controlled by unplugging the equipment, and the plug is under the exclusive control of the worker performing the servicing or maintenance.

JUL 29 2011

4. Purpose. To establish a lockout/tagout program in compliance with Federal regulations and to provide the minimum acceptable level of protection to workers from unexpected energization, start-up, or release of stored energy during servicing and maintenance of machines and/or equipment. Departments will review references (a) and (b), and comply with the requirements as they apply to their operations. When necessary, they will establish additional guidance in the form of SOPs to ensure program intent is met at the work level.

5. Training and Communication. Adequate training and retraining is essential to ensuring an effective energy control program. To achieve this goal, the following training elements will be adhered to:

a. Each Department Head/Division Officer/Program Director affected by this regulation will ensure that personnel are adequately trained in the energy control program and that such training is documented. Retraining commensurate with the hazard must be provided whenever an employee changes jobs. Department level training will adequately address the following as a minimum:

(1) For affected employees:

(a) Purpose and use of energy control.

(b) Procedures and prohibitions relating to attempts to restart or reenergize machines or equipment that are tagged out.

(c) The limitation that tags are warning devices only. Tagout operations are authorized for shipboard use only.

(2) For authorized personnel, in addition to the above, training will include:

(a) Recognition of applicable hazardous energy sources, the type and magnitude of energy available in the workplace, and the method and means necessary for isolation and control of energy.

(b) Detail of energy control administrative requirements.

JUL 29 2011

(c) Necessity for ensuring tags are legible and fully completed to ensure they convey adequate warning information.

(d) Necessity for ensuring all personnel who may be involved in work on a machine or item of equipment (including other shifts, departments or divisions) are aware of the energy controls established, for what reason they were established, and who established them.

(e) Actual lockout and tagout installation methods, procedures and limitations.

(3) Safety Manager will provide basic energy control program information training to all employees during the new employee safety orientation. Training will address the following at a minimum:

(a) Basic program elements.

(b) Basic program responsibilities.

(c) Familiarization with program tags/warning devices and hardware.

(d) Procedures and prohibitions relating to attempts to restart machines or equipment that have been locked or tagged out.

(4) Contractor Operations. The Public Works Officer or cognizant department head will ensure:

(a) All contracts inform the contractor of command lockout/tagout procedures.

(b) Contractors inform government contractor oversight personnel of contractor lockout/tagout procedures.

(c) Such information is relayed to appropriate government personnel and these personnel understand and comply with contractor lockout/tagout prohibitions and restrictions.

(d) Contractor operations performed for contracts under their purview or in spaces they control are completed in a manner that will not expose government employees to hazards from uncontrolled energy in violation of OSHA provisions.

JUL 29 2011

802. ENERGY CONTROL EQUIPMENT. Each department required to use energy control procedures will:

1. Procure the necessary locks and tags. These will be dedicated to the program and be issued only for that purpose. Departments are responsible for providing materials beyond locks and tags when required for this program.

2. Issue locks to individual employees as necessary. The lock or tag will be labeled or marked to positively identify by name, shop, and phone number of the employee to whom the lock and/or tag was issued.

803. SPECIFIC ENERGY CONTROL PROCEDURES.

1. All authorized personnel will be familiar with these specific, energy-control procedures and adhere to them. Cases of conflict will be brought to the attention of the appropriate supervisor and be resolved prior to energy controls being established or work performed. An authorized employee is an employee who has received documented training in energy control procedures and is authorized by the department head and supervisor to use lockout and/or tagout procedures.

a. Preparation for lockout and/or tagout.

(1) Make survey of the work site and equipment involved to:

(a) Become familiar with the type(s) and magnitude of energy(ies) used and its hazard(s).

(2) Locate and identify all isolating devices that apply to the machine or equipment to be worked on. SOP will be developed for equipment that has more than one energy source.

(3) Identify all effected employees. Effected employees are employees whose job requires them to use machines or equipment on which servicing or maintenance is being performed under lockout and/or tagout or any employee whose job may expose them to lockout or tagout in any manner.

(a) If operating, shut down machine or equipment using normal procedures.

(b) Isolate machine or equipment from energy source(s).

JUL 29 2011

(c) Release, dissipate, or restrain any stored energy (springs, capacitors, pressure, rotating parts, etc.)

(d) Establish adequate energy control(s) (apply properly completed tags/locks/other warnings, etc.).

(e) Ensure affected employees are clear of the hazard, then operate the normal energy isolation devices (on switches, etc.) to test and verify that the machine or equipment has been isolated properly.

(f) Ensure normal energy isolation device is returned to the neutral or off positions after this test.

(4) Secure energy controls and restore machine or equipment to normal service.

(a) Check area and ensure all employees are clear of hazards, and advise them of your intent to restore normal operations.

(b) Verify all tools are removed from machine or equipment, that any appropriate guards are replaced, and that machine or equipment components are operationally intact. If energy control devices are removed by anyone other than the authorized employee who installed it/them, the Department Head will provide advance written approval; and the authorized employee who placed the lockout/tagout will be notified.

(c) Upon removal of locks and tags, operate energy isolation controls to establish normal service to machine or equipment.

(d) Advise affected employees of restoration of normal service.

(5) Procedure when more than one person is involved.

(a) Each authorized employee will make a survey of the work site and equipment involved to:

1 Become familiar with the type(s) and magnitude(s) of energy used and its hazard(s).

2 Locate and identify all isolating devices that apply to the machine or equipment to be worked on (note that more than one energy source may be involved).

JUL 29 2011

3 Identify all affected employees.

(6) Upon approval:

(a) Notify all affected employees that energy controls are being established and why.

(b) If operating, shut down the machine or equipment involved using normal procedures.

(c) Isolate machine or equipment from energy source(s) using the following procedures:

1 Each authorized employee will place their own properly completed personal lockout or tagout device(s) on the energy isolation device(s).

2 If the energy isolation device(s) cannot accept multiple lockout or tagout equipment, then a multiple lockout/tagout hasp will be utilized.

3 For lockout only, if the normal multiple lockout hasp cannot be used, an alternate method can be employed; i.e., one lock is placed to secure the energy isolation device(s) and the key to that lock is placed in a "lockout box" which allows multiple locks to be used to secure the box.

804. RECORDKEEPING AND OVERSIGHT

1. Each supervisor will:

a. Maintain a log of all lockout/tagout operations.

(1) Ensure employees receive training identified in this chapter and that the training is documented with a copy provided to the Safety Department.

(2) Perform periodic self-audits of the lockout/tagout program within his/her respective departments.

(a) If no energy control operations are performed in the month then the first such operation in the earliest following succession of order will be observed quarterly, semi-annually, and annually.

JUL 29 2011

2. A lockout/tagout coordinator may be assigned within respective departments to maintain logs and conduct reviews.

3. The Safety Department will evaluate the lockout/tagout program as a part of the annual OSH program self-assessment and during routine safety inspections.

JUL 29 2011

CHAPTER 9

CONFINED SPACE ENTRY/GAS FREE ENGINEERING PROGRAM

901. GENERAL

1. The Confined Space Entry (CSE) and Gas Free Engineering (GFE) programs are implemented to ensure that all entry and work in confined spaces is performed in a safe manner per references (a) and (b). The following is an overview of the installation policy:

a. Personnel will only enter and work in confined spaces where the conditions are certified safe and life-sustaining. Designated CSE personnel are the sole authorities for inspecting spaces and issuing permits (Figure 9-1) and specifying conditions of entry and work in confined spaces. This control extends to work performed from or on the outside of a confined space where hazards may be introduced to the operation.

b. Work will be conducted only where and in such a manner that the operation does not generate flammable, explosive, toxic, or other physical hazards, oxygen deficiency, and/or enrichment of the atmosphere.

c. Where the above requirements cannot be entirely met, work will be undertaken only under the strict guidelines established by the Confined Space Program Manager (CSPM).

d. The CSPM and Assistant Confined Space Program Manager (ACSPM) are designated, in writing, by the Commanding Officer. The CSPM may appoint one or more Confined Space Qualified Persons (CSQP) to provide initial inspections and authorizations for entry into non-permit required confined spaces.

e. All confined space operations performed by civilian employees on boats, barges, and other craft while in a repair status and/or Yard Patrols are subject to 29 CFR 1915, OSHA Shipyard, Industry Standards and OPNAVINST 5100.19 (series). For operations requiring a "NFPA Marine Chemist" services will be obtained per guidance provided by the Safety Department.

f. Afloat Gas Free Engineering GFE personnel may be designated in writing as "Competent Persons" by the Director, Division of Professional Development for operations onboard Yard Patrols (YP) crafts.

g. The NSAA Fire Chief will provide support as required, specifically being responsible for developing, implementing, and updating emergency and rescue procedures and conducting emergency reserve training annually per reference (a).

h. Supervisors will ensure that personnel do not enter spaces or allow confined space work to proceed except as certified safe by the CSPM, ACSPS, or CSPQ.

i. All contractors and their personnel must comply with the requirements of reference (b) where applicable. Contractors will provide their own confined space inspection and permit services. Navy personnel will not certify contractors confined space work except in cases where Navy personnel and/or property are impacted. In such cases, the Navy permit will be valid only for Navy personnel. The Public Works Officer is responsible for the coordination of confined space entry permitting and entry when both contractors and Navy employees are involved.

902. RESPONSIBILITIES

1. CSPM

a. Meet the qualifying standards of reference (a). In addition, such personnel must have a demonstrated working knowledge of hazard recognition and control principles as applied to confined space operations.

b. Administer the CSE Program to ensure a safe work environment. This will include implementing all of the elements of a confined space program per references (a) and (b).

c. Implement the protocol for the inspection and testing of confined spaces for entry. This basic protocol requires the inspection of confined spaces for absence, presence, and concentration of:

(1) Oxygen deficiency or enrichment.

(2) Flammable, combustible, or explosive hazards.

(3) Specific toxic hazards.

(4) Physical hazards, including but no limited to, electrical, temperature extremes, entrapment, equipment, lighting, moving machinery, etc.

JUL 29 2011

(5) Any combinations of (1), (2), (3), or (4).

(6) Other physical hazards to personnel.

d. Provide training and/or indoctrination of personnel managing, supervising, instructing, or performing affected operations in the existence and location of a permit required confined space. Personnel will be trained in the hazards of confined or enclosed spaces, and the safety precautions necessary to control such hazards. Specific training will be provided for supervisors, entrants, and attendants. Copies of the written CSE program will be made available to all employees.

e. Properly train, qualify, and certify all CSQP. Training will include the demonstrated knowledge of confined-space evolutions, entry and work procedures, proper use and calibration of instrumentation, selection, issue, and maintenance of personal protective equipment, employee notification and emergency procedures for the specific operation.

f. Ensure all confined spaces which may be easily opened and entered (i.e., without special tools) are properly labeled and/or ensure that affected government personnel have adequate training on the identification/recognition of such spaces and how to obtain inspection services.

g. Procure, maintain, and calibrate required instrumentation in sufficient type and quantity to meet the requirements of confined space inspections.

h. Provide for the evaluation and testing of confined or enclosed spaces and for the preparing, issuing, and posting of certificates and permits for confined spaces, indicating the space conditions and required hazard elimination and/or control measures required for entry.

i. Establish when requirements for cleaning, ventilating, or other treatment may be necessary for confined or enclosed spaces. Provide guidance on how to carry out such actions.

j. Notify the appropriate Department Head when any hazardous situation is detected which causes work stoppage and/or personnel evacuation.

JUL 29 2011

k. Maintain CSE-related records as required by references (a) and (b).

l. Ensure the CSE programs are evaluated annually as required by references (a) and (b).

2. ACSPM and CSQP

a. Meet the qualifying standards of reference (a) as applicable. ACSPM duties are the same as those stated for the CSPM, with the exception of program management. CSQP duties are limited to the inspection of confined spaces to determine the correct space classification and to authorize entry into non-permit required confined spaces.

b. Conduct inspections and tests of confined or enclosed spaces in accordance with their individual letters or certification.

c. The CSQP will perform atmospheric testing on confined spaces and will inspect them for physical hazards. If the space does not contain, or have the potential to contain, any atmospheric or serious physical hazards, the CSQP may reclassify the space as non-permit required. If the space contains hazards which cannot be eliminated, the CSQP shall contact the CSPM or ACSPM to inspect and provide an entry permit.

d. Make sure certifications and/or permits are correctly issued, posted, maintained, and updated. Communicate with supervisors and affected employees the requirements of the certificate or permit. The cognizant supervisor must be present to sign the permit. He/she will assume responsibility for ensuring the requirements of the permit are met for the duration of the job.

e. Cause all work to stop and require all personnel to evacuate a confined or enclosed space where an unsafe condition is detected or suspected. Immediately notify the job site supervisor.

f. Properly calibrate, use, and maintain required test instruments. Direct reading instruments will be calibrated on a known concentration of the test contaminant prior to each day's use. A post inspection functional test will be performed on each instrument used. Detector tubes will not be used beyond their expiration date.

JUL 29 2011

g. Activate emergency procedures as required by the nature of the operation. Ensure the presence of required personnel and equipment, medical assistance, and that all personnel are familiar with the established procedures before authorizing entry or work.

h. Retrieve and cancel permits upon expiration or when the job is complete. Provide follow-up or new permits.

i. Perform record-keeping duties as required by references (a) and (b).

3. Fire Department/Fire Chief

a. Monitor operations to determine proper procedures are followed before, during, and after hot work in, on, or adjacent to confined or enclosed spaces. This includes the set-up of special equipment as specified on the permit; e.g., ventilation, retrieve hardware, temporary railings, etc.

b. Ensure personnel do not work alone or unobserved in confined or enclosed spaces and attendants are not assigned additional duties.

c. Make sure personnel are familiar with and adhere to emergency rescue and medical treatment procedures established by this instruction.

d. Make sure personnel performing confined-space operations are trained in the hazards of confined or enclosed spaces and the safety procedures necessary to control such hazards.

903. PROCEDURES

1. All spaces meeting the definition of confined spaces per references (a) and (b) will be evaluated and listed in a master inventory. This inventory along with accompanying hazard assessments will be made available to supervisors and employees. The majority of the confined spaces on NSAA are under the cognizant's of the Public Works Officer.

2. Confined spaces which clearly contain no existing or potential atmospheric or physical hazard (or where such hazards are eliminated prior to entry) will be classified as non-permit required. Entry and work in such spaces will not require special authorization. However, safe work practices will be

JUL 29 2011

adhered to and supervisors must contact the Safety Department in the event a hazard is encountered and/or is introduced.

3. Confined spaces which contain existing or potential atmospheric and/or physical hazards will be classified as "permit required". Prior to entry into such a space, the space must be inspected by the CSPM or ACSPM. If the space contains atmospheric hazards which cannot be controlled to safe levels or eliminated by ventilation, and/or contains physical hazards that cannot be eliminated, entry procedures or equipment for the job will be in strict compliance with references (a) and (b) for permit spaces. If the space only contains an atmospheric hazard which can be controlled to safe levels by ventilation, the CSPM/ACSPM will specify alternate entry procedures and equipment appropriate for the job in accordance with references (a) and (b). If, after a thorough inspection by CSE personnel, it is determined that all hazards can be eliminated, the space will be re-classified as non-permit required. The CSPM, ACSPM or CSQP will provide written authorization for entry. If any operation within the space occurs that may change the conditions (i.e. introduction of a potential hazard), the space will require an inspection and possible re-classification by CSE personnel.

4. For permit required confined spaces, a Confined Space Entry Permit will be issued and posted at each entry location. For non-permit required spaces, the CSPM, ACSPM, or CSQP will issue a Confined Space Entry Certificate which will include information on the space, inspection, and testing results and procedures as needed. All permits and certificates shall be retrieved and canceled upon expiration.

5. A review of findings and safety requirements will be conducted with affected employees and their supervisor(s). The supervisor is required to sign the permit and to ensure all conditions of the permit are met. Employees must observe all space testing and inspections.

6. General procedures applicable to both permit required and non permit required confined spaces are as follows:

a. Evaluate the space for physical conditions such as electrical exposures, poor lighting, asbestos, temperature extremes, entrapment hazards, rodents, snakes, escape routes, etc.

b. Secure steam leaks to all leaky pipes and/or fittings. If the space is normally kept closed, ventilate the

JUL 29 2011

space as needed. Completely pump out flooded areas and ensure that the source of flooding is eliminated or controlled.

c. Ensure that adequate lighting is provided. Flashlights may not be adequate. Drop lights with Ground Fault Circuit Interrupters are recommended if the space lacks permanent lighting.

d. Energy-carrying media (steam, electricity, etc.) to the system being worked on must be secured (blanked off if necessary) and locked out.

e. PPE appropriate for the job must be used as per the shop's PPE survey and guidance or as specified by confined space inspectors.

f. Any hotwork (brazing/burning/welding) in a confined space and/or hollow structure (including pipelines) requires a Fire Department burn permit in addition to a confined space permit.

g. Ventilation must be provided when necessary to control actual or potential hazardous atmospheres and/or provide reasonable comfort in extreme heat and cold conditions.

h. Activities not allowed in confined spaces unless approved by the CSPM or ACSPM.

(1) Introduction of, or use of any hazardous chemicals.

(2) Exposure to, or any work on known or suspected asbestos containing materials.

(3) Use of any flammables and/or oxidizers unless approved by the Fire and Safety Departments.

(4) Working on or in the presence of exposed energized equipment.

(5) Working alone (without an attendant) and/or entry into dead end areas without effective communication measures and rescue procedures.

(6) Entry into any space marked as hazardous (or other restrictions prohibiting entry).

JUL 29 2011

(7) Smoking.

(8) Hotwork on pipelines or other hollow structures within the space or anywhere on the installation (unless approved by Fire and Safety).

i. If any space has conditions that are suspected as hazardous (e.g., foul odors, possible gas leaks, asbestos, etc.) or where employees are not sure of confined space entry requirements, the supervisor must contact the Safety Department prior to entry.

j. An attendant must be posted at the entrance to the space and effective communications must be maintained at all times. If verbal communication is inadequate, the CSE inspector will specify the most effective means of contact between the entrant and attendant. The attendant is not to be assigned other duties while the entrant is inside the confined space.

k. Acceptable atmospheric conditions for entry into any confined space include the oxygen levels at approximately 20.9 percent and toxic concentrations under the OSHA Permissible Exposure Limit (PEL). However, in practice, any abnormal oxygen levels or toxic concentrations, even if the PEL is not exceeded, will cause the space to be deemed unsafe for entry until a thorough investigation of the contaminant source is found, eliminated, and/or effectively controlled. All physical hazards must be either eliminated or controlled to prevent any exposure to employees. PPE will be specified when engineering and administrative measures are not adequate. PPE may be issued as a precautionary measure or for employee comfort.

l. Under no circumstance will employees be allowed to enter a space where conditions are immediately dangerous to life or health. The only exception being Fire Department personnel conducting emergency operations.

7. The Confined Space Entry Program will be evaluated at least annually. An evaluation will also be conducted in the event of a confined space related mishap or if there is an occurrence that would indicate that the program lacks effective employee protective measures. The evaluation will include a thorough review of CSE personnel qualifications, employee training, employee performance, space evaluations, classifications and markings, and canceled certificates. This evaluation may be included as a part of the annual OSH program self-assessment process.

CONFINED SPACE ENTRY CERTIFICATE/PERMIT

PERMIT DATE/TIME: _____ EXPIRATION DATE/TIME: _____
 LOCATION: _____ DESCRIPTION: _____
 PURPOSE OF ENTRY: _____

AUTHORIZED ENTRY PERSONNEL

AUTHORIZED ATTENDANTS

ATMOSPHERIC TEST DATA

% OXYGEN: _____ TOXIN [_____]: _____
 % LFL: _____ TOXIN [_____]: _____
 TESTED BY: _____ NAME _____ DATE _____

FOLLOW-UP

 NAME _____ DATE _____

TEST INSTRUMENT	PRE-ENTRY CALIBRATION DATE	POST-ENTRY FUNCTION CHECK	O ₂	% LFL	TOXIC/ H ₂ S	TOXIC/ CO

DOES THE SPACE HAVE: Hazardous atmosphere potential? YES NO DESCRIBE: _____
 Engulfment/Entrapment hazard? YES NO DESCRIBE: _____
 Serious Safety/Health hazards? YES NO DESCRIBE: _____

SPACE CLASSIFICATION

PERMIT REQUIRED YES NO

ALTERNATE ENTRY PROCEDURES APPLY (IF PERMIT REQUIRED) YES NO

REQUIRED SAFETY PRECAUTIONS

REQUIREMENTS	YES	NO	SPECIFIC INSTRUCTIONS
PERSONAL PROTECTIVE EQUIPMENT			
FIRE WATCH			
EXTINGUISHER			
VENTILATION			
SPACE PREPARATION			
LOCK OUT/TAG OUT			
COMMUNICATION PROCEDURE	<input type="checkbox"/> VISUAL <input type="checkbox"/> VOICE <input type="checkbox"/> RADIO <input type="checkbox"/> OTHER _____		
RESCUE EQUIPMENT ON SITE?	<input type="checkbox"/> YES, SPECIFY BELOW <input type="checkbox"/> NO		

EMERGENCY INSTRUCTIONS: On Site Rescue Service - USNA Fire Department. *IN CASE OF EMERGENCY CALL EXT. 3-3333*

OTHER CONTROLS/REMARKS:

FOLLOW-UP TESTS REQUIRED: YES NO INTERVALS: _____

 Confined space Program Manager/Assistant

 Work Center Supervisor

Distribution: Entrance(s) Work Center: _____

File Copies