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U.S. NAVAL SUPPORT ACTIVITY
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NAVSUPPACT NAPLES INSTRUCTION 5100.1F

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: OCCUPATIONAL SAFETY AND HEALTH (OSH) PROGRAM

Ref: (a) OPNAVINST 5100.23D
(b) OPNAVINST 5100.8G
(c) OPNAVINST 5102.1C
(d) OPNAVINST 4110.2
(e) OPNAVINST 5100.25A

Encl: (1) Occupational Safety and Health Program Manual

1. Purpose. To implement Navy Occupational Safety and Health (NAVOSH) instructions and to promulgate Safety and Occupational Health regulations pertinent to NAVSUPPACT, Naples. All area tenant activities requesting safety support services, by Intra/Inter-Service Support Agreement (ISSA) or Memorandum of Agreement/Understanding (MOA/MOU), from NAVSUPPACT Naples, shall comply with all applicable portions of this instruction. This instruction and enclosure have been totally revised and should be reviewed in their entirety.

2. Cancellation. NAVSUPPACT NAPLES INST 5100.1E.

3. Applicability. This instruction applies to all Navy military and civilian personnel and non-appropriated fund personnel of NAVSUPPACT Naples and tenant/supported commands and units.

4. Scope. This instruction supplements references (a) through (e). It shall in no way be construed as restricting the initiative or discouraging the resourcefulness of individuals.

5. Compliance. All levels of the chain of command are responsible for ensuring compliance with this instruction and higher authority directives, and ensuring all personnel are properly trained.

6. Maintenance and Turnover. Recipients are responsible for properly maintaining and updating this instruction and shall include this instruction in turnover procedures.

7. Review Responsibilities. This instruction shall be reviewed and updated by the OSH Program Manager.

8. Effective Date. This instruction is effective upon receipt.

Gene A. Stevens

GENE A. STEVENS

Distribution:
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NAVSUPPACT NAPLES

OCCUPATIONAL SAFETY

AND HEALTH

MANUAL

ENTERING CHANGES

The NAVSUPPACT Naples, Occupational Safety and Health Manual shall be maintained up-to-date as follows:

1. Brief changes, such as single-word substitutes, shall be entered by pen-and-ink. More lengthy changes and additions will be done by page replacement.

2. Page changes shall be issued as required.

3. Upon completion of a change entry, a pen-and-ink entry shall be made in the record of changes.

RECORD OF CHANGES

CORRECTION OR CHANGE NO.	DATE OF CHANGE	DATE ENTERED	BY WHOM ENTERED

U.S. NAVAL SUPPORT ACTIVITY, NAPLES
SAFETY AND OCCUPATIONAL HEALTH MANUAL

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EXECUTIVE SUMMARY

1. Policy. It is the policy of this command to fully implement the Navy Occupational Safety and Health (NAVOSH) Program. All possible steps shall be taken to eliminate or effectively minimize, through controls, the exposure of all employees to accidental injury or to conditions adversely affecting their health. This shall be accomplished by applying an effective and continuous safety and industrial health program.

a. Commanding Officers/Officers in Charge of Tenant Commands/Support Units are responsible for implementing the NAVOSH Program to provide protection for their personnel. The NAVSUPPACT Naples OSH Office will schedule all ISSA and/or MOA/ MOU supported Commands/Units an annual NAVOSH inspection. Activities not receiving their annual inspection should notify the NAVSUPPACT Naples OSH Office in writing of this scheduling oversight. Those activities, not routinely supported by the OSH Office, may request an assistance visit to evaluate their NAVOSH Program.

b. The Commanding Officer places responsibility for preventing accidents and injuries directly on department heads and supervisors and holds them accountable for accidents and mishaps that occur in areas under their control. Supervisors shall be made aware of their responsibilities for identifying and correcting safety and health problems. Supervisors shall halt any operation which places personnel, facilities, or equipment in imminent danger, take immediate corrective action, and notify the OSH Office of conditions that cannot be readily corrected.

c. Staff responsibility for occupational safety and health is delegated to the NAVSUPPACT Naples OSH Program Manager. Supported tenant activities. Safety Officers (SO), are also responsible for the duties below. The OSH Program Manager/SO shall develop and promote a comprehensive accident prevention program and report to their Commanding Officer/OICs on the effectiveness of the overall program. The OSH Program Manager/SO shall brief their activities NAVOSH Policy Council, at least quarterly on matters requiring command attention or assistance from higher authority. The OSH Program Manager/SO serves as a special assistant and technical advisor to the Commanding Officer and staff in all matters relating to occupational safety and health. The OSH Program Manager/SO is responsible for developing basic accident prevention and safety and health education programs, and ensures that occupational safety and health standards are incorporated into all functional directives and procedures. Safety personnel shall identify unsafe procedures, personnel practices, and conditions through inspections and investigations. Safety personnel shall halt any operation which

places personnel, facilities, and/or equipment in imminent danger. Corrective action shall be initiated immediately through contact with the supervisor or next level of management, as appropriate. Corrective action for safety and health discrepancies shall be coordinated by the respective Safety Officer/Collateral Duty Safety Officers (CDSO) and monitored by the NAVSUPPACT Naples OSH Office.

d. Supported tenant activities will appoint a Safety Officer. NAVSUPPACT Naples departments will appoint a CDSO. Requirements set forth in this manual for the NAVSUPPACT Naples OSH Program Manager are also required for each tenant activity. The SO and CDSO will act as the NAVSUPPACT Naples OSH Office point of contact for all OSH related matters. All SOs/CDSOs shall be appointed in writing and a copy of the appointment letter shall be forwarded to the NAVSUPPACT Naples OSH Office. NAVSUPPACT Naples OSH Office will provide training for SOs and CDSOs .

2. Guidelines. This manual contains the guidelines which department heads shall use to organize and conduct a NAVOSH program within their respective areas, the primary objective being to enhance operational readiness by preventing accidental deaths and injuries to personnel, both military and civilian, as well as preventing damage to Navy/DoD materials and equipment. NAVOSH, as referred to in this manual, denotes those elements of safety and health which are related to the prevention of injuries and damage resulting from employment.

3. Responsibilities. Department Heads/Tenant Activities shall advise the NAVSUPPACT Naples OSH Program Manager of:

a. Any material set forth in this manual which appears to conflict with laws, instructions, or directions of higher authority.

b. Additional subjects, standards, or codes which are recommended for inclusion. If such material has been prepared or used within a department, it shall be forwarded with the recommendation.

4. Chain of Command. The Commanding Officer via the OSH Program Manager, shall be the focal point for all matters concerning the NAVSUPPACT Naples NAVOSH Program. All correspondence and/or requests associated with this program shall be forwarded through this channel.

CHAPTER 1

OCCUPATIONAL SAFETY AND HEALTH PROGRAM

Ref: (a) Occupational Safety and Health Act of 1970 (OSH Act), 29 U.S.C.
(b) OPNAVINST 5100.23D
(c) Civil Service Reform Act, 5 U.S.C. Sections 7101-7135 (1978 Supp), Pub. L. 95-454 Title VII (Oct 13, 1978)

1.01 BACKGROUND. Reference (a) requires heads of federal agencies to establish and maintain an occupational safety and health program which, consistent with the size and mission of the agency, provides its employees the same occupational safety and health standards and protection that the OSH Act affords civilian employees, including civilian employees of defense contractors, in the private sector. Reference (b) establishes the Navy Occupational Safety and Health (NAVOSH) Program for all Navy personnel in compliance with the OSH Act.

1.02 APPLICABILITY

a. The provisions of this section apply to all NAVSUPPACT Naples, personnel and operations. This manual also applies to all ISSA and MOA/MOU supported tenant activities. Exceptions or specified limitations are made, as required, for military unique equipment, systems, operations and for conditions governed by other statutory authorities.

b. Application of this manual shall be consistent with the provisions of reference (c), other provisions of law providing for collective bargaining agreements and procedures, and any agreement entered into pursuant to such provisions.

CHAPTER 2

ORGANIZATION AND ADMINISTRATION

Ref: (a) NAVREGS 1990, 0702
(b) NAVREGS 1990, 0825
(c) OPNAVINST 5100.23D

2.01 GENERAL. The Occupational Safety and Health (OSH) Program at NAVSUPPACT Naples is organized and administered under the staff direction of the OSH Program Manager.

2.02 RESPONSIBILITIES.

a. Host Commanding Officer. Pursuant to reference (a), the Commanding Officer, is accountable and responsible to higher authority for safety within the command. The Commanding Officer extends his responsibility to all military and civilian personnel of this command regardless of job level. Simply stated, safety is everyone's responsibility and accepting this responsibility is a condition of employment.

b. Commanding Officers/Officers and Chief Petty Officers-In-Charge of Tenant Commands/Supported Units. Pursuant to reference (b), those tenant activities/supported units which have chosen to obtain safety program services from NAVSUPPACT Naples under an Intra/Inter-Service Support Agreement relationship shall comply, as a minimum, with the safety program/guidance promulgated herein. This does not, however, release Commanding Officers from responsibility explicit in reference (a).

c. Department Heads. Each department head is responsible for conducting safe operations and practices, and for preventing accidents within his/her department. Each department head is further responsible for:

(1) Being thoroughly familiar with the contents of this manual.

(2) Establishing adequate internal procedures and records for administering, supervising and evaluating the safety program in his/her department.

(3) Inspections, both those on a planned schedule and those unannounced, shall be conducted on all operations to insure a safe work environment for all personnel.

(4) Ensuring that all employees understand and comply with prescribed safety guidance, rules, regulations, and the proper use of prescribed protective clothing and equipment.

(5) Ensuring steps are taken for the timely reporting to the OSH Office of any mishap that results in damage to Navy facilities and equipment or occupational accident or mishap or illness. The reporting of "near misses" is also critical. Recreational, home and athletic accidents or mishaps are reported to MWR. Automobile accidents are reportable to Security.

(6) Periodically attending departmental safety meetings.

(7) Making program improvement recommendations to their command's Safety Policy Council.

(8) Notifying the NAVSUPPACT Naples OSH Office of any new construction or major renovation in their area of supervision.

(9) Appointing in writing a CDSO to be the liaison between their department and the OSH Office for all safety matters.

(10) Meeting with the CDSO at regular intervals to assess their OSH program implementation.

(11) Insuring the CDSO's performance is included in the CDSO's annual evaluations.

d. Supervisory Personnel and Collateral Duty Safety Officers. Military and civilian supervisors are responsible for safety within their work areas and for the safety of personnel working under their supervision. They are responsible for enforcing this instruction and other Navy Safety Program requirements. Supervisors at each echelon are responsible for:

(1) Being thoroughly familiar with and enforcing the safety regulations and procedures for equipment operating and material consumption under his/her control.

(2) Instructing and supervising their employees in safe practices, standard operating procedures and requirements in the proper use of personal protective equipment.

(3) Conducting and supervising recurring safety inspections in their work spaces.

(4) Holding monthly safety meetings with employees using NAVEUR NSA NAPLES Form 5100/3, Appendix B, and holding New Employee Initial Training using NAVEUR NSA NAPLES Form 5100/3A, Appendix C.

(5) Investigating and reporting all mishaps that occur within his/her shop or work area. This investigation is initiated by the supervisor who shall report by phone or in person within 24 hours, and with sufficient information (i.e., who, what, where, when, and why), to the OSH Office. This initial report will be followed, within three working days, by a written report from the supervisor to the OSH Office, using OPNAV Safety Report (SR) OPNAV 5102/9 Form, Appendix D.

e: Safety Officer or Collateral Duty Safety Officers. SOs and CDSOs are responsible for coordinating the contents of this instruction, assisting and advising supervisors, and reporting to their Commander or Department Head the accomplishments and deficiencies of their commands or department's OSH program. They serve as the primary point of contact between their department and the NAVSUPPACT Naples OSH Office. SOs and CDSOs are responsible for:

(1) Be designated in writing.

(2) Receiving initial SO/CDSO training from the OSH Office.

(3) Familiarizing and accomplishing the duties set forth in the SO/CDSO Desk Top Guide.

(4) Cooperating fully with NAVSUPPACT Naples OSH Office personnel in carrying out their safety duties.

(5) Promptly correcting unsafe conditions or equipment reported by employees, or seeking immediate assistance from higher authority if work stoppage is required.

(6) Notifying the OSH Office of new equipment or work practices in their area of supervision.

(7) Performing related safety duties on request, or as required.

f. Civilian/Military Personnel. All personnel are responsible for accomplishing their work in a manner that will assure their own safety and the safety of those persons working around them. To this end, civilian and military personnel shall:

(1) Comply with safety and occupational health standards and all rules, regulations and orders.

(2) Maintain a vigilant attitude in the work environment to ensure that safe and healthful working conditions exist for himself/herself and all others.

(3) Bring to the attention of the command any suspected unsafe or unhealthy working conditions in accordance with procedures established in this section.

(4) Be aware that violating safe practices may be used as a basis for personnel action.

(5) Be recognized for superior OSH performance in evaluations and the Safety Awards Program.

g. OSH Program Manager. The NAVSUPPACT Naples OSH Program Manager, as head of the OSH Office, is responsible for developing and maintaining the NAVSUPPACT Naples accident prevention program. The OSH Program Manager is vested with the authority to inspect all NAVSUPPACT Naples operations and activities as well as their records. In addition, he/she is authorized to take immediate steps to stop any operation or hazardous practice where there appears to be impending danger of serious injury, death or serious damage to equipment, material or facilities. The OSH Program Manager shall:

(1) Advise and assist the Commanding Officer on all safety matters.

(2) Serve as liaison in matters pertaining to safety inspections and local meetings. Publish the latest safety information and assist in its implementation.

(3) Finalize and transmit mishap reports and conduct accident reviews and investigations.

(4) Conduct supervisor safety training at regularly scheduled times. Provide lecture material to key personnel to conduct non-supervisory safety lectures.

(5) Prepare and submit to the Commanding Officer semiannual reports of outstanding safety discrepancies that cannot/will not be corrected within 30 days of detection.

(6) Conduct unannounced safety inspections of NAVSUPPACT Naples facilities and submit reports to the Commanding Officer.

(7) Maintain and update the NAVSUPPACT Naples Safety and Occupational Health Manual.

(8) Initiate action associated with the NAVOSH Deficiency Abatement Program Ashore.

(9) Upon notification by supervisory personnel, review plans for construction/renovation or new work practices to ascertain their compliance with NAVOSH standards.

2.03 COMMITTEES, COUNCILS AND CONFERENCES. Active participation of safety committees is essential to successfully conducting an OSH Program. These committees consider multiple viewpoints and interests of groups and individuals on matters pertaining to employee occupational safety and health. From these considerations, new/revised policies and procedures can be developed and action taken or initiated to improve effectiveness of the program and meet specified needs of the individuals, groups and the command as a whole. To this end, the councils and committees are established as follows:

a. Occupational Safety and Health Policy Council.

(1) Basic Functions. The OSH Policy Council is established pursuant to reference (a) to provide the Commanding Officer with proposed policies and program objectives, to suggest or recommend measures to correct program deficiencies and to identify, define and study occupational safety and health problems of the organization and recommend solutions.

(2) Membership. The Commanding Officer, NAVSUPPACT Naples shall chair the council. Members include all NAVSUPPACT Naples Department Heads.

(3) Recorder. The OSH Program Manager shall act as recorder.

(4) Convening Date. The council shall meet quarterly as scheduled by the chairperson.

(5) Minutes. Minutes of the meetings, including any recommendations, shall be forwarded to the NAVSUPPACT Naples Commanding Officer.

b. SO/CDSO Occupational Safety and Health Committee

(1) Basic Function. The SO/CDSO OSH Committee is established to sustain staff and supervisory interest and support of the program; address specific problems of concern at major element level; review accident investigation reports and cause analyses to determine what specific and general controls should be applied among the departments; and consider and make recommendations on ways and means of improving the effectiveness of safety and health rules, regulations, procedures, and instructions.

(2) Action. The NAVSUPPACT Naples OSH Program Manager shall chair the committee.

(a) Membership shall consist of a SO from each tenant activity and a CDSO from each department.

(b) Newly appointed supervisors (military and civilians) are required to attend. Other supervisors are required to attend at least once each year.

(c) Meetings shall be held at least quarterly.

(d) The chairman shall provide a recorder.

2.04 HAZARD REPORTS. Detecting unsafe or unhealthy working conditions at the earliest possible time and promptly correcting the hazards at the lowest working level are essential elements of mishap prevention. To this end, hazard reporting by all personnel is encouraged. The report may be oral or written and can be submitted anonymously, using OPNAV Form 5100/11, Appendix A. Under no circumstances shall personnel of this command be subject to restraint, interferences, coercion, discrimination or reprisal by virtue of participation in this program.

a. Reporting Unsafe/Unhealthy Working Conditions. Detecting unsafe or unhealthy working conditions at the earliest possible time and promptly correcting the hazards at the lowest possible working level, are essential elements of the NAVSUPPACT Naples OSH Program. The following procedures are set forth for submitting personnel reports of unsafe or unhealthy conditions in the workplace:

(1) All personnel shall be encouraged to orally report unsafe or unhealthy working conditions to their immediate supervisor who shall promptly investigate the situation and take appropriate corrective action. Resolving deficiencies at this level is the preferred and most efficient abatement method. Employees, who fear reprisal, are encouraged to bypass their supervisor and contact the OSH Office directly, without first attempting resolution within their department. Supervisors will contact the OSH Office for assistance, as necessary. Supervisors shall keep the reporting employee informed of all actions taken.

(2) Any Navy employee, or employee representative, may submit a written report of an unsafe or unhealthy working condition directly to the OSH Office, Appendix A can be used for this purpose. Blank copies of these forms and procedures for their use shall be posted on all safety bulletin boards. Employees who wish to remain anonymous shall so indicate on the form.

(3) Upon receiving a hazard report, the OSH Office shall contact the originator to acknowledge receipt and discuss the severity of the reported/suspected hazard. The OSH Office shall advise the individual's supervisor a hazard has been reported and may assign action to the supervisor.

(4) The OSH Office shall investigate all reports of unsafe or unhealthy conditions. Suspected imminent danger situations shall be investigated within 24 hours. Potentially serious situations shall be investigated within three days. If the reported situation involves a health hazard, as opposed to a safety hazard, the OSH Office shall refer the report to the cognizant medical authority for investigation.

(5) The OSH Office shall provide an interim or complete response in writing to the originator of the report within 10 working days of reports receipt. Interim responses will include the expected date for a complete response. If the investigation validates the reported hazard, the complete response shall include a summary of the action taken for abatement. If no significant hazard is found, the reply shall include the basis for that determination.

(6) The complete response shall encourage, but not require, the originator to informally contact the OSH Office, if he or she desires additional information or is dissatisfied with the response. Completed responses shall indicate the appropriate channels available for formal appeal.

(7) In the event the hazard report also involves a grievance action, the hazard report need not be processed unless it indicates a need for priority action in the interest of safety or health.

b. Appeals. If the originator of a hazard report is dissatisfied with the determination made by the OSH Program Manager, that person is encouraged to confer with the OSH Manager to discuss the matter further and attempt resolution. If, after discussion, the report originator remains dissatisfied, an appeal to the Commanding Officer may be made. If at any time during the appeal process the originator does not receive a reply within 20 working days, the appeal may be submitted to the next higher reviewing authority.

(1) The initial appeal (or report) shall be in writing; shall set forth a description of the hazardous condition; the safety or occupational health standard in violation (if known); how and to whom the report on the condition was previously given; what actions, investigations, and determinations were made as a result of the report. The appeal shall be reviewed and investigated promptly and the originator notified of a decision within 10 working days after the reviewing authority receives the appeal.

(2) Subsequent appeals may be submitted if the originator is not satisfied with the action taken or disposition resulting from the previous appeal. Each appeal shall include

information on actions taken previously, and must include the reasons why the originator is not satisfied with those actions.

(3) For all personnel, the first appeal is to the Commanding Officer, NAVSUPPACT Naples, Italy. The sequence of appeals is then through Commander Fleet Air, Mediterranean; Commander in Chief, U.S. Naval Forces, Europe; Chief of Naval Operations (CNO N-45); the Assistant Secretary of the Navy (Installations and Environment) (ASN (&E)); and the Deputy Under Secretary of Defense (Environmental Security) (DUSD (ES)).

(4) If a civilian employee is not satisfied with the final DOD disposition of the complaint, the originator may then contact, in writing, the Office of the Federal Agency Safety Programs, U.S. Department of Labor, Washington, DC 20210. This final appeal must describe in detail, the entire processing of the report, and must set forth objection thereto.

(5) The sequence of appeal for military personnel is via the chain of command. The final appeal authority is the Deputy Under Secretary of Defense (Environmental Security) (DUSD (ES)).

2.05 STOPPING WORK

a. In cases of "imminent danger" situations, management officials shall stop all unsafe work, and notify the OSH Program Manager. All personnel not required for abatement action, shall be removed and immediate abatement action initiated.

b. For purposes of this manual, "imminent danger" is defined as a condition that immediately threatens to cause the loss of life or serious injury to an employee.

2.06 POSTING NOTICES. In all cases where Navy employees are exposed to unsafe or unhealthy working conditions, which have been verified by the OSH Office as being serious (OPNAV 5100/12 Form with Risk Assessment Code 1, 2 or 3), a notice advising employees of the unsafe and unhealthy working condition shall be posted by the workplace supervisor in the immediate vicinity of the hazardous condition. Information on abatement actions may also be posted. These notices shall not be removed until the condition has been corrected.

2.07 PROGRAM PROMOTION. This program is to be promoted by all levels of management so that assigned personnel are aware of the protection and obligations provided. The OSH Program Manager shall maintain and make available on request, any and all Navy occupational safety and health standards for study, provide copies of the forms to be used for hazard reporting, and shall arrange for permanently posting the poster "Department of Defense Safety and Occupational Health Program (DD Form 2272)" on safety bulletin boards.

CHAPTER 3

OCCUPATIONAL SAFETY AND HEALTH INSPECTION PROGRAM

Ref: (a) OPNAVINST 5100.23D

3.01 IMPLEMENTATION. The NAVSUPPACT Naples Occupational Safety and Health Inspection Program is established pursuant to reference (a). The program is structured to apprise command, department heads and supervisory personnel of deficiencies and overall program effectiveness in providing safe and healthy working environment for all military and civilian personnel at NAVSUPPACT Naples.

3.02 PROGRAM GUIDELINES

a. All workplaces shall be inspected at least annually. High hazard areas, as identified in paragraph 3.03, shall be inspected more frequently.

b. OSH Office personnel shall conduct such inspections. Inspectors shall be provided appropriate test equipment as required. The OSH Program Manager shall determine the frequency of the high hazard area safety inspections.

c. Inspections shall be conducted in a manner to preclude unreasonably disrupting the operation of the workplace and should be consistent with established operational concepts of NAVSUPPACT Naples and tenant commands.

d. To assist the OSH inspectors in making a fair evaluation of department's program, the CDSO must accompany the inspectors during the inspection.

e. Inspectors shall discuss with personnel, matters affecting their safety and health and offer them the opportunity to identify unsafe or unhealthy working conditions while remaining anonymous, if the employee requests anonymity.

f. Imminent danger situations, discovered during an inspection, shall be brought to the immediate attention of supervisory personnel, including the department head, for necessary action to protect affected personnel. Affected employees shall also be informed.

g. Workplace inspections reports shall be maintained on file in the OSH Office. These reports shall contain references to standards or directives violated, other unsafe work practices, and management deficiencies observed.

h. Violations of safety and occupational health standards in the workplace, which cannot be corrected within 30 calendar days of discovery, shall be entered into the NAVSUPPACT Naples Hazard Deficiency Abatement Plan.

i. Workplace inspection results will be given to the official in charge of the inspected operation within 15 workdays of the inspection. Guidance for corrective action shall be included in this report. The report may also include recommendations and observations which the inspectors observed but for which no statutory deficiencies are assessed. These recommendations and observations are frequently based on the inspector's experience and should be viewed as a management tool to improve the operation's safety, efficiency and/or service.

j. Where violations of standards result in serious hazards (Risk Assessment Code 1, 2 and 3), a notice of the unsafe or unhealthy working conditions shall be posted in the affected workplace during the abatement period. This posting is to advise personnel of the existing hazards. OPNAV Form 5100/12 shall be used for the posting.

k. Follow-up inspections will be made to verify corrective action has been taken or interim controls are in place.

3.03 HIGH HAZARD AREAS. The following areas have been identified as hazard areas, and shall be inspected at least semiannually:

a.	Public Works	Transportation Capo and NSA NSA Maint. Shops Pesticide Shop Sea Bees Shops
b.	Supply	Capo Warehouse
c.	Air Operations	G.S.E. Shops
d.	Port Operations	Nisida Shops
e.	Morale Welfare Recreation	Auto Hobby Shop Carney Park Shops Golf Course
f.	Navy Exchange	Maintenance Shop and Storage Autoport
g.	DODDS High School	Wood Shop and Laboratories

CHAPTER 4

NAVOSH DEFICIENCY ABATEMENT PROGRAM

Ref: (a) OPNAVINST 5100.23D

4.01 IMPLEMENTATION. The NAVSUPPACT Naples Occupational Safety and Health Deficiency Abatement Program is established pursuant to reference (a). This program provides the basis for the systematic, time-phased correction of occupational safety and health deficiencies, with centralized funding for those corrections exceeding the funding authority of the Commanding Officer. Items included into this program may be identified through inspections, surveys, employee reports or the industrial hygiene program. The program consists of the following major elements:

a. Conducting baseline surveys of all applicable workplaces to identify facilities, equipment and/or operations which do not comply with NAVOSH or other applicable standards or criteria.

b. Establishing and maintaining a log of deficiencies to record and track the status of the identified deficiencies.

c. For hazards which cannot be corrected at command level, either developing an abatement project or initiating a formal request for a local alternate standard in lieu of verbatim compliance with NAVOSH standards.

d. Developing and maintaining an abatement plan listing and prioritizing all proposed abatement projects.

e. Implementing interim protective measures on "serious" hazards pending completion of abatement projects, and follow-up actions to ensure the interim measures adopted are effective.

f. Informing employees of identified hazards, abatement projects, and adoption of alternative protective measures.

g. Continuously updating the log of deficiencies, and annually revising and updating abatement plans based on the results of follow-up inspections, and programming actions on projects submitted for funding to higher authority.

4.02 LOG OF DEFICIENCIES. The OSH Program Manager shall maintain a log of all safety and health related deficiencies in facilities, equipment, and machines, which cannot be corrected within 30 calendar days of discovery. Entries in the log shall be based upon records and results of inspections, surveys, and reports received from personnel on unsafe/unhealthy conditions. OPNAV Form 5100/12 shall be used to record each deficiency.

a. Risk Assessment. An analysis of each noted deficiency, considering both the hazard severity and the mishap probability, shall be conducted by the OSH Office. Based upon this analysis, priorities for corrective action shall be established and Risk Assessment Code (RAC) explanation provided to support and assist in abatement prioritization:

1 Critical
2 Serious
3 Moderate
4 Minor
5 Negligible

b. Updating. The log of deficiencies shall be continuously updated to reflect new findings and to show the current status of actions on correcting the deficiencies. This log shall be presented to the Commanding Officer, at intervals not to exceed six months, for review and action as appropriate.

4.03 ALTERNATE STANDARD. In certain situations, the most effective means to correct a hazardous situation may be through application of a local alternate means in lieu of the NAVOSH standards. If this abatement method is used, the OSH Program Manager shall submit for approval a request for an alternate standard which adopts a local alternative safety/health measure through the chain of command to CINCUSNAVEUR. The proposed alternate standard must provide at least the same level of protection of that afforded by the NAVOSH standard being replaced. Prior to submission of this alternated abatement plan, the civilian employee representatives must review and approve the proposed alternate standard.

4.04 COSTING. The OSH Program Manager shall maintain records of local funds expended for correcting NAVOSH deficiencies, and prepare a local activity cost report showing final costs incurred for the past fiscal year. The report shall be submitted via the chain of command to CINCUSNAVEUR, each year. Costs funded from centrally managed NAVOSH funds are not to be included in the yearly report.

CHAPTER 5

OCCUPATIONAL SAFETY AND HEALTH TRAINING

Ref: (a) OPNAVINST 5100.23D

5.01 GENERAL. The greater the individual employee's level of knowledge concerning safety and industrial health and hygiene matters, the more likely the workplace will be safer and mishap free. Accident prevention, through increased safety awareness, can be achieved by widespread dissemination of safety and health training, through departmental lectures, POD safety notes, formal and informal safety educational meetings, Navy training films, and various publications issued by Naval Safety Center. A suggested annual training plan is included in SO/CDSO Desk Top Guide. Safety and health training shall be per references (a).

5.02 TRAINING PROGRAMS. Training programs will be established for all Navy military and civilian personnel to enable each person to perform work in a safe and healthy manner. Training records shall be maintained and kept current by the SO/CDSOs on all personnel. These records shall be forwarded to the OSH Office monthly, using NAVEUR NSA Naples Form 5100/3, Appendix C.

a. Newly Assigned Employees. It is the supervisor's responsibility to ensure that no newly assigned employee is assigned a job/task without first having received training on the safe and proper operation of the job/task. Use NAVEUR NSA Naples Form 5100/3A to document this training, see Appendix C, and forward the same to the OSH Office.

b. Non-supervisory Personnel. Non-supervisory personnel shall receive orientation training from their supervisor on the first day of assignment in safety and health areas as related to the job. Recurring training in the amount not less than twenty minutes per month will be accomplished in subjects related to the work area. This training will be accomplished by the immediate supervisor or other designated individuals.

c. Supervisors/Foremen/Employee Representatives. These personnel will receive training in recognizing and eliminating hazards and developing required skills to implement the NAVOSH program at working levels.

d. Occupational Safety and Health Personnel. These personnel will participate in formal and informal training courses that will enable them to function as professional advisors to commanders or management officials.

e. Top Managers. Top managers will receive training to enable them to effectively support the OSH program in their area of responsibility. This class will be held once a year, or per request of the OSH Program Manager.

f. Collateral Duty Safety Officer. This person will receive training to ensure knowledge and capability in managing departmental safety programs. This course will be scheduled by the OSH Program Manager, upon request.

g. Specialized Safety Training for Hazardous Occupations. The OSH Office will provide training, as required, for personnel subject to the following occupational hazards: (1) hazardous noise, (2) respiratory hazards, (3) sight hazards, (4) back injury potential, (5) asbestos hazards, forklift, and other topics deemed necessary by the OSH Program Manager.

5.03 SUPERVISORY SAFETY TRAINING (CIVILIAN AND MILITARY).

a. Function. To provide contact with safety representatives at regularly scheduled times to discuss and be brought up-to-date on current safety standards and directives. To exchange ideas and discuss safety related issues with fellow supervisors. Union representatives are encouraged to attend these training sessions

b. Administration. The OSH Program Manager shall maintain training records and provide training program oversight.

5.04 NON-SUPERVISORY SAFETY TRAINING (CIVILIAN AND MILITARY).

a. Function. Provide a specific meeting for the supervisor and his employees to review work area/shop safety and to discuss safety improvements, problems and concerns.

b. Meetings. Monthly meetings will be held for shop personnel and administrative workers. Employees are encouraged to provide input at these meetings. The supervisor shall provide handouts, training aids, and lectures. Appendices B-1 and B-2 are provided to assist supervisors in presenting and documenting these meetings.

c. Administration. Supervisors shall maintain records and personnel rosters of training. Additionally, all safety training shall be documented in official command records.

5.05 SAFETY SIGNS AND BULLETIN BOARDS

a. Function. Provide bulletin boards materials to assist in maintaining employee awareness of station safety activities items of interest.

b. Administration

(1) The OSH Program Manager NAVSUPPACT Naples, shall provide materials to be displayed on departmental safety bulletin boards. Minimum requirements are the DOD Safety and Health Occupational Program Poster (DD 2272), hazard reporting procedures and hazard reporting forms.

(2) Departments/tenant commands shall provide a bulletin board, located in a high visibility area and sufficiently large enough to accommodate safety materials.

5.06 CARDIOPULMONARY RESUSCITATION (CPR) TRAINING

a. CPR training is required for personnel in the following occupations:

(1) Emergency response teams.

(2) Fire department personnel.

(3) Electrical power plant, power distribution, electrical and electronics personnel.

(4) Supervisors of personnel whose jobs pose a risk of severe injury.

(5) Personnel whose jobs pose risk of serious injury (including personnel that enter confined spaces).

(6) Safety and Industrial Hygiene personnel.

b. Training shall be prescribed using the guidelines of the American Heart Association.

CHAPTER 6

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Ref: (a) OPNAVINST 5100.23D

6.01 POLICY. Issuing, maintaining, and using PPE is necessary for personnel protection. These items shall be considered as essential to performing the job as any of the other tool or equipment essential to accomplish the work. Applicable PPE must be worn by personnel in hazardous work, per reference (a).

6.02 GOVERNMENT FURNISHED ITEMS

a. PPE shall be furnished at government expense in the following situations:

(1) Where engineering and/or administrative controls are not feasible nor capable of abating or eliminating the hazard.

(2) Where development or installation of engineering controls are pending.

(3) That involve short term, non-routine operations for which engineering or administrative controls are not practical.

(4) Which involve emergencies, e.g., spills, ventilation malfunctions, emergency egress and damage control activities.

b. Approval of the type of equipment to be used for a specific hazard shall be made by the OSH Office. Departments shall request PPE approval prior to ordering the PPE.

6.03 ACTION. Supervisors shall take action to:

a. Order and stock sufficient quantities of PPE to outfit each employee.

b. Insure the proper PPE is used when the hazard has been identified and ensure proper PPE usage.

c. Conduct inspections, with emphasis on cleaning, disinfecting and maintaining the PPE, on a regularly scheduled basis. These requirements are equally applicable to issued and employed safety equipment.

d. Maintain equipment custody cards.

e. Withdraw from use, survey, or repair any defective PPE.

f. Ensure proper storage to protect PPE against degradation or contamination.

g. Train personnel in using, inspecting, and caring for PPE, and maintain records of such training.

h. Submit to the OSH Office, a request for approval of any type PPE prior to order.

6.04 FOOT PROTECTION. It is the Navy's policy that all employees, both military and civilians, exposed to occupational foot hazardous operations areas, be furnished the appropriate safety shoes/boots, at government expense. Foot hazardous operations are those which have been identified as having a high probability or incidence of foot or toe injuries. The OSH Office will designate/identify these foot hazardous areas.

6.05 HEAD PROTECTION. Approved safety helmets shall be worn by all personnel working in or entering into places where they may be struck by falling objects, while working under buildings or during operations that create a potential for blows to the head. All safety hard hats issued to personnel will be per ANSI Std. Z89.1-1986. This standard insures protection from falling objects and electrical hazards.

6.06 HAND PROTECTION

a. Hand protection shall be provided to all personnel working in operations involving:

(1) Acids, caustics or other chemicals hazardous to the skin.

(2) Potential health detrimental contaminants (such as that related to plumbing/sewer operations).

(3) Abrasive blasting operations.

(4) Welding operations.

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

c. Rubber gloves rated for use in handling highly toxic chemicals, acid and caustics, shall be worn while handling these products.

6.07 GENERAL PROTECTIVE CLOTHING

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

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

c. If clothing becomes caught in a machine, turn off the power immediately.

CHAPTER 7

INDUSTRIAL HEALTH AND HYGIENE PROGRAM

7.01 GENERAL. The Occupational Health and Hygiene functions are administered by U.S. Naval Hospital, Naples, in close cooperation with the OSH Program Manager.

a. Occupational Health provides employee medical surveillance and treatment of work-related health problems.

b. Industrial hygiene surveys of NAVSUPPACT Naples workplaces are performed annually. The survey results are used to determine action necessary to correct potential health problems, closely monitor operations that may present health problems, and determine medical surveillance requirements.

7.02 PHYSICAL EXAMINATIONS

a. Function. Provides a systematic program for periodic physical examinations of those employees in certain occupations, to ensure that a high level of health and efficiency is maintained.

b. Occupations Requiring Periodic Physical Examinations. Requirements for medical examinations, will be jointly established by U.S. Naval Hospital, Naples and the OSH Office.

c. Administration

(1) The OSH Office, after receiving each industrial hygiene survey, shall notify supervisors of any medical surveillance changes required for their area.

(2) Departments/activities shall:

(a) Provide the OSH Office with the position title, name, related information of each employee who requires periodic physical examination, and advise the OSH Office of changes as they occur.

(b) At the request of the U.S. Naval Hospital, Naples, arrange for the employee to be available and present for the required examination.

(c) Ensure that supervisors monitor their employees for any health changes that may be related to work, and arrange for a physical consultation and/or examination.

(d) Take appropriate remedial actions to implement recommendations of the Medical Officer.

(3) U.S. Naval Hospital, Naples shall:

(a) Provide periodic and special examinations.

(b) Evaluate the examination results with appropriate employee consultation.

(c) Interpret examination results in job related terms, report problems observed to the employees supervisor, OSH Office, and to those other officials required to take remedial action.

CHAPTER 8

ACCIDENT RECORD KEEPING AND REPORTING

Ref: (a) OPNAVINST 5102.1C
(b) OPNAVINST 5100.23D
(c) COMFAIRMEDINST 12810.2

8.01 GENERAL

a. Records concerning accidents are essential to operating an efficient and successful safety program. Records and reports supply information vital to planned and coordinated accident prevention for activities at all levels. Therefore, accidents and injuries shall be immediately investigated so that required, appropriate remedial action can be taken to prevent recurrence.

b. Per references (a) and (b), accident investigation and reporting, shall be followed by all military and civilian personnel. Included are:

(1) All accidents involving military, both on-duty and off-duty, and any civilian occupationally-related mishap or injury.

(2) Any mishap which results in government property damage involving a repair or replacement cost of $ 10,000.00 or more.

(3) The OSH Office shall maintain logs of all injuries.

c. Reference (c) provides reporting requirements for local national employees. Important: Accident form attachment (3) reference (c) was replaced in November 1993 by a new 2 page form. New INAIL (Italian Accident Insurance) forms are available from Human Resource Office.

8.02 ON-THE-JOB INJURIES

a. The employee will make an immediate report to their supervisor.

b. Supervisors will:

(1) Advise departmental/activity management, and advise the OSH Office, by phone or in person, within 24 hours.

(2) If possible, determine the accidents cause and initiate any corrective action identified.

(3) For civilian employees, prepare dispensary permit, OPNAV 5100/9, in duplicate.

(4) Investigate and prepare an OPNAV Safety Report (SR) OPNAV 5102/9 Form, within three workdays, and forward to the OSH Office via his/her departmental chain of command. These forms are available at the OSH Office. This report is also required for military personnel where an off duty injure causes loss work time.

(5) Ensure that all injured civilian employees complete Form CA-1. Complete the supervisor's portion of the form and forward the original form to the Human Resources Office, with a copy provided to the OSH Office.

c. Departments/Activities will:

(1) Ensure the provisions of paragraphs a. and b. are followed.

(2) Complete appropriate sections of the OPNAV Safety Report (SR) and forward to the OSH Office within two working days.

(3) If possible, provide limited duty assignments, to assist in the treatment and more rapid recovery and return to duty of the injured person. When civilian employees are on lost time, Injury Status Form CA-17, may be used to return personnel to work in "limited duty" status. Form CA-17 is maintained by the Human Resources Office.

(4) In the event of death, insure the Duty Officer and the OSH Program Manager are notified immediately. Contact the OSH Program Manager at DSN 626-4857.

d. OSH Program Manager will:

(1) On request, assist departments/activities in correct and timely submission of the OPNAV Safety Report (SR) OPNAV 5102/9 Form, Appendix D.

(2) Upon receipt, ensure proper distribution of the report.

(3) Investigate and review all accidents and injuries to better ensure that corrective measures are taken.

(4) Maintain all accident records required by references (a) and (b).

e. U.S. Naval Hospital Naples will:

(1) Notify the OSH Office and the immediate supervisor in the event the injured employee is to be hospitalized, medical evacuated, or sent home.

(2) If, in the opinion of the Medical Officer, the injured is capable of performing limited duty, notify the employee's immediate supervisor to complete Form CA-17.

8.03 PROPERTY DAMAGE ACCIDENTS

a. Employee will:

(1) Protect the scene and make an immediate report to the supervisor by the most direct means available.

b. Supervisor will:

(1) Advise department/activity management and respond to the scene, and advise the OSH Office.

(2) Investigate the accident.

(3) If damage is in excess of $10,000, prepare a Material (Property) Damage Mishap Message Report within three working days of the accident and forward to the OSH Office via the departmental chain of command. Forms for this report are available from the OSH Office.

c. Department/Activities will:

(1) Ensure completeness of the Property Damage Report and forward to the OSH Office within three working days of the accident.

(2) Ensure the OSH Office is advised of the seriousness of accidents.

(3) Advise the Security Department if protection is needed at the accident scene.

(4) Take appropriate corrective action.

d. OSH Office will:

(1) Investigate to ensure appropriate corrective action is taken.

(2) Make distribution of the Property Damage Report to higher authority.

e. Security Department will: If necessary, protect the accident scene until the investigation is completed.

8.04 ANNUAL REPORT OF NAVY CIVILIAN OCCUPATIONAL INJURIES AND ILLNESSES.

a. This report provides a system of record keeping and reporting of occupational injuries and illnesses to personnel within the Navy.

b. The annual report shall be completed and submitted per reference (b), within 30 days following the close of the fiscal year. The report is to be sent to the Naval Safety Center (NAVSAFCEN), Norfolk, VA.

8.05 MOTOR VEHICLE DAMAGES/MISHAPS

a. Employee will:

(1) Protect the accident scene and advise Security Department and/or their supervisor.

b. Department/Activity will:

(1) Ensure that Security Department is notified.

(2) Take appropriate corrective action.

c. Security Department will:

(1) Protect the scene as necessary.

(2) Investigate the accident.

(a) If damage is estimated less than $300, the accident is considered minor and no ICR will be filed.

(b) If damage is greater than $300, accident is considered major and an ICR report will be filed.

(c) All accidents involving government vehicles are considered major and a completed ICR, including Standard Form 91, will be initiated and filed.

(3) Provide OSH Office with a copy of Motor Vehicle Mishap Report/ICR for all major accidents.

d. OSH Office shall ensure that appropriate motor vehicle accident statistics are reported in accordance with OSH Program Improvement Plan (OSHPIP).

CHAPTER 9

SIGHT CONSERVATION PROGRAM

Ref: (a) OPNAVINST 5100.23D

9.01 PURPOSE. The purpose of the Sight Conservation Program is to eliminate eye injuries and accidents resulting from hazardous operations.

9.02 POLICY. Per reference (a), all Navy activities, with personnel exposed to eye hazardous operations, shall implement a Sight Conservation Program. Navy policy requires that all personnel exposed to eye hazardous areas or operations, be provided adequate eye protection at government expense. The design, construction, testing and uses of eye protection shall be in accordance with ANSI-Z87.1.

CHAPTER 10

HEARING CONSERVATION PROGRAM

Ref: (a) OPNAVINST 5100.23D

10.01 PURPOSE. To establish a Hearing Conservation Program, providing information concerning the effects of excessive sound pressure levels on hearing acuity, and to establish procedures for examining and protecting exposed personnel per reference (a).

10.02 DEFINITION OF HAZARDOUS NOISE. For the purpose of this instruction, hazardous noise is defined as noise levels readings of 84 decibels (84dBA) or greater in an 8 hour Time Weighted Average (TWA) and impact or impulse noises of 140dBA peak sound level pressure or less. These noise spikes are included and calculated as part of the permissible exposure limit. Noise exposure times will be reduced by 50% for every 3dBA increase. By comparison to the 84dBA sound pressure level, normal conversation has a 65dBA level at a distance of one arms length (3 ft). Hearing conservation is mandatory, that is the wearing ear protection at all times, in areas where sound pressure levels are at 84dBA or greater.

10.03 POLICY. The Hearing Conservation Program will be per reference (a).

CHAPTER 11

RESPIRATORY PROTECTION PROGRAM

Ref: (a) OPNAVINST 5100.23D

11.01 PURPOSE. The Respiratory Protection Program provides information and guidance on the selection, use, and care of respirators to safeguard the health and life of personnel.

11.02 BACKGROUND. Reference (a) establishes the requirement for a Respiratory Protection Program. Reference (a) and the American National Standards Institute (ANSI) Z88.2-1992 provide detailed requirements for an acceptable respiratory protection program.

11.03 DEFINITIONS

a. Air-purifying respirator. A respirator that removes air contaminants by filtering, absorbing or chemical reaction with the contaminants as they pass through the respirator canister or cartridge.

b. Approved. Respirators jointly approved by the National Institute for Occupational Safety and Health (NIOSH) and the Mine Safety and Health Administration (MSHA).

c. Supplied-Air Respirator. A respirator that provides breathing air independent of the environment (not in use at NAVSUPPACT, Naples).

d. Self-Contained Breathing Apparatus (SCBA). A respirator that allows the user complete independence from a fixed source of air and offers the greatest degree of protection.

11.04 GENERAL. Whenever possible, engineering control measures such as local ventilation shall be used to prevent occupational diseases from air contaminants which can be dangerous if inhaled. When effective engineering measures are not feasible, or while they are being installed, appropriate respiratory protection will be used to insure personnel protection.

a. Respirator Selection. Only approved respirators shall be used. The Industrial Hygienist, Respiratory Protection Program Manager (RPPM) and all first line supervisors will be responsible for determining the need for respiratory protection for the employees. The RPPM shall select the proper respiratory equipment based on the potential/known exposure.

b. Training. The person who will be issuing respirators, the supervisor, and the respirator wearer shall be trained. This training will be renewed on an annual basis. Written records of the following training, and dates of such training will be kept in the OSH Office. Training will include:

(1) Reasons for the need of respiratory protection.

(2) Nature and degree of respiratory hazard.

(3) Respirator selection, based on the hazard, and respirator capabilities and limitations.

(4) Explanation of the operation, and the capabilities and limitations of the selected respirator.

(5) How to inspect, wear and seal the respirator.

(6) Explanation of what maintenance and storage procedures for the respirator.

(7) Recognizing and coping with emergency situations.

(8) Regulations concerning respirator use.

c. Facial Hair, Contact Lenses, and Eye and Face Protective Devices. An employee who has hair (stubble, moustache, sideburns, beard, low hair-line, bangs) which passes between the face and the sealing surface of a respirator shall not be issued nor allowed to wear a respirator. Eyeglasses or face protection (i.e., goggles) which pass between the sealing surface shall not be worn.

d. Issuing of Respirators. Only the designated individual shall be allowed to issue respiratory protection equipment selected for the employee by the RPPM. Once the proper selection has been made, the issued respirator shall be noted in a written log.

e. Monitoring Respirator Use. Supervisors are responsible for ensuring that all employees who are required to wear respirators do so and that such respirators are properly worn and maintained in good working condition.

f. Standard Operation Procedures. The OSH Office will develop Standard Operating Procedures (SOP) for respirator wear. These SOPs shall be posted on each work-site.

g. Medical Surveillance. Medical surveillance of respirator wearers shall be conducted per the recommendation of the U.S. Naval Hospital, Naples.

h. Respirator Maintenance. A respiratory maintenance program shall be established and include provisions for cleaning and sanitizing, and inspecting for defects, repairs and storage. As a minimum, the following procedures shall be followed:

(1) Cleaning and Sanitizing. Will be performed at the user level to ensure that respirator users are always provided with a clean and sanitized respirator. All respirators, not assigned to a specific individual but rather normally reserved for non-routine, emergency, or rescue use, shall be cleaned and sanitized after every use.

(2) Inspection. Each respirator shall be inspected before and after each use and after each cleaning and sanitizing.

(3) Repairs. Replacement of any part or parts of a respirator, with the exception of replacement cartridges, shall be accomplished only by qualified personnel.

(4) Storage. Respirators shall be stored in their original containers until issued for initial use. After issuance, storage shall be in sealed plastic bags. Further storage precautions shall be taken to ensure that respirators are not subjected to direct sunlight, heat, extreme cold, excessive moisture, or damaging chemicals. Emergency and rescue use respirators in the work areas shall be readily accessible at all times, prominently visible and the storage container shall be clearly marked.

11.05 RESPIRATOR FIT TESTING

a. Qualitative Fit Testing. The respirator is not functioning properly unless the air comes only through the cartridge(s), canister, or airline in the case of supplied-air respirators. Each individual who is required to use a respirator shall be tested at the time of initial fitting and annually there after except for those who work with or may be exposed to asbestos or lead, which requires semi-annual testing. As a minimum, the following procedures shall be used to ensure an adequate fit:

(1) All respirators shall be donned per manufacturer recommendations.

(2) The face piece seal shall be checked by the wearer each time the respirator is used. A positive or negative pressure test shall be used.

(a) Positive Pressure Test. For most respirators, place the palm of the hand or thumb over the exhalation valve and press lightly. Exhale gently to increase pressure inside the face piece. The respirator is properly fitted if no air leaks out around the edges and slight positive pressure can be felt inside the face piece.

(b) Negative Pressure Test. Inhale while covering the cartridge or canister inlet lightly with the palm(s) of the hand(s), being careful to minimize pressure on the respirator. No air should leak into the face piece.

(3) During respirator fit testing, saccharine or irritant smoke shall be used to test for proper fit.

b. Quantitative Fit Test. Quantitative fit testing will be conducted by the NAVSUPPACT Naples, RPPM .

11.06 RESPONSIBILITIES

a. The OSH Office:

(1) Ensure that a qualified RPPM is appointed in writing.

(2) Insure the issuance of the correct respirator according to the nature of the hazardous operation or process.

(3) Maintain written records of respirator training.

(4) Complete action necessary to monitor respirator use.

(5) Establish a respirator maintenance program.

(6) Perform annual fit testing for each individual using a respirator. Perform semiannual fit testing for personnel who work with or may be exposed to asbestos or lead.

(7) Perform an annual audit of the respiratory protection program.

b. U.S. Naval Hospital, Naples will:

(1) Perform and set standards for respiratory medical surveillance.

(2) Maintain respiratory-related examination records as part of the individual's medical records.

c. Supervisors will:

(1) Determine employee need for respiratory protection and forward to the RPPM a completed respirator control form for each employee requiring respiratory protection.

(2) Ensure employees wear respirators as required.

(3) Ensure respirators assigned to a particular employee are maintained in good working condition.

(4) Ensure employees wear respirators properly.

(5) Ensure that SOPs are developed and approved by the RPPM and are posted in all work areas in which respirators are used. SOPs shall include selection, care, issue, use, emergency procedures, and maintenance requirements.

(6) Inform the OSH Office of any changes of hazardous operations or processes that might require respirator changes.

d. Employees will:

(1) Wear the proper type of respirator as designated by the OSH Office.

(2) Inspect and maintain respirators as required by this chapter.

(3) Properly clean and store their assigned respirator.

(4) Ensure by positive or negative pressure, the seal of their assigned respirator upon donning for each use.

CHAPTER 12

ASBESTOS CONTROL PROGRAM

Ref: (a) OPNAVINST 5100.23D
(b) NAVSUPPACTINST 5090.2

12.01 PURPOSE. To alert employees to the hazards of asbestos, establish control procedures, and prescribe appropriate safety and health precautions.

12.02 BACKGROUND. Asbestos is a general term used to describe several fibrous mineral silicates that separate into fibers. In recent years, there has been increasing concern for the affects of asbestos on the health of Navy personnel. Recognizing the serious health implications of asbestos exposure, the government has imposed stringent occupational health and environmental protection standards, reference (a), for the control and/or abatement of asbestos. These standards and controls are to be strictly enforced and followed by all personnel at NAVSUPPACT, Naples.

12.03 POLICY. The Asbestos Control Program and its controls and execution, will be per references (a) and (b).

12.04 RESPONSIBILITY. The NAVSUPPACT Naples, Public Works Environmental Engineer (PWE), as the asbestos coordinator, shall maintain all current management plans for operation, maintenance and abatement.

CHAPTER 13

HAZARDOUS MATERIAL CONTROL PROGRAM

Ref: (a) OPNAVINST 5100.23D
(b) OPNAVINST 4110.2
(c) CINCUSNAVEURINST 4110.1
(d) NAVSUPPACTINST 5100.6C

13.01 PURPOSE. To implement references (a), (b) and (c), establish policy, assign responsibilities, and establish procedures for control and minimization of hazardous materials and hazardous waste (HM/HW).

13.02 BACKGROUND. The overall objective is the reduction and/or elimination of HM/HW from the Navy workplace. The references identify OSH responsibilities for the Hazardous Material Minimization (HAZMIN) Program and for shore activity hazardous material control & management (HMC&M). HMC&M focuses on preventing or minimizing the introduction of HM into the Navy system, the safe use of HM in the workplace and the correct handling and disposal of HW. To this end, the Navy has introduced the Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP). CHRIMP's purpose is the minimization of HW through the control and management of all hazardous materials throughout the Navy. CHRIMP's key principles are HAZMIN by minimizing the buying of new HM, thereby minimizing the HW generated, the establishment of a single point of control and issue, the return of empty and/or partially used containers of HM, establishment of a timed authorized users list, and break bulk units of issue to the quantity requested and required. CHRIMP's oversight is the responsibility of the Supply Department, with assistance provided by the OSH Office, Public Works Department's Environmental Branch and the U. S. Naval Hospital's Directorate of Occupational Health.

13.03 POLICY. Hazardous Material Control and Management Program shall be conducted per references (a) through (d).

CHAPTER 14

CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT PROGRAM)

Ref: (a) 29 CFR 1910.147
(b) 29 CFR 1910.333
(c) OPNAVINST 5100.23D

14.01 PURPOSE. To establish procedures for the control of hazardous energy by locking out and/or tagging out (L/T) the sources of energy to equipment or systems. The requirements of references (a), (b) and (c) direct the L/T out of the energy source of machines and equipment in which the unexpected energization or start up of the machine or equipment, or the release of stored energy, could cause injury to employees and/or property damage.

14.02 BACKGROUND. Personnel safety and equipment availability and operational readiness is of the utmost importance wherever preventive or corrective maintenance is performed. This chapter discusses the procedures to be initiated prior to performing and maintenance on equipment or on systems where the unexpected energizing or movement of equipment or system or release of energy during the maintenance or service procedure could cause personnel injury and/or property damage.

14.03 DEFINITIONS.

a. Lockout Device. A physical barrier utilizing a positive means such as a lock, key-type padlock or combination padlock, hasp, valve cover, etc., to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment. Lockouts are used to secure electrical disconnects or valves in the off or closed position. Blank pipe flanges can be used to isolate a pipeline.

b. Tagout Device. A prominent warning tag that identifies energy isolating devices which cannot be locked out or equipment that is locked out. Tags are used solely for this purpose and identifies the person who installed the tag, the date, the equipment or system isolated, and the reason the equipment or system was removed from service.

c. Energy Source. Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy source.

d. Authorized Employee. A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when the employee's duties include performing servicing or maintenance.

14.04 RESPONSIBILITIES

a. Supervisor: Must initiate an energy control program consisting of energy control procedures, employee training, and periodic inspections. This program must ensure that before any employee performs any servicing or maintenance on a machine or equipment where the unexpected energizing, startup or release of stored energy could occur and cause injury, the machine or equipment shall be isolated from the energy source and rendered inoperative.

(1) Initiate L/T whenever:

(a) Repair or adjustment of equipment requires removal or bypass of machine guards or other safety devices which would expose workers to the hazardous point of operation.

(b) Employee who are required to place any part of the body in contact with the point of operation in a danger zone associated with the machine operating cycle.

(c) Damage is discovered that could cause personal injury or property damage if left uncorrected.

(2) Provide and document initial (new employee) and annual training on the specifics of the Hazardous Energy Control Program.

(3) Designate "authorized employees" to perform L/T procedures. Only these employees will be authorized to L/T equipment and systems.

(4) Provide the required lockout devices. These devices will only be used for L/T procedures and no other purposes.

(5) Maintain a L/T Log which will indicate:

(a) Location of the L/T

(b) Equipment isolated

(c) The authorized employee who performed the L/T

(d) Date of the L/T

(e) Reason for the L/T

(f) Date the L/T was removed

(g) The authorized employee who removed L/T

b. Authorized Employee

(1) Follow the provisions of the chapter to isolate all sources of hazardous energy before servicing any equipment or system.

(2) Attach a lockout device or tagout and maintain positive control of the key.

(3) The authorized employee who installed the L/T will be the same person who removes it. If a tag is used, the authorized employee, will put his/her name, the date, phone number, and shop on the tag.

14.05 PROCEDURES

a. Notify personnel that equipment is being taken out of service.

b. De-energize Equipment

(1) The circuits and equipment to be worked on will be disconnected from all energy sources by means of an open circuit breaker or mechanically disconnecting and/or isolating the equipment from the energy source.

(2) Stored electric energy, which might endanger personnel, must be released. Capacitors shall be discharged and high capacitance elements shall be short-circuited and grounded, if the stored energy might endanger personnel.

Note: Push buttons, selector switches and interlocks may NOT be used as the sole means for de-energizing circuits or equipment.

c. Verify the De-energized Condition

(1) A qualified person will attempt to operate equipment operating controls or otherwise verify that the equipment/system cannot be started.

(2) A qualified person using appropriate test equipment, a meter or other testing device, will verify all circuits or electrical parts are de-energized.

(3) When no voltage is detected on the circuits and components then it is considered safe to perform the required servicing or maintenance.

Note: If the circuit to be tested is over 600 volts nominal, the test equipment will be checked for proper operation prior to and after the test.

CAUTION: At no time will personnel perform maintenance on energized electrical equipment or components without the permission of the Commanding Officer.

d. Apply L/T

(1) A lock and a tag shall be placed on each disconnecting means used to de-energize circuits and equipment on which work is to be performed.

NOTE: If a lock cannot be applied, or if it can be demonstrated that a tag will provide a level of safety equivalent to that obtained by use of a lock, a tag may be used without a lock.

(2) If a tag is used without a lock it will be supplemented by at least one additional safety measure such as removal of an isolating circuit element, blocking of a control switch or opening of an extra disconnecting device.

(3) Make appropriate entries in the L/T log. Ensure the authorized signature/date is on the tagout.

(4) Attach tag with non-reusable plastic type wire tie to preclude accidental removal of the tag.

e. Perform the required servicing or maintenance.

f. Re-energize equipment.

(1) A qualified person shall conduct tests and visual inspections as necessary to verify that all tools, electrical jumpers, shorts, grounds and other such devices have been removed so that circuits and equipment can be safely energized.

(2) Inform personnel to stay clear of equipment and circuits.

(3) Each L/T will be removed by the authorized employee who installed it. If this employee is absent from the work place the L/T may be removed by her/his supervisor provided:

(a) The supervisor ensures the authorized employee is not available at the work place.

(b) The supervisor informs the authorized employee that the L/T has been removed before he or she resumes work at the work place.

(c) There is a visual determination that all personnel are clear and notified of the re-energizing of the circuits and equipment.

(4) Restore electrical connections and circuits breakers to operating conditioning/position.

(5) Make appropriate entries in the L/T log indicating the time and date of the L/T removal.

(6) Test operate equipment/systems as required to ensure proper operation.

CHAPTER 15

POLYCHLORINATED BIPHENYL (PCB)

15.01 BACKGROUND. Polychlorinated Biphenyl (PCB) are very resistant to degradation and have excellent electrical insulation properties. These properties result in the widespread use of PCBs as insulators and coolants in electrical transformers and capacitors. Unfortunately, this resistance to degradation results in persistence of the PCBs in the environment and subsequent accumulation in the food chain. PCB is highly toxic by ingestion, inhalation, and skin absorption, and is suspected to be carcinogenic and mutagenic. Once introduced into the environment, these chemicals have an extremely high clean-up, disposal and/or decontamination cost. These result from the PCBs' toxicity, reactivity, persistence, and other unique characteristics.

15.02 GENERAL. NAVSUPPACT Naples does not operate U.S. Government owned transformers containing in excess of 340ppm PCBs. One circuit breaker and one transformer is operable in this category. A very limited number or PCB containing transformers are contractor owned and maintained. However, all PCB equipment is being phased out. No U.S. Government employee may perform any level of maintenance on transformers with PCSs. All PCB transformers have been clearly marked for employee safety. Any questions should be directed to PW Environmental. All newly procured materials, either direct or via contractor, will be reviewed, prior to purchase, to ensure it is PCB free.

CHAPTER 16

IGNITABLE LIQUIDS

Ref: (a) 29 CFR 1910
(b) National Fire Code, Code 30

16.01 GENERAL

a. Toxic vapors and fire are the principal hazards of ignitable (flammable/combustible)liquids. It is the vapor resulting from the evaporation of the liquid, which, when exposed to air and a heat source, burns or explodes.

b. The relative susceptibility to ignition of these liquids is determined by flash point, ignition temperature, flammable limits, rate of evaporation, reactivity when contaminated or exposed to heat, density and rate of diffusion of the vapors.

c. Highly volatile products, such as gasoline, which vaporize at ordinary temperatures and pressures, present the most serious fire or explosion hazard.

16.02 STORING FLAMMABLES AND COMBUSTIBLES

a. Properly designed, tight, closed containers shall be used in storing flammable and combustible liquids. Taking care to minimize the liquid's exposure to air.

b. Tanks shall not be completely filled, particularly where cool liquid is placed in a tank in a warm atmosphere. This is to avoid danger of liquid expansion and overflow.

c. Flammable or combustible liquids shall not be stored near exits, stairways, or areas normally used for the safe egress of people.

d. The storing of flammables or combustibles liquids is prohibited in equipment rooms, air conditioning rooms, boiler rooms, exit corridors, and/or under stairways.

e. Clean rags, waste, packing materials such as excelsior and shredded paper, and other combustible materials shall be stored in metal or metal-lined containers with automatic or self-closing covers.

f. In Buildings

(1) The principal hazard of closed container storage is the possibility of over pressure failure of the container when exposed to fire.

(2) Special storage areas shall be designated to protect containers from exposure to fires in other portions of the building.

(3) Plainly marked, self-closing metal containers shall be used for all used waste including oil, paint chemical soaked rags, and other hazardous work materials. Such containers shall be emptied and contents removed from buildings as required during working hours and prior to securing buildings after working hours.

(4) Every inside storage room shall be provided with adequate ventilation.

g. In Outdoor Areas:

(1) Outdoor drum storage shall be located in such a manner as to reduce the spread of fire to other materials in storage, or to other property.

(2) Areas shall be kept free of combustibles, open flames, and smoking is prohibited.

16.03 DISPENSING FLAMMABLES AND COMBUSTIBLE LIQUIDS

a. Flammable liquids, defined as an ignitable liquid having a flash point below 100 degrees F, shall not be dispensed into tanks or containers within a building except with the drum in an upright position, using approved manually operated barrel pumps, and in locations approved by the Fire Chief.

b. Containers, other than approved safety cans, from which combustible liquids are shall be equipped with approved self-closing valves. Combustible liquid is that which has a flash point of 100 degrees F or greater.

c. Gravity discharge of ignitable liquids shall be drawn from safety cans through an approved self-closing valve.

d. Whenever flammable or combustible liquids are transferred from one container to another, both containers shall be bonded and grounded to prevent discharging sparks of static electricity.

e. Where flammable or combustible liquids are used or handled, except in closed containers, means shall be provided to promptly and safely dispose of leakage or spills.

f. Used flammable or combustible liquids shall be collected in steel drums, cans, or other designated receptacles, and disposed of in a timely and proper manner.

16.04 FIRE CONTROL

a. Explosion Prevention Measures:

(1) Eliminate all sources of ignition.

(2) Exclude air.

(3) Prevent evaporation.

(4) Ventilate to prevent accumulation of vapors.

(5) Use inert gas.

b. Extinguishers - Suitable fire control devices such as small hoses or portable fire extinguishers shall be available at locations where flammable or combustible liquids are stored.

c. Open flames and smoking shall not be permitted in flammable or combustible liquid storage areas.

d. Water reactive materials shall not be stored in the same room with flammable or combustible liquids.

16.05 HOUSEKEEPING

a. Maintenance and operating practices shall be in accordance with established procedures and shall be so designed to control leakage and prevent the accidental escape of flammable or combustible liquids. Spills shall be cleaned up immediately.

b. Adequate aisles shall be maintained for unobstructed movement of personnel and to enable fire protection equipment to access any part of flammable or combustible liquid.

c. Waste and residue in a building or work area shall be kept to a minimum, stored in covered metal receptacles, and disposed of daily.

d. Ground area around buildings and work areas shall be kept free of weeds, trash, or other unnecessary combustible materials.

e. Fire resistant storage cabinets must be used for storing flammable/combustible materials. References: 29 CFR 1919.106 (d) (3) (ii) and NFC, Code 30.

f. Safety cans, will be of an approved container design of not more than five gallon (18.91) capacity, with a spring-closing lid and spout cover, and will safely relieve internal pressure when subjected to fire exposure. Reference (b).

CHAPTER 17

ELECTRICAL SAFETY INSPECTIONS

Ref: (a) National Electrical Code
(b) 29 CFR 1910

17.01 PURPOSE. To establish a program to systematically inspect portable power tools, appliances, electric and electronic devices, and extension cords, for identifiable electrical safety hazards or defects.

17.02 DEFINITIONS

a. Portable power tools - hand held, electrically operated, easily moved. These include electric drills, power saws, drop lights, sanders, floor buffers, etc.

b. Portable electric device - mobile, electrically operated, e.g., movie projectors, typewriters, adding machines, most office-type equipment, etc.

c. Stationary electrical equipment - electrically operated, stationary, non-hard wired equipment, e.g., soda machines, electronic games, vending machines, etc.

d. Electronic equipment - any device primarily used for sound amplification, recording or visual reproduction, e.g., tape players, radios, TVS, amplifiers, etc.

e. Extension cords - any cord or cable not permanently attached to a tool, device or equipment.

17.03 GENERAL

a. No person shall operate, repair, adjust, or otherwise tamper with any electrical or electronic equipment, unless it is within his/her functional assignment, except in emergencies, and then only when no qualified person is present.

b. No person shall hang anything on, or secure a line to, any power cable, antenna, wave guide, or other electrical or electronic equipment.

c. No person shall remove, paint over, or otherwise destroy or mutilate any markings, name plates, cable tags, or other identification on any electrical or electronic equipment.

d. Personnel shall not be permitted to go aloft near energized antennas unless it is determined in advance that no danger exists.

e. All protective electrical enclosures are to be kept closed and permanent electrical grounds maintained.

f. Using extension cords as a replacement for fixed wiring is a violation of the electrical code, reference (a) and ref (b), 29 CFR 1910.305 (a) (2).

17.04 INSPECTIONS

a. All electrical items not part of a building, will be inspected quarterly for physical deterioration. Safety tag NAVSEA 5100/5 will be attached to each electrical cord. These inspections by non-electrical personnel shall not include testing for shorts or ground continuity. Inspection criteria for these common sense electrical inspections shall include, but are not limited to the following:

(1) Visually check power cords and plugs for obvious physical defects.

(2) Open or damaged cabinets or enclosures.

(3) Operation and condition of switches.

b. Equipment that fails this inspection should be either repaired by a qualified electrician or replaced.

c. Per ref (a), NEC, Article 250 and ref (b), 29 CFR 1926.404 (f), all Direct-Current and Alternating-Current systems require grounding unless specifically excepted by the referenced article or listed and/or labeled portables tools or appliances protected by a system of double insulation or its equivalent. Per reference 29 CFR 1910.304 (a) (2), no grounded conductor may be attached to any terminal or lead so as to reverse designed polarity. Ground-Fault Circuit-Interrupters must be employed per the NEC.

d. Training for personnel who perform these inspections is available from the OSH Office.

17.05 RESPONSIBILITY. Each department is responsible for ensuring all items in that department are inspected.

17.06 TESTING FOR DEAD SHORTS AND GROUNDS. Testing for shorts and grounds will only be performed by qualified persons.

CHAPTER 18

BACK INJURY PREVENTION AND CONTROL PROGRAM

18.01 BACKGROUND. A review of civilian occupational injury claims records for the Department of the Navy reveals approximately 33 percent of all lost-time claims are related to back injuries which are caused in whole or in part by excessive stress on the back muscles and adjacent skeletal structure spine (spinal column). Back injuries, other than those caused by falls, are in most cases not traumatic injuries, but rather are a result of repeated stress and strain placed on the muscular and skeletal structure of the spine over a number of years. This results in scarring of the facet joints, micro fractures of the discs and eventual degeneration of discs to the point where they rupture causing long periods of disability during recuperation, and expensive medical costs. In order to control stress and strain which can result in degenerative back pain, and to reduce back injury claims and costs, a special emphasis program is being established.

18.02 ELEMENTS OF THE BACK INJURY PREVENTION PROGRAM. Aggressive and coordinated management action is necessary to prevent back injuries and control claims and costs. Guidelines for activities in developing and managing a back injury prevention and control program are provided below.

a. The OSH Office shall analyze available mishap data to identify the numbers, frequency, type, location, and cost of back pain complaints and injuries, and develop and maintain a back injury prevention and control program targeted to those areas, operations or personnel with the highest frequency of back injuries.

b. The OSH Office and supervisors shall provide appropriate training for employees (one hour/year) to include as a minimum: anatomy and physiology which explains how the back works; biomechanics of lifting and lifting techniques; how to avoid back injuries on and off the job; weight control; and physical fitness.

c. The OSH Office and supervisors shall coordinate the medical aspects of the program with the U.S. Naval Hospital Naples.

d. Department Heads shall insure that the back injury prevention plan is implemented and monitor its accomplishments.

e. Supervisors shall immediately report all back injuries to the OSH Office. Additionally, supervisors shall make every effort to employ injured personnel via a return to work program which includes light duty, job restructuring and rehabilitation.

CHAPTER 19

ERGONOMICS PROGRAM

Ref: (a) OPNAVINST 5100.23D

19.01 BACKGROUND. To establish a program that seeks to prevent injuries and illnesses by applying ergonomic principles to identify, evaluate and control of ergonomic hazards. Ergonomic hazards are workplace conditions that pose a biomechanical stress to a worker's body as a consequence of posture and force requirements, work/rest regimens, repetition rate, or other similar factors.

19.02 WORK SITE ANALYSIS

a. The OSH Office will conduct an annual analysis of its injury and illness experience. This analysis shall include both injury/illnesses log records. As part of an ergonomics program, the analysis must include and identify any cumulative trauma disorders (CTD) experience and other ergonomic hazards. The analysis should identify specific departments or operations experiencing CTD cases so they may be targeted for training, medical surveillance, and engineering studies to eliminate hazards.

b. Using the analysis results, the activity commanding officer should select three (3) departments that the injury/illness data indicate are a higher risk of CTD than the other departments. A screening survey of these industrial shops and workplaces in the high risk departments is an essential element of this analysis. At a minimum, 20% of the workstations/places in the high risks departments should be reviewed as part of the screening process.

c. If the analysis results in a determination that establishing an ergonomics program is not required or needed to prevent or reduce CTD, the rationale for this determination shall be so documented.

19.03 POLICY. The Ergonomics Program will be per reference (a).

CHAPTER 20

RADIATION CONTROL PROGRAM

Ref: (a) OPNAVINST 5100.23D

20.01 PURPOSE. To establish safety precautions to prevent excessive exposure of personnel to non-ionizing radiation (baggage radar).

20.02 RADIATION CONTROL. U.S. Naval Hospital Naples currently provides this service for the limited equipment assigned to the Capodichino Air Terminal.

CHAPTER 21

INDUSTRIAL SHOP OPERATIONS (MISCELLANEOUS)

21.01 PURPOSE. Every situation cannot be covered in these general instructions; however, if the following basic safety precautions are taken and common sense prevails, accidents, injuries, mishaps and hazards to health will be reduced to an absolute minimum.

21.02 METAL WORKING - MACHINE SHOP

a. Scope. The safe practices described apply to all types of power-driven tools and should be used by all machine operators to avoid accidents and injuries involving themselves and other personnel. If there is any doubt about the correct and/or safe operating procedure, the supervisor shall be consulted.

b. Housekeeping. Areas around machines shall be kept clear of obstructions and in a non-slippery condition. Oil spills shall be cleaned up immediately. Hand tools shall not be left lying on machines while the machine is in operation.

c. Protective Clothing

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

(2) ANSI- Z87.1 approved goggles or face shields shall be worn when grinding or when there is danger of flying particles.

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

d. Machine Guards

(1) All machinery that may present a nip, cut or strike hazard must be properly guarded during normal operation.

(2) All guards and machines are to be properly adjusted and in working order before starting the machine.

(3) Machine guards must be kept in position at all times unless removal is authorized for repair or cleaning.

(4) No machine which requires guarding shall be operated without such guard unless prior approval is obtained from the OSH Office.

e. Preliminary Precautions

(1) Employees shall not be permitted to operate machines on which they are not qualified to operate.

(2) Employees shall not start any machine unless they are absolutely sure of its operation and that the area is clear.

(3) Bandsaws or saws of any type shall not be started without first determining that the blade is in good condition and operating freely.

f. Repairing Machinery

(1) Noted machinery discrepancies shall be reported immediately to the supervisor in charge. Repairs, unless otherwise authorized by the supervisor, shall be made only by a qualified person.

(2) Machinery shall not be repaired, oiled, or cleaned while it is in motion.

(3) Switches and valves, the movement of which would energize or start the machinery and endanger personnel working on lines or machinery, shall first be locked-out/tagged-out by the individual in charge before allowing the work to begin.

(4) Machine guards must be replaced after repairs, oiling or other work.

g. Operating Procedures

(1) No operator shall attempt to adjust a tool, feel a cutting edge, or move a belt while the machine is in motion.

(2) Moving or operating machinery shall never be left unattended.

h. Special Machinery. Special precautions for lathes, milling machines, sharpers and planers, drill presses, boring mills, saws, sheet metal work, buffers and abrasive grinding wheels, power (punch) presses, etc., will be provided by the OSH Office upon request.

21.03 WOODWORKING

a. Hazards. The hazards involved with woodworking include fire, mishap, and health, unless proper safety precautions are observed.

b. Preventive Measures. Preventing the above-mentioned hazards requires that:

(1) Only authorized personnel be permitted to operate woodworking machinery, circular saws, band saws, shapers, joiners, sanders, lathes, etc.

(2) Appropriate guards are installed where required and their use explained and enforced.

(3) Adequate lighting is provided.

(4) Tools and machines are not in disrepair.

(5) Electrical equipment is properly grounded.

(6) Safety equipment is issued and properly used, including hearing and eye protection.

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

(8) Dust removal, ventilation and exhaust systems, are operational and sufficient in capacity.

(9) Fire extinguishing devices are within easy access.

21.04 WELDING AND CUTTING

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

b. Preventive Measures. Preventive measures include:

(1) Adequate ventilation.

(2) Employing qualified operators only.

(3) Providing protective clothing and equipment for operators and enforcing its use.

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

(5) Fire extinguishing devices are within easy access.

c. Supervision. Supervisors shall make frequent inspections to insure all standards and precautions are enforced.

21.05 PIPING AND PLUMBING

a. Hazards. Hazards related to piping and plumbing include exposure of personnel to acids, molten metal, toxic and/or flammable gases, atmospheres with oxygen deficiencies, heavy materials, fire operated torches and furnaces, pressurized vessels and boilers, sewage or other filth, and inadequately lighted areas.

b. Preventive Measures. Accident prevention measures for piping and plumbing operations are many and diverse.

(1) Workmen must be provided protective clothing and goggles whenever doing plumbing work involving handling hot metal or acid, using blowtorches or welding torches, and whenever flying objects may be present as part of the work.

(2) When storing pipe for future use, proper methods of stacking shall be applied to prevent rolling.

CHAPTER 22

INDUSTRIAL HOUSEKEEPING

Ref: (a) 29 CFR 1910

22.01 PURPOSE. To define housekeeping requirements and responsibilities within the industrial environment of NAVSUPPACT Naples.

22.02 PROCEDURES. Industrial housekeeping is the responsibility of all employees and shall be an integral part of each job or task assigned and/or accomplished. The following is a list of the common types of housekeeping violations usually reported during OSH inspections.

a. Aisles/passageways blocked or obstructed.

b. Fire extinguishers and building fixed fire protection systems obstructed and/or not inspected as required.

c. Electrical panels and switches blocked.

d. Hoses and electric cords across aisles or lying in work areas creating tripping hazards (should be coiled and properly stored with not in use).

e. Trash on floor.

f. Oily rags placed in regular trash container (should be metal container marked "Oily Rags").

g. Spilled oil on floor creating slipping hazard.

h. Flammable/combustible liquids improperly stored (should be in an approved fire resistant storage cabinet when not in use or at end of shift).

i. Floor lines and markings deteriorated.

j. Tools and other loose objects left on floors, decks, platforms, stairs, ledges and moving parts of machines.

k. Drinking fountains used for emptying coffee cups, washing cups, etc. Drinking fountains shall not be used for purposes other than that of drinking the water.

22.03 RESPONSIBILITIES

a. All employees shall strictly comply with all housekeeping rules and regulations for areas they occupy or use.

b. Supervisors and/or SO/CDSO shall enforce all housekeeping rules and regulations for areas they occupy or use. Safety inspection checklist will be provided by the OSH Office upon the user's request.

c. OSH Office personnel shall identify all housekeeping violations during formal OSH inspections and provide a report to the Officer in Charge/Department Head for corrective action.

CHAPTER 23

OFFICE SAFETY

23.01 PURPOSE. To provide general requirements for safety precautions within office areas.

23.02 GENERAL REQUIREMENTS

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

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

(1) Individual upright filing cabinets should be secured to prevent overbalancing. Where there are two or more cabinets, they should be fastened to each other.

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

(3) Do not place heavy material on top of filing cabinets.

(4) Sharp burrs on metal filing cabinet edges cause injury to hands and other parts of the body as well as damage to clothing. Burrs should be removed, redressed or covered before cabinets are used.

c. Desks

(1) It is advisable to equip desks and other pieces of furniture with rubber feet to prevent "creeping". This is especially true when desks are placed in close proximity, where employees may injure their fingers and hands in attempting to realign desks.

(2) The handle should always be used when closing disappearing typewriter compartments. Because of the weight of the typewriter, this section of the desk closes rather rapidly and may injure fingers or hands.

(3) When possible, containers shall be provided in which to keep sharp objects when not in use. Razor blades shall be stored with their cutting edge covered.

(4) Broken glass desk tops should be disposed of immediately. Tops made of acrylic plastic or safety glass are strongly recommended.

(5) Pencil sharpeners and other equipment should not protrude from the tops of desks or other furniture.

(6) Desk drawers should never be left open, since the person can inadvertently trip or stumble over them.

d. Chairs.

(1) Weak spring tension adjusting bolts on swivel chairs may break and throw the occupant. Securing bolts should be checked regularly.

(2) Personnel should not sit in a tilted position in any chair. All of the chair feet shall be in contact with the floor. Swivel chairs may turn over if the occupant leans back too far.

(3) Do not stand on chairs, tables, etc. to reach high objects (i.e., set clocks); use a step stool or ladder.

(4) Repair or discard broken chairs.

e. Typewriters

(1) Check typewriter well mechanism on desks regularly to see that connections are secure.

(2) Do not at any time, place typewriters on sliding shelves of desks.

f. Miscellaneous Office Machines

(1) Before using office machines, be sure they are properly set on the surface and not in danger of falling.

(2) Never clean or lubricate electrical appliances when they are in operation. When cleaning electrical appliances which are controlled by a switch on the machine, be sure the switch is turned off and the plug removed from the outlet.

(3) Do not touch any electrical connection with wet hands. Be sure that all electrical equipment is grounded.

k. Lifting. All personnel engaged in handling material of any type, shall be instructed by their supervisors in, and shall carefully follow, the proper method of lifting objects:

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

(2) With knees bent, the individual shall grasp the object firmly, and then lift by straightening the legs, keeping the back as nearly vertical and possible.

(3) A Back Injury Prevention Training video tapes in both English and Italian are available at the OSH Office.

CHAPTER 24

MOTOR VEHICLE SAFETY

Ref: (a) OPNAVINST 5100.12E
(b) OPNAVINST 5102.1C

24.01 BACKGROUND. Motor vehicle safety is an area of prime concern due to the large number of deaths and injury caused by motor vehicles. Supervisors are strongly urged to include motor vehicle safety into non-supervisory training programs.

24.02 RESPONSIBILITY

a. The Security Officer is responsible for the NAVSUPPACT Naples motor vehicle traffic safety program.

b. Motorcycle Safety Training Course is taught by volunteer instructors. Program is coordinated through the OSH Office.

24.03 POLICY. Motor vehicle/motorcycle operations and safety will be per references (a) and (b).

CHAPTER 25

RECREATION, ATHLETICS AND HOME SAFETY (RAHS)

Ref: (a) OPNAVINST 5100.25A
(b) OPNAVINST 5102.1C

25.01 Background. Many preventable mishaps occur during recreational activities. Practically all sports involve some type of hazard since they center around the principles of physical motion. Sports have inherent hazards that cannot be entirely eliminated without compromising the game. However, there are some basic factors that, when properly observed, will reduce the injury-causing hazards that mar recreational time. These factors include administrative control, management and supervision (coaching), adequate and proper equipment and facilities, physical condition of participants, and responsibility of participants.

25.02 Mishap Investigation and Reporting. Reference (b) establishes the requirement for investigation and reporting of mishaps involving Navy military and civilian personnel. Fatalities and injuries to any person, including military dependents, which occur on government property or in conjunction with command-sponsored events off government property, shall also be reported using NSA NAPLES Form 5100.25, Appendix E.

25.03 Responsibility. Morale Welfare Recreation is required to designate in writing, a RAHS Program Manager, and conduct the RAHS program.

25.04 Policy. RAHS Program shall be conducted per reference (a).

CHAPTER 26

WORK PLACE MONITORING PROGRAM

Ref: (a) OPNAVINST 5100.23D

26.01 GENERAL

a. Monitoring the work place for toxic substances and/or harmful physical agents is the primary means of identifying undesirable personnel exposures. These surveys are a means of assessing the effectiveness of controls for the elimination or abatement of health hazards.

b. A yearly survey of each work place will be conducted by the U. S. Naval Hospital's Industrial Hygienist, in accordance with reference (a). Information obtained during the survey will be analyzed to determine whether or not there is a potential for employee exposure to toxic chemicals and/or harmful physical agents. If the exposure assessment indicates that an employee may be exposed, a work place monitoring plan shall be prepared and implemented. The plan shall be developed jointly by the Industrial Hygienists and the OSH Office. This plan will be based on a sampling strategy, which is designed to obtain samples representative of actual exposures and to analyze the data collected in such a way as to minimize any bias in the process.

c. The U. S. Naval Hospital, Naples, will provide technical direction for a work place monitoring program including training, procedures, sampling analytical methods, sample analysis, and data analysis interpretation.

d. Department heads must contact the OSH Office and Industrial Hygienist before new work processes are instituted, and before new materials or equipment are ordered.

CHAPTER 27

PROJECT, OPERATING, PURCHASING, AND CONTRACTING PROCEDURES

Ref: (a) OPNAVINST 5100.23D

27.01 GENERAL. Reference (a) requires that project reviews for modification to, or construction of facilities be reviewed by the OSH Program Manager, Industrial Hygienist, and other technical professionals. Operating procedures for potentially hazardous work practices or hazardous materials must be established and/or reviewed. Personnel responsible for developing specifications for equipment and material purchases must coordinate with OSH personnel to ensure that NAVOSH requirements are considered.

CHAPTER 28

WEIGHT HANDLING EQUIPMENT

Ref: (a) NAVFAC P-307
(b) ANSI B153.1 1990
(c) 29 CFR 1910.184

28.01 WEIGHT HANDLING EQUIPMENT. All weight handling equipment, owned or leased by the government and located at NAVSUPPACT Naples will receive periodic inspection, weight test and certification. The ratings and date of the last certification shall be plainly posted on each piece of weight handling equipment. All tests and certifications shall be done in accordance with reference (a) or others applicable directives. Certification will be verified by the user prior to operating the equipment. If the certification is out of date, the equipment will be tagged out-of-service until recertification has been completed. Testing requirements shall be monitored by NAVSUPPACT Naples Public Works personnel.

CHAPTER 29

LEAD CONTROL

Ref: (a) 29 CFR 1910.1025
(b) OPNAVINST 5100.23D

29.01 DISCUSSION.

a. The goal of this chapter is to prevent lead intoxication and related injuries while using, handling, removing and melting materials containing lead. Very limited potential for exposure to lead is present at NAVSUPPACT, Naples. This chapter is primarily for employee awareness.

b. Lead referred to in this chapter means metallic lead, all inorganic lead compounds, and organic lead soaps. Common uses for lead and lead compounds include paint filler and hardener, rubber antioxidant, solder for electrical components and pipe joints, high voltage cable shielding, small arms ammunition, batteries, roof flashings and weights. While not an absolute indicator, red, forest green, chrome yellow, "school bus" yellow and "OSHA" yellow paints typically contain lead compounds such as lead oxides and lead chromate. It is also found in polyurethane and water base paints.

29.02 CONTROLLING LEAD IN THE WORK PLACE ENVIRONMENT. The basic principles for controlling hazards in the occupational environment include substitution with less hazardous materials, engineering controls, administrative controls (job rotation, work time limits), and use of personal protective equipment.

General work place control practices are:

a. Where identified, reduced lead paint coatings (containing less than 0.3 dry weight percent lead) shall be used in place of high lead containing paints. Additionally, only low lead coatings (containing less than 0.06 weight percent lead) will be applied to the interior of residential structures or to other surfaces which may pose a potential lead ingestion hazard.

b. Hot operations, melting lead or torch and welding operations on lead containing materials, are of primary concern because they can generate large amounts of respirable lead.

c. When feasible, minimize heating lead and leaded materials by using thermostatically controlled heating or removing lead containing surface coatings or contaminants prior to heating.

d. To minimize exposure potential, hot work on lead and abrasive lead removal operations shall, to the extent feasible, be isolated from other operations.

e. Low lead content solder shall be used in all plumbing repairs or installations, to minimize potential exposure to workers and lead levels in drinking water.

29.03 INDUSTRIAL HYGIENE SURVEILLANCE. An Industrial Hygienist shall evaluate all work places at least annually where lead is used, in accordance with references (a), and (b).

29.04 MEDICAL SURVEILLANCE PROGRAM. This program consists of three basic elements: pre-placement medical evaluation; semiannual blood lead monitoring; and follow-up medical evaluations based on the results of blood lead analysis and physical opinion. Personnel are included in this program when industrial hygiene surveillance indicates that they perform work or are likely to be in the vicinity of an operation which generates airborne lead concentrations at or above the Action Level 30 days per year.

29.05 MOBILE FIRING TRAINING FACILITY (MFTF). Lead exposure and respiratory controls for individuals assigned to the MFTF are discussed at length in NAVSUPPACT Naples SEUC SOP #39. All provisions of this directive should be followed for lead control issues concerning the MFTF.

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 TYPED OR PRINTED NAME	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:

OPNAV 5100/11 (Rev. 11-82)

MONTHLY REPORT OF SHOP LEVEL SAFETY MEETING
NAVEUR NSA NAPLES 5100/3A (New 4-93)

TO: SAFETY MANAGER			
DIVISION/DEPARTMENT	SHOP	TIME OF TRAINING	DATE OF TRAINING
No. ATTENDED	SUPERVISOR CONDUCTING TRAINING		DEPT. HEAD

SUBJECTS DISCUSSED:

REPORT SUBMITTED BY:	DATE:

NEW EMPLOYEE TRAINING

TO: SAFETY MANAGER

DIVISION/DEPARTMENT	SHOP	TIME OF TRAINING	DATE OF TRAINING
No. ATTENDED	SUPERVISOR CONDUCTING TRAINING		DEPT. HEAD

SUBJECTS DISCUSSED: INITIAL TRAINING FOR NEW EMPLOYEES

INSTRUCTIONS: Supervisors are responsible for training of new employees. This process should be accomplished within five working days after the new employee reports for duty. Return completed form to the Safety Office.

1. Command and/or local policy on occupational safety and health;

2. Work unit policy on occupational safety and health;

3. Individual responsibility for safety and health;

4. Employee reporting procedures for hazardous operations/conditions;

5. Awareness of hazards common to the individual's work-site, trade, occupation, or task;

6. Specific hazards of chemicals/materials used in the workplace, location of MSDS and the activity's hazard communication plan. NAVSUPPACTINST 4110.1.

   NOTE

   Appropriate 3 hours training must be provided prior to an employee working with HM/HW. (For more information contact Safety Office ext. 4857).

7. An introduction to the local occupational health program, including how to obtain occupational medical assistance, routine medical evaluations required, and procedures to follow in case of occupational illness or injury.

REPORT SUBMITTED BY:	DATE:

NAVEUR NSA NAPLES 5100/3A (New 4-93)
TRANSHEET SEP 94

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OPNAV Safety Report (SR)

This is a general use Safety Report (SR) to be used only for safety purposes as defined in OPNAVINST 5100.23C

From:

To: Commander
Naval Safety Center, Code 50
375 A Street
Norfolk, VA 23511-4399

Class Mishap: *(Circle one)* **B** or **C**

A. MISHAP INFORMATION

1. UIC of reporting activity:

2. UIC of where mishap occurred:

3. Category of mishap: *Enter as many as applicable*

4. Local time and date of mishap:

5. Point of contact and telephone number: *(Area code and number or complete DSN)*

26 ADMIN/OFFICE	01 FIRE	27 NATURAL BODY MOVEMENT
12 CARGO HANDLING	03 FLOODING	09 NON-RECREATIONAL BOATING
07 CHEMICAL/TOXIC EXPOSURE	08 GROUNDING (SERVICE CRAFT AND SMALL BOATS)	28 PARTICIPATING IN COMMAND SPONSORED EVENTS
22 COLLISION WITH CRAFT (SERVICE CRAFT AND SMALL BOATS)	11 HEAVY WEATHER	14 SHIP CONTROL
13 DECK SEAMANSHIP	23 IMPACT OBJECT (SERVICE CRAFT AND SMALL BOATS)	29 TRAINING
05 ELECTRICAL (BURNS/SHOCK)	17 INDUSTRIAL	10 WEAPONS
15 EQUIPMENT INSTALLATION/ REPAIR MAINTENANCE	19 MAN-OVER-THE-SIDE	99 OTHER - SPECIFY
16 EQUIPMENT OPERATION	06 MAN-OVERBOARD	
02 EXPLOSION		

B. MATERIAL PROPERTY DAMAGE (MPD) INFORMATION *(Repeat this section for each piece of equipment damaged)*

1. UIC of material custodian owning damaged equipment:

*2. Equipment damaged or destroyed by the mishap: *(state EIC, TEC or NSN if applicable, otherwise state manufacturer, type, model, serial number; state what the equipment is or give description)*

3. Estimated cost to repair or replace DoD property: *(provide a total cost including man hours at $16[00] per hour plus cost of material and equipment)*

4. Estimated cost of non-DoD property damage:

C. REPORTABLE INJURIES *(If personnel injuries, complete entire form, otherwise go to Section E)*

1. Name: *(last, first, middle initial)*

2. Social Security Number:

3. Age:

4. Sex: *(M or F)*

5. Employment status:

- ☐ USN
- ☐ USNR
- ☐ NROTC
- ☐ USMC
- ☐ USAF
- ☐ US ARMY
- ☐ NAVY FEDERAL CIVILIAN
- ☐ NAVY NON-APPROPRIATED FUND CIVILIAN
- ☐ NAVY FOREIGN NATIONAL CIVILIAN
- ☐ NAVY FEDERAL MARINE CIVILIAN
- ☐ MILITARY DEPENDENT
- ☐ NON-DOD
- ☐ OTHER - SPECIFY _____

6. If military, state rank/designator or rate/rating: *(NEC)*

If federal civilian, state series/job title/grade:

7. Duty status: ☐ On-duty ☐ Off-duty ☐ Non-applicable *(use for non-DoD personnel)*

*EIC - Equipment Identification Code TEC - Type Equipment Code

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OPNAV Safety Report (SR) *(continued)*

14. Personal protective equipment (PPE): a. Was PPE required for the job being performed? ☐ Yes ☐ No

(If yes complete this section for each piece of PPE that was worn or should have been worn) Select the correct factor from the applicable list:

(If no, go to section D.)

	NEED and AVAILABILITY	ADEQUACY	INVOLVEMENT	USED PROPERLY
b. EIC/TEC/NSN Description	☐	☐	☐	☐
EIC/TEC/NSN Description	☐	☐	☐	☐
EIC/TEC/NSN Description	☐	☐	☐	☐

NEED and AVAILABILITY
B - Available, Used
C - Available, Not Used
D - Not Available, Needed

ADEQUACY
A - Adequate
B - Inadequate
C - Misused
D - Failed
E - Totally Useless
F - Somewhat Useful but Can and Should be Improved
G - Should Not Have Been Used

INVOLVEMENT
A - Not a Factor for This Injury
B - Reduced Injury
D - Use Increased Injury
E - Non-Use Increased Injury

USED PROPERLY
Y - Yes
N - No

D. INJURY INFORMATION *(Repeat this section for each person injured for each item D1 through D6. Enter as many responses as are required.)*

Injured person's SSN ☐☐☐ ☐☐ ☐☐☐☐

1. Body part injured: ☐☐ ☐☐ ☐☐

07 ABDOMEN
12 ANKLE(S)
15 ARM(S) LOWER
14 ARM(S) UPPER
18 BACK (LUMBAR REGION)
30 BODY SYSTEMS (SPECIFY IN NARRATIVE)
06 BUTTOCKS
32 CHEST
27 EAR(S)
22 ELBOW
03 EYE(S)
02 FACE
13 FOOT, INCLUDES TOES
23 GROIN
17 HAND(S), INCLUDES FINGERS
24 HEART
31 HIP(S)
19 INTERNAL ORGANS
21 KNEE
11 LEG(S) LOWER
10 LEG(S) UPPER
25 LUNGS
26 MOUTH
20 MULTIPLE BODY PARTS
04 NECK
28 NOSE
09 PELVIS
29 RIBS
05 SHOULDER
01 SKULL/HEAD
08 THORAX
00 TOTAL BODY
UU VERTEBRAS, UNKNOWN
16 WRIST(S)
98 OTHER - SPECIFY_____

2. Nature of injury or illness: ☐☐☐ ☐☐☐ ☐☐☐

001 ABRASION
002 ACOUSTIC TRAUMA
003 AMPUTATION
051 ASPHYXIA/STRANGULATION
006 BITE
079 BLINDNESS, TRAUMATIC
007 BLISTER
085 BODY REACTION TO TEMPERATURE (COLD)
084 BODY REACTION TO TEMPERATURE (HOT)
053 BURN, CHEMICAL
057 BURN, ELECTRICAL
086 BURN, MECHANICAL
052 BURN, THERMAL
087 CARPAL TUNNEL SYNDROME/ SIMILAR
013 CONCUSSION
014 CONTUSION
015 CRUSHING
018 DECAPITATION
075 DERMATITIS
046 DISLOCATION
018 DIVISION OF NERVES
056 DROWNING
077 DRUG USE
056 ELECTRICAL SHOCK
082 EXHAUSTION
020 FOREIGN BODY, N.E.C.
088 FRACTURE
028 FRACTURE, SIMPLE
025 FRACTURE, WITH DISLOCATION
072 GUNSHOT, SELF-INFLICTED
073 GUNSHOT, INFLICTED BY OTHERS
081 HEARING LOSS/IMPAIRMENT
028 HEMATOMA
029 HEMORRHAGE
083 HERNIA
089 HYPOTHERMIA
021 INHALATION, DAMAGING OR NOXIOUS MATERIAL
090 INJURY, COMPRESSION WITHOUT FRACTURE
084 INJURY, INTERNAL
030 LACERATION
032 PERFORATION/PUNCTURE
065 POISONING, SYSTEMIC
091 RADIATION, BURN
092 RADIATION, POISONING
033 RUPTURE
034 SCRATCH
060 SHOCK, TRAUMATIC
035 SPRAIN
039 STRAIN
053 STRESS, EMOTIONAL
094 STRESS, PHYSICAL
040 TEAR, MUSCLE/LIGAMENT/OTHER BODY PART
031 TRAUMA
041 UNCONSCIOUSNESS
042 WOUND, OPEN
999 OTHER - SPECIFY_____

3. Physical activity at time of mishap: ☐☐☐ ☐☐☐ ☐☐☐

001 BENDING
002 CARRYING
003 CLIMBING
004 DRIVING
005 JUMPING
006 KNEELING
007 LIFTING
008 LYING DOWN
009 PULLING
010 PUSHING
011 REACHING
012 RIDING
013 RUNNING
014 SITTING
015 STANDING
016 STRETCHING
017 USING STAIRS
018 USING TOOL/EQUIPMENT
019 WALKING
999 OTHER -SPECIFY_____

4. Mishap type: ☐☐ ☐☐ ☐☐

23 ABSORPTION
18 AIRPLANE CRASH, ETC
13 ASPHYXIA
24 BITE/STING/SCRATCH
07 BODILY REACTION
05 CAUGHT IN, UNDER, OR BETWEEN
09 CONTACT ELECTRICAL CURRENT
10 CONTACT TEMPERATURE EXTREME
20 CONTACT WITH CAUSTIC/TOXIC OR NOXIOUS SUBSTANCE
19 CONTACT WITH RADIATION
25 CUT/LACERATED BY
12 DROWNING
15 EXPOSURE TO BLAST
14 EXPOSURE TO NOISE/SOUND
17 IMPACT WITH WATER OR SUBMERGED OBJECT OR BOTTOM
26 INGESTION
27 INHALATION
08 OVER-EXERTION
28 REPEATED MOTION/PRESSURE
06 RUBBED/ABRADED
03 SLIP/TRIP/FALL/JUMP (FROM ELEVATION)
04 SLIP/TRIP/FALL/JUMP (SAME ELEVATION)
01 STRUCK AGAINST
02 STRUCK BY
99 OTHER -SPECIFY_____

5. Object involved: ☐☐☐ ☐☐☐ ☐☐☐

083 AIR PRESSURE
002 ANIMAL/INSECT/FISH
075 ARRESTING GEAR
003 BATTERY
004 BICYCLES
076 BITS (DRILLS/ETC)
078 BLOCKS
011 BOAT DAVIT
006 BOILERS
079 BOOM, BOAT
012 BOOM, CARGO
007 BOX/BARREL/CONTAINER/TRAY
008 BRIDGE/DAM/LOCK/WHARF/ETC
005 BROW/BROW PLATFORM
009 BUILDINGS
010 BULKHEADS (WALLS) OVERHEADS
080 CAPSTAN
081 CATAPULT
082 CHAIN FALL
018 CHEMICALS/TOXICS
083 CHOCK
084 CLEAT
013 CLOTHES/SHOES/GLOVES (NON-SAFETY)
015 CONSTRUCTION EQUIPMENT
014 CONVEYERS
017 CRANES (ALL TYPES)
085 DAVITS, PORTABLE/FIXED
020 DECK/DECK COVERING
094 DIRT/SAND/STONE
095 DOOR
096 DRUGS/ALCOHOL
097 DUST/PARTICLES/CHIPS
019 ELECTRICAL APPARATUS
021 ELEVATOR/ESCALATORS/ DUMBWAITERS/ETC
098 FALLING OBJECTS
022 FANS
023 FIRE
048 FITTING
053 FOOD PREPARATION EQUIPMENT
025 FORKLIFT
100 FUMES
026 FURNITURE/FIXTURES/ FURNISHINGS
101 GASES
027 GLASS ITEMS
029 GROUND SUPPORT EQUIPMENT
028 GROUND TACKLE/ANCHOR/CHAIN
031 HAND TOOLS, NON-POWER
030 HAND TOOLS, POWER
032 HAND TRUCK/DOLLY/SHOP-CART/ WHEEL BARROW
102 HEAT (ENVIRONMENTAL/ MECHANICAL)
033 HEATING EQUIPMENT
103 HOISTING APPARATUS
064 HOT/COLD OBJECTS
035 JEWELRY
086 KINGPOST
072 KNIFE
034 LADDER (IMPROVISED/SUBSTITUTE LADDER)
087 LADDER, ACCOMMODATION
036 LADDERS, FIXED (INCLUDES STAIRS)
037 LADDERS, PORTABLE
038 LAWN EQUIPMENT/MOWER EDGER/ ETC
041 LIFE LINE
104 LIGHTNING
047 LINE
105 LUMBER/WOODWORKING
040 MACHINERY, DECK (FIXED, SHIPBOARD)
042 MACHINES, FOOD PROCESSING
043 MACHINES, LAUNDRY
044 MACHINES, OFFICE
045 MACHINES, PRINTSHOP
046 MACHINES, SHOP (FIXED)
106 MATERIALS HANDLING EQUIPMENT
107 METAL PRODUCTS
049 PAINT/PAINTING EQUIPMENT
108 PETROLEUM PRODUCTS
054 POWER TRANSMISSION
055 PRESSURIZED CONTAINER
056 PRESSURIZED LINES
057 PUMPS, PRIME MOVERS (ENGINES/ TURBINES)
109 RADIATION
088 RAMP, BOW/ BETWEEN DECK
089 REPLENISHMENT EQUIPMENT
051 SAFETY/PROTECTIVE EQUIPMENT
050 SCAFFOLDS/STAGING/PUNT/MAN BASKET
059 SMALL ARMS
001 SPORTS EQUIPMENT (PROTECTIVE)
061 SPORTS EQUIPMENT (NON-PROTECTIVE)
062 STEAM/HOT WATER
091 STOPPER-CHAIN/ROPE
092 TACKLE
063 TOWERS/POLES
110 VEGETATION
065 VEHICLE, AIRCRAFT OR HELICOPTER
052 VEHICLE, WATER (BOAT)
066 VEHICLES, HIGHWAY-POWERED/ PARTS, ACCESSORIES
067 VEHICLES, RAIL
111 WASTE PRODUCTS
070 WEAPON, EXPLODED/FIRED
071 WEAPON, NOT EXPLODED/FIRED
073 WELDING EQUIPMENT
069 WIRE ROPE/CABLE
999 OTHER - SPECIFY_____

6. Type of disorder: *(OPNAV 5100.23 Log Coding)* ☐☐

10 OCCUPATIONAL INJURY
21 OCCUPATIONAL SKIN DISEASE OR DISORDERS
22 DUST DISEASE OF THE LUNGS
23 RESPIRATORY CONDITION DUE TO TOXIC AGENTS
24 POISONING (SYSTEMIC EFFECTS OF TOXIC MATERIALS)
25 DISORDER DUE TO PHYSICAL AGENTS (NON-TOXIC)
26 DISORDER DUE TO REPEATED TRAUMA OR STRESS
29 ALL OTHER OCCUPATIONAL ILLNESSES

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OPNAV Safety Report (SR) *(continued)*

3. Procedure cause factors: *Enter procedure responsible for the mishap for E-5, what was wrong with the procedure for E-6 and why the procedure failed for E-7.*

E-5 Faulty Procedure	E-6 What was Wrong with Procedure	E-7 Why Did Procedure Fail	Specify Other

E-5 Procedure factor
(Faulty procedure/method)

- E INSTALLATION PROCEDURE
- D MAINTENANCE PROCEDURE
- A OPERATING PROCEDURE
- B SAFETY PRECAUTION
- C TEST PROCEDURE
- Z OTHER - SPECIFY_____

E-6 Procedure factor
(What was wrong with procedure/method)

- A INADEQUATE
- B INCOMPLETE
- C INCORRECT
- D NON-EXISTENT
- E NOT POSTED
- Z OTHER - SPECIFY_____

E-7 Procedure factor
(Why did procedure/method fail)

- 01 CAUSED CONFUSION
- 02 CRITICAL STEPS OMITTED
- 04 DETAILS MISSING
- 06 FOLLOW-UP PROCEDURES MISSING
- 05 IMPRACTICABLE
- 07 NOT APPLICABLE
- 08 NOT IN PROPER SEQUENCE
- 09 NOT LOGICAL
- 03 PROCEDURES WRONG
- 10 REQUIRED MATERIAL/SAFETY EQUIPMENT NOT AVAILABLE
- 11 SAFETY PRECAUTION NOT LISTED
- 12 TOO DETAILED
- 13 TOO GENERALIZED
- 99 OTHER - SPECIFY_____

4. Equipment cause factors: *(State the EIC/TEC/NSN/MFG and piece of equipment that caused mishap. Enter why the failure occurred for E-8 and how the equipment failed for E-9.)*

E-8 Why Did Equipment Malfunction	E-9 How Did Equipment Malfunction to Cause Injury or Damage	EIC / TEC / NSN / MFG and piece of equipment

E-8 Equipment factor
(Why did equipment malfunction)

- 01 ADJUSTMENT IMPROPER
- 48 AGE
- 03 CANNIBALIZED
- 02 CLEARANCE IMPROPER
- 04 CONTAMINATED
- 47 CORROSION
- 05 DESIGN PROBLEM
- 06 DETERIORATED
- 08 EXCESSIVE VIBRATION
- 49 FOREIGN OBJECT
- 54 FUSE TOO LARGE
- 53 FUSE TOO SMALL
- 10 HUMIDITY
- 11 IMPROPER FIT
- 13 IMPROPER USE
- 14 INACCESSIBLE
- 59 INADEQUATE MAINTENANCE
- 60 INADEQUATE MANUFACTURE OF EQUIPMENT
- 24 INSUFFICIENT PMS
- 18 INSULATION INADEQUATE
- 16 INSTALLATION FAULTY
- 17 INTERFERENCE
- 19 JURY-RIGGED
- 20 LIMITS EXCEEDED
- 21 LOCATION FAULTY
- 50 LUBRICATION LOST
- 22 MANUFACTURER'S DEFECT
- 23 MISSING PART
- 25 NORMAL WEAR
- 26 NOT BALANCED
- 27 NOT CONNECTED
- 28 NOT CURRENT
- 29 NOT GROUNDED
- 30 NOT IAW MILSPEC
- 31 NOT IAW SYSCOM DIRECTIVES
- 33 NOT MARKED
- 35 NOT SHIELDED
- 36 NOT TESTED
- 37 OIL SATURATED
- 39 PACKING FAULTY
- 40 PART DEFECTIVE
- 55 PRESSURE TOO HIGH
- 56 PRESSURE TOO LOW
- 57 SIZE TOO LARGE
- 58 SIZE TOO SMALL
- 44 STOWAGE INADEQUATE
- 45 WATER (SATURATED)
- 99 OTHER - SPECIFY_____

E-9 Equipment factor
(How did equipment malfunction to cause injury or damage)

- 01 ARCED
- 02 BENT
- 03 BINDING
- 06 BUCKLED
- 07 BURNED
- 09 CHAFED
- 78 CHARRED
- 10 CLOGGED
- 69 CLOSED
- 11 CONTACTS - IMPROPERLY OPEN/CLOSE/ REVERSE
- 12 CORRODED
- 13 CRACKED
- 16 DISCONNECTED
- 70 DROPPED
- 17 ELONGATED
- 18 ENCRUSTED
- 19 ERODED
- 21 EXPLODED
- 22 FAILED TO OPERATE
- 23 FLATTENED
- 79 FLOODED
- 24 FRAYED
- 25 FROZEN
- 71 FUSED
- 26 GLAZED
- 27 GROUNDED
- 28 HYDRAULIC LEAK
- 29 INTERMITTENT OPERATION
- 30 JAMMED
- 31 KINKED
- 32 LEAKING
- 33 LOOSE
- 81 MELTED
- 34 MISALIGNED
- 37 OIL SATURATED
- 38 OTHER NOT ELSEWHERE CODED
- 39 OVERHEATED
- 40 OVERLOAD
- 41 OVERSPED
- 42 OVERSTRESSED
- 43 PARTED/SEPARATED
- 44 PIERCED
- 45 PITTED
- 46 RADIATED
- 73 RELEASED
- 49 REQUIRES REWINDING
- 51 RUPTURED
- 52 RUSTED
- 53 SCALED
- 54 SCORED
- 55 SEIZED
- 56 SHEARED
- 57 SHORTED
- 74 SLIPPED
- 58 SPLIT
- 59 SPRUNG
- 75 STOPPED
- 80 STRESSED
- 61 STRIPPED
- 76 STRUCK
- 62 STUCK
- 63 TORN
- 77 TRIPPED
- 65 WARPED
- 68 WORN
- 72 OPENED

OPNAV 5102/9

NAVY RECREATION, ATHLETICS AND HOME INJURY REPORT

1. NAME_____ SSN_____ AGE____ SEX____

2. RANK/RATE_____ GRADE_____ JOB TITLE_____

3. ORGANIZATION_____ PHONE_____

4. MILITARY_____ CIVILIAN_____ MILITARY DEPENDENTS_____

   OTHERS_____

5. DATE OF ACCIDENT_____ TIME_____

6. LOCATION OF MISHAP - i.e. POOL, SOFTBALL FIELDS, FOOTBALL FIELD, CAPO/NSA GYM, HOME, ETC._____

_____

7. THE SPECIFIC ACTIVITY THE PERSON WAS PERFORMING AT THE TIME OF THE MISHAP:_____

_____

_____

8. STATE PART OF BODY AND NATURE OF INJURY:_____

_____

_____

9. BRIEF NARRATIVE SUMMARY OF MISHAP:_____

_____

_____

_____

_____

10. DOES THE INJURY PERSON REQUIRED HOSPITAL ATTENTION? Yes No

11. ESTIMATION OF LOST WORKDAYS_____

12. NAME OF REPORTER_____ RANK/RATE_____

    ORGANIZATION _____ PHONE_____

    SIGNATURE_____ DATE_____

TURN-IN TO CARNEY PARK OFFICE OR NSA SAFETY OFFICE 06-95

SAMPLE LETTER

DATE_____

MEMORANDUM

From:
To:

Subj: APPOINTMENT AS COLLATERAL DUTY SAFETY OFFICER (CDSO)

Ref: (a) OPNAVINST 5100.23D
(b) NAVSUPPACTINST 5100.1E
(c) CDSO Program Guide

1. In accordance with references (a) and (b) you are hereby designated as the Collateral Duty Safety Officer (CDSO) for _____. You will familiarize yourself with the pertinent sections of references (a), (b), and (c).

2. In addition, you are responsible for retaining all accidents, responding to any safety inspection reports, for monthly employee safety training, and for establishing and maintaining an office safety bulletin board, and attend quarterly all the Supervisors Safety Committee Meeting/Training.

3. You should contact the Safety Office (01S) at ext. 4857 to schedule training on your duties and responsibilities as CDSO.

Signature_____

Copy to:
NSA Safety Officer (01S)
Service Record

SAMPLE LETTER

Date_____

MEMORANDUM

From:
To:

Subj: HAZARDOUS MATERIAL/WASTE CONTROL COORDINATOR

Ref: (a) OPNAVINST 5090.1B
(b) OPNAVINST 4110.2
(c) OPNAVINST 5100.23D (ch-7)
(d) NAVSUPPACTINST 4110.1
(e) NAVSUPPACTINST 5100.6C
(f) NAVSUPPACTINST 5090.1
(g) NAVSUPPACTINST 5090.3
(h) NAVSUPPACTINST 5090.4

1. You are hereby designated as the _____(command's/department name) Hazardous Waste and Materials Control Coordinator. You are to familiarize yourself with references (a) through (h) and carry out your duties accordingly, and attend all the quarterly Hazardous Material/Hazardous Waste (HM/HW) Committee Meeting/Training.

2. References (a), (b) and (c) provide the Navy's policies and procedures for HM/HW control. References (a), (f) and (h) requires the designation of an activity focal point to coordinate the HM/HW control program.

3. The command Hazardous Material Control and Management program (HMCM) shall be administered per references (b), (c) and (d).

Signature_____

Copy to:
NAVSUPPACT Naples Safety Office
Public Works (PWE)

APPENDIX H

NON-SUPERVISORY OSH TRAINING RECORD (ADMINISTRATIVE)

1. NAME 2. SHOP/DIVISION

3. ACCIDENTS/INJURIES REPORTING OF:

   (a) Immediate report of/to supervisor, requires Dispensary permit. CA 1.5102/1, if time is lost beyond the shift when injury occurred.
   (b) Immediate report of serious mishaps injuries to the OSH Office by the supervisor.

4. REPORTING OF UNSAFE OR UNHEALTHFUL CONDITIONS.

5. HOUSEKEEPING:

   (a) A place for everything and everything in its place.
   (b) Clean work environment.
   (c) Sharp objects properly stored, i.e., pencils, letter openers, knives, thumbtacks.
   (d) No material stored on top of file and/or other cabinets. Stacks of material stable and not leaning.

6. SAFE WORKING HABITS:

   (a) Lifting - get help or use mechanical means.
   (b) Running - inside/outside prohibited.
   (c) Chairs - do not use as a ladder. Use proper step stool or ladder.
   (d) Stairs - No running, use hand rails.
   (e) Desks - drawers left open, sharp objects lying about.
   (f) Ice and Snow conditions.
   (g) If an mishap/injury should occur in your work area:

      (1) Unless your presence is required for First Aid or other essential duties, remain at your work place and out of the way.
      (2) If material has been spilled, there may be vapors or fumes that could be harmful to you. Notify supervisor and vacate area.

7. OFFICE MACHINES. Proper operations and precautions.

8. ELECTRICAL WIRING. Tripping hazards and overloaded circuits.

9. SPECIFIC TRADE/SHOP SUBJECTS:

APPENDIX I

NON-SUPERVISORY OSH TRAINING RECORD (INDUSTRIAL)

1. NAME 2. SHOP/DIVISION

3. ACCIDENTS/INJURIES REPORTING OF:

(a) Immediate report of, to supervisor, requirements Dispensary permit. CA 1.5102.1. If time is lost beyond the shift when injury occurred.

(b) Immediate report of serious mishap/injuries to the OSH Office by the supervisor.

4. USE OF PERSONAL PROTECTIVE EQUIPMENT:

(a) Eye and Face
(b) Hearing
(c) Respiratory
(d) Gloves, Type required
(e) Foot
(f) Body
(g) Safety Lines
(h) Head

5. MACHINE GUARDING:

(a) Pinch Points
(b) Hearing
(c) Failure to use, or removing two hand, pull back device
(d) Point of Operation
(e) Controls, Foot, Hand

6. REPORTING OF UNSAFE ON UNHEALTHFUL CONDITIONS.

7. HOUSEKEEPING:

(a) A place for everything and everything in its place.
(b) Clean work environment.

8. SAFE WORKING HABITS:

(a) Lifting - get help, use mechanical means.
(b) Use of hoists and slings.
(c) Two-person rule.
(d) Confined space.
(e) Running inside/outside prohibited.
(f) Priorities.
    (1) Safety
    (2) Quality
    (3) Production
(g) No work on energized electrical circuitry.
(h) Watches, rings and/or jewelry are not to be worn around or near rotating machinery, or energized electrical equipment.

(i) Foul weather conditions/precautions.
(j) If a mishap/injury should occur in your work area:

(1) Unless your presence is required for first aid or other essential duties, remain at your work place and out of the way.
(2) If material has been spilled, there may be vapors or fumes present and if breathed, they could be harmful. Notify supervisor and vacate area.

9. USE AND CONTROL OF HAZARDOUS MATERIAL:

(a) Proper use.
(b) Labeling, storage and disposal.
(c) Personal Protective Equipment as required.

10. USE OF LADDERS/WORK STANDS:

(a) Proper angle for ladder.
(b) Proper ladder for jobs.
(c) Use of safety rails, pins, wheel locks and outriggers.

11. SPECIFIC TRADE/SHOP SUBJECTS:

APPENDIX J

MONTHLY THEMES FOR ADMINISTRATIVE OPERATIONS

JAN - Injuries - procedure for reporting and treatment; first aid and lost time.

FEB - Office machines - use and care of; precautions (beware of loose clothing around/when using office machines).

MAR - Tripping, slipping hazards - elimination/prevention.
* BBQ & lighter fluid, carbon monoxide, sun exposure; use of helmet and other protective equipment when in-line skating and/or playing roller hockey.

APR - Proper procedures for reporting unsafe or unhealthful conditions.

MAY - File cabinets/desk drawers anchored/left open; storing sharp objects.
* Summer safety, water safety, longer periods of daylight, vacation safety, sun safety, recreational safety.

JUN - Storing material - neat, stable and not on top of cabinets or stacked too high.

JUL - Ladders/step stools/climbing - precautions, proper one for job; refrain from using the "top steps."

AUG - Lifting, moving furniture etc. - precautions.

SEP - Electrical hazards, overloaded circuits, bare, wire, etc.
* Shorter daylight hours, slippery/wet roads, Halloween safety, bombola heaters, carbon monoxide.

OCT - Housekeeping - a place for everything and everything in its place.

NOV - Rules to be followed when required to be in or go through an industrial area.
* Winter safety, short daylight hours, carbon monoxide, gas heaters, fireplaces & stoves, extensions cords, Xmas trees.

DEC - Stair/doors - use caution before opening doors, open slowly, no running on stairs, use handrail.
- see Nov above.

*- Items to be routinely covered during quarterly SO/CDSO meetings at these times of the year.

APPENDIX K

MONTHLY THEMES FOR INDUSTRIAL OPERATIONS

JAN - Personal Protective Equipment - issue, use, care and availability.

FEB - Tripping, slipping hazards - elimination/prevention.

MAR - Hazardous materials - availability, use, precautions, labeling and disposal.
* BBQ & lighter fluid, carbon monoxide, sun exposure; use of helmet and other protective equipment when in-line skating and/or playing roller hockey.

APR - Power and hand tools - care, use, and precautions.

MAY - Foot protection - safety shoes, type availability, and where required.
* Summer safety, water safety, longer periods of daylight, vacation safety, sun safety, recreational safety.

JUN - Machine guarding - reasons for and cautions against removal.

JUL - Eye and hearing protection - types available, purpose, how to obtain and wear.

AUG - Proper procedures for reporting unsafe or unhealthful conditions.

SEP - Injuries - procedures for reporting and treatment, first aid and lost time.
* Shorter daylight hours, slippery/wet roads, Halloween safety, bombola heaters, carbon monoxide.

OCT - Respirators - types, availability, required training, use, care and maintenance.

NOV - Watches rings, jewelry and loose clothing - precautions re wear and applicable restrictions.
* Winter safety, short daylight hours, carbon monoxide, gas heaters, fireplaces & stoves, extensions cords, Xmas trees.

DEC - Electrical Hazards - procedures to be followed, applicable cautions and applicable safety equipment.
- see Nov above.

* - Items to be routinely covered during quarterly SO/CDSO meetings at these times of the year.