1. **Purpose.** To establish Commander, FIRST Naval Construction Division (COMFIRSTNCD) policy and procedures for implementation and management of the Occupational Safety and Health (OSH) Program in accordance with references (a) through (j).

2. **Cancellation.** COMSECONDNCB/COMTHIRDNCBINST 5100.1A.

3. **Discussion.** Reference (a) establishes organizational responsibility and provides implementing guidance for the Navy Occupational Safety and Health (NAVOSH) Program. As the title implies, the NAVOSH Program specifically addresses the maintenance of safe and healthful conditions in the workplace and the occupational environment and has been adopted by COMFIRSTNCD for full implementation within the Naval Construction Force.

4. The Navy Occupational Safety and Health Program Manual, enclosure (1), applies to all active duty and reserve military and civilian personnel assigned to all COMFIRSTNCD activities.
5. **Action.** All levels of command shall implement and manage the NAVOSH Program in compliance with reference (a) and the supplemental guidance in this instruction.

![Signature]

M. H. CONWAY  
Chief of Staff

Distribution:  
Electronic via Seabee Operational Portal  
[https://app.ncf.navy.mil/ncf/docs/default.ctm](https://app.ncf.navy.mil/ncf/docs/default.ctm)
SUPPLEMENTAL GUIDANCE FOR IMPLEMENTATION OF THE NAVY OCCUPATIONAL SAFETY AND HEALTH PROGRAM

COMMANDER,
FIRST NAVAL CONSTRUCTION DIVISION

Enclosure (1)
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CHAPTER 1
INTRODUCTION

101. REFERENCES

a. Throughout this instruction, the references listed are applicable and frequently mentioned to provide a source for additional information and guidelines.

b. These references provide guidelines and shall be reviewed by the safety staff so that each command can implement an efficient and thorough safety program.

102. BACKGROUND

a. This instruction sets limits, standards, routines, methods, inspections and other requirements designed to regulate the performance of work so that maximum safety may be practiced on and off the job within all work and recreational environments of the unit. The effectiveness of the Safety Program can be gauged by the involvement of leadership and the type, frequency, and severity of mishaps that occur within each unit. Analysis and comparative studies, which compare all units under Commander, FIRST Naval Construction Division (COMFIRSTNCD) to civilian industry and similar units in other military services, are useful in gauging the effectiveness of our safety program. Certain data is forwarded to higher echelon commands and Commander, Naval Safety Center (COMNAVSAFECEN) for use in comparative studies.

b. Commander, FIRST Naval Construction Division (COMFIRSTNCD) along with 22nd and 30th Naval Construction Regiments, maintain records, monitor and analyze reports for mishap trends, and publish periodic information to all units under their respective commands. The Naval Construction Force (NCF) Safety Program follows reference (a) and amplifies the following elements:

(1) Construction Safety
(2) Explosive Safety
(3) Weight Handling Equipment
(4) Civil Engineer Support Equipment (CESE)
(5) Transportation
(6) Radiation Safety
(7) Laser Safety
(8) Traffic Safety
(9) Recreation, Athletics and Home Safety
c. The prevention of mishaps, serious injury, loss of life, money, property, and lost time are the goals of any safety program. By instituting an effective safety program, we can reduce the number of serious mishaps that occur during deployment and safeguard Navy assets.
CHAPTER 2
RESPONSIBILITIES

201. COMMAND

a. The Commanding Officer is responsible for the safety of all military and civilian personnel, the safe use and condition of all equipment, and the protection of all government property. In providing adequate programs pertaining to safety and health, duties and responsibilities are delegated throughout the command. It is emphasized that this delegation in no way relieves individuals designated in this instruction of their assigned responsibilities.

b. Safety regulations outlined herein apply to both military and civilian personnel having responsibilities under COMFIRSTNCD.

c. Commanding Officers and Officers in Charge of NCF units are subject to the orders and the Commander exercising operational control for the enforcement of these and all other safety regulations of the Department of the Navy.

202. SAFETY LIBRARY. Each NCF unit shall maintain a current suitable Safety and Health Reference Library. Battalion safety libraries shall be maintained by the Safety Officer and transported to both homeport and deployment site safety offices. Battalion Safety Officers will ensure that all details deploy with a library that is applicable to the DET sites. Each resident Battalion shall ensure that safety libraries are current.

a. Minimum safety library for an NCF unit:

   (1) Government Publications

      (a) 29 CFR 1900-1910.999 (OSHA Subparts A-T)

      (b) 29 CFR 1910.1000-1910.END (OSHA Subpart Z)

      (c) 29 CFR 1926 (OSHA Construction)

      (d) 40 CFR 260-299 (RCRA, Hazardous Waste)

      (e) DOT P-5800 series, Hazardous Materials Emergency Response Guidebook, U.S. Department of Transportation, Washington, DC

      (f) NIOSH Pocket Guide to Chemical Hazards
(2) Instructions

(a) OPNAVINST 5100.8 (SERIES), Navy Safety and Occupational Safety and Health Program

(b) OPNAVINST 11320.23 (SERIES), Shore Activities Fire Protection Program

(c) SPAWARINST 5100.12 (SERIES), Navy Laser Hazards Prevention Program

(d) OPNAVINST 5102.1 (SERIES), Mishap Investigation and Reporting

(e) OPNAVINST 5090.1 (SERIES), Environmental and Natural Resources Program Manual

(f) OPNAVINST 4110.2 (SERIES), Hazardous Material Control and Management (HMC&M)

(g) OPNAVINST 5100.25 (SERIES), Navy Recreation, Athletics and Home Safety Program

(h) OPNAVINST 5100.12 (SERIES), Traffic Safety

(i) All applicable host command instructions pertaining to Safety and Health, Hazardous Materials and Environmental Control/Management and Fire Prevention.
301. **COMFIRSTNCD HEADQUARTERS.** The Safety Officer shall be placed on the Executive Staff of the Commander. The safety office shall have as its head a safety professional, who will not be assigned collateral duties unrelated to the function. The head of the safety office shall be qualified for their assigned position within first year of assignment. Safety Officer training requirements are outlined on the 1NCD Individual Development Plan (IDP) in Chapter 6 of this instruction.

302. **22NCR/30NCR HEADQUARTERS.** The Safety Officer shall be placed on the immediate staff of the Commander. The Safety Officer shall not be assigned collateral duties unrelated to the function. The head of the safety office and technical staff members shall be qualified for their assigned positions. Safety Officer training requirements are outlined on the NCR Individual Development Plan (IDP) in Chapter 6 of this instruction.

303. **SUBORDINATE COMMANDS.** The safety office of each subordinate command will be organizationally placed on the immediate staff of the Commander and consist of a Safety Officer, E-7 or above, holding NEC 6021. The member shall hold the NEC prior to assignment. The Safety Officer must be fully knowledgeable of all safety office functions and be able to carry out the unit's Safety and Health Programs. An Assistant Safety Officer must be assigned and will meet the training requirements outlined in Chapter 6 of this manual. Appendix 3-B shows the organizational placement of the command safety office in relation to the command structure as well as the unit's organization between the companies and departments and the safety office.

  a. **Command Safety Officer.** The Safety Officer shall be organizationally placed on the immediate staff of the Commander, Commanding Officer or Officer in Charge and shall be employed in this capacity for minimum of 36 months or longer and designated in writing by the Commanding Officer. Collateral duties unrelated to safety or impairing proper performance of safety duties shall not be assigned (i.e., Environmental Officer). If this position is assigned to the Safety Office, additional personnel shall also be assigned to support this function. The Assistant Safety Officer will be appointed in writing by the Commanding Officer to assume the duties of the Safety Officer during his/her absence and will not perform other assigned duties during that period.
b. **Detail/Team Safety Officer.** All detachments and teams will have an individual assigned who meets the training requirements in Chapter 6 of this manual to manage the Safety and Health Program. Designation letters must be signed by the Commanding Officer.

c. **Safety Supervisors.** Each Company, Department and Project Site will have a Safety Supervisor assigned who has completed training requirements as outlined in Chapter 6 of this instruction. They are responsible for assisting in the implementation and management of the command’s Safety and Health Program.
APPENDIX 3-A

NCF SAFETY PROGRAM FUNCTIONS

Safety Officer

- Assistant Safety Officer
- Crane Safety Manager
- Traffic Safety Manager
- Energy Control Program Manager
- Explosive Safety Officer
- RAHS Safety Officer
- RSO/LSSO Officer
- HAZMAT/WASTE Technician
- Respiratory Protection Program Manager
- Assistant Respiratory Protection Program Manager
- Respiratory Protection Program Coordinator
- Confined Space Program Manager
- Assistant Confined Space Program Manager

3-A-1

Enclosure (1)
APPENDIX 3-B

NMCB SAFETY ORGANIZATION

Commanding Officer

Safety Officer

- Safety Technician
  - Headquarters Company Representative
    - Alfa Company Representative
    - Bravo Company Representative
    - Charlie Company Representative
    - Detachment Representative
  - Alfa Company Representative
    - Brav...
APPENDIX 3-C

NMCB HEADQUARTERS COMPANY SAFETY RESPONSIBILITIES

- Headquarters Safety Supervisor
- Departmental Safety Supervisor
  - Admin Safety Supervisor
  - Training Safety Supervisor
    - Hazardous Cargo Certification Technician Representative
- Operations Safety Supervisor
  - Radiological Safety Officer
- Supply Safety Supervisor
  - Galley
  - Barracks
  - CTR Safety Supervisor
  - MLO Safety Supervisor
- Preventive Medicine Technician
- HAZMAT/WASTE Control Supervisor
- Recreation Athletics Home Safety Rep
- Fire Warden

3-C-1  Enclosure (1)
APPENDIX 3-D

NMCB ALFA COMPANY SAFETY

Alfa Company Commander

Alfa Company Safety Supervisor

HAZMAT/WASTE Control Supervisor

Traffic Safety Supervisor

Shop Safety Supervisor

Project Safety Supervisors

Fire Warden

Crane Safety

Alfa Company Safety Supervisor

Crane Safety

Alfa Company Commander

Crane Safety

3-D-1 Enclosure (1)
APPENDIX 3-E

NMCB BRAVO COMPANY SAFETY RESPONSIBILITIES
APPENDIX 3-F

NM CB CHARLIE COMPANY SAFETY RESPONSIBILITIES

Charlie Company Commander

Charlie Company Safety Supervisor

HAZMAT/WASTE Control Representatives

Project Safety Supervisors

Fire Warden
APPENDIX 3-G

NMCB DETACHMENT SAFETY RESPONSIBILITIES
APPENDIX 3-H

CBMU DET SAFETY RESPONSIBILITIES

- Detail Officer In Charge
  - Detail Safety Officer
    - Project/Shop Safety Supervisors
      - Departmental Safety Program
        - Recreational Athletics and Home Safety Representative
        - Hazardous Cargo Certification Technician
    - Safety Programs
      - Fire Warden
        - HAZMAT/WASTE Control Representative
        - Respiratory Protection Program Coordinator
        - Traffic Safety Representative
        - Temporary Power Certification Officer
        - Lockout / Tagout Manager

3-H-1 Enclosure (1)
APPENDIX 3-I

CBMU HEADQUARTERS SAFETY RESPONSIBILITIES

- CBMU Commanding Officer
  - Safety Officer
    - Project/Shop Safety Supervisors
    - Departmental Safety Program
      - Recreational Athletics and Home Safety Representative
      - Hazardous Cargo Certification Technician
    - Safety Programs
      - Fire Warden
      - HAZMAT/WASTE Control Representative
      - Respiratory Protection Program Coordinator
      - Traffic Safety Representative
      - Temporary Power Certification Officer
      - Lockout / Tagout Manager

3-I-1 Enclosure (1)
APPENDIX 3-J

UCT SAFETY RESPONSIBILITIES
CHAPTER 4
COUNCILS AND COMMITTEES

401. OCCUPATIONAL SAFETY AND HEALTH (OSH) COUNCIL

a. The OSH Council will be chaired by the Executive Officer and consist of, as a minimum, the Safety Officer, Operations Officer, Administration Officer, Medical Officer, Supply Officer, and all Company Commanders and Detail Officers in Charge.

b. The Safety Officer will prepare the agenda and action items based on the nature of the activity, its scope of operations, its hazards or mishap experience and have the minutes recorded for the council, which will meet quarterly. Subject matter discussed by the council will include OSH goals, OSH program improvement plans, mishap prevention experience, requirements and initiatives, compliance issues and hazard abatement.

c. Activities with less than 100 personnel shall be exempt from paragraph 401.b requirements. However, heads of such activities shall ensure an open line of communication exists for all personnel on OSH matters, using captain’s calls, OIC calls, Plan of Day, Plan of Week, along with other methods as appropriate for communications.

d. The council will review the minutes of the OSH Committee meetings for action as appropriate.

402. OCCUPATIONAL SAFETY AND HEALTH (OSH) COMMITTEE

a. Members of the OSH Committee are Company/Project/DET Safety Supervisors. The OSH Committee will meet on a monthly basis during deployments and on a quarterly basis during homeport. The Safety Officer chairs the OSH Committee.

b. Activities with less than 100 personnel shall conduct an OSH Committee meeting quarterly and forward findings to the head of such activity. At which time if it should be determined by the head of the activity to conduct an OSH Council meeting then it should be conducted as stated above in 401.b. Unit Safety Officer chairs the OSH Committee.
CHAPTER 5

GENERAL SAFETY PRECAUTIONS

501. GENERAL

a. Where in-place or recommended safety precautions are judged to be inadequate, the Commanding Officer or Safety Officer may implement additional safety devices or precautions deemed necessary to protect personnel and property. In cases where regulations conflict, the most stringent will be adhered to.

b. If further clarification is required, contact COMFIRSTNCD Safety Officer.

502. PROJECT ESTIMATION PROCEDURES

a. Appendix 5-A will be used as a starting point to ensure all aspects of each project are taken into account during planning and estimation. Identified consumable safety equipment and equipment which needs to be leased for use on a particular project shall be charged to that project.

b. The initial determination process outlined on page 5-A-1 of Appendix 5-A is not all-inclusive, but will establish a baseline for estimators. Used in conjunction with the checklist, future projects will be funded more accurately.

503. CONSTRUCTION SAFETY PLANS

a. Project safety plans will be developed for new and turnover projects using references (e) and (f) as the primary source for construction safety standards. The project manager/crew leader/safety supervisor will provide a copy of the safety plan, construction activity summary sheets, bills of material and material safety data sheets to the safety office for review. The safety office will assist in the development of the safety plan and train personnel to ensure all hazard control techniques are applied.

b. Specific Safety Plans will be required for the following areas:

(1) Scaffolding: See Appendix 5-C

(2) Trenching/shoring: See Appendix 5-D

(3) Demolition: See Appendix 5-E
(4) Fall Protection: See chapter 37

c. **Authorized Use List (AUL)**

(1) The deployed unit, within 30 days of arrival, will send their on site AUL to the relieving unit. This requirement applies to anticipated turnover projects to ensure that continuity remains in ordering HAZMAT that has been approved at the deployment site. In the event of significant changes, quarterly updated AUL feedback is required.

(2) All units will have posted in their Safety Office an Authorized Use List. This list will be reviewed and updated annually.

d. On construction sites, it is the project manager’s/crew leader’s responsibility to ensure that daily safety lectures are conducted and documented. This training is intended to be informal and pertain to hazards that may be encountered through the course of the work being performed. Units that perform construction training will also meet these requirements.

e. All other shops and industrial areas will conduct safety lectures weekly.

f. Hazard specific training will be conducted and documented in all areas when a new hazard is introduced into the area. This can be used to supplement daily safety lectures.

504. **TURNOVER FILE.** All NCF units shall have provisions for a joint facilities and project site inspection in place to be performed during the turnover process.

a. Deployed units shall ensure that the in-coming and out-going safety officers are present during turnover.

b. The format for a standard deployed battalion turnover document is shown in Appendix 5-B.
Appendix 5-A

PLANNING CHECKLIST

PROJECT ESTIMATION PROCEDURES

1. Factors that influence project estimates for safety equipment:

   a. Project location

      (1) Mainbody, tool and equipment support is high, on-site tool and equipment levels are known. Contingency costs will be low.

      (2) Established detail site, tool and equipment levels are known. Determine specific project needs and balance against assets.

      (3) DFT or exercise, tool and equipment support is low. Plan contingency costs into the estimation to cover unknown factors. Use standard checklist provided to establish needs.

   b. Weather conditions

      (1) Normal deployment, no severe weather anticipated.

      (2) Extreme heat or cold, special clothing or equipment may be required. Use checklist to determine needs.

   c. Type of project

      (1) Severe working conditions, anticipate high turn over on tools and equipment. Determine if the customer should pay a portion of the costs for replacement of safety equipment and clothing. Use checklist to assist in establishing a baseline for contingency costs. If location is remote, purchase ahead of time.

      (2) Special project, one not normally done by the NCF. Are special tools or equipment required that the NCF does not carry? Will we ever do this type of project again?

      (3) High risk, special safety and environmental concerns. Take into account possible confined space aspects, working from height, special communication needs and high cost for disposal of materials. Determine customer liabilities and add contingency costs to the estimate.
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<td>Confined Space Permits</td>
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<td>Dig Permits</td>
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<td>Emergency Utility Shut off location</td>
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<td>Fire Watch</td>
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<td>Hazardous Site Coordination</td>
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<td>HAZCOM Training</td>
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<td>Sanitation Rental Cost</td>
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<td>Vehicle for Remote Sites, Full Time</td>
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<td><strong>PERSONAL PROTECTIVE EQUIPMENT</strong></td>
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<td>Face Guard (chain saw)</td>
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<tr>
<td>Face Shields</td>
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<td>Fire Plan (To decide which PPE is required)</td>
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<tr>
<td>Gloves (leather or cotton)</td>
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<tr>
<td>Hearing Protection (disposable plugs)</td>
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<tr>
<td>Hearing Protection (Ear Muffs)</td>
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<tr>
<td>Leather Chaps (chain saw)</td>
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<td>Respirators - 3M</td>
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<tr>
<td>Respirators - Wilson</td>
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<td>Rubber boots</td>
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<tr>
<td>Rubber Gloves</td>
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<tr>
<td>Safety Glasses with glare protection if required</td>
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<tr>
<td>Welding Gloves</td>
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<td>Hearing Protection</td>
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**EQUIPMENT**

- Monthly Equipment PM'S
- HEPA Vacuum
- Ladders
- Non-Sparking Tools
- Rental Equipment, Licensing and Training if required
- Scaffolding; proper quantity, compatible types, accessories
- Scaffolding; proper quantity, compatible types, accessories

**SITE REQUIREMENTS**
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<td>Eye Wash Station</td>
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<tr>
<td>Fire Extinguishers (ABC)</td>
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<tr>
<td>First Aid Kits (qualified person)</td>
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<tr>
<td>SOP's</td>
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<td>Safety Signs</td>
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<td>Safety Fence (plastic barricade)</td>
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<td>Porta-potty (if required)</td>
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<td>Visitors Hardhats</td>
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<td>FALL PROTECTION</td>
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<td>Full body harness</td>
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<tr>
<td>Harness and lanyards</td>
<td></td>
</tr>
<tr>
<td>Shock absorbing lanyards</td>
<td></td>
</tr>
<tr>
<td>Straps (a combination of types to fasten the lanyard to)</td>
<td></td>
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<tr>
<td>PERSONAL</td>
<td></td>
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<tr>
<td>Bug Repellent</td>
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<tr>
<td>Cold Weather Gear</td>
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<td>Sun Screen</td>
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<tr>
<td>Safety Glasses</td>
<td></td>
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<td>TRAFFIC</td>
<td></td>
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<tr>
<td>Reflective Vests</td>
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<td>Traffic Cones</td>
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<tr>
<td>Barricades and Flashers</td>
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<td>Traffic Control Signs</td>
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<td>TEMPORARY POWER</td>
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<td>GFCI</td>
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<td>Grounding Rods</td>
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<td>Lockout Tagout</td>
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<tr>
<td>Temporary Power Certification</td>
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<td>CONFINED SPACE</td>
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<tr>
<td>Full body harness</td>
<td></td>
</tr>
<tr>
<td>Gas free engineer services, high cost in some areas</td>
<td></td>
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<tr>
<td>Rescue air packs</td>
<td></td>
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<tr>
<td>Rescue Team Certification</td>
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<tr>
<td>Rescue Team Training</td>
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<td>Stretcher</td>
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<tr>
<td>Tripod with double winch</td>
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<td>Tyvek suits, Level 1,2, or 3 (masking tape, baby powder)</td>
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<td>Ventilation Blowers</td>
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<td>MISCELLANEOUS</td>
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<td>----------------------------</td>
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<tr>
<td>HAZMAT and Flammable lockers</td>
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<td>Life preservers</td>
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<tr>
<td>Rebar caps</td>
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<tr>
<td>Safety Fence (plastic barricade)</td>
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<tr>
<td>Space heaters</td>
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<tr>
<td>Spill kits</td>
<td></td>
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<tr>
<td>Trash bags (various sizes)</td>
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</tbody>
</table>
MEMORANDUM

From: Safety Officer, U.S. Naval Mobile Construction Battalion
OUT-GOING
Safety Officer, U.S. Naval Mobile Construction Battalion
IN-COMING

To: Commanding Officer, U.S. Naval Mobile Construction
Battalion OUT-GOING
Commanding Officer, U.S. Naval Mobile Construction
Battalion IN-COMING

Subj: TURNOVER OF THE SAFETY OFFICE

Encl: (1) Safety Personnel Support Equipment Checklist (Camp
Safety Equipment)
(2) Safety Personnel Protective Equipment Checklist (Camp
Safety Equipment)
(3) Copies of Applicable ISSA’s regarding maintenance of
Safety Equipment

1. Per enclosures (1) through (3), the following programs were
satisfactorily turned over from NMCB OUT-GOING to NMCB IN-COMING:

   a. Review all environmental and NAVOSH inspections with the
current status and copies of corrective actions (to include
Industrial Hygiene and Workplace Monitoring Records).

   b. Hazardous Abatement program with the current walk-through
and updated facilities inspection conducted by NMCB OUT-GOING
Safety Officer and NMCB IN-COMING Safety Officer.

   c. Fire Warden program with current status and copies of
inspections with corrective actions taken.

   d. Hazardous Material Inventories and Authorized Users Lists
(AUL) with a complete copy of all MSDS associated.

   e. Freon recovery, Confined Space, Lockout/Tagout and
Temporary Power Logs.
SUBJ: TURNOVER OF THE SAFETY OFFICE

2. The Safety Office for Main Body Site has been satisfactorily turned over from NMCB OUT-GOING to NMCB IN-COMING.

Copy to:
Regimental Safety Officer
5C01. All NCF units must implement a scaffolding plan in accordance with the requirements of the applicable standards and regulations. Prior to implementation of any scaffolding plan all hazards will be identified and or eliminated before use of and or work is to begin.

5C02. COMPETENT PERSON

a. Competent Person. Is one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to personnel, and who has authorization to take prompt corrective measures to eliminate such hazards. A competent person must be knowledgeable about requirements within the standards and have sufficient training or knowledge to identify and correct hazards encountered in scaffold work. This person must have had specific training in and be knowledgeable regarding the structural integrity of scaffolds and the procedures needed to maintain them.

b. Duties and Responsibilities of a Competent Person

(1) Only a competent person can permit the modification of scaffold components manufactured by different manufactures when they are used in conjunction with each other, and must ensure that the resulting scaffold is structurally sound.

(2) A competent person will have to determine the feasibility and safety of using a “safe means of access,” based on, site conditions and type of scaffold being erected or dismantled. Although there may be some situation where providing safe access for scaffold erectors and dismantlers is difficult, competent person must carefully evaluate the scaffolding operations and minimize the exposure to hazards.

(3) Required to inspect the scaffold and its components for visible defects daily and after any occurrence, which could affect the scaffold’s structural integrity. All finding shall be annotated on the daily safety report.

(4) Required to supervise the erection, moving, dismantling or alteration activities.
5C03. QUALIFIED PERSON. Is one who by possession of skill 1201.1 has shown knowledge and experience and has demonstrated their ability to solve and resolve problems related to erecting and dismantling and working on scaffolding.
5D01. All NCF personnel must be aware of the inherent hazards associated with trenching and shoring before commencement of operations. Personnel shall have training and all information needed to perform their job safely and effective. Therefore before any operation begins, a trenching and shoring plan will be completed and signed off by designated competent person or safety officer. Plan will be in accordance with the requirements of the applicable standards and regulations and utilize this appendix as assistance in the decision making process and inspections of work.

5D02. Competent Person Responsibilities

a. Command will designate a COMPETENT PERSON for each trenching and shoring operation and shall:

(1) Be thoroughly familiar with the procedures laid out in the trenching and shoring plan.

(2) Ensure that qualified personnel receive training commensurate with their duties within trenching and shoring operations.

(3) Set the guidelines for safe procedures and operation in and around work area in order to ensure all workers are protected from all associated hazards set forth in the plan.

(4) Establish that all personnel abide by the requirements of the trenching and shoring plan.

(5) Ensure the investigation and reporting of all mishaps comply with requirements set forth in ref (a).

(6) Competent person will ensure daily inspections are conducted and document the conditions of the trench or excavation and protective systems prior to each work day or work shift and after rainstorms or any other hazard increasing event. If a hazard is detected, the competent person will not permit personnel to enter or will immediately remove personnel from the trench or excavation until proper protective measures have been taken.
COMPETENT PERSON DECISION TREE

START

Is Excavation greater than a four-foot depth?

Yes

Provide ladder or steps for exit within twenty-five feet

No

Excavate and slope at proper angle for stability

Could a Hazardous Atmosphere be present?

Yes

Atmosphere must be checked and monitored.

No

Atmospheric Testing is not required.

COMPETENT PERSON MUST SELECT PROTECTIVE SYSTEM

Is sloping the best method of protection?

Yes

Treat all soil as class "C".

No

Excavation MUST be slopped at least 1:5:1 (34 degrees)

Competent Person MUST consult with Chain Of Command if a slope of 1:5:1 cannot be maintained

A registered professional engineer must be used always if the excavation depth exceeds 20 feet!

Shoring or Shielding MUST be used as the protective system. Use a protective system for Class C soil as the minimum standard.

If Competent Person is unable to select a protective system or other hazards such as, water is present, upper Chain Of Command MUST be notified and assistance required.

Will protective systems use manufacturer shoring or shielding?

Yes

Use manufacturer's data on shoring or shielding to determine utilization.

No

Will protective system use timber shoring?

Yes

Follow guidelines in the OSHA Standard 1926.652 Appendices A & C

No
5D03. COMPETENT PERSON CHECKLIST

Date: ___________  Signature: ________________________

Location: ______________________

SOILS

Visual Test: ____________________________ (Type)

Manual Test: ____________________________ (Type)

Soil Classification: ____________________________ (Type)

OR

Slope  Trench Shoring Box  Special Engineered Design

AND

Correct Shore/Shield  Manufacturer’s Tabulated Data Protective System

Inspection

Correct Slope: ____________________________

ENCUMBRANCES

Above Ground  Below Ground

GENERAL

Hazcom  Ladder/Ramps  Hazardous Atmosphere

Spoil Material Placement  Water Accumulation  Utility Locations

Other: ____________________________

Notes: ____________________________

EXCAVATION/TRENCHING AND SHORING

1. Has the daily inspection of the excavation site been made by the competent person?  Yes  No  N/A

2. Are personal protective equipment (eye shields, hard hats, etc) being used when a hazard exist?  Yes  No  N/A

3. Are personnel who are exposed to vehicular traffic wearing warning vests?  Yes  No  N/A

4. Are personnel being kept out from under suspended loads?  Yes  No  N/A

5. Before opening any excavation, have efforts been made to determine if there are underground utility installation in the area. Dig permit needs to be specific.  Yes  No  N/A

6. If underground utility installations have been located, have they been protected, braced or removed to safeguard employees?  Yes  No  N/A
7. In excavation into which personnel are required to enter, have excavated or material been effectively stored and retained at least 2 feet or more from the edge of the excavation? [ ] Yes [ ] No [ ] N/A

8. Do trenches 4-5 feet deep or more have adequate means of exit, such as ladders or steps, located where no more than 25 feet of travel is required? [ ] Yes [ ] No [ ] N/A

9. Have steps been taken to protect personnel from loose rock and hazards of falling rock? [ ] Yes [ ] No [ ] N/A

10. Do the walls and faces of trenches 5 feet or deeper and all excavations in which personnel are exposed to danger from moving ground or a cave-in have a protection system, i.e. shoring, sloping or some other equivalent means? [ ] Yes [ ] No [ ] N/A

11. Is there any evidence of a possible cave-in or slide? If yes, all work in the excavation site MUST cease until the necessary precautions have been taken to safeguard personnel. [ ] Yes [ ] No [ ] N/A

12. Have guardrails been provided when employees are required to cross a walkway at an excavation site? [ ] Yes [ ] No [ ] N/A

13. Has a barricade, stop log or hand signal been provided when equipment is required to the excavation? [ ] Yes [ ] No [ ] N/A

14. Are sidewalks, pavements, etc. protected from undercuts? [ ] Yes [ ] No [ ] N/A

15. Has the air around the excavation site been tested to make sure an oxygen deficiency or hazardous atmosphere does not exist? [ ] Yes [ ] No [ ] N/A

16. If hazardous atmosphere does exist, has proper personal protective equipment been provided? [ ] Yes [ ] No [ ] N/A

17. Is water accumulation a problem? If yes, are personnel in the excavation site protected and equipment monitored? [ ] Yes [ ] No [ ] N/A
APPENDIX 5-E

DEMOLITION

5E01. Before the start of every demolition job a plan will be in place to take steps to safeguard the health and safety of all NCF personnel involved in demolition operations. Preparatory operations involve the overall planning of the demolition job, including the methods to be used to bring the structure down, the equipment necessary to do the job, and the measures to be taken to perform the work safely. Planning for demolition is as important as actually doing the work. Therefore, competent persons should perform all planning in all phases of the demolition work.

5E02. Demolition Work. Is defined as work to demolish or dismantle systematically a building or other structure, or part of a building or other structure, but does not include the systematic dismantling of a part of a building or other structure for alteration, maintenance, remodeling or repair.

5E03. Competent Person. Is defined as a person who is experienced and capable of identifying an existing or potential hazard in surroundings, or under working conditions, that are hazardous or dangerous to personnel and who has the authority and knowledge to take prompt corrective measures to eliminate the hazards.

5E04. Definitions

   a. Hazardous substance: A substance that is toxic, corrosive, a strong sensitizer, flammable, or explosive.

   b. Manual Demolition: Stripping or demolition by hand power.

   c. Mechanical Demolition: Demolition by powered equipment other than hand-held tools.

5E05. Demolition System Requirements. Before the start of assigned demolition operations, NCF shall ensure that all the following are done:

   a. An engineering survey of the structure and equipment is conducted to determine the following:

      (1) The condition of the foundations, roof, walls, and floors.

      (2) Whether any adjacent structures will be affected by the demolition.
(3) The utility service entering the structure and any other conditions or equipment affecting the safety of personnel.

b. Ensure that the written report of the survey is posted at the project site, in project folder, and safety office file until the completion of the project. The report shall include information such as the name of the person conducting the survey, date of the survey, and hazardous substances and dangerous conditions found and their location.

c. Project manager/supervisor shall ensure that all utility services are shut off, capped, or otherwise protected from damage.

d. During demolition operations the safety chief/competent person shall conduct daily safety inspections to detect hazards and unsafe conditions. If in the event hazards are found do not allow unnecessary personnel to work in or around the structure until hazards are corrected by shoring, bracing, or other means.

5E06. Pre-Demolition Phase


b. Establish demolition procedures.

c. Develop a safety plan.

d. Establish haul routes.

e. Prepare maps of haul routes for the removal of debris.

f. Prepare maps of haul routes for the removal of hazardous material.

g. Submit and obtain all required permits.

h. Determine whether it is safe to recycle the debris.

5E07. Demolition Phase

a. Identify and remove hazardous materials.

b. Verify that all permit are on site and posted.

c. Cap all sewer lines.

d. Verify that all water, gas and electricity has been locked and tagged out prior to commencing demolition.
e. Provide and install 8’ chain link fence along perimeter of work site.

f. Provide and install traffic control signs, barricades, canopies and flagman as necessary.

g. Properly licensed hazardous waste hauler must transport hazardous waste. (Situation dependant and may have to contract out)

h. Contact solid waste recycle manager to coordinate recycling the debris from demolition work.
CHAPTER 6

TRAINING

601. DISCUSSION. This chapter provides the requirements and recommendations for all safety training necessary to ensure that personnel perform their work in an occupational safe and healthful manner. Adherence to safe operating practices and procedures cannot be assured unless there is a clear and defined knowledge of the job, its potential hazards and of the strategies necessary to perform the job properly and prevent mishaps.

602. PLANS FOR TRAINING

   a. In accordance with reference (a), all Safety Managers shall have an Individual Development Plan (IDP) for their offices. Individual Development Plan for FIRST Naval Construction Division (1NCD), Naval Construction Regiment (NCR), Seabee Readiness Group (SRG), Naval Mobile Construction Battalion (NMCB), Underwater Construction Team (UCT), Construction Battalion Maintenance Unit (CBMU) and Dets shall be in accordance with Appendix 6-A. IDPs will not be modified without approval of 1NCD Safety Officer. The IDPs will be updated and forwarded to 1NCD Safety Officer semiannually (MAR & OCT). The Safety Managers Working Group will update the IDPs annually.

   b. Requests to attend formal Safety, Environmental and Explosive Safety courses shall be submitted to the Regimental Safety Managers for validation and forwarded to the Regimental Training Department for quota acquisition.

      (1) For NMCBs: This will take place during the Battalion’s Homeport Training Conference.

      (2) For CBMUs: Requests shall be submitted not later than 1 August for the next fiscal year.

      (3) For Reserve Units: Requests shall be submitted via the Reserve Regimental Safety Manager to be received by the 20th/31st Regimental Safety Manager by 1 August for the next fiscal year.

   c. All travel costs shall be the responsibility of the requesting command. Quota confirmation will be sent by the Regimental Training Department to the Battalion’s Training Department with info copy to the Battalion’s Safety Manager.
603. TRAINING

a. Occupational Safety and Health Training Requirements. The command’s Safety Manager shall manage and track the command’s Safety Training Program with the assistance of the command’s Training Department.

(1) The Assistant Safety Manager and Collateral Safety Managers will be trained to meet the minimum requirements as outlined in Appendix 6-B. Collateral Safety Managers pertain to CBMU DETs, UCTs and Battalion Detachment Safety Managers.

(2) Project/Shop Safety Supervisors. Each NCF unit will designate in writing a Project and Shop Safety Supervisor for each Detachment/Company/Department and construction project. The OIC or Company Commander may assign project, Shop and Department Safety Supervisors. Detachment and Company level Safety Supervisors will be assigned by the Commanding Officer. This individual shall report to the command’s Safety Office in reference to all matters pertaining to the Occupational Safety and Health Program. This individual will be trained to meet the minimum requirements as outlined in Appendix 6-B.

(3) Other Safety Requirements. Safety training must take place for the following positions: Confined Space Program Manager, Assistant Confined Space Program Manager, Respiratory Protection Program Manager, Radiation Safety Officer, Assistant Radiation Safety Officer, and the Crane Safety Manager. These individuals shall report to the command’s Safety Office in reference to all matters pertaining to the Occupational Safety and Health Program. Individuals will be trained to meet the minimum requirements as outlined in Appendix 6-B.

b. Environmental and HAZMAT/WASTE Coordinator Training Requirements. The command’s Environmental Manager shall manage and track the command’s Environmental Training Program with the assistance of the command’s Training Department.

(1) Environmental Officer. NCR, SRG, and NMCD shall have an Environmental Manager designated in writing. The Environmental Manager will be trained to meet the minimum requirements as outlined in Appendix 6-B.

(2) Hazardous Material/Hazardous Waste Coordinator. Each NCR, SRG, and NMCD shall have a Hazardous Material/Hazardous Waste Coordinator designated in writing. The HAZMAT/HAZWASTE Coordinator will be trained to meet the minimum requirements as outlined in Appendix 6-B.
c. **Explosive Safety Training Requirements.** The command’s Explosive Safety Officer shall manage and track the command’s Explosive Safety Training Program with the assistance of the command’s Training Department.

(1) **Explosive Safety Officer.** NCR, SRG, UCT, and NMCB shall have an Explosive Safety Officer designated in writing. The Explosive Safety Officer will be trained to meet the minimum requirements as outlined in Appendix 6-B.

(2) **Ammo Technicians.** Each NCR, SRG, UCT, and NMCB shall have an Ammo Technician designated in writing. The Ammo Technician will be trained to meet the minimum requirements as outlined in Appendix 6-B.

d. **Command NAVOSH Training.** All personnel assigned to NCF units are required to attend their unit’s initial and annual NAVOSH Training as outlined in Appendix 6-B. It is the unit Safety Manager’s responsibility to ensure that all personnel receive this training. For NMCBs: ensure that all personnel receive this training prior to deployment. All training material will be supplied and updated by the Seabee Readiness Group.

604. **NEW EMPLOYEE TRAINING.** New employee training shall be conducted using Appendix 6-B.

605. **TRAINING RECORDS.** Each unit safety office is required to maintain records of all safety training conducted. Documentation and maintenance of records shall be in accordance with reference (a).
INDIVIDUAL SAFETY OFFICER/CHIEF DEVELOPMENT PLAN

FIRST NAVAL CONSTRUCTION DIVISION (1NCD)

GENERAL - This information is provided pursuant to Public Law 93-570 (Privacy Act of 1974). Authority - Government Employees Training Act of 1958 (US Code, Title 5, sec 4101 to 4118). Purposes and Uses - The information is used in the administration of the Federal Training Program. The purpose of this form is to document the nomination of trainees and completion of training, and it serves as the principal repository of personal, fiscal, and administrative information about trainees and the programs to which they participate. The form becomes part of the permanent employment record of the participants in training programs and is included in the Government's Personnel Data File. Effects of Nondisclosure - Personal information provided on this form is given on a voluntary basis. Failure to provide this information however may result in ineligibility for participation in training programs.

EMPLOYEE NAME:  
SSN:  
RATE/RANK:  
CODE:  
UNIT ADDRESS/LOCATION:  

<table>
<thead>
<tr>
<th>TRAINING</th>
<th>Course #</th>
<th>COMP.</th>
<th>DEVELOPMENTAL ASSIGNMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. NCF Safety Inspector</td>
<td>A-493-0050</td>
<td>☐</td>
<td>B. Review safety training in accordance with OPNAV and Division directives.</td>
</tr>
<tr>
<td>5. Introduction to HAZMAT Ashore</td>
<td>A-493-0031</td>
<td>☐</td>
<td>E. Update and provide guidance on all matters relating to the NCF NAVOSH and Construction Safety Program.</td>
</tr>
<tr>
<td>7. Mishap Investigations Ashore</td>
<td>A-493-0078</td>
<td>☐</td>
<td></td>
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<tr>
<td>8. Respiratory Protection Manager</td>
<td>A-493-0072</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>9. Radiation Safety Course</td>
<td>S-4J-0016</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>10. Basics of Naval Explosive Hazards Control</td>
<td>1208.1(CD)</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>11. Fall Arrest Systems</td>
<td>A-493-0084</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>13. Principals of Scaffolding</td>
<td>A-493-0091</td>
<td>☐</td>
<td></td>
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<tr>
<td>15. Mishap Recordkeeping</td>
<td>A-493-0079</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>17. Navy Ergonomics Program</td>
<td>A-493-0085</td>
<td>☐</td>
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</tbody>
</table>

REMARKS:  

EMPLOYEE SIGNATURE:  
DATE:  
IMMEDIATE SUPERVISOR:  
DATE:  

6-A-1 Enclosure (1)
# APPENDIX 6-A

## INDIVIDUAL SAFETY OFFICER/CHIEF DEVELOPMENT PLAN

### NAVAL CONSTRUCTION REGIMENT (NCR)

**GENERAL** - This information is provided pursuant to Public Law 93-570 (Privacy Act of 1974). Authority - Government Employees Training Act of 1958 (US Code, Title 5, sec 4101 to 4118). Purposes and Uses - The information is used in the administration of the Federal Training Program. The purpose of this form is to document the nomination of trainees and completion of training, and it serves as the principal repository of personal, fiscal, and administrative information about trainees and the programs to which they participate. The form becomes part of the permanent employment record of the participants in training programs and is included in the Government's Personnel Data File. Effects of Nondisclosure - Personal information provided on this form is given on a voluntary basis. Failure to provide this information however may result in ineligibility for participation in training programs.

<table>
<thead>
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<td>CODE:</td>
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</table>

**UNIT ADDRESS/LOCATION:**

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<tr>
<th>TRAINING</th>
<th>Course #</th>
<th>COMP.</th>
<th>DEVELOPMENTAL ASSIGNMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. NAVOSH Assessment tools and strategies</td>
<td>A-493-0089</td>
<td></td>
<td>A. Conduct unit level safety training in accordance with OPNAV and Division Directives.</td>
</tr>
<tr>
<td>2. NCF Safety Inspector</td>
<td>A-493-0050</td>
<td></td>
<td></td>
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<tr>
<td>4. Introduction to Industrial Hygiene</td>
<td>A-493-0035</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Radiation Safety Course</td>
<td>S-4J-0016</td>
<td></td>
<td></td>
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<tr>
<td>7. Basics of Naval Explosive Hazards Control</td>
<td>1208.1(CD)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Principals of Scaffolding</td>
<td>A-493-0091</td>
<td></td>
<td></td>
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<tr>
<td>11. Crane Safety</td>
<td>A-493-0074</td>
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<td></td>
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<tr>
<td>12. Mishap Recordkeeping</td>
<td>A-493-0079</td>
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<td>18.</td>
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</tbody>
</table>

**REMARKS:** Other required training when mission directed:

1. Respiratory Protection Manager                                        A-493-0072 |       |
2. Electrical Safety Standards                                           A-493-0033 |       |
3. Introduction to HAZMAT Ashore                                         A-493-0031 |       |
4. Basic Instructor Training                                              A-012-0077 |       |
                        A-012-0023 |       |

<table>
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<th>EMPLOYEE SIGNATURE:</th>
<th>DATE:</th>
<th>IMMEDIATE SUPERVISOR:</th>
<th>DATE:</th>
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</table>

6-A-2

Enclosure (1)
# INDIVIDUAL SAFETY OFFICER/CHIEF DEVELOPMENT PLAN

**SEABEE READINESS GROUP (SRG)**

**GENERAL** - This information is provided pursuant to Public Law 93-570 (Privacy Act of 1974). Authority - Government Employees Training Act of 1958 (US Code, Title 5, sec 4101 to 4118). Purposes and Uses - The information is used in the administration of the Federal Training Program. The purpose of this form is to document the nomination of trainees and completion of training, and it serves as the principal repository of personal, fiscal, and administrative information about trainees and the programs to which they participate. The form becomes part of the permanent employment record of the participants in training programs and is included in the Government's Personnel Data File. Effects of Nondisclosure - Personal information provided on this form is given on a voluntary basis. Failure to provide this information may result in ineligibility for participation in training programs.

<table>
<thead>
<tr>
<th>EMPLOYEE NAME:</th>
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<th>COMP.</th>
<th>DEVELOPMENTAL ASSIGNMENTS</th>
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<tr>
<td>2. NCF Safety Inspector</td>
<td>A-493-0050</td>
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<td>4. Mishap Investigations Ashore</td>
<td>A-493-007</td>
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<tr>
<td>5. Respiratory Protection Manager</td>
<td>A-493-0072</td>
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<td></td>
<td>C. Conduct Class &quot;A&quot; mishap investigations and submit required reports.</td>
</tr>
<tr>
<td>6. Basics of Naval Explosive Hazards Control</td>
<td>1208.1(CD)</td>
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<tr>
<td>7. Fall Arrest Systems</td>
<td>A-493-0084</td>
<td></td>
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<tr>
<td>9. Principals of Scaffolding</td>
<td>SCAFFOLD TRNG INST</td>
<td></td>
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</tr>
<tr>
<td>10. Mishap Recordkeeping</td>
<td>A-493-0079</td>
<td></td>
<td></td>
<td>E. Update and provide guidance on all matters relating to the NCF NAVOSH and Construction Safety Program.</td>
</tr>
<tr>
<td>11. OSHA 501 General Industry Train the Trainer</td>
<td>OSHA TRNG INST.</td>
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<tr>
<td>12. OSHA 3010 Excavation</td>
<td>OSHA TRNG INST.</td>
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<tr>
<td>13. OSHA 301 Excavation Train the Trainer</td>
<td>OSHA TRNG INST.</td>
<td></td>
<td></td>
<td>F. Formulates and manages the NCF Safety Spend Plan.</td>
</tr>
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<td>14. Scaffolding Train the Trainer</td>
<td>OSHA TRNG INST.</td>
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<td></td>
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<td>15. OSHA 500 Construction Train the Trainer</td>
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<td>16. Fall Protection Competent Person</td>
<td>Gravitec TRNG INST.</td>
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<td>17. Fall Protection Train the Trainer</td>
<td>Gravitec TRNG INST.</td>
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<tr>
<td>18. Basic Instructor Training</td>
<td>A-012-0077 or A-012-0023</td>
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<thead>
<tr>
<th>REMARKS:</th>
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</thead>
<tbody>
<tr>
<td>1. Electrical Safety Standards</td>
</tr>
<tr>
<td>2. Introduction to Industrial Hygiene</td>
</tr>
</tbody>
</table>

| EMPLOYEE SIGNATURE: | DATE: | IMMEDIATE SUPERVISOR: | DATE: |
INDIVIDUAL SAFETY OFFICER/CHIEF DEVELOPMENT PLAN

NAVAL MOBILE CONSTRUCTION BATTALION (NMCB)

GENERAL - This information is provided pursuant to Public Law 93-570 (Privacy Act of 1974). Authority - Government Employees Training Act of 1958 (US Code, Title 5, sec 4101 to 4118). Purposes and Uses - The information is used in the administration of the Federal Training Program. The purpose of this form is to document the nomination of trainees and completion of training, and it serves as the principal repository of personal, fiscal, and administrative information about trainees and the programs to which they participate. The form becomes part of the permanent employment record of the participants in training programs and is included in the Government's Personnel Data File. Effects of Nondisclosure - Personal information provided on this form is given on a voluntary basis. Failure to provide this information however may result in ineligibility for participation in training programs.

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| RATE/RANK: | CODE: |
| UNIT ADDRESS/LOCATION: | |

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<tr>
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<th>Course #</th>
<th>COMP.</th>
<th>DEVELOPMENTAL ASSIGNMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. General Industry Standards</td>
<td>A-493-0061</td>
<td>☐</td>
<td>A. Conduct unit level safety training in accordance with OPNAV and Division Directives.</td>
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<tr>
<td>2. NCF Safety Inspector</td>
<td>A-493-0050</td>
<td>☐</td>
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<tr>
<td>3. Electrical Safety Standards</td>
<td>A-493-0033</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>5. Respiratory Protection Manager</td>
<td>A-493-0072</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>6. Radiation Safety Course</td>
<td>S-4J-0016</td>
<td>☐</td>
<td>C. Conduct Class &quot;A&quot; mishap investigations. and submit required reports</td>
</tr>
<tr>
<td>7. Basics of Naval Explosive Hazards Control</td>
<td>1208.1(CD)</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>8. Fall Arrest Systems</td>
<td>A-493-0084</td>
<td>☐</td>
<td></td>
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<tr>
<td>10. Principals of Scaffolding</td>
<td>A-493-0091</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

REMARKS: Other required training when mission directed:

1. Introduction to HAZMAT Ashore | A-493-0031 | ☐ |
2. Crane Safety | A-493-0074 | ☐ |
## INDIVIDUAL SAFETY OFFICER/CHIEF DEVELOPMENT PLAN

Underwater Construction Team (UCT)

**GENERAL** - This information is provided pursuant to Public Law 93-570 (Privacy Act of 1974). Authority - Government Employees Training Act of 1958 (US Code, Title 5, sec 4101 to 4118). Purposes and Uses - The information is used in the administration of the Federal Training Program. The purpose of this form is to document the nomination of trainees and completion of training, and it serves as the principal repository of personal, fiscal, and administrative information about trainees and the programs to which they participate. The form becomes part of the permanent employment record of the participants in training programs and is included in the Government's Personnel Data File. Effects of Nondisclosure - Personal information provided on this form is given on a voluntary basis. Failure to provide this information however may result in ineligibility for participation in training programs.

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<th>DEVELOPMENTAL ASSIGNMENTS</th>
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<tbody>
<tr>
<td>1. NCF Safety Inspector</td>
<td>A-493-0050</td>
<td>☐</td>
<td>A. Conduct unit level safety training in accordance with OPNAV and Division Directives.</td>
</tr>
<tr>
<td>2. Mishap Investigations Ashore</td>
<td>A-493-0078 or S-710-1201</td>
<td>☐</td>
<td></td>
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<tr>
<td>3. Respiratory Protection Manager</td>
<td>A-493-0072</td>
<td>☐</td>
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</tbody>
</table>

**REMARKS:** Other required training when mission directed:

1. NCF Construction Safety Standards S-710-1205 ☐ or A-493-0021 ☐
2. NCF General Industry Safety Standards S-710-1206 ☐
3. Basics of Naval Explosive Hazards Control 1208.1 (CD) ☐
4. Fall Arrest Systems S-710-1210 ☐ or A-493-0084 ☐
5. Excavation, Trenching, and Soil Mechanics S-710-1203 ☐ or A-493-0090 ☐
6. Principals of Scaffolding A-493-0091 ☐
7. Safety and Environmental S-710-1204 ☐

| EMPLOYEE SIGNATURE: | DATE: | IMMEDIATE SUPERVISOR: | DATE: |
INDIVIDUAL SAFETY OFFICER/CHIEF DEVELOPMENT PLAN
CONSTRUCTION BATTALION MAINTANANCE UNIT (CBMU)

GENERAL - This information is provided pursuant to Public Law 93-570 (Privacy Act of 1974). Authority - Government Employees Training Act of 1958 (US Code, Title 5, sec 4101 to 4118). Purposes and Uses - The information is used in the administration of the Federal Training Program. The purpose of this form is to document the nomination of trainees and completion of training, and it serves as the principal repository of personal, fiscal, and administrative information about trainees and the programs to which they participate. The form becomes part of the permanent employment record of the participants in training programs and is included in the Government's Personnel Data File. Effects of Nondisclosure - Personal information provided on this form is given on a voluntary basis. Failure to provide this information however may result in ineligibility for participation in training programs.

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<tbody>
<tr>
<td>1. NCF Safety Inspector</td>
<td>A-493-0050</td>
<td>□</td>
<td>A. Conduct unit level safety training in accordance with OPNAV and Division Directives.</td>
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<tr>
<td>2. Mishap Investigations Ashore</td>
<td>A-493-0078 or S-710-1201</td>
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<td>3. Respiratory Protection Manager</td>
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REMARKS: Other required training when mission directed:

1. NCF Construction Safety Standards S-710-1205 or A-493-0021
2. NCF General Industry Safety Standards S-710-1206
3. Basics of Naval Explosive Hazards Control 1208.1(CD)
4. Fall Arrest Systems S-710-1210 or A-493-0084
5. Excavation, Trenching, and Soil Mechanics S-710-1203 or A-493-0090
6. Principals of Scaffolding A-493-0091
7. Safety and Environmental Site Plan Development S-710-1204

EMPLOYEE SIGNATURE: DATE: IMMEDIATE SUPERVISOR: DATE:
INDIVIDUAL SAFETY OFFICER/CHIEF DEVELOPMENT PLAN
CONSTRUCTION BATTALION MAINTENANCE UNIT DET (CBMU DET)

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<td>A-493-0078 or S-710-1201</td>
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REMARKS: Other required training when mission directed:

1. NCF Construction Safety Standards  S-710-1205 or A-493-0021
2. NCF General Industry Safety Standards  S-710-1206
3. Basics of Naval Explosive Hazards Control  1208.1(CD)
4. Fall Arrest Systems  S-710-1210 or A-493-0084
5. Excavation, Trenching, and Soil Mechanics  S-710-1203 or A-493-0090
6. Principals of Scaffolding  A-493-0091
7. Safety and Environmental Site Plan Development  S-710-1204

EMPLOYEE SIGNATURE:  DATE:  IMMEDIATE SUPERVISOR:  DATE:
**INDIVIDUAL SAFETY OFFICER/CHIEF DEVELOPMENT PLAN**

**NAVAL CONSTRUCTION FORCE SUPPORT UNIT (NCFSU)**

**GENERAL** - This information is provided pursuant to Public Law 93-570 (Privacy Act of 1974). Authority - Government Employees Training Act of 1958 (US Code, Title 5, sec 4101 to 4118). Purposes and Uses - The information is used in the administration of the Federal Training Program. The purpose of this form is to document the nomination of trainees and completion of training, and it serves as the principal repository of personal, fiscal, and administrative information about trainees and the programs to which they participate. The form becomes part of the permanent employment record of the participants in training programs and is included in the Government's Personnel Data File. Effects of Nondisclosure - Personal information provided on this form is given on a voluntary basis. Failure to provide this information however may result in ineligibility for participation in training programs.

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<td>A-493-0072</td>
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<td>4. Radiation Safety Course</td>
<td>S-4J-0016</td>
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6-A-8  Enclosure (1)
## REQUIRED MINIMUM SAFETY TRAINING

<table>
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<tr>
<th>Position</th>
<th>Course</th>
<th>Required</th>
<th>Instruction Requiring the training</th>
<th>Command offering course</th>
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<td><strong>Commanding Officer</strong></td>
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<tr>
<td>Explosive High Risk Course</td>
<td></td>
<td>Required</td>
<td>OP-5</td>
<td>Defense Ammunition Center</td>
</tr>
<tr>
<td>Assistant Safety Officer</td>
<td>Construction Inspector</td>
<td>Required</td>
<td>COMFIRSTNCDINST 5100.2B</td>
<td>Navy Safety Center</td>
</tr>
<tr>
<td>Mishap Investigation</td>
<td></td>
<td>Required</td>
<td>OP-5</td>
<td>Navy Safety Center</td>
</tr>
<tr>
<td>Safety Manager Course</td>
<td></td>
<td>Required</td>
<td>COMFIRSTNCDINST 5100.2B</td>
<td>20&lt;sup&gt;th&lt;/sup&gt; &amp; 31&lt;sup&gt;st&lt;/sup&gt; SRG</td>
</tr>
<tr>
<td>Safety Plans</td>
<td></td>
<td>Required</td>
<td>COMFIRSTNCDINST 5100.2B</td>
<td>20&lt;sup&gt;th&lt;/sup&gt; &amp; 31&lt;sup&gt;st&lt;/sup&gt; SRG</td>
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<tr>
<td>Scaffolding Safety</td>
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<td>Required</td>
<td>COMFIRSTNCDINST 5100.2B</td>
<td>20&lt;sup&gt;th&lt;/sup&gt; &amp; 31&lt;sup&gt;st&lt;/sup&gt; SRG</td>
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<tr>
<td>Trenching &amp; Shoring</td>
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<td>Required</td>
<td>COMFIRSTNCDINST 5100.2B</td>
<td>20&lt;sup&gt;th&lt;/sup&gt; &amp; 31&lt;sup&gt;st&lt;/sup&gt; SRG</td>
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<tr>
<td>Fall Protection</td>
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<td>Required</td>
<td>COMFIRSTNCDINST 5100.2B</td>
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<tr>
<td>Safety Manager Course</td>
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<tr>
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</tr>
<tr>
<td>CPR</td>
<td></td>
<td>Required</td>
<td>COMFIRSTNCDINST 5100.2B</td>
<td>Battalion-in-house</td>
</tr>
<tr>
<td><strong>Project/Shop Safety Supervisor</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Plans</td>
<td></td>
<td>Required</td>
<td>COMFIRSTNCDINST 5100.2B</td>
<td>20&lt;sup&gt;th&lt;/sup&gt; &amp; 31&lt;sup&gt;st&lt;/sup&gt; SRG</td>
</tr>
<tr>
<td>Scaffolding Safety</td>
<td></td>
<td>Required</td>
<td>COMFIRSTNCDINST 5100.2B</td>
<td>20&lt;sup&gt;th&lt;/sup&gt; &amp; 31&lt;sup&gt;st&lt;/sup&gt; SRG</td>
</tr>
<tr>
<td>Trenching &amp; Shoring</td>
<td></td>
<td>Required</td>
<td>COMFIRSTNCDINST 5100.2B</td>
<td>20&lt;sup&gt;th&lt;/sup&gt; &amp; 31&lt;sup&gt;st&lt;/sup&gt; SRG</td>
</tr>
<tr>
<td>Fall Protection</td>
<td></td>
<td>Required</td>
<td>COMFIRSTNCDINST 5100.2B</td>
<td>20&lt;sup&gt;th&lt;/sup&gt; &amp; 31&lt;sup&gt;st&lt;/sup&gt; SRG</td>
</tr>
<tr>
<td>CPR</td>
<td></td>
<td>Required</td>
<td>COMFIRSTNCDINST 5100.2B</td>
<td>Battalion-in-house</td>
</tr>
<tr>
<td><strong>Environmental Officer</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Protection Course</td>
<td></td>
<td>Required</td>
<td>OPNAV 5100.23G</td>
<td>CECO’S</td>
</tr>
<tr>
<td><strong>HAZMAT/HAZWASTE Coordinator</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HAZMAT Control &amp; Management Tech</td>
<td></td>
<td>Required</td>
<td>OPNAV 5100.23G</td>
<td>20&lt;sup&gt;th&lt;/sup&gt; &amp; 31&lt;sup&gt;st&lt;/sup&gt; SRG</td>
</tr>
<tr>
<td>HAZWOPPER</td>
<td></td>
<td>Required</td>
<td>OPNAV 5100.23G</td>
<td>20&lt;sup&gt;th&lt;/sup&gt; &amp; 31&lt;sup&gt;st&lt;/sup&gt; SRG</td>
</tr>
<tr>
<td>Explosive/HAZMAT Driver Course</td>
<td></td>
<td>Required</td>
<td>OPNAV 5100.23G</td>
<td>20&lt;sup&gt;th&lt;/sup&gt; &amp; 31&lt;sup&gt;st&lt;/sup&gt; SRG</td>
</tr>
<tr>
<td>CPR</td>
<td></td>
<td>Required</td>
<td>COMFIRSTNCDINST 5100.2B</td>
<td>Battalion-in-house</td>
</tr>
<tr>
<td>CD-ROM (HMIS &amp; OSHA) Training</td>
<td></td>
<td>Required</td>
<td>OPNAV 5100.23G</td>
<td>Battalion-in-house</td>
</tr>
<tr>
<td><strong>Explosive Safety Officer</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic Explosive Safety</td>
<td></td>
<td>Required</td>
<td>OP-5</td>
<td>20&lt;sup&gt;th&lt;/sup&gt; &amp; 31&lt;sup&gt;st&lt;/sup&gt; SRG</td>
</tr>
<tr>
<td><strong>Ammo Technician</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Explosive/HAZMAT Driving Course</td>
<td></td>
<td>Required</td>
<td>OP-5</td>
<td>20&lt;sup&gt;th&lt;/sup&gt; &amp; 31&lt;sup&gt;st&lt;/sup&gt; SRG</td>
</tr>
<tr>
<td>Basic Explosive Safety</td>
<td></td>
<td>Required</td>
<td>OP-5</td>
<td>20&lt;sup&gt;th&lt;/sup&gt; &amp; 31&lt;sup&gt;st&lt;/sup&gt; SRG</td>
</tr>
<tr>
<td><strong>Confined Space Program Manager &amp; Assistant</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confined Space Program Course</td>
<td></td>
<td>Required</td>
<td>OPNAV 5100.23G</td>
<td>Navy Safety Center</td>
</tr>
<tr>
<td><strong>Respirator Protection Program</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respirator Protection Program</td>
<td></td>
<td>Required</td>
<td>OPNAV 5100.23G</td>
<td>Navy Safety Center</td>
</tr>
<tr>
<td>Respirator Protection Program</td>
<td></td>
<td>Required</td>
<td>OPNAV 5100.23G</td>
<td>Navy Safety Center</td>
</tr>
</tbody>
</table>
## Radiation Safety Officer
**Training** Required  
**Training** Required  
**NAVSEA SO420-AA-RAD-010**  
**NAVSEA Radiation Affairs Support**

## Crane Safety
**Crane Safety Course** Required  
**OPNAV 5100.23G**  
**Navy Safety Center**

## Energy Control Program Manager & Assistant
**Energy Control Program (Lockout/Tagout)** Required  
**OPNAV 5100.23G**  
**Battalion-in-house**

## All OF-13 & E-7 and Above
**Manager Safety Indoc (ORM)** Required  
**COMFIRSTNCDINST 5100.2B**  
**Battalion-in-house**

## Elements of Respiratory Protection
**Asbestos Hazards/Controls (Awareness)** Required  
**COMFIRSTNCDINST 5100.2B**  
**Battalion-in-house**

**Man Made Vitreous Fiber Control** Required  
**COMFIRSTNCDINST 5100.2B**  
**Battalion-in-house**

**Hazardous Material Control Program** Required  
**COMFIRSTNCDINST 5100.2B**  
**Battalion-in-house**

**Lead Safety** Required  
**COMFIRSTNCDINST 5100.2B**  
**Battalion-in-house**

**Confined Space Entry (Awareness)** Required  
**COMFIRSTNCDINST 5100.2B**  
**Battalion-in-house**

**Temporary Power** Required  
**COMFIRSTNCDINST 5100.2B**  
**Battalion-in-house**

**SOP Use and Implementation** Required  
**COMFIRSTNCDINST 5100.2B**  
**Battalion-in-house**

## All Hands
**Overview of the NAVOSH Program** Required  
**COMFIRSTNCDINST 5100.2B**  
**Battalion-in-house**

**Safety Orientation (Refresher)** Required  
**COMFIRSTNCDINST 5100.2B**  
**Battalion-in-house**

**HAZCOM Training** Required  
**COMFIRSTNCDINST 5100.2B**  
**Battalion-in-house**

**Hearing Conservation Program** Required  
**COMFIRSTNCDINST 5100.2B**  
**Battalion-in-house**

**Sight Conservation Program** Required  
**COMFIRSTNCDINST 5100.2B**  
**Battalion-in-house**

**Traffic Safety** Required  
**COMFIRSTNCDINST 5100.2B**  
**Battalion-in-house**

**Recreation, Athletics and Home Safety** Required  
**COMFIRSTNCDINST 5100.2B**  
**Battalion-in-house**

**Back Injury Prevention** Required  
**COMFIRSTNCDINST 5100.2B**  
**Battalion-in-house**

**Energy Control (Locjout/Tagout) Awareness** Required  
**COMFIRSTNCDINST 5100.2B**  
**Battalion-in-house**

**Reporting Unsafe, Unhealthful Conditions** Required  
**COMFIRSTNCDINST 5100.2B**  
**Battalion-in-house**

**Reproductive Hazards** Required  
**COMFIRSTNCDINST 5100.2B**  
**Battalion-in-house**

**Bloodborne Pathogens** Required  
**COMFIRSTNCDINST 5100.2B**  
**Battalion-in-house**

**Work Site Safety** Required  
**COMFIRSTNCDINST 5100.2B**  
**Battalion-in-house**
CHAPTER 7

HAZARDOUS MATERIAL CONTROL AND MANAGEMENT (HMC&M)

701. HAZARDOUS MATERIAL (HAZMAT) PROGRAM. The command’s HAZMAT Program will be aimed at minimizing overall use of HAZMAT, and using environmentally safe material wherever possible. The program will be managed in accordance with all guidelines and references outlined in reference (a).

702. HAZARDOUS MATERIAL (HM). Purchase of HAZMAT is the primary responsibility of the command Supply Department. However, the Safety Office, working in conjunction with supply, the Environmental Officer and the HAZMAT coordinator are responsible for the safe use, issue, training and disposal procedures of all HAZMAT used on project sites, shops or office areas.

703. HM Coordinator shall:

a. HM Coordinator (E-6 or above). Will be assigned in writing by the Commanding Officer or Officer In Charge and is to include the duties and responsibilities of this position as it pertains to duty assignment location. Dependent on size of the unit this person may perform this function as a collateral duty.

b. Control and manage HM within unit.

   (1) Ensure that all changes to the AUL is authorized through the chain of command and an updated AUL is forwarded to the supply department and local HAZMIN center.

   (2) Ensure that physical inventory of all HM is conducted annually and once per deployment cycle, the finding will be forwarded to supply department for accountability of all items and quantity allowed to have on hand.

c. Monitor HMC&M Program requirements.

d. Shall have a Memorandum Of Understanding (MOU) on file between Unit and local HAZMIN Center. See Appendix 7-A for sample MOU.

e. Partner with local HAZMIN centers, to provide services for a centralized point of ordering, storage, issue and disposal of the command’s authorized HM.

f. Maintain access to DOD Hazardous Material Information System (HMIS) to provide copies of MSDSs so that personnel are able to:
(1) Review and identify materials containing hazardous material.

(2) Ensure that proper labeling of HM in the shops, work centers, and project sites.

(3) Obtain a MSDS for the actual user of each item of HM used.

g. Ensure all HM received is properly labeled before stowage and issue.

h. Label all repackaged containers, temporary containers that are used for breaking out small quantities of HM and any unlabeled or improperly labeled containers of HM.

i. Ensure that HM used in each shop, work center or project site is authorized and listed on the AUL.

j. Ensure that Personal Protective Equipment (PPE) and requisite safety, emergency, HAZMAT spill cleanup and containment equipment is readily available.

k. Inform Command/Unit of HM hazards and necessary protective measures through training.

l. Train all personnel involved in requisitioning, receipt, transfer and stowage of HM in accordance with geographic local instruction prior to an individual’s assumption of responsibility for handling HM and annually thereafter.
APPENDIX 7-A

SAMPLE MEMORANDUM OF UNDERSTANDING

1. This Memorandum of Understanding (MOU) is between the (your command/activity) Hazardous Material Minimization Center (HAZMINCEN) and (base activity, shop) hereafter referred to as the Customer.

2. The purpose of this MOU is to formalize the responsibilities and agreements with regards to the requisitioning, storage and issue of new and used HAZMAT as well as the pickup and disposition (to include reuse and recycling of surplus shop HAZMAT and hazardous waste). This contract shall be in effect for a period of (date) until (date).

DESCRIPTION OF DUTIES

1. HAZMINCEN agrees to provide transportation service to include, as a minimum, hazardous material delivery, pick up and waste management during the hours (0000-0000), Monday through Friday (emergency response after hours and weekends by staff duty beeper).

2. HAZMINCEN shall maintain sufficient stock to fulfill Customer’s needs on a Customer supplied list of type and quantity required per unit time.

3. HAZMINCEN agrees to deliver only materials with usable shelf life (or as extended), and where possible, issue free items in the smallest unit of issue for maximum utilization.

4. HAZMINCEN agrees to provide an accurate Material Safety Data Sheet (MSDS) with all hazardous material delivered unless the customer already maintains a current MSDS for required material.

5. HAZMINCEN agrees to provide expeditious delivery to the Customer’s designated delivery point.

6. HAZMINCEN agrees to provide a satellite hazardous material collection point and to provide for timely removal of all waste/recyclables placed within.

7. HAZMINCEN agrees to provide an itemized receipt with delivery to be signed by both delivery and receiving parties.

8. HAZMINCEN agrees to provide an itemized bill for materials delivered on a monthly basis.
9. The Customer agrees to hold no more than 1-week’s supply of hazardous material. All excess material will be returned to HAZMINCEN and reissued upon request.

10. The Customer agrees to provide HAZMINCEN with a Job Order Number for payment of materials received upon verification of the itemized bill.

11. The Customer agrees to assign a Hazardous Material Coordinator to manage the satellite collection point; provide for waste/recyclables on inventory sheet provided and to keep collection point clean and free of trash/debris.

12. HAZMINCEN will inspect the Customer satellite collection point to ensure compliance with inspection criteria provided by base Environmental Division.
CHAPTER 8

OCCUPATIONAL HEALTH

801. Discussion. The primary objective of the Navy Occupational Safety and Health (NAVOSH) Program is to ensure a safe and healthful work environment for all personnel. The occupational safety part of the program focuses on the elimination and/or control of the type of hazard’s that can result in instantaneous (acute) traumatic injury or death. The occupational health part deals with insidious health effects, usually produced by long-term exposure and treatment of work related injuries.

802. Job Hazard Categories and Workcenter Description

<table>
<thead>
<tr>
<th>Job Hazard Category</th>
<th>Hazard Level</th>
<th>Workcenter Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>INDUSTRIAL OPERATIONS: Machine shop (cutting, Grinding, machining, drilling, planing and shaping metal); arc and acetylene welding; abrasive blasting; solvent cleaning operations; high-voltage electrical work; power plants (i.e. steam or electrical generation); ship repair work; and spray painting.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MEDICAL: Radiation sources, communicable diseases, contaminated medical substances and handling chemicals.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HEAVY EQUIPMENT OPERATIONS AND MAINTENANCE: Heavy equipment operations (bulldozers, cranes and earth movers); repair and maintenance of large motors, engines and material handling equipment (i.e. tower and bridge cranes).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOXIC/HAZARDOUS MATERIAL HANDLING: Work involving use or cleanup of acids, corrosives, reactive, pyrophoric materials, carcinogens, pesticides, radioactive material and other high hazard chemicals or materials (asbestos, PCBs, etc).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CONSTRUCTION: Construction or repair of piers, warehouses and buildings to include all building trades (i.e. painters, carpenters, sheet metal workers, plumbers, electricians, roofers, tillers, masons, concrete workers and work on scaffolding, communication towers or other high risk work).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OTHER: Work involving extreme exposure to heat, cold, diving/salvage, heights or other high risk work.</td>
</tr>
<tr>
<td>B</td>
<td>Moderate</td>
<td>SUPPLY/TRANSPORTATION: Movement of materials in storage facilities using forklift trucks, overhead cranes and powered hand trucks, where materials are stacked over 3 feet in heath. Manual material handling/lifting (i.e. assemble line, exchanges and warehouse operations).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MECHANICS: Repair and maintenance of automotive vehicles and building maintenance.</td>
</tr>
<tr>
<td>C</td>
<td>Low</td>
<td>ADMINISTRATIVE/CLERICAL/CASSROOM: Those positions that involve primary work in an office environment but may include visits to worksites for inspections or evaluation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>STUDENT: Positions allotted to personnel who are receiving formal, offsite training in excess of 5 working days.</td>
</tr>
</tbody>
</table>

* Hazard Level of High, Moderate or Low depending upon the specific duties assigned to the individual.
803. **Job Hazard Categories by Activity**

<table>
<thead>
<tr>
<th>Job Hazard Category</th>
<th>Hazard Level</th>
<th>Activity</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>High</td>
<td>Naval Mobile Construction Battalion, Construction Battalion Maintenance Unit, Underwater Construction Team</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Moderate</td>
<td>Trade Schools (only those involving the teaching of industrial operations, repair or maintenance operations)</td>
<td></td>
</tr>
<tr>
<td>C*</td>
<td></td>
<td>Naval Construction Regiment, Seabee Readiness Groups</td>
<td></td>
</tr>
<tr>
<td>F*</td>
<td></td>
<td>Naval Training Centers</td>
<td></td>
</tr>
</tbody>
</table>

* Categories C and F can be assigned Hazard Level High, Moderate or Low depending upon the specific duties assigned to the individual.

804. **Periodic Industrial Hygiene Reevaluation by Categories**

<table>
<thead>
<tr>
<th>Activity Category</th>
<th>Required IH Survey Frequency</th>
<th>Activity Examples</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I High Hazard</td>
<td>Annual</td>
<td>Naval Mobile Construction Battalion, Construction Battalion Maintenance Unit, Underwater Construction Team</td>
<td></td>
</tr>
<tr>
<td>II Moderate Hazard</td>
<td>Every 2 years</td>
<td>Trade Schools (only those involving the teaching of industrial operations, repair or maintenance operations).</td>
<td></td>
</tr>
<tr>
<td>III Low Hazard</td>
<td>Every 4 years</td>
<td>All other activities with primary office or classroom work; Naval Construction Regiment, Seabee Readiness Groups, Naval Training Centers</td>
<td></td>
</tr>
</tbody>
</table>

805. **Occupational Health Program Review:** The following Occupational health programs shall be reviewed at a minimum.

a. Respiratory Protection Program
   1. Written Program
   2. Certified Program Mgr
   3. Internal Audit
   4. Worksite SOPs
   5. Training
   6. Medical Surveillance
   7. Respirator Selection
   8. Fit-Testing
   9. Respirator Maintenance/Storage
   10. Emergency Respirators
   11. Compressor/Supplied Air
b. Hazardous Material Control and Management Program
   1. Training
   2. Inventory
   3. MSDS
   4. Labeled HM
   5. Emergency Eyewash/Shower
   6. Minimization/Substitution
   7. Personal Protective Equipment
   8. Work Practices
   9. Storage of HM
   10. Authorized Use List

c. Hearing Conservation Program
   1. Training
   2. Audiometry Program
   3. Monitoring Data
   4. Personnel Notification
   5. Engineering Controls
   6. Warning Signs/Labels
   7. Hearing Protective Devices
   8. Work Practices


d. Asbestos Control Program
   1. Asbestos Mgmt. Program
   2. Training
   3. Medical Surveillance
   4. Monitoring Data
   5. Personnell Notification
   6. Engineering Controls
   7. Respiratory Protection/PPE
   8. Work Practices
   9. Warning Signs/Labels
   10. Minimization/Substitution


e. Ergonomics Program
   1. Training
   2. Egmt. Pre-purchase review
   3. Furniture/Tool Design
   4. Noise/Illumination
   5. Back Injury Prevention
   6. Self Evaluation Checklist See App. 8-A

f. Lead/Cadmium control Programs
   1. Training
   2. Medical Surveillance
   3. Monitoring Data
   4. Personnel Notification
   5. Engineering Controls
   6. Respiratory Protection/PPE
   7. Work Practices
   8. Warning Signs/Labels


g. Confined Space/Gas Free Engineering Program
   1. Command Instruction
   2. Training
## Appendix 8-A

### Checklist for Evaluation of Ergonomic Stress at Workstations

<table>
<thead>
<tr>
<th>Item</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. VDT station are arranged so that lighting does not reflect directly off the screen.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. The seat and backrest of the chair support comfortable posture permitting occasional variation in the sitting position.</td>
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</tr>
<tr>
<td>3. Seat height is adjustable so that the entire sole of the foot rests on the floor or footrest, and the back of the knee is slightly higher than the seat of the chair.</td>
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<tr>
<td>4. Backrest height is adjustable.</td>
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</tr>
<tr>
<td>5. Backrest angle is adjustable.</td>
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<tr>
<td>6. Footrest provided is desired by individual.</td>
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</tr>
<tr>
<td>7. The height of the surface on which the keyboard rests is adjustable, allowing the worker's forearms, with fingers resting on the keyboard, too be nearly horizontal or inclined slightly upward.</td>
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<tr>
<td>8. The workstation is adjusted so that the wrist is in a straight line i.e., not bent up or down.</td>
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<tr>
<td>9. The topmost line of the screen is slightly below eye level.</td>
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<tr>
<td>10. Screen position can be tilted.</td>
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<tr>
<td>11. Document holder is positioned at the same height and the same distance from the viewer as the screen.</td>
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</tr>
<tr>
<td>12. Work surface is large enough to hold all needed reference material (at least 35 inches wide).</td>
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<tr>
<td>13. Paper can be easily and conveniently loaded into printers without the need for lifting heavy boxes in awkward postures.</td>
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<td></td>
</tr>
<tr>
<td>14. Screen has color, brightness, and contrast satisfactory with the operator.</td>
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<td></td>
</tr>
<tr>
<td>15. The illumination level at the VDT station is between 45 and 70-foot candles (500 and 700 lux).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Characters on the screen are clear and free of flicker or jitter.</td>
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<tr>
<td>17. There is adequate room under the worktable to permit movement of operator's legs and a footrest where necessary.</td>
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<tr>
<td>18. Task schedules allow the operator to perform duties not requiring use of the VDT at least 15 minutes during each 2-hour period.</td>
<td></td>
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<tr>
<td>19. Are all adjustments easy to make with a single lever or are controls known? (Equipment that is difficult to adjust will probable not be adjusted properly).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Score (count all "NO" answers)

Comments:

Evaluation: The higher the scores should indicate which workstations are more likely to cause ergonomic stress. It is not necessary for each workstation to achieve a perfect score on this checklist. Common sense should be used to determine whether modifications to workstations are necessary, reasonable, and feasible.
CHAPTER 9

NAVOSH INSPECTION PROGRAM

901. DIVISION

a. COMFIRSTNCD may conduct Occupational Safety and Health Management Evaluations of all units under its jurisdiction at the request of higher authority or when mishap trends or violations of NAVOSH or Construction Safety Programs indicate the need for a comprehensive oversight review.

b. Regiments shall conduct Occupational Safety and Health program evaluation of all units under its jurisdiction. Regiment shall submit to 1NCD Safety Officer an evaluation timeline for all its units by August of each year for the following FY. The following are the times the units shall be evaluated:

   (1) NMCB once per deployment cycle (16 Months) and shall be conducted while unit is deployed.

   (2) UCT conducted annually.

   (3) CBMU conducted every 24 months.

c. Battalions will complete and forward a comprehensive self-assessment to their respective Regiment 30 days after deploying. Chapter 8 paragraph 805 and Appendix 9-A shall be used as the primary guide for specific areas of the NAVOSH Program and construction safety. All other units will do a self-evaluation annually.

d. Site visits will be conducted during mid-deployment using the Self-Assessment Guide, Appendix 9-B as the primary source document. The site visit team will review problem areas identified, status of corrective actions, and evaluate systematic problems requiring Regimental action. Regimental interest items that are beyond the Self-Assessment Guide and Appendix 9-B shall be forwarded to the command prior to the site visit.

902. REGIMENTS. Battalions shall submit a Field Exercise (FEX) Safety Plan to the Regiment Safety Office two weeks prior to the exercise. The plan should encompass embarkation, mount-out, field exercise, and retrograde, utilizing Appendix 9-B to assist in development of plan. The Battalion Safety Officer will participate in the Field Exercise and shall not be exempt from any tactical situations. Conduct a self-evaluation, midway through exercise, using all applicable areas of Appendix 9-B, and provide results to the Regiment Safety Officer during the FEX site visit.
903. **BATTALIONS.** The Safety Officer will visit all Detachments within the first 45 days of deployment and not later than 45 days prior to the end of deployment.

904. **ACTIVITIES**

   a. In the event that a host command’s facility inspection results in a discrepancy requiring corrective action that is inconsistent with FIRST Naval Construction Division policy and may adversely affect normal operations, the discrepancy shall be forwarded to the respective Regiment Safety Officer for coordination with the host command.

   b. Construction site inspections are the responsibility of the unit and shall be conducted daily by safety office personnel and documented on the Safety Inspector’s Daily Report Form, Appendix 9-B. Activity supervisors are responsible for ensuring day-to-day workplace safety inspections are conducted.

   c. Industrial space inspections shall be accomplished by the Safety Office, as required by the command OSH of IH inspections. Maximum time between inspections shall be three months.

905. **PERSONALIZATION.** Provided all inspection items are retained, individual units may personalize the checklists in this instruction.
**INCD SAFETY MAV/RDE CHECKLIST**

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td><strong>A. HOMEPORT AND DEPLOYED SECTION</strong></td>
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<tr>
<td><strong>1. Command Support of OSH Program</strong></td>
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</tr>
<tr>
<td>a. Does the Safety Office have adequate staffing to support current command mission?</td>
<td>Y</td>
<td>N</td>
<td>NA</td>
</tr>
<tr>
<td>b. Does chain of command review all lost time mishaps?</td>
<td>Y</td>
<td>N</td>
<td>NA</td>
</tr>
<tr>
<td>c. Does the command have a Safety Awards Program?</td>
<td>Y</td>
<td>N</td>
<td>NA</td>
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</table>

**COMMENTS:**

| **2. OSH Management Evaluation** |     |    |     |
| a. Has the PR&MS evaluation (OSH Management self evaluation) been completed 30 days prior to deploying? | Y | N | NA |
| b. Are records of OSH Management self evaluations, prior RDE’s and MAV’s maintained for five years? | Y | N | NA |
| c. Do OSH Management self evaluations, prior RDE’s and MAV’s include a review of the ergonomic program? | Y | N | NA |
| d. Are written results of OSH Management self evaluations, prior RDE’s and MAV’s forwarded to the Commanding Officer with recommended corrective actions? | Y | N | NA |

**COMMENTS:**

| **3. Organization and Staffing** |     |    |     |
| a. Does the Safety Officer have the NEC SW 6021? | Y | N | NA |
| b. Is the Safety Officer’s position a primary duty with no collateral duties not associated with safety (watch is not a collateral duty)? | Y | N | NA |
| c. Is the Safety Officer placed on the immediate staff of the Commanding Officer? | Y | N | NA |
| d. Is there a trained Assistant Safety Officer? | Y | N | NA |
| e. Does the Command have a minimum of two Respiratory Protection Program Managers? | Y | N | NA |
f. Are the following safety representatives appointed, in writing:
   i. Company reps
   ii. Detail/Detachment reps
   iii. Project/Shop reps

<table>
<thead>
<tr>
<th></th>
<th>Y</th>
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Do details have a Safety Officer holding the NEC SW 6021?

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<tr>
<th></th>
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does the Detail Safety Officer have collateral duties that conflict with administration of the Safety Program?

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<thead>
<tr>
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Does the command have at least two personnel trained in Radiation Safety and designated, in writing, as Radiation Safety Officer?

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<thead>
<tr>
<th></th>
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does the command have at least one person trained in crane safety and designated, in writing, by the Crane Safety Officer?

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<thead>
<tr>
<th></th>
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Does the command have at least two persons trained in explosive safety and a designated Explosive Safety Officer?

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<tr>
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does the command have at least two persons trained as an Ammunition Technician and designated in writing?

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<tr>
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Has the command established an:
   i. OSH Council
   ii. OSH Committee

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<thead>
<tr>
<th></th>
<th>Y</th>
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Does the Safety Policy Committee and the Supervisors Safety Committee meet monthly or quarterly?

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Are OSH Council and Committee members appointed, in writing?

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COMMENTS:

4. Training

a. Has a written Training Plan been developed consistent with activity needs?

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<tr>
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<tbody>
<tr>
<td>a.</td>
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b. Has an IDP been developed for OSH Managers and staff?

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<tr>
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<tr>
<td>b.</td>
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c. Do IDP’s provide at least eight CEU’s annually?

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d. Have Detail Safety Officers completed the Safety Manager Course 1209.1?

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<tr>
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<td>d.</td>
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e. Have Detail, Company, Project/Shop Safety Supervisors received safety training comparable to their assignment?

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f. Do management personnel receive annual OSH training applicable to their areas of responsibility?

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g. Do new supervisors receive OSH training applicable to their areas of responsibility during the first six months of appointment?  

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<td>Y</td>
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h. Do non-supervisory personnel receive specialized job safety and health training appropriate to work performed by the employee?  

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<td>Y</td>
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i. Have Energy Control Program Managers and workers received training for lockout/tagout and temporary power?  

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<td>Y</td>
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j. Have all safety personnel, CE’s, MA’s, HM’s, CS’s, IT’s, ET’s and supervisors been qualified in CPR with training documented in personnel records?  

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<td>Y</td>
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</table>

k. Have all safety personnel, CE’s, MA’s, HM’s, CS’s, IT’s, ET’s and supervisors been qualified in CPR with training documented in personnel records? Received first aid training that meets the requirements of the American Red Cross? Has the Environmental Officer attended the CECOS Introduction to Environmental Course or equivalent?  

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<td>Y</td>
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l. Has the Environmental Officer attended HAZWOPER training?  

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<td>Y</td>
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m. Have all Hazardous Material and Waste coordinators attended HAZWOPER training?  

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<td>Y</td>
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n. Have all new personnel attended the command’s initial NAVOSH training IAW applicable instructions?  

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<td>Y</td>
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o. Recurring Training  

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<td>Y</td>
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i. Are daily safety and health lectures conducted and documented for construction crews?  

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<td>Y</td>
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ii. Have shops and industrial facility areas conducted and documented weekly safety lectures?  

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<td>Y</td>
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p. Did all personnel attend annual NAVOSH refresher training IAW applicable instructions? Are training records maintained by the:  

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<td>Y</td>
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i. Safety Office  

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<td>Y</td>
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ii. Training Department  

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<td>Y</td>
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q. Do newly reporting personnel check in with the:  

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<td>Y</td>
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i. Safety Office  

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<td>Y</td>
<td>N</td>
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ii. Training Department  

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<tr>
<td>Y</td>
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<td>NA</td>
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r. Has all required safety training been completed prior to deployment?  

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<td>Y</td>
<td>N</td>
<td>NA</td>
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</table>
## 5. Safety Library

| a. Does the Safety Office maintain the required library IAW COMFIRSTNCDINST 5100.2B | ☐ Yes ☐ No ☐ NA |
| b. Does the unit maintain their own instructions or SOP’s, as follows: | ☐ Yes ☐ No ☐ NA |
| i. Hazardous Communication Program | ☐ Yes ☐ No ☐ NA |
| ii. Administration of Safety Program | ☐ Yes ☐ No ☐ NA |
| iii. Hazardous Material Handling and Control | ☐ Yes ☐ No ☐ NA |
| iv. Safe Handling of Nuclear Dosimeters | ☐ Yes ☐ No ☐ NA |
| v. Standard Lockout/Tagout Procedures | ☐ Yes ☐ No ☐ NA |
| vi. Vehicle and Traffic Court | ☐ Yes ☐ No ☐ NA |
| vii. Safety & Control for Explosive-Actuated Tools (Hilti) | ☐ Yes ☐ No ☐ NA |
| viii. Electrical & Power Equipment Safety Check | ☐ Yes ☐ No ☐ NA |
| ix. Respiratory Protection Program | ☐ Yes ☐ No ☐ NA |
| x. Deficiency (Hazard) Abatement Program | ☐ Yes ☐ No ☐ NA |

**COMMENTS:**

## 6. NAVOSH Inspections

| a. Are results of annual workplace inspections maintained for five years? | ☐ Yes ☐ No ☐ NA |
| b. Are safety deficiencies filed on the OPNAV Form 5100/12? (Note: When conducting the RDE, the Safety Officer should also review input from RDE area coordinators for noted safety deficiencies to ensure that problems were properly documented and addressed.) | ☐ Yes ☐ No ☐ NA |
| c. Are OPNAV Forms 5100/12 provided to the official in charge within 45 days of an inspection? | ☐ Yes ☐ No ☐ NA |
| d. Are written guidelines established to increase the frequency of high hazard area inspections to more than once a year? | ☐ Yes ☐ No ☐ NA |
| e. Are follow-up inspections conducted to verify that corrective actions have been taken? | ☐ Yes ☐ No ☐ NA |
| f. Are copies of the OPNAV Form 5100/12, with risk assessment codes 1, 2 or 3, posted in the area of the deficiency? | ☐ Yes ☐ No ☐ NA |
| g. Does section B of OPNAV Form 5100/12 indicate status of deficiency? | ☐ Yes ☐ No ☐ NA |
h. Are deficiencies assigned RAC’s 1, 2 or 3 that take more than 30 days to complete recorded in the Deficiency Abatement Plan?  
   Y  N  NA

i. Does the formal Hazard Abatement Plan include the following tasks:  
   i. Date of hazard  
      Y  N  NA
   ii. Location  
      Y  N  NA
   iii. Description, including applicable references  
      Y  N  NA
   iv. Estimated or calculated RAC  
      Y  N  NA
   v. Interim control measures in effect  
      Y  N  NA
   vi. Description of abatement action, including estimated cost and completion date, priority and closeout statement, including cost?  
      Y  N  NA

vii. Does the official in charge of the operation take prompt action to correct the deficiency within 30 days of the date of the notice?  
   Y  N  NA

j. Are interim protection measures initiated in work areas awaiting permanent abatement?  
   Y  N  NA

k. Is each identified/validated hazard assigned a risk assessment code?  
   Y  N  NA

l. Does the Commanding Officer review the abatement log at least quarterly?  
   Y  N  NA

**COMMENTS:**

<table>
<thead>
<tr>
<th>7. Unsafe/Unhealthy Working Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Does the command publicize the existence of the employee hazard reporting program and notify personnel regarding their rights and obligations in reporting hazardous situations?</td>
</tr>
<tr>
<td>b. Are blank copies of forms (e.g., OPNAV Form 5100/12) and procedures for employees to report unsafe/unhealthful working conditions located in areas convenient to all workplaces?</td>
</tr>
<tr>
<td>c. Does the Safety Office advise the cognizant supervisor that a hazard has been reported?</td>
</tr>
<tr>
<td>d. Does the Safety Office investigate all reports brought to its attention within the following time frames:</td>
</tr>
<tr>
<td>i. Alleged imminent danger – within 24 hours</td>
</tr>
</tbody>
</table>
ii. Potentially serious - within three days

iii. Health hazard - reported to cognizant medical authority

e. Does the Safety Office provide interim or complete response, in writing, to the originator of the report within ten workdays?

f. Do responses include:
   i. Interim expected date of complete response?
   ii. Complete summary of the action taken for abatement and the basis for negative determination when no hazard exists?
   iii. Encourage the originator to informally contact the Safety Office if he/she desires additional information or is dissatisfied with the response?
   iv. State or provide the reference or procedures for making appeals and the appeal level?
   v. Reference to or procedures for making appeals?

g. Does the Commanding Officer respond to the originator of an appeal within ten workdays?

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<tr>
<th>Comments:</th>
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<tr>
<th>8. Mishap Reporting, Record Keeping, Investigation and Analysis</th>
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<tbody>
<tr>
<td>a. Are all mishaps investigated and reported?</td>
</tr>
<tr>
<td>b. Are reportable mishaps reported to COMNAVSAFECEN within 30 calendar days by message or letter?</td>
</tr>
<tr>
<td>c. Has the Command established guidelines to determine who (e.g., Safety Office, Supervisor, LPO) will conduct the safety investigation of every mishap?</td>
</tr>
<tr>
<td>d. Have personnel conducting formal investigations completed mishap investigation training?</td>
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<tr>
<td>e. Are priority message/telephone reports sent to required addressees within 24 hours when required?</td>
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<thead>
<tr>
<th>Y</th>
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</table>
f. Does the command properly and accurately maintain a local Form 5102/7 Log of Navy Injuries or Occupational Illnesses or equivalent? Y N NA

g. Are records of mishaps maintained for a period of five years? Y N NA

**COMMENTS:**

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<tr>
<th>9. Sight Conservation</th>
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<tbody>
<tr>
<td>a. Has a list of eye hazard locations and processes creating the hazard been established?</td>
</tr>
<tr>
<td>i. Does this list recommend protective measures appropriate</td>
</tr>
<tr>
<td>ii. Is this list maintained in the Safety Office?</td>
</tr>
<tr>
<td>b. Are all employees provided adequate eye protection equipment at government expense?</td>
</tr>
<tr>
<td>c. Is a comprehensive training program on the need for and use of protective eyewear conducted at least annually?</td>
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<tr>
<td>d. Have eye protection signs been posted in shops, on project sites, and on equipment?</td>
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<tr>
<td>e. Do all utilized portable eyewash stations have a 15-minute operating duration?</td>
</tr>
<tr>
<td>f. Is portable eyewash station water changed weekly and tagged (or anti-bacterial additive added for six months - testing of station is still required)?</td>
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<tr>
<td>g. Are all fixed eyewash stations tested, inspected and logged, and are all inspection tags placed?</td>
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<tr>
<td>h. Are all eyewash stations kept clean?</td>
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**COMMENTS:**

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<thead>
<tr>
<th>10. Electrical Safety</th>
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<tbody>
<tr>
<td>a. Does the command have a written lockout/tagout program for energy sources?</td>
</tr>
<tr>
<td>b. Is the lockout/tagout and temporary power log properly maintained?</td>
</tr>
</tbody>
</table>
c. Is the test log record maintained and stored at the job site or facility and reviewed by the Safety Officer on a monthly basis?  Y N NA

d. Are lockout/tagout and temporary power logs inspected every two weeks by Safety?  Y N NA

e. Does the test log record include each receptacle, cord set, cord and plug-connected equipment and the last date it was tested?  Y N NA

f. Are all temporary power sources inspected, certified safe, and tagged with inspector’s name, Battalion, Company and date prior to use?  Y N NA

g. Is a program in place to ensure that GFCI protection is provided for all job-site electrical tools and all temporary wiring?  Y N NA

h. Does the command use the assured equipment grounding conductor program in place of GFCI protection?  Y N NA

i. Are GFCI’s utilized on projects certified by a trained Electrician?  Y N NA

j. Is there a sufficient quantity of GFCI’s available?  Y N NA

k. Where GFCI protection is not available, is an Assured Equipment Grounding Conductor (AEGC) Program implemented?  Y N NA

l. Are all tests for the AEGC Program recorded?  Y N NA

m. Are portable generators tagged and logged as temporary power?  Y N NA

n. Has the bucket truck been electrically tested and certified, and documentation placed in the vehicle?  Y N NA

o. Has the designated Lockout/Tagout and Temporary Power Certification Officer and his team received training in Energy Control Procedures?  Y N NA

COMMENTS:

11. Respirator Protection Program

a. Have written standard operating procedures covering the selection and use of respirators been established?  Y N NA

b. Do respirator SOP’s contain change intervals for filters and cartridges?  Y N NA
c. Are respirators selected on the basis of hazards to which the worker is exposed?  
   - Yes [Y]  No [N]  Not Applicable [NA]

d. Has the respirator user been instructed and trained in the proper use of respirators and their limitations?  
   - Yes [Y]  No [N]  Not Applicable [NA]

e. Do all respirator users and their supervisors receive initial and annual refresher training?  
   - Yes [Y]  No [N]  Not Applicable [NA]

f. Does the respirator training include:
   i. Nature and degree of respiratory hazards?  
      - Yes [Y]  No [N]  Not Applicable [NA]
   ii. Respirator selection based on specific hazards?  
       - Yes [Y]  No [N]  Not Applicable [NA]
   iii. Factors that compromise respirator hazards protection?  
        - Yes [Y]  No [N]  Not Applicable [NA]
   iv. Use and limitation of respirators?  
      - Yes [Y]  No [N]  Not Applicable [NA]
   v. Emergency use?  
      - Yes [Y]  No [N]  Not Applicable [NA]
   vi. Inspection and donning procedures?  
      - Yes [Y]  No [N]  Not Applicable [NA]
   vii. Care and handling?  
      - Yes [Y]  No [N]  Not Applicable [NA]
   viii. Recognition of medical conditions that can affect respirator use?  
      - Yes [Y]  No [N]  Not Applicable [NA]
   ix. General requirements of the respiratory use?  
      - Yes [Y]  No [N]  Not Applicable [NA]

g. Are respirators that are used by more than one person thoroughly cleaned and disinfected after each use?  
   - Yes [Y]  No [N]  Not Applicable [NA]

h. Are all respirators stored in a convenient, clean and sanitary location?  
   - Yes [Y]  No [N]  Not Applicable [NA]

i. Have respirators that are routinely used cleaned, inspected, repaired and replaced?  
   - Yes [Y]  No [N]  Not Applicable [NA]

j. Have respirators that are used for emergency operations been thoroughly inspected at least once a month and after each use?  
   - Yes [Y]  No [N]  Not Applicable [NA]

k. Have appropriate surveillance of work area conditions and surveillance of degree of employee exposure or stress been maintained?  
   - Yes [Y]  No [N]  Not Applicable [NA]

l. Is there a regular, in-house inspection and evaluation of the effectiveness of the respirator program?  
   - Yes [Y]  No [N]  Not Applicable [NA]

m. Are inspections documented?  
   - Yes [Y]  No [N]  Not Applicable [NA]

n. Have all respirator users been given a physical by a physician to determine what health and physical conditions are pertinent?  
   - Yes [Y]  No [N]  Not Applicable [NA]
o. Does the cognizant medical command provide the RPPM with an annual written evaluation of the effectiveness of the program?  & Y ☐ N ☐ NA ☐
p. Is the respirator user’s status reviewed periodically? & Y ☐ N ☐ NA ☐
q. Are records being maintained on all respirator users (e.g., type of test, fit test criteria, make/model)? & Y ☐ N ☐ NA ☐
r. How are respirators being maintained in the Battalion? & Y ☐ N ☐ NA ☐
s. Are only approved respirators used? & Y ☐ N ☐ NA ☐
t. Does the Respirator Protection Program Manager ensure that filters/cartridges provide adequate respiratory protection against the particular hazards for which it is used? & Y ☐ N ☐ NA ☐
u. Is the Respiratory Protection Program Manager appointed, in writing (i.e., serialized letter)? & Y ☐ N ☐ NA ☐
v. What make and model of respirators are in use? & Y ☐ N ☐ NA ☐
w. Has the Respirator Protection Program Manager been properly trained and certified by the NAVOSHTRACEN RPPM Course or equivalent? & Y ☐ N ☐ NA ☐

**COMMENTS:**

**12. Industrial Hygiene/Workplace Monitoring**

a. Is there a plan in place to ensure the following:
   i. Coordinate with the cognizant area medical command to ensure that initial surveys and annual assessments are completed and workplace monitoring plans are developed? & Y ☐ N ☐ NA ☐
   ii. Implement a medical surveillance program to diagnose and treat acute occupational injuries and illnesses to determine an individual’s fitness to begin or continue to perform a job safely and effectively? & Y ☐ N ☐ NA ☐
   iii. Perform medical evaluations to assess the health status of individuals as it relates to their work? & Y ☐ N ☐ NA ☐
b. Are procedures in place to notify the industrial hygienist if there are changes in the workplace that can affect exposure to employees? & Y ☐ N ☐ NA ☐ 

c. During initial and periodic evaluation, are indications made as to which areas must be inspected more than annually? & Y ☐ N ☐ NA ☐ 

d. Do periodic evaluations include:

   i. Descriptions of operations and work practices? & Y ☐ N ☐ NA ☐ 

   ii. List of potentially hazardous materials used, including quantity and use of each substance? & Y ☐ N ☐ NA ☐ 

   iii. Potential physical hazards (noise, radiation, etc.), and description of source? & Y ☐ N ☐ NA ☐ 

   iv. Evaluation and description of controls used (hood, PPE, etc.)? & Y ☐ N ☐ NA ☐ 

   v. List of workers expected to have similar exposures? & Y ☐ N ☐ NA ☐ 

e. Have all assessments been made by the cognizant industrial hygienist? & Y ☐ N ☐ NA ☐ 

f. Was reproductive hazard assessment (including negative determinations and recommendations to reduce exposures) included as part of the routine evaluation and specifically addressed in industrial hygiene survey reports? & Y ☐ N ☐ NA ☐ 

g. Follow-up to correct all deficiencies noted on the medical survey inspection? & Y ☐ N ☐ NA ☐ 

h. If the exposure assessment indicated employee exposure above the action level, answer the following:

   i. Was an exposure monitoring plan prepared and implemented, including areas of exposure above the action level? & Y ☐ N ☐ NA ☐ 

   ii. Was the monitoring plan generated using OPNAV Form 5100/14 and included:

       1. Number of samples required to evaluate an area? & Y ☐ N ☐ NA ☐ 

       2. Frequency of testing during the year? & Y ☐ N ☐ NA ☐ 

   iii. Does an industrial hygienist, or industrial hygiene technicians, do all workplace monitoring? & Y ☐ N ☐ NA ☐
iv. Are individual’s exposure records incorporated into their medical records? | Y | N | NA

**COMMENTS:**

### 13. Environmental Protection

| a. Is a copy of host command instructions available on deployment sites? | Y | N | NA
| b. Has the command established an Environmental Review Committee (ERC)? | Y | N | NA
| c. Are self environmental compliance evaluations conducted? | Y | N | NA
| d. Do detail sites have an environmental program? | Y | N | NA
| e. Have HAZMAT minimization/management spill contingency and response plans been reviewed and updated? | Y | N | NA

**COMMENTS:**

### 14. Asbestos Control

| a. Does the command ensure that the asbestos policy is strictly followed? | Y | N | NA
| b. Are asbestos documentation maintained in project folders for renovation projects? | Y | N | NA

**COMMENTS:**

### 15. Hearing Conservation Program

| a. Does the command maintain a current roster of personnel who routinely work in designated hazardous noise areas? | Y | N | NA
| b. Have all Navy personnel that are included in the Hearing Conservation Program received instruction in the following areas: | Y | N | NA
| i. Elements of and rationale of the program? | Y | N | NA
| ii. Proper wearing and maintenance of hearing protection? | Y | N | NA
| iii. The command program and their individual responsibilities? | Y | N | NA
| iv. Off-duty practices which will aid in the protection of their hearing? | Y | N | NA

**COMMENTS:**

9-A-12 Enclosure (1)
c. Is personal dosimetry conducted where area monitoring is inappropriate? Y N NA

d. Are noise hazardous work environments resurveyed within 30 days of a significant change in operations? Y N NA

e. Are noise measurements documented as required? Y N NA

f. Have designated hazardous noise areas and items of equipment been posted/labeled? Y N NA

g. In the absence of an industrial health judgment to the contrary, are hearing protection devices worn by personnel when they must enter or work in an area where the operations generate noise levels greater than 84dBA or 140 dBA or greater peak sound level? Y N NA

h. Is a combination of insert-type and circumural-type hearing protective devices worn where noise levels exceed 104 dBA? Y N NA

i. Is noise hazard training given to employees upon reassignment to hazardous areas? Y N NA

j. Are personnel required to work in designated noise hazardous equipment entered into the hearing conservation program? Y N NA

k. Have all personnel assigned duties in designated noise hazardous areas received a reference baseline hearing test prior to assignment to these areas? Y N NA

l. Are monitoring tests given within 90 days of assignment to a designated hazardous noise environment and annually thereafter? Y N NA

m. Are significant threshold shifts reported to the Safety Office and logged into the Log of Navy Injuries and Occupational Illnesses? Y N NA

n. Do personnel who exhibit a significant threshold shift on monitoring hearing test receive written notification within 21 days, and required follow-up hearing tests? Y N NA
<table>
<thead>
<tr>
<th>Requirement</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
</tr>
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<tbody>
<tr>
<td>o. Have all personnel assigned duties in designated noise hazardous areas</td>
<td></td>
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<tr>
<td>received a reference baseline hearing test prior to assignment to these</td>
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<tr>
<td>areas?</td>
<td>Y</td>
<td>N</td>
<td>NA</td>
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<tr>
<td>p. Are monitoring tests given within 90 days of assignment to a designated</td>
<td></td>
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<td>hazardous noise environment and annually thereafter?</td>
<td>Y</td>
<td>N</td>
<td>NA</td>
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<tr>
<td>q. Are significant threshold shifts reported to the Safety Office and</td>
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<tr>
<td>logged into the Log of Navy Injuries and Occupational Illnesses?</td>
<td>Y</td>
<td>N</td>
<td>NA</td>
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<tr>
<td>r. Do personnel who exhibit a significant threshold shift on monitoring</td>
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<tr>
<td>hearing test receive written notification within 21 days, and required</td>
<td>Y</td>
<td>N</td>
<td>NA</td>
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<tr>
<td>follow-up hearing tests?</td>
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</table>

16. Ergonomics

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
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</thead>
<tbody>
<tr>
<td>a. Has the command conducted an annual analysis of its injury and illness</td>
<td></td>
<td></td>
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<tr>
<td>history as related to ergonomic disorders?</td>
<td>Y</td>
<td>N</td>
<td>NA</td>
</tr>
<tr>
<td>b. Has the command identified departments and operations experiencing Work-</td>
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<tr>
<td>Related Musculoskeletal Disorder (WMSD) cases that have occurred during the</td>
<td>Y</td>
<td>N</td>
<td>NA</td>
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<tr>
<td>past five years?</td>
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<tr>
<td>c. Are methods planned to reduce ergonomic hazards (including Carpal Tunnel</td>
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<tr>
<td>Syndrome, back injuries, etc.)?</td>
<td>Y</td>
<td>N</td>
<td>NA</td>
</tr>
<tr>
<td>i. Are results monitored?</td>
<td>Y</td>
<td>N</td>
<td>NA</td>
</tr>
<tr>
<td>ii. Are the goals for WMSD reduction published?</td>
<td>Y</td>
<td>N</td>
<td>NA</td>
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<tr>
<td>d. Does back injury training include a minimum of:</td>
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<td></td>
<td></td>
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<tr>
<td>i. Back mechanics</td>
<td>Y</td>
<td>N</td>
<td>NA</td>
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<tr>
<td>ii. Lifting techniques</td>
<td>Y</td>
<td>N</td>
<td>NA</td>
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<tr>
<td>iii. On- and off-duty injuries</td>
<td>Y</td>
<td>N</td>
<td>NA</td>
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<tr>
<td>iv. Back health (wellness)</td>
<td>Y</td>
<td>N</td>
<td>NA</td>
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<tr>
<td>v. Physical fitness</td>
<td>Y</td>
<td>N</td>
<td>NA</td>
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<tr>
<td>e. Do all personnel receive sufficient training on ergonomics to effectively</td>
<td></td>
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<tr>
<td>and safely carry out their responsibilities?</td>
<td>Y</td>
<td>N</td>
<td>NA</td>
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<td>f. Do supervisors receive training which includes:</td>
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</table>
i. Hazard recognition, work conditions and practices, and symptoms of WMSD? | Y | N | NA
---|---|---|---
i. Steps needed to reduce/eliminate ergonomic hazards? | Y | N | NA
iii. Understanding job hazard analysis? | Y | N | NA
g. Are healthcare providers given information on ergonomic risks and details of the activity’s ergonomic program? | Y | N | NA

**COMMENTS:**

### 17. Confined Space Entry

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<tr>
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</table>
a. Was confined space work tasked and approved by 1NCD OpOrder? | Y | N | NA
b. Does the host command support the Confined Space Entry Program? | Y | N | NA
c. Are local instructions issued defining the CSE Program and procedures? | Y | N | NA
d. Have all confined spaces having a reasonable potential for personnel entry been identified and evaluated? | Y | N | NA
e. Does the Safety Officer maintain a current inventory of all Permit Required Confined Spaces (PRCS) in his/her area of responsibility? | Y | N | NA
f. Are danger signs posted for each PRCS in a conspicuous location near likely entry points, and do they contain the general nature of hazard and code (phone number) to contact if entry is required? | Y | N | NA

**COMMENTS:**

### 18. Personnel Protective Equipment

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</table>
a. Has the activity completed an assessment of work area to determine PPE requirements? | Y | N | NA
b. Does the written verification of the hazard assessment include:
   i. List of hazardous chemicals? | Y | N | NA
   ii. Material Safety Data Sheets (MSDS)? | Y | N | NA
   iii. Labels and other forms of warning? | Y | N | NA
   iv. Training? | Y | N | NA

**COMMENTS:**
<table>
<thead>
<tr>
<th></th>
<th>Y</th>
<th>N</th>
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<tr>
<td>v. Hazards of non-routine tasks?</td>
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<td>vi. Contractor operations?</td>
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<tr>
<td>vii. Host/Tenant Command relationships?</td>
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<td>viii. Location of the program information?</td>
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<td>c. Is a local instruction available that includes the Hazardous Communication Program?</td>
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<tr>
<td>d. Is there an updated inventory of all hazardous materials which includes the location, quantity, stock number, chemical name/common name, shelf life, and disposal requirements for each hazardous material?</td>
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<tr>
<td>e. Is there a complete MSDS file maintained, available at all times, and uniquely identified for each hazardous material used?</td>
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<td>f. Is there proper labeling on all containers and storage lockers?</td>
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<td>g. Are storage compatibility tables used to prevent mixing of incompatible hazardous material?</td>
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<td>h. Are personnel trained in the identification, safety and health precautions, and safe handling of hazardous materials?</td>
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<tr>
<td>i. Is training provided at the time of initial assignment and whenever a new hazard is introduced into the work area?</td>
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<tr>
<td>j. Are all uses of hazardous materials assessed by qualified personnel using industrial hygiene and risk assessment guidelines?</td>
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<tr>
<td>k. Has the Safety Office identified likely emergency and contingency situations?</td>
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<tr>
<td>l. Does the Safety Office provide technical assistance and consultation during formulation of response plans and actual emergency responses?</td>
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<td>m. Has all HAZMAT training been documented?</td>
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**COMMENTS:**

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<thead>
<tr>
<th></th>
<th>Y</th>
<th>N</th>
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<tbody>
<tr>
<td>19. Medical Surveillance Program</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>a. Is the selection of personnel for medical surveillance examinations based primarily on results of the Industrial Hygiene Program?</td>
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</tbody>
</table>
a. Does an IH evaluate data to make recommendations for placement of personnel in medical surveillance programs?  
   | Y | N | NA |

b. Is the cognizant medical command, branch, clinic, etc., maintaining the required military medical records, and are they available?  
   | Y | N | NA |

c. Does the medical surveillance provide for an epidemiological assessment of injury and illness data to focus prevention efforts?  
   | Y | N | NA |

COMMENTS:

20. Medical Surveillance Program

a. Is the selection of personnel for medical surveillance examinations based primarily on results of the Industrial Hygiene Program?  
   | Y | N | NA |

b. Does an IH evaluate data to make recommendations for placement of personnel in medical surveillance programs?  
   | Y | N | NA |

c. Is the cognizant medical command, branch, clinic, etc., maintaining the required military medical records, and are they available?  
   | Y | N | NA |

d. Does the medical surveillance provide for an epidemiological assessment of injury and illness data to focus prevention efforts?  
   | Y | N | NA |

COMMENTS:

21. General Safety Precautions

a. In cases where there is a conflict between the host command and a Battalion and/or det site, have the most stringent safety regulations been adhered to?  
   | Y | N | NA |

b. Has the safety equipment needed to be leased for use on a particular project been identified as consumable and charged to that project?  
   | Y | N | NA |

c. Has the deployed unit sent their accurate on-site AUL to the relieving Battalion?  
<p>| Y | N | NA |</p>
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<tbody>
<tr>
<td><strong>d.</strong> In the event of significant AUL changes, has this information been forwarded to the relieving Battalion in a timely manner?</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td><strong>e.</strong> During turnover, have joint facilities and project site inspections been performed?</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td><strong>f.</strong> Were the incoming and outgoing Safety Officers present throughout the turnover process?</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td><strong>g.</strong> Has the approved format for documenting the turnover been prepared, reviewed, signed, and a copy sent to respective Regimental Safety Officer?</td>
<td>Y</td>
<td>N</td>
</tr>
</tbody>
</table>

**COMMENTS:**

### 22. Special Areas of Interest

#### a. Homeport Projects

1. Were the Safety Officer and the safety organization utilized? | Y | N | NA |
2. Was the safety performance on homeport project satisfactory? | Y | N | NA |

#### b. Deployment Project Planning

1. Have safety plans been developed for projects? | Y | N | NA |
2. Are the safety plans meaningful and specific? | Y | N | NA |

#### c. Miscellaneous

1. Are there sufficient personnel with Hilti-gun licenses, or are there qualified instructors? | Y | N | NA |
2. Are there sufficient personnel with explosive handling qualifications in the Battalion? | Y | N | NA |
3. Has the Command promulgated a Navy Traffic Safety Program? | Y | N | NA |
   1. Are personnel prohibited from riding in the cargo areas of trucks not equipped with troop seats? | Y | N | NA |
   2. Are seatbelts maintained in a serviceable condition? | Y | N | NA |
   3. Are speed limits strictly enforced? | Y | N | NA |
   4. Is the maximum on-duty and driving time followed? | Y | N | NA |
5. Is the driver improvement course mandatory for personnel cited for violations or mishaps? & Y N NA
7. Are motorcyclists properly trained? & Y N NA

iv. Is there a Fire Protection Program?
1. Are fire drills conducted? & Y N NA
2. Are evacuation routes posted? & Y N NA
3. Are fire extinguishers properly maintained? & Y N NA

v. Radiological Safety
1. Does the RSO supervise operations and procedures? & Y N NA
2. Does the RSO ensure that radiation protection standards are not exceeded? & Y N NA
3. Does the RSO conduct radiation surveys for appropriate Battalion personnel? & Y N NA
4. Does the RSO ensure that personal monitoring devices are worn by personnel? & Y N NA
5. Is documentation properly maintained? & Y N NA

COMMENTS:

<p>| 23. Bloodborne Pathogen Control Program (applies to Medical/Dental Personnel) |
|---|---|---|
| a. Is the Exposure Control Plan accessible? &amp; Y N NA |
| b. Is the Exposure Control Plan reviewed at least annually and upon changes in tasks? &amp; Y N NA |
| c. Do all personnel receive initial and annual training on bloodborne pathogens by qualified personnel? &amp; Y N NA |
| d. Are training records maintained to include dates, summary, attendee and instructors’ names? &amp; Y N NA |</p>
<table>
<thead>
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<tbody>
<tr>
<td>e. Has the activity established a written Exposure Control Plan designed to eliminate or minimize exposure, which includes:</td>
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<tr>
<td>i. Locations/likelihood of exposure?</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>ii. Specific schedule/method of implementation for departments with differing exposures?</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>iii. Established hepatitis B vaccination and post-exposure evaluation and follow-up program?</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>iv. Specific training, labeling, general location/types of warning signs provided to communicate hazards?</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>v. Specific training and record-keeping requirements?</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>vi. List of job classifications which are responsible to anticipate occupational exposure and personnel designated to render first-aid as part of the Exposure Control Plan?</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>f. Do all medical records include the name and SSN of the exposed individual with a copy of the individual’s hepatitis B vaccination with follow-up?</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>g. Is the written opinion limited to informing the individual of the results and of any medical conditions resulting from exposure that may require further evaluation or treatment?</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>h. Does the bloodborne pathogen control program, at a minimum, contain the requirements outlined in 29CFR1910?</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>i. Are all training records kept for a minimum of three years?</td>
<td>Y</td>
<td>N</td>
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<tr>
<td>j. Do all personnel involved in exposure incidents report to the medical department?</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>k. Are all reports submitted to the servicing medical authority containing the minimum requirements as outlined in 29CFR1910?</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>l. Is the exposed individual provided with a copy of the medical department’s opinion within 15 days of completion of an evaluation?</td>
<td>Y</td>
<td>N</td>
</tr>
</tbody>
</table>

COMMENTS:

9-A-20

Enclosure (1)
24. Projects

a. Safety Plan Cover Sheet
   i. Has a Safety Representative been assigned and trained? Y N NA
   ii. Major hazards identified? Y N NA
   iii. Signed by Battalion Safety Chief? Y N NA

b. Planning Checklist
   i. Are long-lead items identified on a long-lead sheet? Y N NA
   ii. Are permits identified? Y N NA
   iii. Is Personal Protective Equipment identified and listed on the Tools/Equipment List? Y N NA
   iv. Is additional safety equipment identified and listed on the Tools/Equipment List? Y N NA
   v. Are safety consumable items listed in the Bill of Materials? Y N NA

c. CASS Sheets
   i. Do the hazards listed match the activity with controls listed? Y N NA
   ii. Are sufficient numbers of hazards identified? Y N NA
   iii. Are environmental issues identified? Y N NA

d. Specific Safety Plans
   i. Fall protection Y N NA
   ii. Scaffolding Y N NA
   iii. Excavation Y N NA
   iv. Demolition Y N NA
   v. Confined space Y N NA
   vi. Traffic control Y N NA

e. Safety Lectures
   i. Are they based on the two-week schedule? Y N NA

f. Environmental
   i. Is the MSDS available for each material? Y N NA
   ii. Has the AUL been developed? Y N NA

COMMENTS:
### DAILY INSPECTOR'S REPORT

**EXECUTION**

Forms must be returned within 3 working days with the "Action Taken" section filled out correcting the hazards/deficiencies. Company Commanders will initial "Route To" prior to returning to S3C.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Project Number</th>
<th>Project Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td>S3</td>
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<td>00S</td>
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</table>

<table>
<thead>
<tr>
<th>Prime Contractor</th>
<th>Subcontractor</th>
<th>Weather</th>
<th>Proj. File</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Project Supervisor</th>
<th>Proj. Safety Supervisor</th>
<th>Safety Inspector</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
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<tr>
<th>Rates</th>
<th>Description of Work</th>
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<tr>
<td>BU:</td>
<td>EO:</td>
</tr>
<tr>
<td>CE:</td>
<td>SW:</td>
</tr>
<tr>
<td>CM:</td>
<td>UT:</td>
</tr>
<tr>
<td>EA:</td>
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</tr>
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</table>

<table>
<thead>
<tr>
<th>Safety Inspection Plan Items</th>
<th>Results</th>
</tr>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>N/A</th>
<th>YES</th>
<th>NO</th>
<th>Item</th>
<th>N/A</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Safety Talk Given? Subj:</td>
<td></td>
<td></td>
<td></td>
<td>16 Ladders Scaffolding: Safe cond/use?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 GFCI protection on project and used?</td>
<td></td>
<td></td>
<td></td>
<td>17 Are wall floor openings guarded?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Req'd PPE in use?</td>
<td></td>
<td></td>
<td></td>
<td>18 Is good housekeeping observed?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Hazmat/Hazflam inventory current?</td>
<td></td>
<td></td>
<td></td>
<td>19 Tool Storage Area: Properly stored?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 MSDS's available?</td>
<td></td>
<td></td>
<td></td>
<td>20 Hand Tools: Useable conditions?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Flammable liquids stored properly?</td>
<td></td>
<td></td>
<td></td>
<td>21 Is good area sanitation being observed?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Eyewash/Shower maintained IAW SOP?</td>
<td></td>
<td></td>
<td></td>
<td>22 Water jugs maintained IAW SOP?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Lockout/Tagout required and used?</td>
<td></td>
<td></td>
<td></td>
<td>23 Fire extinguisher charged and current tags?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Electrical Boxes secured and labeled?</td>
<td></td>
<td></td>
<td></td>
<td>24 First aid kits on project?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Temporary power inspected and tagged?</td>
<td></td>
<td></td>
<td></td>
<td>25 Equipment Pre-Start done?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 Are construction signs in place?</td>
<td></td>
<td></td>
<td></td>
<td>26 Are backup guides being utilized?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 Excavation: Permits/shoring approved?</td>
<td></td>
<td></td>
<td></td>
<td>27 Are parked vehicles being chocked?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 Crew Leader using Safty Plan?</td>
<td></td>
<td></td>
<td></td>
<td>28 Respirator protection: IAW SOP?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 Review daily safety report for trends?</td>
<td></td>
<td></td>
<td></td>
<td>29 Equipment Operators Licensed?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>15 Welding: Cutting &amp; permits required?</td>
<td></td>
<td></td>
<td></td>
<td>30 Fall protection correctly in place?</td>
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</table>

### SAFETY HAZARD/DEFICIENCY

<table>
<thead>
<tr>
<th>Action Taken to Correct Hazard/Deficiency</th>
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</table>

<table>
<thead>
<tr>
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<th>Project Safety Supervisor</th>
<th>Safety Inspector</th>
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<tbody>
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</tbody>
</table>

Distribution: White: Routing Chain    Yellow: Safety Supervisor    Pink: Safety Inspector

9-B-1

Enclosure (1)
### NAVOSH DEFICIENCY NOTICE

**SECTION A - DEFICIENCY INFORMATION**

<table>
<thead>
<tr>
<th>I.D. NO.:</th>
<th></th>
</tr>
</thead>
</table>

**Organization:**

**Location:**

**Description of Hazard:**

**Standard Violated:**

**RAC:**

**OSH Official:**

**Date:**

**SECTION B - ABATEMENT STATUS (COMPLETE ALL APPLICABLE PARTS)**

- **INTERIM CONTROLS**

- **ABATEMENT PROJECT INITIATED**

  **Project Description:**

  **Action Taken (Included Work Orders/Purchase Request numbers and date as appropriate):**

  **Cost Estimate:**

  **Completion Date (Est):**

- **DEFICIENCY CORRECTED**

  **Corrections Made:**

  **Date:**

  **Cost**

  **Labor:**

  **Material:**

**Signature:**

**SECTION C - COMMENTS**
ANNUAL REPORT OF NAVY CIVILIAN OCCUPATIONAL INJURIES AND ILLNESSES

A. UIC
   (List all UICs included on this report with ISIC first)
   (Complete mailing address of activity)

B. Report Period
   Month   Day   Year

C. ________________

D. ________________ (City, State, Zip)

E. ____________________ (Immediate Superior in Command)

F. ____________________ (Date Prepared)

<table>
<thead>
<tr>
<th>Code</th>
<th>INJURY AND ILLNESS CATEGORY</th>
<th>TOTAL CASES</th>
<th>DEATHS</th>
<th>LOST TIME CASES</th>
<th>NO LOST TIME CASES</th>
<th>FIRST AID CASES</th>
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<tbody>
<tr>
<td>10</td>
<td>Occupational Injuries</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Occupational skin diseases</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Dust diseases of the lungs (pneumoconiosis)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>23</td>
<td>Respiratory conditions due to toxic agents</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Poisoning (systemic effects of toxic materials)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>25</td>
<td>Disorders due to physical agents (other than toxic materials)</td>
<td></td>
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</tr>
<tr>
<td>26</td>
<td>Disorders due to repeated trauma or stress</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>29</td>
<td>All other occupational illnesses</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>TOTAL CIVILAIN OCCUPATIONAL INJURIES AND ILLNESS</td>
<td></td>
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</tr>
<tr>
<td>30</td>
<td>Total occupational illnesses (21-29)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>31</td>
<td>Total occupational injuries and illnesses (10+30)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>40</td>
<td>Total hours worked by personnel (This reporting period)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>50</td>
<td>Average number of personnel (This reporting period)</td>
<td></td>
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</tbody>
</table>

PERSON PREPARING REPORT ___________________________ LOCAL PHONE ____________________
CHAPTER 10

EMPLOYEE REPORTS OF UNSAFE/UNHEALTHFUL WORKING CONDITIONS

1001. Discussion

a. This chapter provides guidance on establishing a channel of communication between Navy, civilian and military, employees and those supervisory personnel responsible for safety and health matters for the purpose of ensuring prompt response to, and analysis of, reports of alleged unsafe or unhealthful working conditions.

b. Identifying and reporting potentially unsafe or unhealthful working conditions is the responsibility of all personnel, both military and civilian. Personnel have the right to decline a task because of a reasonable belief that there is an imminent risk of death and insufficient time for normal hazard reporting and abatement actions.

1002. Hazard Reporting

Detecting unsafe or unhealthful working conditions at the earliest possible time and making prompt corrections of these hazards at the lowest possible working level are essential elements of the NAVOSH program. NCF units shall use the following procedures for submission of employee reports of unsafe or unhealthful conditions in the workplace:

a. Immediately report unsafe or unhealthful working conditions. Since many safety and health problems can be eliminated as soon as they are identified, commanders shall encourage all personnel to orally report unsafe or unhealthful working conditions to their immediate supervisor who shall promptly investigate the situation and take appropriate corrective actions. Supervisors shall contact the activity Safety Officer for assistance, as necessary. Supervisors shall inform the reporting employee of all action taken on oral reports.

b. Submit a report of unsafe or unhealthful working condition. Any person may submit a report of an unsafe or unhealthful working condition directly to the Safety Office. OPNAV 5100/11 shown in Appendix 10-A may be used for this purpose. Commands shall post blank copies of this or a similar form and procedures for its use in areas convenient to all workplaces (e.g., official bulletin boards, time clocks, etc.). The form used shall include a provision for an employee to indicate his/her desire to remain anonymous, should he/she wish. Personnel may make an oral report to the Safety Office instead of
a written report. In these cases, the Safety Office will transcribe the information into a written report.

c. Maintain records of all reports filed. The Safety Office shall maintain records of all hazard reports received. Records shall include: date, time, identifying reference number, location of condition, brief description of condition, hazard classification, and the date and nature of action taken. When necessary, the Safety Office shall contact the person making the report and/or advise the immediate supervisor that a hazard has been reported.

d. Promptly investigate all reports. The Safety Office shall investigate all reports brought to its attention (alleged imminent danger situations within 12 hours and potentially serious situations within 24 hours). If the reported situation involves a health hazard, as opposed to a safety hazard, the Safety Office shall refer the report to the cognizant medical activity for investigation as necessary.

e. Provide an interim response to the report originator. The OSH office shall provide an interim or complete response in writing to the originator of a written report within 10 working days of receipt. Interim responses shall include the expected date for the complete response. If the investigator validates the reported hazard, the complete response shall include a summary of the action taken for abatement. If no significant hazard is found to exist, the reply shall include the basis for the determination.

f. Encourage the originator to follow through if he/she is dissatisfied. The complete response shall encourage, but not require, the originator to informally contact the Safety Office if he or she desires additional information or is dissatisfied with the response. Complete responses shall indicate that formal appeals can be made and shall state or provide the reference for procedures for making appeals and appeals levels.

g. Handle grievances separately from hazard reporting. A hazard report is not a grievance. In the event that a hazard report also involves a grievance action, the Safety Office shall notify the complainant that the processing of the hazard report will be separate from the grievance response. In no case will a grievance action delay the Safety Office response to a report of an unsafe or unhealthful working condition.

1003. Appeals

a. If the originator of a report is dissatisfied with the assessment made by the unit Safety Office of the alleged hazard
or with action taken to abate a confirmed hazard, the unit Safety Office shall encourage the person to confer with it to discuss the matter further. If the originator remains dissatisfied after such discussion, he/she may appeal to the unit commanding officer. The written appeal shall 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 shall 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?

(4) A statement explaining why the actions taken as a result of the original report were unsatisfactory and are being appealed.

b. The unit commander, or his/her representative, shall respond to the originator of the appeal within 10 working days. The response shall contain the office and address of the next higher level of appeal.

c. If the person is still dissatisfied or has not received a response within 20 working days, he/she may appeal to the next higher level of command. The originator may submit subsequent appeals if still not satisfied with the action taken as a result of the previous appeal. The sequence of appeals shall be through Echelon Four, Three or Two, the Chief of Naval Operations (CNO) (N454), the Assistant Secretary of the Navy (Installations and Environment) (ASN(I&E)), and the Assistant Deputy Under Secretary of Defense (Safety and Occupational Health Policy) (ADUSD(SH)). Each appeal shall include the information prescribed in paragraphs 1003.a (1)-(4) with emphasis on the actions taken by the reviewing authority on the previous appeal and reasons why the originator is still not satisfied. Paragraph 1003.b prescribes each response by the reviewing authority.

d. The final appeal authority for military personnel is the Deputy Under Secretary of Defense (Environmental Security) DUSD(ES). In the event that a civilian employee is not satisfied with the response from DUSD(ES), he/she may contact the Office of Federal Agency Safety Programs, US Department of Labor, Washington, DC 20210.
1004. Reports to the Occupational Safety and Health Administration (OSHA).
Section 1002 provides a mechanism for all Navy employees to report unsafe and unhealthful working conditions to the appropriate authority for in-house resolution. Navy civilian personnel may, at any time, submit complaints alleging workplace hazards directly to the Department of Labor (DOL) (OSHA). Navy civilian personnel do not have to exhaust their chain of appeal before reporting a hazard to their cognizant federal OSHA office; however, the Secretary of Labor encourages employees to use the Navy in-house hazard reporting procedures as they are usually the most expeditious means to achieve abatement. Reports to the DOL OSHA may serve as the basis for investigations or inspections by OSHA officials.

1005. Responsibilities

Activity commanders, commanding officers, or officers in charge shall:

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

b. Posting DD 2272, DOD Occupational Safety and Health Protection Program, alone is not sufficient notification to personnel of the existence of the employee hazard reporting program, nor is it sufficient explanation of their right to participate.

c. Maintain the anonymity of personnel making a report or named in a report if requested by the reporting or named employee.

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

e. Ensure that standardized hazard reporting forms and procedures are available to all personnel.

f. Include safeguards to ensure that the command does not subject personnel to restraint, interference, coercion, discrimination, or reprisal by virtue of their participation in the activity's Safety Program.

g. Maintain adequate recordkeeping practices and retain records for at least 5 years following the end of the calendar year in which final action on a report was undertaken.
# 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 VIOLATION

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**

11. **MAY YOUR NAME BE REVEALED?**  
    - □ NO  
    - □ YES

12. **ARE YOU A REPRESENTATIVE OF EMPLOYEES?**  
    - □ NO  
    - □ YES (List organization name)

13. **DATE FILED:**
### DEPARTMENT OF DEFENSE

#### SAFETY AND OCCUPATIONAL HEALTH PROTECTION PROGRAM

The Occupational Safety and Health Act of 1970, Executive Order 12196 and 29 CFR 1960 require the heads of Federal agencies to establish programs to protect their personnel from job safety and occupational health hazards.

1. **The Department of Defense (DoD) designated agency safety and occupational health official** is the Assistant Secretary of Defense (Force Management and Personnel).

2. The designated safety and occupational health official is:

   **(DoD Component)**

   **(Title)**

   **(Address).**

3. The safety and occupational health designee is:

   **(Name of Installation/Facility)**

   **(Name)**

   **(Title).**

4. The safety point of contact is:

   **(Name of Installation/Facility)**

   **(Name).**

   **(Title).**

5. The occupational health point of contact is:

   **(Name of Installation/Facility)**

   **(Name).**

   **(Telephone Number).**

**DOD PERSONNEL HAVE THE RESPONSIBILITY TO:**

1. **COMPLY with all applicable OSHA/DoD/DoD Component safety and occupational health standards.**

2. **SET UP PROCEDURES for submitting and responding to employee reports of unsafe and unhealthful working conditions.**

3. **ACQUIRE, MAINTAIN, AND REQUIRE the use of approved personal protective equipment and safety equipment.**

4. **INSPECT ALL WORKPLACES with participation by civilian employee representatives to identify potential hazards.**

5. **ESTABLISH PROCEDURES to assure that no worker is subject to restraint, interference, coercion, discrimination, or reprisal for exercising his/her rights under the DoD safety and occupational health program.**

**DOD PERSONNEL AND CIVILIAN EMPLOYEE REPRESENTATIVES HAVE THE RIGHT TO:**

1. **HAVE ACCESS to applicable OSHA/DoD/DoD Component standards, installation/facility injury and illness statistics, and safety and occupational health program procedures.**

2. **COMMENT on alternate standards proposed by DoD/DoD Component.**

3. **REPORT hazardous conditions, injuries, illnesses, or other mishaps promptly to your supervisor or to the safety or occupational health point of contact for your installation/facility.**

4. **PARTICIPATE in the installation/facility safety and occupational health program.**

**OTHER INFORMATION:**

1. **When the safety or occupational health point of contact for your installation/facility is notified by a worker of a hazardous worksite condition, he/she will ensure an inspection of the worksite and he/she will report the results of the inspection in writing to the worker making the report.**

2. Inspector General channels may be used to investigate complaints from either DoD civilian or military personnel concerning alleged acts of discrimination or reprisal due to participation in safety and occupational health activities. For DoD civilian personnel, allegations of reprisal may also be initiated by them.
CHAPTER 11

INSPECTIONS AND INVESTIGATIONS OF WORKPLACES BY FEDERAL AND STATE OSH OFFICIALS

1101. This chapter is complete as written in reference (a). No further clarification or modification is required for NCF units.
1201. RECORDS

   a. All NCF units shall maintain a deficiency abatement log as required in reference (a). The NAVOSH Deficiency Notice, Appendix 9-B of reference (a), may be used as the command deficiency abatement log as long as they are maintained in a file labeled “Deficiency Abatement Log.”

   b. All updates to the progress of deficiency abatement requirements shall be updated and attached to the original notice.
CHAPTER 13

NAVY OCCUPATIONAL SAFETY AND HEALTH COST DATA

1301. COST DATA. All units will forward NAVOSH cost data to the respective regiment Safety Office no later than the first week of each month. NAVOSH cost data will include all detachments assigned to the command on one consolidated Cost Data Form. The Cost Data Form shall be provided by 1NCD via separate correspondence. The cost data report will be considered as the official budget for the safety office.
CHAPTER 14

MISHAP INVESTIGATION, REPORTING, AND RECORD KEEPING

1401. REPORTING REQUIREMENTS. All NCF units shall follow the requirements outlined in reference (a). Additionally, all units shall report the following mishap data to their OPCON and ADCON Regiment and 1NCD by the 5th of each month, reporting the preceding month’s data.

a. Report the mishap data by using format in Appendix 14-B. Units shall not delete or modify format of Appendix 14-B but may add to it if desired.

b. Provide a brief explanation of positive and/or negative mishap trends. This explanation shall include what action is being taken to reduce mishaps in a mishap category that is showing an increase (negative trend). Also explain what factors contributed to a decrease in a mishap category (positive trend).

1402. REQUIRED INSTRUCTIONS AND EQUIPMENT. Safety Managers shall use Appendix 14-A as a foundation for their mishap investigation kit.
APPENDIX 14-A

PLANNING CHECKLIST
MISHAP INVESTIGATION AND REPORTING KIT

INSTRUCTIONS
1. Chain of Command Notification (SOP)
2. Command SOPs
3. Emergency Response Guide P-5800.5
4. OPNAVINST 5100.23F (Chap 14)
5. OPNAVINST 5102.1C
6. SF-91

EQUIPMENT
1. Area Map
2. Baggies (quart size)
3. Barricades (at a minimum caution tape)
4. Camera (35MM)
5. Camera (Polaroid)
6. Chalk
7. Chem-lights
8. Clipboard
9. Flares
10. Flashlights with extra batteries
11. Graph paper
12. Hammers and nails
13. Latex gloves
14. Marking Paint (fluorescent)
15. Radio (Comm to command)
16. Ruler (12-18 inches)
17. Tape measure (25 and 100 foot)
18. Tape recorder (pocket size)
19. Watch
20. Writing paper
### Monthly Mishap Summary

Unit: ?????  UIC: ??????  FY????

OPNAVINST 5102.1 SERIES CHP3 IS YOUR GUIDE LINE FOR WHAT'S REPORTABLE AND SHALL BE ENTERED INTO THE WESS II SYSTEM.

#### On Duty

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<th>Category</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>Annual Total</th>
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<td>Lost Time Case</td>
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14-B-1  Enclosure (1)
CHAPTER 15
RESPIRATORY PROTECTION

1501. ACTIVE BATTALIONS

a. The Safety Manager shall be assigned as the Respiratory Protection Program Manager (RPPM) and the Assistant Safety Manager shall be assigned as the Assistant Respiratory Protection Program Manager (ARPPM).

b. The RPPM will designate a Respirator Protection Program Coordinator (RPPC), trained by the RPPM to coordinate the respirator program for each remote site.

c. The Safety Manager shall review the RPPC program during site visits.

1502. RESERVE BATTALIONS

a. Reserve battalions are not required to assign RPPMs/ARPPMs. Reserve battalions will ensure that an Inter-Service Support Agreement (ISSA) or a Memorandum of Understanding (MOU) exists with host commands for RPPM Support.

b. Each detachment site, as required, will designate a Respirator Protection Program Coordinator (RPPC) who will receive adequate training in accordance with the ISSA or MOU to assist the RPPM.

c. RPPM support for construction projects will be provided by the active regiment if adequate support is not available by ISSA or MOU.

1503. CONSTRUCTION BATTALION MAINTANENCE UNIT DETs (CBMUs).
CBMU DETs are not required to assign RPPM/ARPPMs. Will ensure that an Inter-Service Support Agreement (ISSA) or a Memorandum of Understanding (MOU) exists with host commands for RPPM Support.

1504. RESPIRATION SELECTION CONSIDERATIONS


b. Exemptions

(1) Cognizant Industrial Hygienist recommendations based on exposure to toxic chemicals and/or harmful physical agents
where the respirators noted in 1504, paragraph a will not provide adequate protection.

(2) Areas Immediately Dangerous to Life and Health (IDLH), Confined Spaces and Emergency Rescue.
CHAPTER 16

OCCUPATIONAL SAFETY AND HEALTH STANDARDS

1601. This chapter is complete as written in reference (a). No further clarification or modification is required for NCF units.
CHAPTER 17

ASBESTOS CONTROL

1701. THE GENERAL POLICY IS THAT THE NCF UNITS DO NOT REMOVE ASBESTOS

a. The removal of asbestos is not normally considered for NCF tasking. However, asbestos removal may be required on certain unique or sensitive jobs. Fiscal constraints alone will not be sufficient to justify assigning asbestos removal work to the NCF.

b. All asbestos projects will be considered unique and not within the normal scope of NCF construction. They will require intensive preplanning, certified training and documentation well in advance.

c. Removal is normally done by contract or station units prior to commencing of NCF work. All asbestos work to be accomplished by NCF units shall be specifically tasked by a COMFIRSTNCD OPORDER. The OPORDER will clearly state if asbestos removal shall be conducted by NCF personnel. Unless so stated in an OPORDER, asbestos removal shall not be undertaken by NCF personnel. Installation or replacement of asbestos containing material shall not be accomplished. Asbestos projects, if not identified in the OPORDER, will be identified in the Battalion's revised tentative tasking message. Anytime that asbestos is encountered during any phase of NCF construction, including special operations tasking and projects associated with exercises, operations will stop immediately. COMFIRSTNCD and the local Industrial Hygienist, if applicable, shall be notified.

d. Asbestos projects shall be identified by a COMFIRSTNCD OPORDER only after all resources have been exhausted, and shall be limited to nonfriable removal and/or friable asbestos that can be removed using the bag-glove technique. All non-friable asbestos shall be treated as friable asbestos. At no time will NCF personnel rip out sprayed or troweled-on asbestos containing material.

e. Environmental Protection Agency (EPA) standards are not normally mandatory in overseas construction; however, these standards are adopted to assure the highest degree of safety for NCF personnel.

f. COMFIRSTNCD will review all projects to identify potential asbestos after call for work is received. If the
determination is made that asbestos is involved, COMNAVCONFORCOM will notify the customer and determine the plan for asbestos removal by other resources.

1702. **BATTALION**

   a. If all other means of removal have been pursued and asbestos removal must be tasked as a last alternative, an asbestos removal plan shall be identified during homeport and shall be submitted to COMFIRSTNCD for approval. The asbestos removal team shall be identified during homeport and shall receive medical screening; placement on a medical surveillance program; receive EPA certified training; and shall be properly outfitted with complete personal protection and equipment prior to deployment. EPA certified training shall be valid for one year. Changes will not be made to the removal team after training and certification.

   b. Industrial hygiene services shall be the responsibility of the customer and charged to the project. This includes personnel monitoring and laboratory analysis required during all phases of asbestos tasking, and certification of acceptance for occupancy.

   c. Upon deployment, the Battalion Operations Officer shall review the NCF policy on asbestos removal with the on-site Resident Officer in Charge of Construction (ROICC). A ROICC/NCF contingency plan shall be developed for the removal of asbestos identified during NCF construction planning. This contingency plan shall identify:

      (1) Reporting procedures for NCF personnel suspected of encountering asbestos.

      (2) The ROICC asbestos inspection/classification procedures.

      (3) Standard procedures for accomplishing asbestos removal by ROICC contract.

   d. During all preconstruction conferences for NCF projects involving demolition or repair/alteration work, the asbestos contingency plan shall be reviewed. References (a) and (b) must be discussed. This plan shall be executed upon notification by the NCF that suspected asbestos materials have been encountered.
1703. REGIMENT

   a. Provide EPA certified training or EPA sponsored certified training through coordination with the cognizant EPA Regional Asbestos Coordinator:

      20TH SRG EPA Region 4
      345 Cortland St N.E.
      Atlanta, GA 30365
      (404) 881-3864

      31ST SRG EPA Region 9
      215 Fremont St
      San Francisco, CA 94105
      (415) 974-8588

   b. Training will be conducted for asbestos workers and supervisors only when projects have been approved. Cost of certified EPA training will be charged to the project. Non-approved EPA certified training will not be used in lieu of a certified course of instruction. Only those personnel completing certified training shall be involved in the asbestos removal project. The length of individual certification is dependent on the certifying agency's policy in concert with the EPA. If certification is for a period in excess of one year (normally one to three years), then refresher training is required annually in accordance with reference (a). Annual refresher training with current certification may be conducted by the Regiment or Battalion.
CHAPTER 18

HEARING CONSERVATION AND NOISE ABATEMENT

1801. This chapter is complete as written in reference (a). No further clarification or modification is required for NCF units.
CHAPTER 19

SIGHT CONSERVATION

1901. Eye Protection Program (EPP) Guidelines

a. Purpose. To provide guidance on the procurement and record keeping for unit's EPPs.

b. Background. To ensure that all requirements of the sight conservation program are met, COMFIRSTNCD have standardized the types of safety eyewear that satisfy the Eye Protection Program.

c. Action. All units will establish an EPP as prescribed by the following minimum requirements.

(1) Unit Safety Officers shall be responsible for the issuance of eye protection. A log of protective eyewear issued shall be maintained.

(2) All personnel identified on each unit's Sight Conservation Program shall be issued safety glasses.

(3) Safety, Venture II Protective Eyewear, NSN 4240-01-500-6173 (Grey) and NSN 4240-01-500-6178 (clear) or equal, and approved by COMNAVCONFORCOM Safety, will be issued for personnel requiring non-prescription eyewear.

(4) Personnel requiring non-prescription eyewear will be held accountable for frames and lenses. Damage or loss due to neglect will result in the accountable member replacing or paying for replacement of non-prescription eyewear. The only acceptable replacements shall meet specifications outlined in paragraph c.(3). Replacement due to normal wear is authorized. In either case, loss of protective eyewear does not excuse personnel from complying with EPP requirements. Personnel may keep the eyewear when transferring.

(5) Prescription eyewear will be placed on order only after a current prescription has been issued. Unit Safety Officer's shall ensure that all check-ins have prescription safety glasses placed on order prior to deploying, and will develop an order form with all necessary information required by supply medical for funding. Safety Officers will maintain a log of all orders placed, received and issued.

(6) Underwater Construction Teams Safety Officers shall follow the same guidelines as stated in paragraph c.(5).
(7) Units whose host command does not provide prescription safety glasses free of charge will follow the guidelines as stated in paragraph c.(5), with the exception of using their local medical clinic. Units shall use the appropriate order form with all necessary funding requirements needed from supply and local medical personnel.
2001. This chapter is complete as written in reference (a). No further clarification or modification is required for NCF units.
CHAPTER 21
LEAD

2101. THE GENERAL POLICY IS THAT THE NCF UNITS DO NOT REMOVE LEAD

a. The removal or encapsulation of lead is not normally considered for NCF tasking. However, lead abatement or encapsulation may be required on certain unique or sensitive jobs. Fiscal constraints alone will not be sufficient to justify assigning lead abatement work to the NCF.

b. All lead projects will be considered unique and not within the normal scope of NCF construction. They will require intensive preplanning, certified training and documentation well in advance.

c. Removal or encapsulation is normally accomplished by contract or station units prior to commencing of NCF work. All lead work to be accomplished by NCF units shall be specifically tasked by COMFIRSTNCD OPORDER. The OPORDER will clearly state if lead abatement is required by NCF personnel. Unless so stated in an OPORDER, lead abatement or encapsulation will not be undertaken by NCF personnel. Installation or replacement of lead containing material shall not be accomplished. Lead projects, if not identified in the OPORDER, will be identified in the Battalion’s revised tentative tasking message as defined in chapter 38 of this instruction. Anytime that lead is encountered during any phase of NCF construction, including special operations tasking and projects associated with exercises, operations will stop immediately. COMFIRSTNCD and the local Industrial Hygienist, if applicable, will be notified.

d. Lead projects shall be identified by a COMFIRSTNCD OPORDER only after all resources have been exhausted.

e. COMFIRSTNCD will review all projects to identify potential lead after call for work is received. If the determination is made that lead is involved, COMFIRSTNCD will notify the customer and determine the plan for lead abatement by other resources.

2102. BATTALION

a. If all other means of removal have been pursued and lead abatement must be tasked as a last alternative, a lead abatement plan shall be identified during homeport and be submitted to COMFIRSTNCD for approval. The lead removal team shall be identified during homeport and shall receive medical screening;
placement on a medical surveillance program; receive lead abatement awareness training and shall be properly outfitted with complete personal protection and equipment prior to deployment. Changes shall not be made to the abatement team after training and program placement.

b. Industrial hygiene services, including personnel monitoring and laboratory analysis required during all phases of lead tasking, and certification of acceptance for occupancy, shall be the responsibility of the customer and charged to the project.

c. During all preconstruction conferences for NCF projects involving demolition or repair/alteration work, the lead contingency plan shall be reviewed.
CHAPTER 22

NON-IONIZING RADIATION

2201. This chapter is complete as written in reference (a). No further clarification or modification is required for NCF units.
CHAPTER 23

ERGONOMICS PROGRAM

2301. This chapter is complete as written in reference (a). No further clarification or modification is required for NCF units.
CHAPTER 24
ENERGY CONTROL PROGRAM

2401. ELECTRICAL POWER OPERATION (TEMPORARY)

a. All temporary electrical power sources (construction power pole boxes or generators) shall be permitted during emergencies or the period of construction, remodeling, repair or demolition of structures or similar activities. A receptacle in a building with existing power used to supply electricity for construction is considered temporary power.

b. All temporary power sources will be inspected, certified safe in accordance with current National Electrical Code (NEC), and tagged with the inspector's name, company and date prior to first use. Thereafter, the temporary electrical source will be inspected monthly, upon turnover, and start of new project and certified safe for continued use on the tag attached to the power source and must be recorded in a log maintained by the Energy Control Program Manager.

c. Temporary power for construction is not to be confused with power distribution systems used for field exercise and contingencies.

2402. GROUND-FAULT PROTECTION

a. All 120-volt, single-phase 15 and 20-ampere receptacle outlets on construction sites, shall have approved Class A, Group I, Ground-fault Circuit Interrupter (GFCI) units with a trip level of 5 milli-amperes.

b. Receptacles on all generators will be GFCI protected.

c. Central Tool Room (CTR) will ensure that all GFCI (including those built into generators) are thoroughly checked monthly and function correctly and maintain a GFCI inspection log. No repairs to GFCI are authorized. GFCI that are damaged or fail to function correctly will be returned to the manufacturer for repair and/or replaced. All GFCI will have an inspection tag affixed to annotate monthly inspections.

d. Permanently installed GFCI in shop all facilities will be inspected monthly by the command Energy Control Program Manager to ensure they trip at the level of 5 milli-amperes or less. All GFCI that require monthly testing will be listed in a GFCI logbook with monthly test results entered into the log. GFCI that do not trip at the appropriate level will be locked and tagged out of service until they can be replaced.
2403. ASSURED EQUIPMENT GROUNDING CONDUCTOR (AEGC) PROGRAM

a. An Assured Equipment Grounding Conductor (AEGC) Program shall be implemented where GFCI protection, in accordance with paragraph 2402, is not available. A written description of the AEGC program, including the specific procedures, shall be available at the site. The Safety Officer will designate a competent person to implement the construction site AEGC program.

b. This program shall comply with the following minimum requirements:

(1) Each cord set, attachment cap, plug and receptacle of cord sets, and any equipment connected by cord and plug (except cord sets and receptacles which are fixed and not exposed to damage) shall be visually inspected before each day's use. Inspector shall check for external defects, such as deformed or missing pins or insulation damage, and for indications of possible internal damage. Equipment found damaged or defective shall be locked and tagged until repaired or replaced.

(2) The following tests shall be performed on all cord sets, receptacles, which are not a part of the permanent wiring of the building or structure, and cord and plug-connected equipment required to be grounded:

(a) All equipment-grounding conductors shall be tested for continuity.

(b) Each receptacle and attachment cap or plug shall be tested for correct polarity.

(3) All required tests shall be performed:

(a) Before first use, before equipment is returned to service following any repairs, before equipment is used after any incident which can be reasonably expected to have caused damage.

(b) At intervals not to exceed one month.

(4) Equipment, which has not met the requirements of this paragraph shall not be issued for use and must be locked and tagged out.

c. Tests performed as required in this paragraph shall be recorded. This test record shall identify each receptacle, cord set, and cord and plug-connected equipment that passed the test and shall indicate the last date it was tested, or the interval for which it was tested. This record shall be kept by means of log. The record shall be kept on the job site and reviewed monthly by the Safety Officer.
2404. **LOCKOUT/TAGOUT.** Commanding Officer shall designate a Lockout/Tagout Program Manager. Lockout/Tagout Program Manager shall be properly trained to meet the competency requirements of references (a), (d) and (e).

   a. The command Lockout/Tagout program shall include the following minimum requirements.

   (1) Notification of affected personnel.
   (2) Preparation for shut down.
   (3) Mechanical or equipment shut down.
   (4) Mechanical or equipment isolation.
   (5) Lock and tag application.
   (6) Release of stored energy.
   (7) Verification of isolation.
   (8) Release of Lockout/Tagout.

   b. A tag by itself without a lock is not authorized. The purpose of a tag is to identify the purpose of the lockout and the person responsible for the lock control.

   c. A Lockout/Tagout Log shall be maintained by the Lockout/Tagout Program Manager and shall include the following information:

   (1) Command Lockout/Tagout S.O.P.
   (2) Date lock/tag applied.
   (3) Location.
   (4) Lockout/Tagout Control Number.
   (5) Energy Source (Type and Magnitude).
   (6) Person applying the Lock/Tag.
   (7) Person Control Key issued.
   (8) Date locked removed.
   (9) Safety Officer monthly inspection.

2405. **FIELD POWER DISTRIBUTION SYSTEMS**

   a. Power distribution systems intended for support of field camps will be constructed and grounded in accordance with current National Electrical Code (NEC) requirements for generators supplied electrical distribution systems. Power distribution systems shall not be used until all grounding and certification is complete.

   b. Ground fault protection will conform with section 2402 of this chapter.
2406. **GROUNDING REQUIREMENTS FOR PORTABLE GENERATORS**

   a. To prevent or reduce the potential for electrical shock all portable generators, including field applications (FEX, Light Plants) will incorporate a GFCI into the circuit when power tools are in use. All cords and light strings shall have grounded plugs. All cords shall be checked for continuity to ground. Light plants should be grounded to provide a path to ground if GFCI are not incorporated into circuit.

   b. The frame of a (portable) generator larger than 5kw will be grounded to the earth.

   c. Portable generators (5kw and smaller) that are easily carried from one location to another are not required to be connected to ground (ground rod, water pipe, etc) when the generator has receptacles mounted on the generator panel and the receptacles have equipment-grounding terminals bonded to the generator frame.

   d. Portable generators shall incorporate GFCI protection in accordance with paragraph 2402.

   e. The receptacles on Portable Welding units shall not be used as a power source for tools. Portable welders are designed to supply AC auxiliary power only when operating at weld/power rpm (e.g. striking an arc the RPMs increase). Only MIG units and similar attachments are authorized. Small electrical tools such as, grinders, drills, etc. do not provide enough current load to cause the engine to increase to operating rpm and this can cause electrical component damage/failure.
2501. This chapter is complete as written in reference (a). No further clarification or modification is required for NCF units.
CHAPTER 26

MAN-MADE VITREOUS FIBERS

2601. This chapter is complete as written in reference (a). No further clarification or modification is required for NCF units.
CHAPTER 27

CONFINED SPACE ENTRY PROGRAM

2701. DISCUSSION

   a. Construction at project sites may require work performed in closed or poorly ventilated, confined spaces such as tanks, underground utility vaults, sewers, manholes, cofferdams, pontoons, and many others. All Gas-Free Engineering will be performed by a certified Gas-Free Engineer in order to render these spaces safe.

   b. Confined Space work will be considered unique and not within the normal scope of NCF construction. They will require intensive preplanning, certified training and documentation well in advance.

   c. An MOA between the unit conducting the work and host station must be on file, project file and safety office, within 60 days of commencement of confined space work. This MOA is to address the required support, i.e. equipment and training. The MOA is to also address who from the host station is to supervise the operation and this person shall be onsite for the entire duration that a member is within the confined space.

   d. In the event that paragraph 3 is not obtainable then such work shall be contracted.
CHAPTER 28

BLOODBORNE PATHOGENS

2801. MEDICAL OFFICER

a. Ensure that operations which involve potential exposure to bloodborne pathogens are reviewed annually to determine if they are covered, or otherwise affected, by the basic instruction.

b. Develop a Bloodborne Pathogen Exposure Control Plan and update as required prior to deployment.

c. Implement an exposure incident review procedure.

d. Ensure all personnel who require bloodborne pathogens training receive such training.
2901. This chapter is complete as written in reference (a). No further clarification or modification is required for NCF units.
CHAPTER 30

INDOOR AIR QUALITY MANAGEMENT

3001. This chapter is complete as written in reference (a). No further clarification or modification is required for NCF units.
CHAPTER 31
WEIGHT HANDLING EQUIPMENT

3101. This chapter references NAVFAC P-307 for all WHE safety requirements.
CHAPTER 32
EXPLOSIVES

3201. RESPONSIBILITIES

a. COMMANDING OFFICER. The Commanding Officer has the
responsibility to ensure that all personnel who handle ordnance,
ammunition or explosives are qualified and certified to perform
these tasks in accordance with reference (g). The CO shall
designate, in writing, an Explosive Safety Officer, who may be
organizationally assigned outside the Safety Office, but will not
be assigned to any company or department responsible for the
conduct of ordnance or explosive operations.

b. EXPLOSIVE SAFETY OFFICER. The Explosive Safety Officer is
responsible for the management of the Explosive Safety Program and
shall provide reasoned, informed advice to the Commanding Officer
regarding compliance with Navy explosive safety standards and
acceptable levels of risk with regard to explosive operations. In
order to accomplish this role, an Explosives Safety Officer
assigned outside of the Safety Office must have direct access to
the Commanding Officer. Additionally, personnel involved with
explosive operations must receive proper training in compliance
with reference (f).

c. SUPERVISORY PERSONNEL. Supervisors shall be thoroughly
familiar with the provisions of reference (f). Supervisors have
no authority to waive or alter NAVSEASYSCOM and station safety
regulations nor shall they permit violation of these regulations
by others. Supervisors shall comply with additional
responsibilities outlined in reference (f), paragraph 1-4.4.1.

d. OPERATING PERSONNEL. Operating personnel are responsible
for reading, understanding and strictly observing all safety
standards, requirements and precautions applicable to their work
or duty as outlined in reference (f), paragraph 1-4.5.

3202. STANDARD OPERATING PROCEDURES (SOP)

a. Units shall develop written procedures prior to starting
any operation involving ammunition or explosives. No process
involving explosives will take place without documented procedures
approved by the Commanding Officer.

b. Standard Operating Procedures (SOP) shall comply with
technical requirements; explosive safety standards; personnel
qualification and certification requirements; Navy Occupational
Safety and Health (NAVOSH) standards; federal, state and local
environmental protection requirements; and security and physical security directives. NAVSEAINST 8023.11 (series) provides standards for writing SOPs.

3203. QUALIFICATION AND CERTIFICATION PROGRAM

a. The Commanding Officer shall appoint a certification board. Units shall implement a Qualification and Certification (Qual/Cert) program as directed by reference (g). Personnel involved with explosives, ammunition, weapons and devices using conventional explosives, pyrotechnics, or incendiary material for their operation (blasting, powder actuated tools) shall be properly qualified and certified.

b. Qual/Certs shall be documented in the members training record and a copy shall be maintained by the Explosive Safety Officer. Revocation of an individual's qualification and certification is mandatory under the circumstances set forth in reference (h).

3204. ACCIDENT INVESTIGATION AND REPORTING. Every mishap, incident or explosive mishap that involves ammunition or explosive operations shall be investigated and reported in accordance with reference (b).

3205. TRAINING. Training requirements for the Explosive Safety Officer are outlined in chapter six of this manual in accordance with reference (f).
CHAPTER 33
DIVING SAFETY

3301. DIVING OPERATIONS

   a. Diving Operations in support of the NCF and other customers will be provided by the cognizant UCT. Diving safety shall be in accordance with the U.S. Navy Diving Manual, Volume I, NAVSEA 0994-LP-001-9010 and Volume II, NAVSEA 0994-LP-001-9020.

   b. Diving mishaps will be reported in accordance with reference (b).
CHAPTER 34

RECREATION, ATHLETICS AND HOME SAFETY

3401. IMPLEMENTATION. A Recreation, Athletics and Home Safety (RAHS) Program Manager shall be designated in writing and implemented by all commands in accordance with the provisions of OPNAVINST 5100.25A.
CHAPTER 35

TRAFFIC SAFETY


3502. OPERATOR’S QUALIFICATION AND REQUIREMENTS

   a. Responsibility. The operator of a government owned or leased vehicle shall be responsible for the safe operation of the vehicle and for the safety of the passengers and cargo. Should a passenger refuse to cooperate with the safety instructions, the operator shall not move the vehicle but shall immediately report the incident to the nearest appropriate authority.

   b. Operator’s License. Under no circumstances shall a person who does not have in their possession a valid U.S. Government Operators License as set forth in the Equipment Management Manual, NAVFAC P-300, operate a NCF vehicle.

   c. Compliance With Local Ordinance. All operators shall obey all local laws and ordinances.

3503. Civil Engineer Support Equipment (CESE) MISHAP REPORTING

   All SF-91’s involving CESE mishaps will be forwarded to unit safety offices and cognizant equipment offices by the A-4 within 30 days.
CHAPTER 36

AWARDS PROGRAM

3601. SUBMISSION. Unit Commanders, Commanding Officers and Officers In Charge shall review reference (j) for submissions of command safety awards.
CHAPTER 37

FALL PROTECTION PROGRAM

3701. All NCF personnel must implement the Fall Protection (FP) program in accordance with the requirements of the applicable standards and regulations and utilize this chapter as the primary guide for the protection of workers exposed to fall hazards. Prior to implementation of fall arrest systems all possible alternatives to eliminate fall hazards will be exhausted through the use of guardrails and or safety nets.

3702. Responsibilities

a. Command will designate a Fall Protection Manager that shall:

   (1) Ensure the designated Qualified Persons, Competent Persons, and Authorized Persons receive adequate training commensurate with their duties within the fall protection program.

   (2) Ensure all workers are protected from falling to lower level at all times.

   (3) Set the guidelines for the safety office to implement and maintain the command policies and the fall protection program.

   (4) Establish that all personnel abide by the requirements of the fall protection program.

   (5) Ensure the investigation and reporting of a fall mishap comply with the requirements set forth in reference (b).

   (6) Ensure fall hazard assessment and surveys are complete.

   (7) Ensure that Fall Protection and Prevention Plans, rescue and escape plans are adequately prepared, followed, signed and posted on site (see Chapter 39).

   (8) Ensure Fall Protection and Prevention Plan is part of the project folder for each project or each maintenance evolution requiring work at heights.

b. Safety Manager shall ensure FP&P is implemented and effective.
c. **QUALIFIED PERSON (QP):** A person who by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated the ability to solve or resolve problems relating to the subject matter, the work, or the project. Responsibilities include:

1. Prepare, Review, Approve and Modify:
   a. Fall Protection and Prevention Plans (FP&P)
   b. Rescue and Evacuation Plans (REP)
   c. Design, Select, Certify, Evaluate and analyze fall protection systems and equipment
   d. Review, prepare and approve fall protection specifications

d. **COMPETENT PERSON (CP):** A person who is capable of identifying existing and predictable hazards in the surroundings or working condition which are unsanitary, hazardous or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them. Responsibilities include:

1. Fall Protection and Prevention Plans (FP&P)
2. Rescue and Evacuation Plans (REP)
3. Inspection and installation of approved fall protection systems
4. Training of all workers exposed to fall hazards
5. Conduct inspections and Mishap Investigations

e. **AUTHORIZED PERSON** (End User) shall:

1. Not work in any fall hazard area without being adequately trained and the competent person has authorized to proceed with the type of work, or activity,
2. Be adequately trained in the selection, inspection, use, storage, and care of fall protection equipment
3. Not work in any fall hazard area without first reviewing and fully understanding the FP&P plan and Rescue Plan (REP)
4. Shall not proceed with work assignments without having the proper fall protection equipment and or systems.

3703. **Hazard Identification**

a. A hazard analysis of all work areas shall identify fall hazards that exist on projects and maintenance activities. This information will be used by the fall protection program.
manager/QP for fall hazard elimination and/or protection of authorized persons from falling while performing various work
tasks. This will provide pertinent information as to the type of fall hazard that will be encountered. All hazards shall be evaluated in accordance with chapter 38 of this instruction. This evaluation will enable the Program Manager/QP to develop solutions to those hazards that present the greatest risk of exposure and potential for injury.

(1) Construction Projects shall provide hazard analysis in the project safety plan using Chapter 39.

(2) Camp Maintenance activities that require fall protection shall provide hazard analysis using Chapter 39.

(3) Industrial work centers (ie., Alfa, Bravo Shops and supply warehouse) that require fall protection shall provide hazard analysis.

3704. Education and Training Requirements

a. AUTHORIZED PERSON (END USER): Training will include hands-on training on the safe use and limitations of the equipment, nature of fall hazards, application limits, proper anchoring and tie-off techniques, Estimation of free fall distance, deceleration distance and total fall distance, methods of inspection, storage and care of the equipment and systems, familiarity with the applicable fall protection regulations and standards and rescue/self rescue techniques. Authorized person will receive training as appropriate.

b. COMPETENT PERSON (CP): In addition to the above authorized person (end user) training requirements and in more thorough detail, the CP will be trained on different types of fall protection systems, hazard ranking systems and risk assessment, various fall arrest/restraint and positioning systems, inspection and record keeping of fall arrest equipment, inspection and identification of fall hazards, and install and inspect proper anchoring and tie-off points. CP will receive 40 hours of training.

c. QUALIFIED PERSON (QP): In addition to the above CP training, the QP will be trained on how to design, select, certify, evaluate and analyze fall protection systems. The duration of the training is 40 hours or as appropriate.

3705. Audits and Program Evaluation. The FP program shall be evaluated periodically to determine the success of the program in accordance with Chapter 9 of this instruction.

3706. Inspection Storage Care and Maintenance. Personnel fall arrest/restraint systems must be regularly inspected. Any
component of the system with significant defects such as: cuts, tears, abrasions, mold, undue stretching, alterations or additions, which will affect it’s efficiency, and damage due to deterioration, contact with fire, acids or corrosives, distorted hooks or faulty springs, tongues unfitted to the shoulder buckles, loose or damaged mountings, non functional parts and any wearing or internal deterioration of the ropes must be taken out of service immediately and should be tagged or marked as unusable and destroyed. All FP equipment shall be inspected prior to each use by the user and by a competent person at intervals of no more than one year. Inspection of the equipment by the competent person should be documented. As a general rule, always consult equipment manufacturer’s recommendations for use, Inspection, Care and Maintenance.
This plan will remain on the project site at all times. All personnel will be aware of its location and contents and it will be made available to any person requesting to see it.

Unit/Command: ________________________________

Project Title/Location: ____________________________

Project Supervisor: _______________________________

Crew Leader: ________________________________

Safety Petty Officer: ______________________________

Competent Person: ________________________________

Co/Det Safety Supervisor: __________________________

Final Approval: Fall hazard activities shall not commence until final approval is obtained.

Fall Protection Program Manager Signature

In any case where traditional fall protection systems cannot be effectively utilized, Qualified Person must approve this plan. If Qualified Person is unavailable the Commanding Officer/OIC must sign this plan.

Qualified Person or Commanding Officer/OIC Signature

Statement Of Policy

The Naval Construction Force Safety and Health program requires the use of adequate guardrails, safety nets, and/or personal fall arrest systems for all personnel who will be exposed to a fall hazard greater than 6 feet. All projects and maintenance requiring work to be done above 6 feet from a lower level will require a written Fall Protection and Prevention Plan and a Rescue and Evacuation Plan that is up to date and specific to the work being performed.

Written Fall Protection and Prevention Plans shall:
Be prepared by the Project Supervisor or Safety Rep. Using the 5-Step Operational Risk Management (ORM) process. Must be reviewed and signed by the Command Fall Protection Manager. In any case where traditional fall protection systems cannot be effectively utilized, a Qualified Person must approve this plan. If Qualified Person is unavailable the Commanding Officer/OIC must sign this plan. A copy of the plan shall remain on the jobsite.

Explain the use of ladders, scaffolds, and/or vehicle mounted work platforms and any other measure that will be taken to reduce fall hazards. Also include rescue procedures for each activity. If guardrails, safety net systems or Personnel Fall Protection Systems are not feasible or will create a greater hazard, the reasons must be clearly stated.

Actions:

Every situation where an employee will be exposed to a fall hazard greater than 6 feet shall be reported to the Company/Det. Safety Supervisor prior to commencement of work. Any employee performing repetitive work in several different locations (i.e. Changing light bulbs, posting signs, painting, general camp maintenance) shall have in his possession a completed and signed FP&P/REP.
APPENDIX 37-B

RESCUE AND EVACUATION PLAN (REP) (site specific)

Are rescue services available: ____________________________

Rescue Point of Contact: ________________________________

Phone: ________________________________________________

Back up Rescue lift is available at: ________________________

Self-Rescue equipment used: ______________________________

Fall hazard activities shall not commence until rescue plan has been validated.

Rescue Plan exercised (date): ____________________________

Conducted by: _________________________________________

AUTHORIZED PERSONS

The following personnel have been properly trained in the use of fall protection systems to be used on the project.

________________________/________________________/________________________

________________________/________________________/________________________

________________________/________________________/________________________

________________________/________________________/________________________

________________________/________________________/________________________

________________________/________________________/________________________
IDENTIFY AND ASSESS THE FALL HAZARDS

Analyze every phase of the project to identify all times where personnel will be required to work above the 6-foot minimum height. Make an assessment of these hazards and the likelihood of injury to personnel or property damage. The following will be completed for each activity that require fall protection:

Activity: ____________________________

Fall Protection Method to be used:

a. Step 1- Identify the fall hazards in the area: _________

b. Step 2- Describe the Fall Arrest/Restraint system: ________

__________________________________________


c. Step 3- Inspection and instruction for assembly and disassembly and storage: ________________________________

__________________________________________


d. Warning Systems and Falling Object Protection: _________

__________________________________________

__________________________________________

Rescue Procedures: ____________________________

__________________________________________

Training Conducted: (Conduct training prior to start of activity and as needed)

(Date) (Instructor)

Daily inspections required by Competent Person:

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<tr>
<th>Date</th>
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<th>Signature</th>
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Chapter 38
Operational Risk Management (ORM)

3801. Operational Risk Management is the process of making operations safer without compromising the mission. It’s a tool that allows personnel to operate successfully in high-risk environments. Leaders at every level have the responsibility to identify hazards, to take measures to reduce or eliminate those hazards, and then to accept risk only to the point that the benefits outweigh the potential costs.

This section provides guidance on integrating ORM into all unit operations.

---

**Definitions**

- **Hazard**: Any real or potential condition that can cause injury, illness, or death of personnel; damage to or loss of equipment or property; or mission degradation.

- **Risk**: Chance of hazard or bad consequences; exposure to chance of injury or loss. Risk level is expressed in terms of hazard probability and severity.

- **Exposure**: The frequency and length of time subjected to a hazard.
• **Probability:** The likelihood that an event will occur.

• **Severity:** The expected consequence of an event in terms of degree of injury, property damage, or other mission-impairing factors (loss of combat power, adverse publicity, etc.) that could occur.

• **Controls:** Actions taken to eliminate hazards or reduce their risks.

• **Risk assessment:** The identification and assessment of hazards (first 2 steps of risk-management process).

• **Residual risk:** The level of risk remaining after controls have been identified and selected for hazards that may result in loss of combat power. Controls are identified and selected until residual risk is at an acceptable level or until it cannot be practically reduced further.

• **Risk decision:** The decision to accept or not accept the risk(s) associated with a mission; made by the commander, leader, or individual responsible for performing that mission.

---

**ORM Process**

**Step -1. Identify the Hazards:** Look at the major steps of each operation to identify the potential hazards and their causes.

**Step -2. Assess the Hazards:** Determine the degree of severity and probability using experience and available data.

**Step -3. Make risk Decisions:** Determine whether the benefits outweigh the risks. Can the risks be eliminated or controlled and accomplish the mission/task? Production is important but "Safe Production" is paramount.

**Step -4. Implement Controls:**

a) Engineering Controls; Physical barriers to separate the workers from the hazards.

b) Administrative Controls; Limit the number of people to be exposed to the hazard.

c) Personal Protective Equipment (PPE): if workers must come in contact with the hazard, ensure they wear the proper personal protective equipment. (goggles, gloves, hearing protection)
Step -5. **Supervise:** Monitor controls for effectiveness and modify them as needed. If controls are not effective, stop the process and go back to step -3.

**RISK-ASSESSMENT MATRIX**

The Risk-Assessment Matrix (Figure 2) is entered from the probability column and the severity row. Probability and severity levels are estimated based on the user’s knowledge of probability of occurrence and the severity of consequences once the occurrence happens. The intersection of the probability column and the severity row defines the level of risk.

<table>
<thead>
<tr>
<th>HAZARD PROBABILITY</th>
<th>(A) Frequent</th>
<th>(B) Likely</th>
<th>(C) Occasional</th>
<th>(D) Seldom</th>
</tr>
</thead>
<tbody>
<tr>
<td>I Catastrophic</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>II Critical</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>III Marginal</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>IV Negligible</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>5</td>
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**Figure 2. Risk-assessment matrix for individual hazard**

**Hazard probability**: The likelihood that an event will occur.
- (A) Frequent: Occurs often, continuously experienced.
- (B) Likely: Occurs several times.
- (C) Occasional: Occurs sporadically.
- (D) Seldom: Unlikely, but could occur at some time.

**Hazard Severity**: The degree of injury, property damage, or other mission-impairing factor.

- (I) Catastrophic: Death or permanent total disability, system loss, major property damage.
- (II) Critical: Permanent partial disability, temporary total disability in excess of 3 months, major system damage, significant property damage.
- (III) Marginal: Minor injury, lost-workday accident, minor system damage, and minor property damage.
• (IV) Negligible: First-aid or minor medical treatment, minor system impairment.
RAC Code

- **1 - Critical Risk:** Loss of ability to accomplish mission.
- **2 - Serious Risk:** Significantly degrades mission capabilities in terms of required mission standard.
- **3 - Moderate Risk:** Degrades mission capabilities in terms of required mission standards.
- **4 - Minor Risk:** Little impact on mission accomplishment.
- **5 - Negligible Risk:** No impact on mission accomplishment.

<table>
<thead>
<tr>
<th>Sample Risk-Management Worksheet</th>
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<tr>
<td>Hazards</td>
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**RISK-MANAGEMENT INTEGRATION**

3802. Responsibilities;

**COMMANDING OFFICERS/OIC’S** shall ensure that all hazards and controls derived from the ORM process are incorporated into all evolutions. The commander directs the staff to identify necessary risks and risk controls as “considerations affecting the possible courses of action”. The final commander’s estimate and concept addresses significant risk acceptance, elimination, and controls. Commanders must ensure dissemination and enforcement of risk decisions and controls down to the lowest
level. For detailed implementation and use of ORM see COMFIRSTNCDINST 3500.2.