

ONIINST 5100.2A  
ONI-14  
30 October 2002

ONI INSTRUCTION 5100.2A

Subj: NAVY OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) PROGRAM

Ref: (a) OPNAVINST 5100.23E

Encl: (1) National Maritime Intelligence Center (NMIC) Safety  
Manual

1. Purpose. To provide guidance for the NAVOSH Program for the Office of Naval Intelligence (ONI).
2. Cancellation. ONIINST 5100.2. This is a major revision and should be reviewed in its entirety.
3. Action. The ONI Site Safety and Health Manager (NDW-N22) has developed Standard Operating Procedures (enclosure (1)) that provide specific guidance in the implementation of reference (a). All elements of ONI shall implement and manage the NAVOSH Program in compliance with the policies, procedures, and guidance set forth in enclosure (1).

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**National Maritime Intelligence Center**  
**Safety Manual**

Effective Date: March 01, 2002

**OCCUPATIONAL SAFETY AND HEALTH**  
**STANDARD OPERATING PROCEDURES (SOPs)**

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## I. **Employee Reporting Of Unsafe/Unhealthful Working Conditions**

### Reference

- a) OPNAVINST 5100.23, Navy Occupational Safety and Health (NAVOSH) Program Manual, Chapter 10

### Purpose

This SOP provides guidance for civilian and military personnel for ensuring a safe and healthful environment and ensuring prompt response to reports of unsafe or unhealthful working conditions.

### Definitions

Imminent danger. A condition that immediately threatens to cause the loss of life or serious injury or illness of any employee.

### Discussion

Identifying unsafe or unhealthful working conditions and promptly correcting them are keys to accident prevention. All employees are expected to report unsafe or unhealthful working conditions. The flow chart in Appendix 1A illustrates the steps that should occur for reporting and resolving unsafe or unhealthful working conditions. Employees have the right to report such conditions to NDW Environmental and Safety (E&S) (Room 2A130) while remaining anonymous if desired. When there is insufficient time for the normal reporting and hazard abatement process described in this SOP to take place, employees may decline to perform tasks which they perceive to pose an imminent risk of death.

If after receiving the written response from the NDW E&S regarding the report of an unsafe/unhealthful working condition, the originator is not satisfied with the final resolution, he/she is encouraged to confer with NDW E&S (Room 2A130 or x5550) to discuss the matter. If after such discussion the originator remains dissatisfied, he/she may appeal in writing to Commandant, NDW.

1. The written appeal must contain the following information:
  - a. A description of the alleged hazard including its location (a copy of the original hazard report will suffice).
  - b. How, when, and to whom the original report of the alleged hazard was submitted.
  - c. What actions (if known) were taken as a result of the original report?
  - d. A statement explaining why the action taken as a result of the original report was unsatisfactory and is being appealed.
2. Commandant, NDW or his/her representative, shall respond to the originator of the appeal within 10 working days. An interim response will be provided if the Commandant's investigation is incomplete at that time. The final response shall contain the office and address of the next higher level of appeal.
3. If the employee is still dissatisfied or has not received a response within 20 working days, he/she may appeal to the next higher level of command. Subsequent appeals may be submitted if the originator is still not satisfied with the action taken as a result of the previous appeal. The sequence of appeals will be per OPNAVINST 5100.23, Chapter 10 and as outlined on Form 5100/27.

Navy civilian employees may submit complaints alleging a workplace hazard directly to the Department of Labor through the Federal Agency Safety Programs. However, the Secretary of Labor encourages employees to use the Navy in-house hazard reporting procedures as the most expeditious means to achieve abatement.

#### Responsibilities

1. Employees will:
  - a. a. Identify and report (orally or written) potentially unsafe or unhealthful working conditions and immediately report imminent danger hazards to their supervisor or NDW E&S.
  - b. b. Notification can be completed through NDW web site at [www.ndw.navy.mil](http://www.ndw.navy.mil) (UNCLASS).
    - ▪ On the NDW home page, click on Headquarters.

- ▪ On the Headquarters page, click on E&S page.
  - ▪ On the E&S page, click Safety and Environmental Web Based Tool.
  - ▪ On the NDW Regional E&S web application click the link to Report of Unsafe/Unhealthful Working Conditions.
  - ▪ Follow the directions that appear (see also Appendix 1B).
- c. c. Cooperate with the NDW E&S personnel and the cognizant supervisor in the investigation of reports of unsafe or unhealthful conditions.
- d. d. All Employee Reports of Unsafe/Unhealthful Working Conditions will follow the process outline in the Process flow diagram in Appendix 1A.

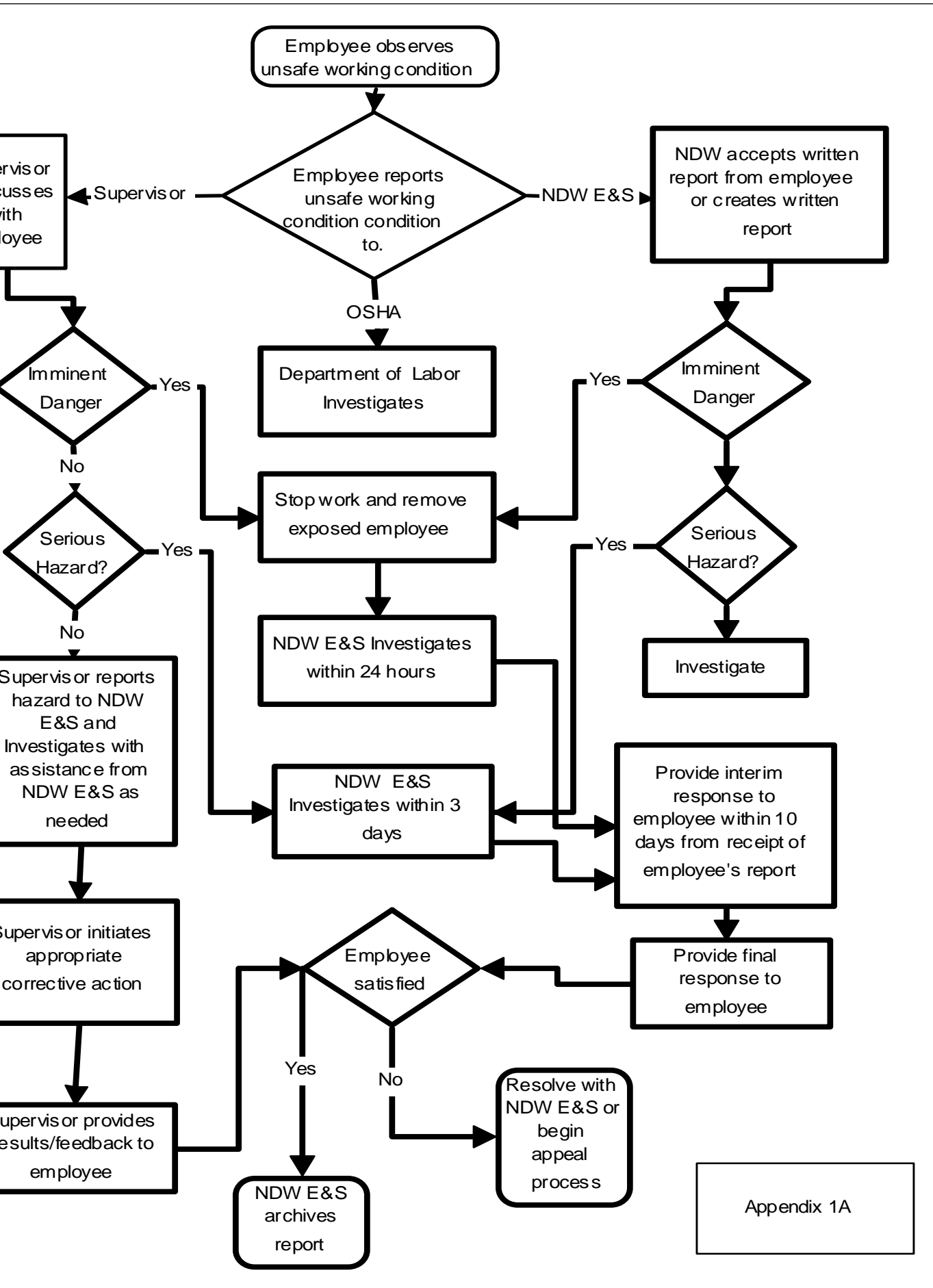
2. Managers and Supervisors will:

- a. Immediately notify NDW E&S when an employee reports a hazardous situation. Stop all affected work in imminent danger situations and remove all personnel.
- b. Encourage oral reports as the quickest and most effective way of hazard identification/correction. Ensure Navy Employee Reports of Unsafe/Unhealthful Working Conditions, OPNAV 5100/27 (Appendix 1B) are posted in work areas. Bulletin boards or other convenient areas may also be used for posting.
- c. Inform employees, at least annually, about the process of reporting unsafe and unhealthful working conditions and encourage employees to report such conditions.
- d. When notified by employee of an unsafe and unhealthful working condition, discuss with employee and take corrective action.
- e. Post notices advising employees of serious unsafe and unhealthful working conditions and interim protective measures in the immediate vicinity of the hazard until it is abated.

3. NDW E&S will:

- a. a. Publicize, using Northstar, 5-Minute Safety Presentations, E-mail and employee orientation, the existence of the employee hazard-reporting program.
- b. Notify personnel regarding their rights and obligations in reporting hazardous situations.

- c. Post step-by-step procedures and processing channels for employees to report unsafe and unhealthful conditions.
- d. Ensure standardized hazard reporting form OPNAV 5100/27 is available to all personnel.
- e. Upon receiving a hazard report:
  - (1) Log in the report on the database reporting system.
  - (2) Contact the originator by telephone to acknowledge receipt and discuss the seriousness of the reported hazard.
  - (3) Advise the cognizant supervisor that a hazard has been reported.
- f. Investigate all reports of Unsafe/Unhealthful Working Conditions by the below listed time frame:
  - (1) Imminent danger situations must be investigated within 24 hours.
  - (2) Potentially serious situations must be investigated within 3 days.
  - (3) Health hazard reports must be referred to the cognizant medical activity for investigation as necessary.
- g. Provide an interim or complete response in writing to the originator of written hazard reports within 10 working days of receipt.
- h. Maintain records and reports relating to Unsafe/Unhealthful Working Conditions for at least 5 years following the end of the calendar year in which final action on the report was undertaken.



Appendix 1A



**NAVY EMPLOYEE REPORT  
OF UNSAFE OR UNHEALTHFUL WORKING CONDITION**

<p><i>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</i></p>	
<p>1. UNDERSIGNED (check one)  <input type="checkbox"/> EMPLOYEE                      <input type="checkbox"/> REPRESENTATIVE OF EMPLOYEES</p> <p>BELIEVES THAT A VIOLATION OF AN OCCUPATIONAL SAFETY OR HEALTH STANDARD WHICH IS A JOB SAFETY OR HEALTH HAZARD OCCURRED AT:</p>	
<p>Navy installation/activity and mailing address</p>	
<p>Building or worksite where alleged violation is located, including address</p>	
<p>2. NAME AND PHONE NUMBER OF GOVERNMENT SUPERVISOR AT SITE OF VIOLATION:</p>	
<p>1. 3. DOES THIS HAZARD IMMEDIATELY THREATEN DEATH OR SERIOUS PHYSICAL HARM?  <input type="checkbox"/> NO    <input type="checkbox"/> YES</p>	
<p>4. BRIEFLY DESCRIBE THE HAZARD WHICH EXISTS INCLUDING THE APPROXIMATE NUMBER OF EMPLOYEES EXPOSED TO OR THREATENED BY SUCH HAZARD.</p>	
<p>5. IF KNOWN, LIST BY NUMBER AND/OR NAME, THE PARTICULAR STANDARD(S) ISSUED BY THE AGENCY WHICH YOU CLAIM HAS BEEN VIOLATED.</p>	
<p>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?  <input type="checkbox"/> NO                      <input type="checkbox"/> YES (List results, including any efforts by management to correct violation)</p>	
<p>7. EMPLOYEE TYPED OR PRINTED NAME</p>	<p>8. EMPLOYEE SIGNATURE</p>
<p>9. EMPLOYEE ADDRESS</p>	<p>10. EMPLOYEE PHONE NUMBER</p>
<p><b>11. MAY YOUR NAME BE REVEALED:</b>  <input type="checkbox"/> NO            <input type="checkbox"/> YES  <small>(name)</small></p>	<p><b>12. ARE YOU A REPRESENTATIVE OF EMPLOYEES:</b>  <input type="checkbox"/> NO            <input type="checkbox"/> YES (List organization)</p>
<p>13. DATE FILED:</p>	

## II. Mishap Investigations, Reporting, and Recordkeeping

### Reference

- a) OPNAVINST 5100.23, Navy Occupational Safety and Health (NAVOSH) Program Manual, Chapter 14

### Purpose

This SOP explains the procedures to be used to report and investigate mishaps. What records of investigations must be prepared.

### Definitions

**Mishap** - Any unplanned or unexpected event or series of events that result in damage to Department of Defense (DOD) property; occupational illness or injury to on- and off-duty DOD military and on-duty civilian personnel; or damage to public and private property or injury and illness to non-DOD personnel caused by DOD operations.

### Discussion

Mishaps that result in damage to Navy facilities and equipment and/or injuries and occupational illnesses among Navy employees result in lost productivity and low morale. Hazard awareness and mishap prevention are largely dependent on mishap investigations and on reports that focus on how the mishaps occurred and how to prevent recurrence.

Appendix 2A illustrates the steps described in this procedure.

### Responsibilities

1. Employees will:
  - a. Immediately report all mishaps and job related injuries and illnesses to their supervisor.
  - b. Report (military and civilian employees) to the Branch Medical Clinic for treatment of a job-related injury or illness.

**NOTE:** Except in case of an emergency all employees shall first report to Branch Medical Clinic for administrative purposes. The civilian employee may then choose to be treated at the Branch Medical Clinic, private hospital, or by a private

physician. Navy civilians covered by Federal Employees' Compensation Act (FECA) shall meet this administrative requirement.

- c. Obtain from supervisor and complete the appropriate forms to receive Federal Employee Compensation Benefits (civilian employees).

1.2. Supervisors will:

- a. a. Ensure all mishaps and occupational injuries and illnesses (civilian and military) involving their employees are reported by telephone to the Security Operations Center (SOC) (x5555) and NDW E&S (x5550) immediately.
- b. b. Prepare OPNAV 5100/9 Dispensary Permit, Appendix 2B for civilian or military employees who need treatment due to occupational injury or illness.

**NOTE:** Employees shall not be permitted to visit the Branch Medical Clinic without having obtained the form, except where necessary to avoid delay in treatment to the detriment of an employee. In this case, the form may be completed after the patient has been moved to the clinic.

- c. c. Investigate mishaps and correct any unsafe conditions and hazards noted.
- d. d. Complete Mishap Report, Appendix 2C, and forward to the NDW E&S within 3 working days. If you wish to complete the form online;
  - ▪ **Note:** This is only available on UNCLASS systems.
  - ▪ On the NDW home page (<http://www.ndw.navy.mil>), click on Headquarters.
  - ▪ On the Headquarters page, click on E&S page.
  - ▪ On the E&S page, click Safety & Environmental Web Base Tools.
  - ▪ On the NDW Regional E&S web application, click the link to Mishap Reporting.
  - ▪ Follow the directions that appear.
- e. e. Participate in the Mishap Review Board, if the injuries are 5 or more lost-time work days.
- f. f. Forward the original Compensation Act (CA) forms to Administration Department ICP, with a copy to the NDW E&S.

**NOTE:** Performance Metrics will be tracked by the NDW E&S Site Safety Manager and will be reported at the quarterly OSH policy meeting.

3. NDW E&S will:

- a. a. Ensure all mishaps and occupational injuries and illnesses are investigated.
- b. b. Review all completed on-line Mishap Reports to ensure that the action taken was appropriate. Complete and close out all assigned Mishap Reports.
- c. c. Prepare the Safety Report (SR) on the injuries of class A and certain class B mishaps and forward the report to Naval Safety Center (NAVSAFCEN).
- d. d. Complete and forward a copy of the Annual Report of Navy Civilian Occupational Injuries and Illnesses 45 days following close of the fiscal year to NAVSAFCEN, and post in a conspicuous place no later than 45 days after the close of the fiscal year, and leave posted for at least 30 days.
- e. e. Participate in the Mishap Review Board.

4. Administration Department will:

- a. Assign Federal Employment Compensation Act (FECA) Condition.
- b. Assist Navy federal civilian employees applying for Federal Employee Compensation.
- c. Maintain records of all Federal Employees Compensation Act (FECA) claims.
- d. Coordinate the Mishap Review Board on all 5 or more lost-time work cases with the Deputy Commandant. E&S CIPO Branch Medical Clinic and supervisors.

5. Civilian Intelligence Personnel Office will:

- a. Assist Navy federal civilian employees applying for FECA.
- b. Ensure all FECA claims are properly investigated.
- c. Participate in the Mishap Review Board's review of mishaps.

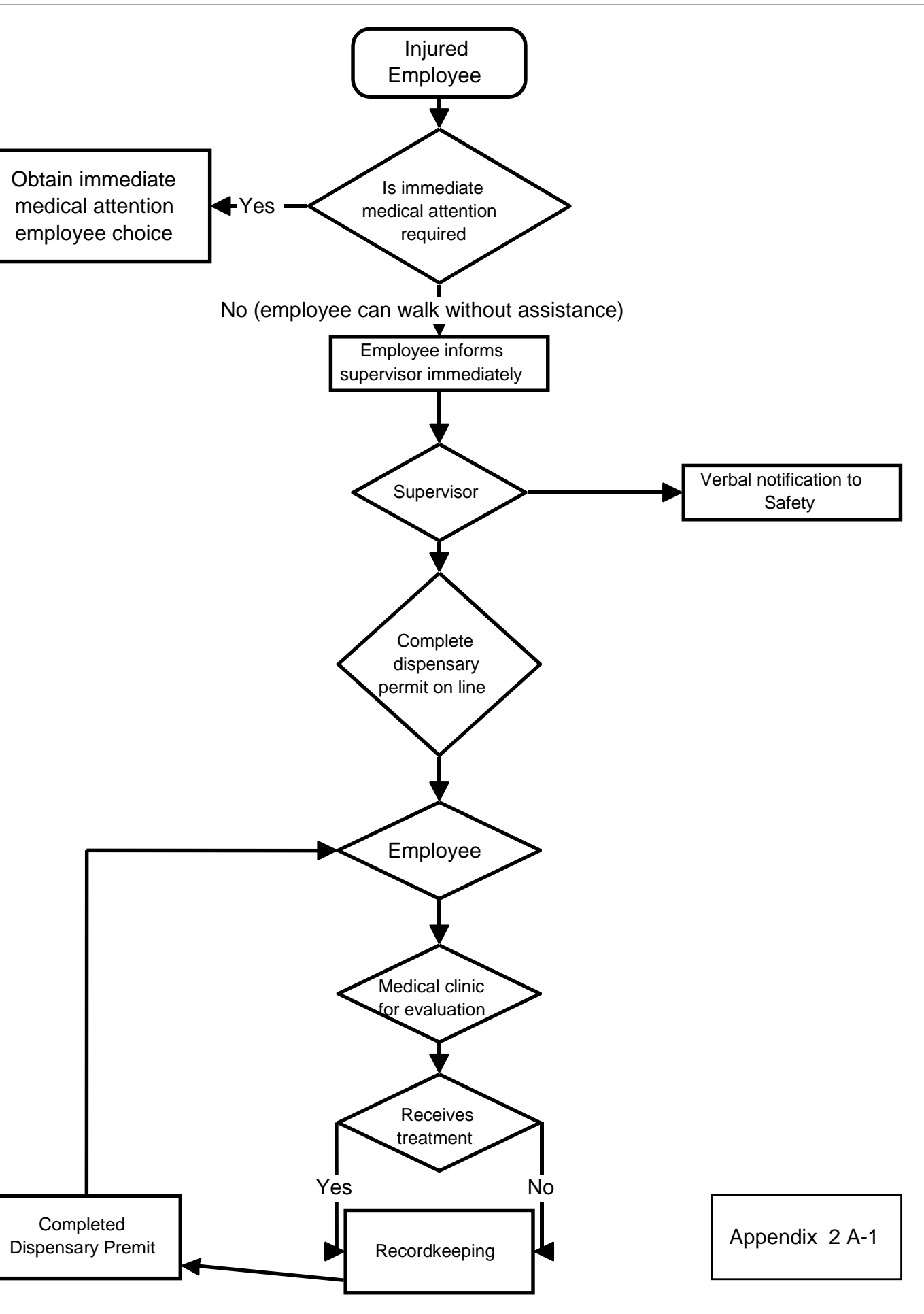
6. Branch Medical Clinic will:

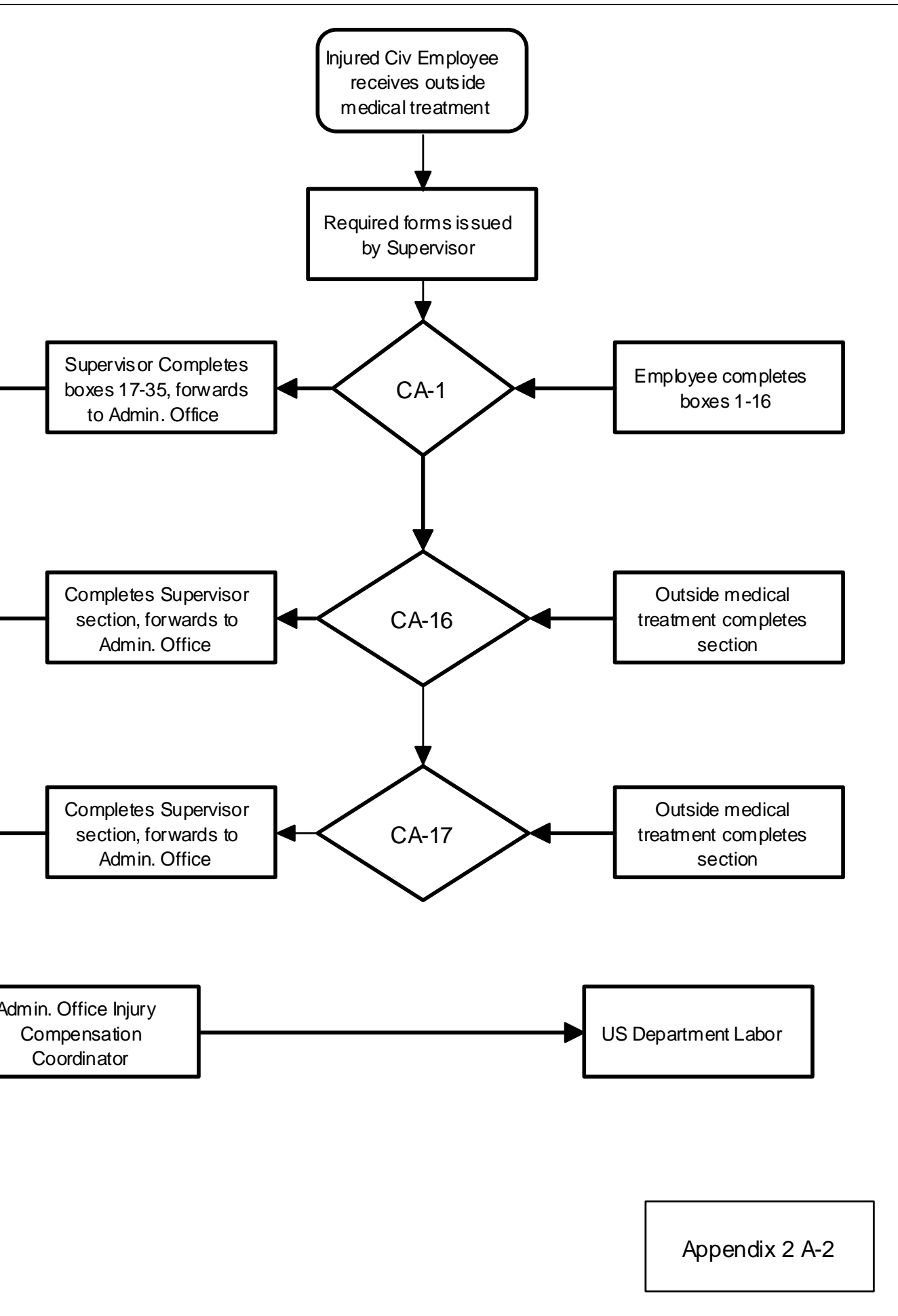
- a. Record all occupational injuries and illnesses.
- b. Provide medical treatment for individuals experiencing a job-related injury.

- c. Provide the NDW E&S a copy of documentation of occupational injuries or illnesses.
- d. Participate in the Mishap Review Board.

7. Deputy Commandant shall:

- a. Participate in the Mishap Review Board review with the first line supervisors and/or the next level of management involving all mishaps with 5 or more lost workdays. The object of the review is to determine compliance with and adequacy of established NAVOSH standards and assure return to work opportunities with the supervisors and FECA Coordinator.





## Dispensary Permit

CASE NUMBER \_\_\_\_\_

*PRIVACY ACT  
STATEMENT BELOW*

<b>SUPERVISOR'S REPORT</b>		TO DISPENSARY (LOCATION)	DATE OF REPORT	
EMPLOYEE'S NAME		TIME & DATE OF INJURY	TIME LEFT JOB	TIME RETURNED
SOCIAL SECURITY NO.	GRADE, RATE, JOB TITLE		OCCUPATIONAL <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> QUESTIONABLE	
REASON FOR REFERRAL <input type="radio"/> INJURY <input type="radio"/> ILLNESS <input type="radio"/> EMPLOYEE'S REQUEST <input type="radio"/> OTHER (specify)				
REMARKS:				
SUPERVISOR'S SIGNATURE		SHOP/OFFICE	TELEPHONE NUMBER	
<b>MEDICAL OFFICER'S REPORT</b>		TIME REPORTED	TIME RELEASED	
OCCUPATIONAL <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> QUESTIONABLE		DEGREE OF INJURY <input type="radio"/> FIRST AID <input type="radio"/> MEDICAL TREATMENT <input type="radio"/> OTHER (explain)		
DISPOSITION OF EMPLOYEE <input type="radio"/> RETURN TO PERM. JOB _____ <input type="radio"/> TEMP. TRANSFER TO ANOTHER JOB <input type="radio"/> TERMINATION OF EMPLOYMENT <input type="radio"/> RESTRICT ACTIVITY UNTIL _____ <input type="radio"/> PERM. TRANSFER TO ANOTHER JOB <input type="radio"/> SENT HOME BY DISPENSARY <input type="radio"/> REFERRED TO PRIVATE PHYSICIAN/HOSPITAL <input type="radio"/> OTHER (explain)				
REMARKS/DIAGNOSIS				
MEDICAL OFFICER'S SIGNATURE		INITIAL TREATMENT DETERMINATION <input type="radio"/> DISCHARGED, TREATMENT COMPLETED <input type="radio"/> RE-TREATMENT REQUIRED		

OPNAV 5100/9 (Rev. 10-92)

S/N 0107-LF-015-8300

### PRIVACY ACT STATEMENT

**Authority:** 5 U.S.C. 301, Department Regulations and E.O. 9397

**Principal Purpose:** To ensure prompt investigation of occupational injuries, and to initiate any necessary immediate corrective action.

**Routine Use:** Routinely used by the activity NDW E&S, (NDW E&S) to perform official duties in the investigation of mishaps, which may have caused occupational injury or illness.

**Disclosure:** Voluntary. Treatment will be provided without regard to employee's willingness to divulge all or part of the requested information.





<b>MISHAP REPORT</b>		<b>UIC:</b>	<b>COMMAND</b> NDW WASHINGTON DC		<b>DATE:</b>				
<b>TYPE OF MISHAP:</b> <input type="radio"/> PERFORMING JOB <input type="radio"/> REPAIR <input type="radio"/> CONSTRUCTION <input type="radio"/> SPORTS <input type="radio"/> OTHER _____				<b>TIME OF MISHAP</b>					
				<b>DAY</b>	<b>TIME</b>	<b>MO</b>	<b>YR</b>		
				<b>AGE</b>	<b>SEX</b>	<b>RANK</b>	<b>RATE</b>	<b>GRADE</b>	
<b>NAME OF INJURED: (Last, First, MI)</b>					<b>SSN/BADGE NO.</b>				
<b>EST COST DOD</b>		<b>NON-DOD</b>		<b>LOCATION OF MISHAP</b>					
<b>JOB TITLE:</b>	<input type="radio"/> USCS <input type="radio"/> USN <input type="radio"/> USNR <input type="radio"/> OTHER	<b>DUTY STATUS AT THE TIME OF MISHAP</b> <input type="radio"/> ON DUTY <input type="radio"/> OTHER <input type="radio"/> OFF DUTY	<b>SPECIFIC JOB/ACTIVITY ENGAGED AT THE TIME OF MISHAP</b>		<b>MONTHS OF EXPERIENCE</b>				
<b>MEDICAL DIAGNOSIS</b>					<input type="radio"/> FATAL <input type="radio"/> NO DISABILITY LIKELY <input type="radio"/> PERMANENT PARTIAL DISABILITY <input type="radio"/> PERMANENT TOTAL DISABILITY				
<b>NUMBER OF LOST WORK DAYS</b> <input type="text"/> <b>NUMBER OF DAYS HOSPITALIZED</b> <input type="text"/> <b>RESTRICTED ACTIVITY (LIGHT/LIMITED)</b> <input type="text"/>									
<b>NARRATIVE OF MISHAP</b>									
<b>What Happened</b>									
<b>Why Did It Happen</b>									
<b>What Should Be Done to Prevent Recurrence?</b>									

<b>UIC</b>	<b>Name Of Injured: (Last, First,MI.)</b>

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**CORRECTIVE ACTION TAKEN BY SUPERVISOR**

**a. Immediate action?**

**b. Follow up plans?**

<b>NAME OF SUPERVISOR (PRINT)</b>	<b>DATE</b>	<b>PHONE EXT.</b>	<b>SIGNATURE</b>
<b>SECOND LINE SUPERVISOR (PRINT)</b>	<b>DATE</b>	<b>PHONE EXT.</b>	<b>SIGNATURE</b>

**COMMENTS:**

<b>DEPT/CODE HEAD</b>	<b>DATE</b>	<b>PHONE EXT.</b>	<b>SIGNATURE</b>
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**COMMENTS:**

<b>NDW E&amp;S REVIEW AND COMMENTS</b>	<b>DATE RECEIVED</b>

### III. Safety and Occupational Health Training

#### References

- (a) OPNAVINST 5100.23, Navy Occupational Safety and Health (NAVOSH) Program Manual, Chapter 6
- (b) 29 CFR 1960 Subpart H

#### Purpose

This training SOP is to assist ONI employees in understanding what safety training is required for them. This SOP also informs supervisors what training must be provided to the employee.

#### Responsibilities

1. 1. All new military or civilian employees reporting for duty, promoted to supervisor or leaving the Command, shall be reported to NDW E&S on a monthly basis by the following departments:
  - a. Administration Department
  - a. b. Morale, Welfare, Recreation
  - c. All Supervisors
- a 2. NDW E&S will:
  - a. Coordinate OSH training and education programs.
  - a. b. Maintain training records for 5 years.
  - b. c. Establish the means to measure effectiveness of training delivered.
  - c. d. Maintain lesson plans of locally delivered training.
3. Employees will (civilian or military):
  - a. Take general E&S training (G E T) online within 5 working days of reporting to duty.
  - b. Complete G E T refresher online every 3 years.
  - b. c. Attend all required job-related safety and health training, apply the content of training to identify workplace hazards, and perform work in a safe and healthful manner.
  - d. Participate in monthly safety talks.

4. Managers and Supervisors will:
- a. Attend initial supervisor E&S training (SET) orientation and other job-related safety and health training as required.
  - b. Provide workplace specific health and safety training for employees under their supervision and maintain records of training for at least 5 years.
  - c. Identify workplace conditions that affect the training requirements of employees.
  - d. Ensure employees attend any require safety and health training courses.
  - e. Provide initial safety and health orientation for new employees, complete New Employee Safety and Health Orientation Supervisor's Guide (appendix 3A), and forward a copy to the NDW E&S. Maintain the original copy.
  - f. Supervisors of personnel working in the following positions shall forward a list of names to NDW E&S for cardiopulmonary resuscitation (CPR) training.
    1. 1. Fire Department Personnel
    2. 2. Security Personnel
    3. 3. Safety Personnel
    4. 4. Child Care Worker
    5. 5. Electrical and Electronic Personnel
    6. 6. Personnel whose jobs pose comparable risks  
and those with these risks who work at remote sites
    7. 7. Supervisors of personnel listed above

#### Discussion

The flow chart in Appendix 3B illustrates what type of training may be required and how it is to be accomplished:

The following training may be completed in the local classroom or online (UNCLASS only) through the NDW E&S web applications under Web Training.

- • Safety and Environmental Training for Non-Supervisors
- • Supervisor's E&S Training
- • Fire Extinguisher Training
- • Hearing Conservation Awareness

- • Sight Conservation Awareness
- • Bloodborne Pathogens Training

The following training may be required based on hazards present in the employee's workplace.

1. Hearing Conservation

A minimum of 1-hour initial instruction with annual refresher is required for individuals and their supervisors in areas and occupations identified by the Industrial Hygienist Survey as presenting a noise hazard.

2. Sight Conservation

A minimum of 1-hour initial instruction with annual refresher is required for individuals and their supervisors in areas and occupations identified by the Industrial Hygienist Survey as presenting eye hazards.

3. Respirator

A minimum of 1-hour initial instruction with annual refresher is required for individuals and their supervisors in areas and occupations identified by the Industrial Hygienist Survey as presenting respiratory hazards.

4. Lead

A minimum of 1-hour initial instruction with annual refresher is required for individuals and their supervisors in areas and occupations identified by the Industrial Hygienist Survey as presenting lead exposure hazard.

5. Man-Made Mineral Fiber Glass

Required for individuals and their supervisors in areas and occupations identified by Industrial Hygienist Survey as presenting a man-made mineral fiberglass exposure hazard.

6. Hazardous Material Communication

- a. Department Heads require 0.5-hour initial training.
- b. Supervisors and designated representatives occupationally involved with the use of or exposure to hazardous materials require initial training prior to exposure and annual refresher.
- c. Non-supervisory personnel occupationally involved with the use of or exposure to hazardous materials require initial training prior to exposure, on-the-job-training, and annual refresher.
- d. All new employees who do not have occupational exposure receive awareness training under the general employees training.

7. Motor Vehicle Operators Safety

- a. Civilian personnel operating a motorcycle on a military installation must attend a Certified Motorcycle Safety Foundation training course.
- b. Military personnel who operate a motorcycle on or off a military installation must attend a Certified Motorcycle Safety Foundation training course.
- c. Persons at fault in accidents while operating government motor vehicles and all military personnel less than 26 years old must attend AAA Driving Improvement Program.
- d. Ammunition and explosive vehicle operators must have 16 hours initial training and refresher training every 2 years.

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8. Forklift

Required for employees prior to operating a forklift. Refresher training is required every 3 years.

9. Energy Control (Lockout/Tagout)

- a. Authorized employees and their supervisor shall be trained annually in the recognition of and means necessary for energy isolation and control.
- b. All employees whose operations are or may be in a location where the Energy Control Program may be utilized shall be instructed in the procedure and

about the prohibition of attempting to reenergize equipment or systems that are locked or tagged-out.

10. Bloodborne Pathogens

Annual training is required for individuals and their supervisors in occupations identified as having occupational exposure to blood or other potentially infectious materials.

11. Spill Response and Emergencies

— Required for supervisors and employee representatives whose employees have occupational exposure to emergency situations involving hazardous materials.

12. Confined Spaces

— Initial and annual training is required for persons having responsibilities under the confined spaces program.

13. Ergonomics

Supervisors must attend supervisors ergonomics on line or classroom training to identify ergonomics risk factors to enable them to recognize hazardous work practices and symptoms of work related musculoskeletal disorders. This will enable them to do workplace assignments of their employees' workstations.

14. Reproductive Hazards

Initial instruction with annual refresher is required for individuals and supervisors in areas identified by the industrial hygienist that may affect the human reproductive process. All employees in those areas are to be informed of the importance of reporting pregnancies and plans for conception to enable them to receive counseling from medical professionals.

15. Asbestos

— Personnel who may encounter asbestos in their jobs receive training based on the exposure potential.

**NEW EMPLOYEE SAFETY AND HEALTH ORIENTATION**



## SUPERVISOR'S GUIDE

Supervisors are responsible for providing a safety orientation to all new employees under their supervision. The orientation will be given to each employee, with in 5 days of employment.

- \_\_\_\_\_ 1. Provide the name, phone number, and location of the site-specific Safety Office.
- \_\_\_\_\_ 2. It is the policy of ONI to prevent injuries and accidents of its employees; to protect property from damage and loss; and to provide safety of the public in connection with military operations and facilities.
- \_\_\_\_\_ 3. The above policy is implemented through the establishment of an active Occupational Safety and Health Program resulting in a safe and healthful work environment that meets or exceeds the requirements of OPNAVINST 5100.23, Occupational Safety and Health Administration (OSHA), and other applicable safety standards.
- \_\_\_\_\_ 4. The fundamental purpose of the program is the protection of people, property, and productivity.
- \_\_\_\_\_ 5. The Safety Program includes many components, such as: Employee Hazard Reporting System, Hazard Communication, Deficiency Abatement, Personal Protective Equipment, Safety Training Programs, Safety Committees, Mishap Recording and Reporting, Safety Award Programs, Equipment and Motor Vehicle Safety, Industrial Hygiene, Lead, Asbestos, Bloodborne Pathogens, and other programs that may be required.
- \_\_\_\_\_ 6. The Safety Program is developed in accordance with OSHA standards. Supervisors have the responsibility to provide a safe and healthful workplace that complies with OSHA standards, and the employee has the responsibility to follow all safety rules and regulations, wear adequate personal protective equipment, and take all reasonable steps to prevent accidents to oneself and co-workers.

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7. Identify the location of fire extinguishers near the employee's workplace.

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8. Identify the location of fire alarms near the employee's workplace.

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9. Discuss local fire alarm response procedures.

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10. Identify the location of at least two evacuation routes from areas frequented by the employee.

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11. An Employee Hazard Reporting System for unsafe/healthful working conditions is available for all employees. Reports may be submitted in writing using the Unsafe or Unhealthful Working Conditions form available from your supervisor or NDW E&S. Reports may also be submitted online through the NDW E&S web applications.

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12. Any mishap involving personal injury or property damage, even of a minor nature, shall be reported immediately to your supervisor. Take all necessary steps to minimize the negative effects of the mishap to negate the recurrence of a second mishap.

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13. Provide proper lifting techniques through examples or visual aid.

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14. All required personal protective equipment will be made available to you.

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15. All major hazards of the employee's work area should be pointed out and explained (e.g., noise, hazardous material, tripping, fall, etc.).

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16. Impress firmly on employee(s) that safe performance is expected on the job and all safety rules and regulations will be enforced. Failure to comply may result in disciplinary action ranging from a verbal warning through letters of caution; letters of reprimand; suspension, and termination.

\_\_\_\_\_

17. Explain the light duty program: which includes reasonable accommodation for injuries or illnesses that occur on or off the job, if the light duty position is available in the command.

\_\_\_\_\_

18. Employees are advised that access to medical records will be made available by contacting the local Branch Medical Clinic.

Supervisor

Name	Signature	Date
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Employee

Name	Signature	Date
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#### IV. Hazardous Material Control and Communication Program

##### References

- (a) OPNAVINST 5100.23, Navy Occupational Safety and Health (NAVOSH) Program Manual, Chapters 6 and 7
- (b) 29 CFR 1910.1200, OSHA, Hazard Communication Standard
- (c) 29 CFR 1910.1000, OSHA, Toxic and Hazardous Substances

##### Purpose

This SOP describes the Hazardous Material Control and Communication (HAZCOM) Program throughout the NDW Region and defines the actions and responsibilities necessary for the effective management of the program. The primary goal of the HAZCOM Program is to ensure that all employees are informed and know how to protect themselves from hazardous materials (HM) illnesses and injuries.

##### Definitions

**Appropriate Health Hazard Warning** - A designation of acute and chronic adverse health effects associated with exposure to a specified chemical, including target organ effects.

**Container** - A bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, etc., that contains a hazardous chemical.

**Hazardous Chemical** - A classification given to a chemical if it has been evaluated and designated as hazardous by the manufacturer; it is listed in 29 CFR 1910, Subpart Z, *Toxic and Hazardous Substances*; or it is a physical hazard (i.e., flammable, corrosive, reactive, explosive, or combustible).

**Label** - Any written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals identifying the contents, manufacturer's name and phone number, and indicating the physical, target organ, and/or health hazards associated with those chemicals.

**Material Safety Data Sheet (MSDS)** - A technical bulletin providing information about a hazardous chemical, such as chemical composition, chemical and physical characteristics, health and safety hazards, and precautions for safe use and handling.

**Physical Hazard** - A chemical for which there is scientifically valid evidence that it is a combustible liquid; a compressed gas; an explosive; flammable; an organic peroxide; an oxidizer; pyrophoric; unstable; or water-reactive.

**Reproductive Hazard** - Any occupational stressor (biohazard, chemical, or physical) that has the potential to adversely affect the human reproductive process.

## Discussion

This SOP has the following program elements.

1. HM Inventory and Authorized Use List (AUL)
  - a. The AUL is a list of HM approved by NDW E&S. The AUL includes the full product name, the manufacturer's name, the national stock number (NSN) and item name, and buildings and code in which HM is stored or used and the process for which it is used. The master AUL is maintained by NDW E&S.
  - b. Personnel responsible for procuring HM will comply with the quantity limits of the AUL. Each activity will verify that all newly acquired HM is on the AUL.
  - c. Requests for new HM not on the AUL must be approved by NDW E&S before the HM is purchased. Requesters will complete the form in Appendix 4A and attach an MSDS.
  
2. Material Safety Data Sheets (MSDS)
  - a. The initial acquisition of MSDSs by supervisors, line managers, and logisticians is essential to ensure only materials authorized for use are found in the workplace. Each workplace must have MSDSs readily available for each HM on their AUL and the MSDSs must be available prior to using the material.
  - b. The primary media for MSDSs shall be on the CD-ROM program Hazardous Material Inventory System (HMIS). Hard copy MSDSs will be maintained for all HM. MSDSs for every HM shall be forwarded to NDW E&S. NDW E&S maintains the HMIS program and will help in retrieving an MSDS from the system if needed.

### 3. Procurement of HM

- a. All HM purchases must be approved by NDW E&S **before the purchase can be authorized.**
- b. The requester must ensure that:
  - (1) Proper storage facilities are available.
  - (2) Proper material handling and personal protective equipment and training records are available.
  - (3) Qualified people are available to handle and use the HM.
  - (4) NDW E&S has approved the procurement request.
  - (5) MSDS is readily available, and HM users have current HAZCOM job-specific training.
- c. When receiving HM shipments, they must be inspected for proper labeling, the quantity of HM verified, and documentation of shipment acceptance should be made. If the necessary information is not provided, the shipment should not be accepted.

### 4. Training

—

- a. a. All new employees shall receive HAZCOM Awareness Training specifying employee rights in the General E&S Training.
- b. NDW E&S will deliver and document the general training and will retain records for 5 years.
- c. Employees working in areas with the potential for exposure to HM shall receive additional job-specific training from supervisors at the time of the initial work assignment, whenever a new HM is introduced into the assigned work area, and annually thereafter. Training objectives include:
  - (1) Identification of the physical and health hazards associated with HM, with special emphasis on materials that are listed as carcinogenic.
  - (2) Methods and observations used to detect the presence or release of hazardous chemicals (e.g., monitors, alarms, odors, and appearance).
  - (3) Procedures, techniques, and protective equipment provided to safeguard workers against exposures to HM.
  - (4) Information on HM in the work area, including information on labeling, and access and use of MSDSs.

- d. Training methods and sign-in sheets are provided in the supervisors' areas of the NDW E&S web application.
- e. Sign-in sheets will be completed and maintained by the supervisor at the worksite.
- f. Supervisors will conduct annual job-specific HAZCOM training in October of each year.

## 5. Labeling

—

- a. All containers of HM must be labeled, tagged, or marked with at least the following information.
  - (1) Identity of the HM.
  - (2) Appropriate hazard warning(s).
  - (3) Name and address of the chemical manufacturer, importer, or other responsible party (only the original labels from the manufacturer must have the name and address).
- b. The following labeling procedures must be adhered to at NDW.
  - (1) At no time will original labels be removed or defaced, even if the container has been marked with the required information.
  - (2) All bulk storage tanks that contain HM must be labeled with the identity and hazard warnings.
  - (3) HM transferred from a labeled container to a portable (smaller) container must be labeled properly. Labeling is not required if the employee who does the transferring will use the material within the work shift in which it is transferred. If the material is not used by the end of the shift, proper markings and labels should then be applied.
  - (4) Supervisors will ensure that all new HM shipments are labeled properly. Improperly labeled shipments of HM will not be accepted and must be returned to the manufacturer.
  - (5) The supervisor will perform periodic inspections to ensure that all HM is properly labeled.
  - (6) Receiver will ensure that HM being transported is labeled in accordance with the regulations of the Department of Transportation and other agencies as necessary.

## Responsibilities

- 1. NDW E&S will:

- a. Maintain a list, the AUL, of all hazardous chemicals used by work location and update the list annually.
- b. Maintain MSDSs for all hazardous chemicals utilized.
- c. Distribute MSDSs as needed.
- d. Coordinate with BUMED-IH for review of MSDSs and technical guidance if needed.
- e. Perform routine periodic inspections to ensure that all HM are properly labeled, in proper use, and hazard warnings are properly heeded.
- f. Provide general HAZCOM training and maintain records of training.
- g. Provide assistance to supervisors in preparing job-specific HAZCOM training.
- h. Review and approve HM procurements.

2. Supervisors will:

- a. Maintain a hazardous chemicals inventory list for each work area supervised.
  - b. Ensure appropriate MSDSs are accessible to employees prior to commencing work that involves hazardous chemicals. Ensure the MSDSs for hazardous chemicals used in work areas are readily accessible to employees during their work shifts.
  - c. Ensure all hazardous chemicals used in work areas are properly labeled.
  - d. Attend appropriate HAZCOM training.
  - e. Determine which employees require additional HAZCOM training beyond awareness training based upon their potential for exposure to hazardous chemicals.
  - f. Provide and document job-specific training to employees upon the employee's initial entry into the work area, annually thereafter, and whenever a new hazardous chemical is introduced into the work area.
  - g. Provide and document job-specific training to employees temporarily assigned to supervised areas.
  - h. Resolve employee questions and concerns regarding the hazards of chemicals in the work area.
  - i. Inform contractors scheduled to perform work in his/her area of chemical hazards which contractor employees may come in contact and provide pertinent MSDSs prior to commencement of contractor operations.

3. Resident Officer-in-Charge of Contracting (ROICC) will:



Provide construction oversight to ensure implementation of the HAZCOM Standard by contractors.

4. Employees will:

- a. Attend required HAZCOM training.
- b. Perform work in accordance with training and this SOP.
- c. Discuss questions and concerns regarding the hazards of chemicals in the workplace the supervisor.

Date / /

MEMORANDUM

From:

To: NDW Safety Department, NDW E&S

Subj: REQUEST FOR AUTHORIZED USE OF A NEW HAZARDOUS MATERIAL

Ref: (a) OPNAVINST 5100.23

1. Per reference (a), all new hazardous material must be approved by NDW E&S before being purchased. The following information is provided:

- (a) Name of Item (as printed in the book or on the container and avoid using trade name) \_\_\_\_\_
- (b) Manufacturer/Part# \_\_\_\_\_
- (c) MSDS (must be attached to this memo) \_\_\_\_\_
- (d) Amount of Material You are Purchasing \_\_\_\_\_  
(1 gal, 4-16 oz bottles, etc.)
- (e) Container (bottle, can, etc.) \_\_\_\_\_ and  
Size (pint, gal, etc.) \_\_\_\_\_
- (f) Storage area location, Building \_\_\_\_\_  
Section \_\_\_\_\_ Code \_\_\_\_\_
- (g) If any further information is needed, contact  
\_\_\_\_\_ at phone number \_\_\_\_\_.

2. Explain why this new HAZMAT is a legitimate requirement.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Department Head Signature

3. NDW E&S signature below denotes approval for the hazardous material to be purchased and added to the Authorized User's List.  
NDW E&S

## **V. Occupational Safety and Health Inspection and Abatement Program**

### Reference

- (a) OPNAVINST 5100.23, Navy Occupational Safety and Health (NAVOSH) Program Manual, Chapters 9 and 12

### Purpose

This SOP describes the responsibilities of personnel involved in the Occupational Safety and Health (OSH) Inspection and Abatement Program and the program elements.

### Discussion

A successful OSH Inspection and Deficiency Abatement Program requires a routine inspection program, qualified inspectors, and a system to ensure that deficiencies are abated as soon as possible.

All workplaces will be inspected at least annually. High hazard areas such as industrial operations, ammunition magazine storage, airplane maintenance facilities, and laboratories with high hazard operations will be inspected semi-annually.

The Risk Assessment Code (RAC) system provided in Appendix 5A will be used to characterize inspection findings. The RAC system consists of Hazard Severity and Mishap Probability inputs resulting in a RAC. Inspection findings assigned a RAC 1 rating will be brought to the immediate attention of supervisory personnel and the commanding officer.

### Responsibilities

1. NDW E&S will:
  - a. Develop and conduct an inspection program.
  - b. Ensure trained safety inspectors are assigned and provided with appropriate protective and technical test equipment.
  - c. Inspect all workplaces at least annually. Identify high hazard areas and inspect them more frequently, as appropriate.
  - d. Retain inspection records at least 5 years.

e. Review this program at least semi-annually.

2. Safety Inspectors will:

- a. a. Conduct workplace inspections in accordance with NAVOSH Program requirements.
- b. b. Encourage personnel to identify unsafe or unhealthy working conditions (assuring anonymity if so desired).
- c. c. Immediately notify supervisory personnel and the Commanding Officer when RAC 1 (imminent danger) deficiencies are discovered during an inspection.
- d. d. Complete Section A of Navy Occupational Safety and Health (NAVOSH) Deficiency Notice OPNAV 5100/12 (Appendix 5B) and send to the department head of the organizational code responsible for the operation or area where the deficiency was found. This shall be done within 15 days of the inspection for all RAC 1, 2, and 3 deficiencies. The completed Section A shall contain the following information:
  - (1) Description of all hazard deficiencies.
  - (2) The RAC assigned to each deficiency.
  - (3) A reference to the standard(s), regulation(s), or directive(s) violated.
- e. Provide a written report of the inspection to the official in charge of the operation within 15 days of the inspection.
- f. Suggest interim control measures in Section C of Form 5100/12 for all deficiencies.
- g. Maintain the NDW Hazard Abatement Plan, which will consist of files containing RAC 1, 2, and 3 deficiencies taking greater than 30 days to correct.
  - (1) Conduct follow-up inspections on all RAC 1, 2, and 3 deficiencies and document re-inspection in Section C of OPNAV 5100/12.
  - (2) Provide a status report of NDW Safety and Health Inspection and Deficiency (Hazard) Abatement Program actions to the Chief Operating Officer every 6 months.
  - (3) Provide a status report of NDW Safety and Health Inspection and Deficiency (Hazard) Abatement Program actions to the NDW Operations Officer and Public Works Officer for appropriate action.

3. Department Heads and Supervisors will:

- a. Post copies of OPNAV 5100/12 immediately upon receipt from the NDW E&S for RAC 1, 2, and 3 deficiencies in and around the site of the deficiency, until the hazard has been abated.
- b. Take prompt action to correct each deficiency within 30 workdays after the Deficiency Notice issue date.
- c. Ensure follow-ups on service calls and work requests are submitted to correct hazards as necessary.
- d. Enter abatement status information in Section B of OPNAV 5100/12 and forward a copy to the NDW E&S within 30 workdays.
- e. Ensure interim protective measures are initiated immediately in work areas scheduled for permanent abatement, and that these measures are documented on OPNAV 5100/12.
- f. Ensure the report on OPNAV 5100/12 includes an estimated cost of abatement and or the actual cost if known.

## Risk Assessment Code System

### Hazard Severity:

Category I - Catastrophic: The hazard may cause death.

Category II - Critical: May cause severe injury or severe occupational illness.

Category III - Marginal: May cause minor injury or minor occupational illness.

Category IV - Negligible: Probably would not affect personnel safety or health, but is nevertheless, in violation of a NAVOSH standard.

### Mishap Probability:

Subcategory A - Likely to occur immediately.

Subcategory B - Probably will occur in time.

Subcategory C - Possible to occur in time.

Subcategory D - Unlikely to occur.

Hazard Severity	Mishap Probability			
	A	B	C	D
I	1	1	2	3
II	1	2	3	4
III	2	3	4	5
IV	3	4	5	5

### RAC:

1 - Critical

2 - Serious

3 - Moderate

4 - Minor

5 - Negligible

NAVAL DISTRICT WASHINGTON  
SAFETY AND OCCUPATIONAL HEALTH INSPECTION REPORT

**Section A: Deficiency**

**ID Number:**

Department:

Location:

Inspection Date:

Due Date of Response:

Description of Violation:

Standard Violated: RAC:	Personnel Exposed: OSH Official:
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**Section B: ABATEMENT STATUS (Complete one of the following)**

• • **Deficiency Corrected**

**Date:**

Labor Cost: \$

Material Cost: \$

• • **Abatement Project Initiated**

**Expected Completion:**

(State Service Ticket# or  
TF 1 Document #)

Cost Estimate: \$

**Name of Person Completing Section B:**

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**Section C: Interim/Permanent Correction Recommendations**

1. The following interim measure(s) should be applied until permanent measures can be instituted:

2. The following permanent corrective measure(s) are recommended to alleviate this hazard:

---

**OSH Office Use Only**

Date Received:

Date Closed Out:

Re-Inspection Due:     Yes     No

5100/12

## VI. **ERGONOMICS PROGRAM**

### Reference

- (a) OPNAVINST 5100.23, Navy Occupational Safety and Health (NAVOSH) Program Manual, Chapter 23

### Purpose

This SOP outlines the approach used by ONI to eliminate ergonomic stresses that contribute to personnel discomfort, inefficiency, or injury such as improperly designed tools and work areas, improper lifting techniques, poor visual conditions, and work tasks involving continuous repetitive motion in awkward positions.

### Definitions

**Work-Related Musculoskeletal Disorders (WMSD)** - Disorders of the musculoskeletal and nervous system occurring in either the upper or lower extremity or the spine. It includes both cumulative trauma disorders and overexertion injuries (sprains and strains). WMSD refers specifically to:

- ▪ Musculoskeletal disorders to which the work environment and the performance of work contribute significantly.
- ▪ Musculoskeletal disorders that are aggravated or prolonged by work conditions.

### Discussion

The ergonomics program consists of the following elements.

#### 1. Identification and Evaluation of Ergonomic Stress

Worksite analysis involves a variety of worksite examinations to identify existing hazards and conditions, operations in which changes might occur to create hazards, and areas where hazards may be developing. Often qualitative evaluation methods can adequately characterize ergonomic stress potentials and are less costly, quicker alternatives to quantitative analysis.



Appendix 23-B of OPNAVINST 5100.23E contains several qualitative assessment tools. One of these tools must be chosen and used to assess workplace ergonomics stressors.

If an in-depth ergonomics analysis is warranted, Appendix 23-C of OPNAVINST 5100.23E provides guidance for such analysis.

## 2. Hazard Prevention and Control

Hazard prevention and control are triggered by a determination that a hazard or potential hazard exists. Ergonomic hazards are prevented primarily by effective design of the job site or job. Engineering controls should be used if at all feasible. Work practice/administrative controls are to be used when adequate engineering controls are not feasible.

**NOTE:** Back belts and wrist braces shall not be used as preventative means for ergonomics related injuries or illnesses, and **must not** be worn in the work place unless authorized by a physician.

## 3. Medical Management

Medical management includes identification, documentation, treatment of injured workers, restricted duty designations, and work conditioning programs.

## 4. Management Commitment

In order to establish an effective ergonomics program based on prevention of ergonomics injuries and illnesses, management must provide organizational resources and motivating forces.

## 5. Employee Involvement

Employee feedback and input on ergonomics issues are often valuable tools in developing ergonomics solutions. Employees should be encouraged to provide suggestions for correcting ergonomics hazards and to participate in evaluation teams.

## 6. Training

Proper training of professional staff and employees is essential to an effective program. Employees will receive training commensurate with ergonomics hazards in their jobs.

## Responsibilities

### 1. BUMED-Industrial Hygiene (IH) shall:

- a. During IH surveys, identify and document potential ergonomic stressors.
- b. Advise supervisors and employees concerning engineering and administrative controls and personal protective equipment, providing NDW E&S a copy of recommendations.
- c. In cooperation with NDW E&S and the ONI Ergonomic coordinator, conduct workplace evaluations to quantify the degree of exposure to potential ergonomic hazards/stressors.

### 2. NDW E&S shall:

- a. Conduct analysis of injury and illness statistics, injury/illness logs, and medical compensation records to identify problem areas.
- b. Conduct ergonomics surveillance through inspections of workplaces and screening surveys to identify persons, equipment, operations, and facilities at high risk.
- c. Perform job hazard analysis in areas that have a high incidence of WMSD or pain complaints and make recommendations to abate identified hazards on a prioritized basis.
- d. Prepare reports of findings included in items a, b, and c, and submit to the Commanding Officer for review on an annual basis.
- e. Develop the Ergonomics Program based on findings in items a, b, and c.
- f. Establish and publish goals for reduction of WMSD cases.

- g. Identify training needs of managers, supervisors, and employees based on the findings in items a, b, and c.
- h. Review preliminary proposals for equipment, work areas, and work practices to identify factors that may contribute to worker discomfort or inefficiency upon request by supervision or the engineering organization.
- i. Provide basic ergonomic training to upper management, department heads, supervisors, and employees in general E&S training and supervisor's E&S training.

3. Department Heads/Supervisors shall:

- a. Assume primary responsibility for an effective back injury and cumulative trauma injury prevention program for personnel, processes, and equipment under their control.
- b. Perform annual ergonomic assessments of the workplace in January of each year. Assessment forms and worksheets are provided in the supervisors' area of the NDW E&S web application or by contacting the site NAVOSH Manager at X5550. The Supervisor's Record of Completion must be logged into the web-based system.
- c. Ensure that Mishap Reports are submitted to NDW E&S for all employees involved in WMSD mishaps and referred to the Branch Medical Clinic for follow-up.
- d. Identify tasks requiring repetitive heavy lifting or awkward/unnatural positioning, and initiate a written request to the NDW E&S to perform an ergonomic task analysis.
- e. Advocate the procurement and use of ergonomically designed equipment. Consult NDW E&S for guidance before any equipment or furniture is purchased.
- f. Attend Supervisor's E&S training and supervisor's ergonomics training.

4. Employees shall:

- a. Use the tools, procedures, and work practices appropriate to the task, as instructed by the supervisor.

- b. Report to supervisors all perceived or potential ergonomic stresses or mishaps, including persistent work-related pain.
- c. Suggest to supervisors and NDW E&S work practices or designs that could be used to eliminate ergonomic stresses.
- a. d. Follow medical restrictions as indicated.
- b. e. Contact the ONI Ergonomic coordinator by email or at X4063 for assistance or to request an ergonomic survey.

5. Branch Medical Clinic shall:

- a. Support the Command's efforts to reduce WMSDs by performing medical monitoring of employees judged at high risk of WMSD, giving required second opinions for carpal tunnel release surgery, and facilitating rehabilitation of individuals with WMSD.
- b. Provide health education and information to individuals with WMSD symptoms.
- c. Offer medical counseling to employees with WMSD.
- d. Review sign-in logs to monitor WMSD trends.
- e. Document all recommendations for employee restrictions and furnish copies to appropriate employees, supervisors, and NDW E&S.

## VII. OCCUPATIONAL REPRODUCTIVE HAZARDS

### References

- (a) OPNAVINST 5100.23, Navy Occupational Safety and Health (NAVOSH) Program Manual, Chapter 29
- (b) Navy Environmental Health Center Technical Manual NEHC-TM 92-2 May 92, Reproductive Hazards in the Workplace: A Guide for Occupational Health Professionals

### Purpose

This SOP applies to reproductive hazards that may result from exposure to chemical, physical, or biological stressors. This SOP establishes the requirements to protect both male and female employees from chemical, biological, and physical reproductive stressors.

### Definitions

**Chemical Reproductive Hazard** - An agent listed in Appendix 7A of this SOP, Appendix 7B reference (b), or specified on its MSDS to have the potential to cause reproductive impairment in adults (reproductive toxin) such as infertility, impotence, or menstrual irregularities, or agents that cause developmental impairment or death in the embryo/fetus or child (developmental toxin).

**Embryo/Fetus** - A developing human from conception until birth. The embryonic stage lasts through the 8th week, after which the fetal stage continues until birth.

**Physical Reproductive Hazard** - Stressors such as, but not limited to, ionizing radiation, heat, noise, and vibration that are known or may have the potential to cause reproductive impairment in adults.

### Discussion

This program contains the following elements.

#### 1. Hazard Identification

The potential for exposure to reproductive hazards shall be identified by BUMED-IH surveys and inspections, and during the planning and review process for new operations. MSDSs should be used in conjunction with

the Hazardous Materials Inventory System to identify known or potential reproductive hazards.

2. Exposure Assessment

- a. Upon identification of those areas/personnel where there is a potential for exposure to reproductive hazards, the magnitude, frequency, and duration of the potential exposures shall be determined. Quantitative or qualitative exposure assessments by IH shall be used in determining the necessity for employee protection.
- b. Where available, exposure limit guidelines should be used in the exposure assessment. Where there is no exposure limit or the exposure limit was developed without regard to reproductive effects, the industrial hygienist and occupational physician shall review exposure monitoring data and make recommendations.

3. Hazard Communication

- a. All employees will be instructed in the provisions of the reproductive hazards program, job relocation policies, and general information about reproductive hazards as required by 29 CFR 1910.1200, Hazard Communication. Employees shall be advised to report to their supervisor, Branch Medical Clinic, IH, or NDW E&S, pregnancies or any conditions that they believe may have an impact on their reproductive health. Supervisors shall contact Branch Medical Clinic whenever there is a potential for unacceptable exposure to a reproductive hazard or the potential is unknown.
- b. Employees assigned to areas/operations where identified reproductive risks may exist, shall receive job-specific training to include the results of exposure assessments, the effectiveness of control methods, and the extent and nature of reproductive risk. Employees shall be informed of all potential reproductive hazards present in their work areas.

4. Control of Reproductive Hazards

- a. Every reasonable effort shall be made to provide a workplace free of exposure to reproductive hazards. For chemicals that are potential reproductive hazards, substitution with a less hazardous substance is the abatement method of choice. Additional abatement methods are engineering controls (local exhaust ventilation systems, etc.), administrative controls (job rotation, work-time limits, etc.), and the use of personal protective equipment. No employees shall be permitted to routinely work in an environment where overexposure to a reproductive hazard is likely to occur.
- b. Upon declaring a pregnancy or upon declaring an intent to conceive, the employee and the supervisor shall complete the "Workplace Exposures of Reproductive Concern" form in Appendix 7C with assistance from the NDW E&S if needed.
- c. The Branch Medical Clinic shall conduct interviews/examinations as necessary and shall notify NDW E&S if there is need for a follow-up workplace evaluation.
- d. Upon notification, NDW E&S shall conduct a workplace evaluation and determine the employee's potential for workplace exposure to reproductive hazards.
  - (1) Follow-ups shall take place as soon as possible after receiving notification by the Branch Medical Clinic or the employee.
  - (2) Documentation of previous occupational health surveys of workplace(s) conducted by IH shall be reviewed prior to performing the on-site evaluation.
- e. Upon completion of the investigation, NDW E&S shall send a memo documenting investigative results and recommendations to the Branch Medical Clinic with copies to the employee and his/her supervisor.
- f. Recommendation(s) for protection of employees shall be developed by the Branch Medical Clinic in conjunction with the affected employees, supervisors, and NDW E&S.
- g. Where the hazard exceeds a statutory or administrative limit, action shall be taken to eliminate or reduce the hazards or to remove the employee from the workplace. If it is required that the employee be removed from the work environment,

- supervisors shall remove the employee from the work area, conforming to applicable personnel policies.
- h. The affected employee's supervisor shall notify the Branch Medical Clinic of any changes in the status of the work environment as reported by NDW E&S/IH. The Branch Medical Clinic shall determine if and when the employee may return to the former job/work area. If it is necessary to move an employee, the supervisor shall consult with NDW E&S/IH about the potential for workplace exposure to reproductive hazards in the new location.

### Responsibilities

1. BUMED-IH shall:
  - a. During IH surveys, identify and document potential reproductive stressors and harmful physical agents found in each workplace.
  - b. Evaluate chemicals and physical agents that are potential reproductive hazards, in conjunction with the user, as part of the IH survey.
  - c. Advise supervisors and employees concerning engineering controls, administrative controls, product substitution, and personal protective equipment.
  - d. Assist employees and their supervisors in acquiring and completing the reproductive hazard exposure medical questionnaire when potential problems are identified.
  - e. Document the results of hazard determinations, employee consultations, and any other activities concerning reproductive hazards controls.
  - f. Conduct workplace evaluations to quantify the degree of exposure to potential reproductive hazards/stressors.
  - g. Coordinate all reproductive hazards activities with NDW E&S.
  
2. BUMED-Branch Medical Clinic shall:
  - a. a. Provide counseling by a credentialed occupational medicine provider to employees who have potential exposure to occupational reproductive hazards.
  - b. b. Consult with employees' supervisors and IH regarding reproductive hazards.



- c. c. Conduct interviews/examinations and make health protection recommendations as necessary.
- d. d. Notify IH of the need for follow-up workplace evaluations.

3. NDW E&S shall:

- a. a. Perform routine reviews of reproductive hazards during OSH inspections.
- b. b. Provide assistance to supervisors preparing job-specific Hazard Communication.
- c. c. Document the results of hazard determinations, employee consultations, and any other activities concerning reproductive hazards controls.
- d. d. Update the hazardous materials listing to include chemical reproductive hazards.
- e. e. Conduct reproductive hazard awareness training during the new employee orientation and upon request.
- f. f. Coordinate with BUMED-IH any activities related to reproductive hazards.

4. Supervisors shall:

- a. a. Maintain awareness of the potential reproductive hazards in his/her workplace by reviewing MSDS and consulting with IH and NDW E&S.
- b. b. Notify IH and NDW E&S of new or modified processes or equipment within areas that may impact the reproductive health of employees under his/her supervision.
- c. c. Ensure employees are knowledgeable of site-specific hazards as part of site-specific training.
- d. d. Provide for control of reproductive workplace hazards.
- e. e. Comply with evaluations and recommendations from Medical, IH, and NDW E&S.
- f. f. Complete the form, Workplace Exposures of Reproductive Concern, Appendix 7C, with employees as needed.

5. Employees shall:

- a. a. Review all MSDSs for materials used to aid in recognizing the reproductive hazards in his/her workplace and be familiar with the procedures necessary to preclude or minimize exposures.
- b. b. Report to and seek assistance from supervisor,

Medical, IH, and/or NDW E&S on concerns regarding reproductive hazards.

c. c. Complete the form, Workplace Exposures of Reproductive Concern, Appendix C, with supervisor as needed.

**Occupational Reproductive  
Chemical Stressors List<sup>A</sup>**

Chemical	Class	PEL	TLV	Type of Stressor		
				M	F	D
Acetohydroxamic acid	*	-	-			D
Aminopterin	Insecticide	-	-		F	D
Arsenic	Pesticide	+	+			D
Benomyl	Fungicide	+	+	M		D
Benzene	*	+	+	M		D
Bromoxynil	Herbicide	-	-			D
Cadmium	Metal	+	+	M		D
Carbon disulfide	Solvent	+	+	M	F	D
Carbon Monoxide	*	+	+			D
Chlordecone (Kepone)	Insecticide	-	-			D
Cyanazine	Herbicide	-	-			D
Cycloheximide	Fungicide	-	-			D
Cyhexatin	Insecticide	-	+			D
Dinocap	Insecticide	-	-			D
Dinoseb	Insecticide	-	-	M		D
1,2-Dibromo-3-chloropropane	Nematocide	+R	-	M		
m-Dinitrobenzene	*	+	+	M		
o-Dinitrobenzene	*	+	+	M		
p-Dinitrobenzene	*	+	+	M		
Epichlorohydrin	Solvent	+	+	M		
Ethylene glycol monoethyl ether	Solvent	+	+	M		D
Ethylene glycol monoethyl ether acetate	Solvent	+	+	M		D
Ethylene glycol monomethyl ether	Solvent	+	+	M		D
Ethylene glycol monomethyl ether acetate	Solvent	+	+	M		M
Ethylene oxide	Sterilizing Agent	+R	+		F	
Hexachlorobenzene	*	-	+			D
Hydroxyurea	*	-	-			D

Lead	Metal	+R	+	M	F	D
Mercury and mercury compounds	Metal	+	+			D
Methyl bromide	Fumigant	+	+			D
Methyl mercury	Organometal	+	+			D
Nickel carbonyl	*	+	+			D
Polybrominated biphenyls (PBBs)	*	-	-			D
Polychlorinated biphenyls (PCBs)	*	+	+			D
2,3,7,8-Tetrachloro-dibenzo-para-dioxin (TCDD)	*	-	-			D
Toluene	Solvent	+	+			D
Urethane	Polymer	-	-			D
Warfarin	Rodenticide	+	+			D

-----  
A = Source for this information is 31 March 1998 Navy  
Reproductive Hazards Review Board Meeting

M = Male

F = Female

D = Developmental

\* = Unable to classify into a single functional class

PEL = OSHA's permissible exposure limit (PEL)

TLV = ACGIH threshold limit value (TLV)

+ = Exists

- = Does not exist

R = Level considers reproductive effects

Occupational Reproductive  
Chemical Stressors List<sup>A</sup>

Replaced by the list in Appendix 7A - Provided for reference only

<u>Chemical Stressor<sup>B</sup></u>	<u>Class</u>	<u>Type of Stressor<sup>b</sup></u>		
		<u>M</u>	<u>F</u>	<u>D</u>
○ Aminopterin	Antineoplastic		F	D
Benomyl	Fungicide	M		D
• • Bromoxynil	Herbicide			D
Carbon disulfide	Solvent	M	F	D
Carbon monoxide	X			D
• • Carboplatin	Antineoplastic			D
• • Carmustine	Antineoplastic			D
• • Chlorambucil	Antineoplastic			D
• • Chlordecone (Kepone)	Insecticide		M	F
• • Cyanazine	Herbicide			D
• • Cycloheximide	Fungicide			D
• • Cyclophosphamide (Cytosan)	Antineoplastic		M	F
Cyhexatin	Insecticide			D
• • Cytarabine	Antineoplastic			D
• • Daunorubicin Hydrochloride	Antineoplastic			D
• • Dinocap	Insecticide			D
• • Dinoseb	Insecticide			D
1,2-Dibromo-3-chloropropane	Nematocide	M		
M-Dinitrobenzene	X	M		
O-Dinitrobenzene	X	M		
P-Dinitrobenzene	X	M		
• • Dinoseb	Insecticide		M	
Ethylene glycol monoethyl ether	Solvent	M		D
Ethylene glycol monomethyl ether	Solvent	M		D
Ethylene glycol monomethyl ether acetate	Solvent	M		D
Ethylene oxide	Sterilizing Agent	M	F	
• • Etoposide	Antineoplastic			D
• • Fluorouracil	Antineoplastic			D
• • Ifosfamide	Antineoplastic			D
Lead	Metal	M	F	D
Mercury and mercury compounds	Metal	M	F	D
• • Methotrexate	Antineoplastic			D
Methyl mercury	Organometal			D
• • Mitoxantrone	Antineoplastic			D
• • Nitrogen mustard	Antineoplastic			D

<sup>A</sup> Source: NEHC-TM-92-2, May 1992 (prepared by NEHC Reproductive Hazards Review Board)

<sup>B</sup> Types of Stressors: M=Male, F=Female, D=Developmental

○ No current permissible exposure limit or threshold limit value.

X Unable to classify this chemical into a single functional class.

• •	Plicamycin	Antineoplastic	D	
• •	Polychlorinated biphenyls			D
• •	Ribavirin	Antiviral drug	D	
• •	2,3,7,8-Tetrachlorodibenzo-para-dioxin (TCDD) X		D	
	Toluene	Solvent	D	
• •	Vinblastine	Antieoplastic	D	
• •	Vincristine	Antieoplastic	D	
—				
—				

**Appendix 29-C**  
**WORKPLACE EXPOSURES OF REPRODUCTIVE CONCERN**  
**JOINT SUPERVISOR'S AND WORKER'S STATEMENT**

The supervisor and the worker are to complete this form at the time of a female worker's confirmed pregnancy or any time a male or female worker is concerned about workplace reproductive hazards.

Name \_\_\_\_\_ Rank/Rate \_\_\_\_\_ Command/Shop \_\_\_\_\_

Brief description of job duties (not job title) \_\_\_\_\_

Supervisor \_\_\_\_\_

CHECK ALL THAT ARE APPROPRIATE

Workplace: \_\_\_\_\_ shipboard \_\_\_\_\_ shop \_\_\_\_\_ office \_\_\_\_\_ outdoors \_\_\_\_\_ other \_\_\_\_\_

**HAZARDS(specify) \_\_\_\_\_ WORKER EXPOSED \_\_\_\_\_ WORKER IN MED SURVEILLANCE**

**CHEMICAL**

Solvents \_\_\_\_\_ yes \_\_\_ no \_\_\_      yes \_\_\_ no \_\_\_

Metals \_\_\_\_\_ yes \_\_\_ no \_\_\_      yes \_\_\_ no \_\_\_

Pesticides \_\_\_\_\_ yes \_\_\_ no \_\_\_      yes \_\_\_ no \_\_\_

Antineoplastics \_\_\_\_\_ yes \_\_\_ no \_\_\_      yes \_\_\_ no \_\_\_

Anesthetics \_\_\_\_\_ yes \_\_\_ no \_\_\_      yes \_\_\_ no \_\_\_

Other \_\_\_\_\_ yes \_\_\_ no \_\_\_      yes \_\_\_ no \_\_\_

**PHYSICAL**

Heat \_\_\_\_\_ yes \_\_\_ no \_\_\_      yes \_\_\_ no \_\_\_

Nonionizing radiation \_\_\_\_\_ yes \_\_\_ no \_\_\_      yes \_\_\_ no \_\_\_

Noise \_\_\_\_\_ yes \_\_\_ no \_\_\_      yes \_\_\_ no \_\_\_

Vibration \_\_\_\_\_ yes \_\_\_ no \_\_\_      yes \_\_\_ no \_\_\_

**BIOLOGICAL** (infectious agents) yes \_\_\_ no \_\_\_      yes \_\_\_ no \_\_\_

**OTHER HAZARDS**(specify) yes \_\_\_ no \_\_\_      yes \_\_\_ no \_\_\_

**PERSONAL PROTECTIVE EQUIPMENT REQUIRED:**

\_\_\_\_\_ none \_\_\_\_\_ respirator \_\_\_\_\_ gloves \_\_\_\_\_ hearing protection \_\_\_\_\_ protective clothing

**DATE OF MOST RECENT INDUSTRIAL HYGIENE (IH) SURVEY**

(Attach if available):

**ATTACH RELEVANT MATERIAL SAFETY DATA SHEETS (MSDS)**

**JOB ACTIVITIES/CONDITIONS:**

\_\_\_\_\_ jumping \_\_\_\_\_ climbing \_\_\_\_\_ shift or night work

\_\_\_\_\_ heavy pushing/pulling \_\_\_\_\_ crawling \_\_\_\_\_ working at heights

\_\_\_\_\_ heavy/repetitive lifting of: \_\_\_lbs(weight) \_\_\_\_\_ prolonged standing for \_\_\_ hours/day

\_\_\_\_\_ work in hot environment times/hour(frequency) \_\_\_\_\_

OCCUPATIONAL MEDICINE (OM) EVALUATION RECOMMENDED \_\_\_\_\_ yes \_\_\_\_\_ no

\_\_\_\_\_  
Worker's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

This form must be maintained in the command's occupational safety and health office. If an OM evaluation is recommended, provide a copy of this form to the cognizant OM provider.

## VIII. HEARING CONSERVATION PROGRAM

### References

- (a) OPNAVINST 5100.23, Navy Occupational Safety and Health (NAVOSH) Program Manual, Chapter 18
- (b) 29CFR 1910.95, OSHA, Occupational Noise Exposure

### Purpose

The purpose of the Hearing Conservation Program (HCP) is to prevent occupational hearing loss through the identification of hazardous noise areas and the protection of personnel through engineering and administrative controls or the use of personal protective hearing devices.

This SOP describes the responsibilities of managers and supervisors, safety and health personnel, and non-supervisory employees and their participation in the ONI HCP.

### Definitions

**dB(A)** - A sound level reading in decibels as measured on the A-weighted network of a sound level meter.

**Decibel-dB** - A unit used to express sound pressure levels; specifically, 20 times the logarithm of the ratio of the measured sound pressure to a reference quantity, 20 micropascals (0.0002 microbars). In hearing testing, the unit used to express hearing threshold levels as referred to audiometric zero (re: ANSI S3.6, 1969 (NOTAL)).

**Impulse or Impact Noise** - Sound of short duration, usually less than 1 second, with an abrupt onset and rapid decay. Also, those variations in noise levels that involve maxima at intervals greater than 500 milliseconds. Where the intervals are less than 500 milliseconds, the noise is considered continuous.

### Discussion

An effective HCP will include the following elements.



1. HCP

Employees whose exposures to noise are greater than the exposure limit are included in the HCP. A roster of these employees will be maintained by NDW E&S and updated at least semi-annually. Employees may not be removed from the program without concurrence from Branch Medical Clinic.

2. Exposure Limits

Exposure limits have been established for employees' exposure to noise. Exposures shall not exceed 84 dBA as an 8-hour time weighted average. Exposures to impulse/impact noise shall not exceed a peak sound level of 140 dB.

3. Engineering Controls

Engineering controls should be selected as the primary means to control occupational exposure to noise.

Examples of engineering controls for noise include:

- isolation of noise producing equipment;
- substitution of processes or equipment with those that produce lower noise levels;
- placing employees in sound proof control rooms; or
- installation of sound dampening devices.

Where engineering controls are not feasible, are not completely effective, or are being implemented, administrative controls or personal protective equipment may be employed.

4. Use of Hearing Protection

Engineering controls will be used as the primary means of controlling exposures to excessive noise. Where engineering controls are not feasible, not completely effective, or are being implemented, hearing protection may be used.

Hearing protection will be used during the following instances:

- a. Exposures exceed 84 dBA as an 8-hour TWA.
- b. Exposures to impulse/impact noise exceed a peak sound level of 140 dB.

- c. Exposures exceed 104 dBA 8-hour TWA, double hearing protection will be used (e.g., ear plugs in conjunction with ear muffs).

Hearing protection will be selected based on the noise levels and the work being done and should reduce exposures to less than the exposure limits. All hearing protection used will have noise reduction ratings (NRRs) assigned to them by the manufacturer or will be approved by the Branch Medical Clinic. Administrative controls may be used in conjunction with hearing protection where hearing protection alone does not reduce employees' exposure to noise to less than the exposure limits.

#### 5. Hearing Tests and Medical Evaluations

Employees who are included in HCP will receive reference and annual hearing tests. Employees may also receive hearing tests if there are complaints of hearing difficulties. Medical personnel may restrict employees from duties involving exposure to hazardous noise when hearing tests demonstrate progressive hearing loss.

#### 6. Labeling Hazardous Noise Areas and Equipment

Areas and equipment that produce noise levels in excess of the exposure limits shall be labeled as such. Military combatant equipment is excluded from this requirement.

#### 7. Noise Measurements

Industrial hygienists or suitably trained personnel shall perform sound level surveys using appropriate instrumentation. Reference (a) of this SOP provides detailed instructions on performing sound level surveys.

#### 8. Training and Education

Employees who are included in HCP and their supervisors will receive training on exposure to noise. Training is available on line or can be scheduled through web applications.

## Responsibilities

1. NDW E&S will:
  - a. Administer the HCP.
  - b. Coordinate sound level surveys of workplaces with IH.
  - c. Advise workers and supervisors of potentially unsafe conditions and practices that directly affect hearing.
  - d. Ensure areas and equipment identified as noise-hazardous by sound level surveys are posted and labeled by cognizant code and shop.
  - e. Provide technical consultation for development of engineering control measures.
  - f. Ensure adequate training in hearing conservation practices is made available for all personnel.
  - g. Obtain a roster of all personnel in HCP from each ONI code semi-annually UA the web-based Medical Surveillance Program.
  - h. Provide approved noise hazardous warning signs.
  - i. Perform an annual evaluation of HCP with the Branch Medical Clinic to determine the effectiveness of the program.
  - j. Record significant threshold shifts on injury/illness logs.
  
2. Department Heads will:
  - a. Ensure HCP is implemented for employees working in designated noise hazardous areas or performing high noise activities.
  - b. Ensure approved hearing protective devices are provided and issued in noise hazardous areas.
  - c. Ensure preventive maintenance, inspection, and repair is performed on all industrial machines, equipment, tools, etc., in order to reduce abnormally high noise levels due to wear, damage, or poor maintenance.
  - d. Ensure adequate measures for noise abatement are considered in the location and design of all new construction or modernization projects and in the procurement of new machinery or equipment.
  
3. Managers and Supervisors will:

- a. Provide engineering controls to reduce noise levels whenever practicable.
- b. Enforce the use of hearing protectors in designated noise hazardous areas.
- c. Contact the Branch Medical Clinic to schedule required hearing tests for employees and ensure they attend.
- d. Ensure employees have initial and annual hearing conservation training and that new and reassigned employees are trained prior to beginning the work. Proof of completion of required training (NDW Safety Training Attendance Record) must be submitted to NDW E&S.
- e. Provide list of employees requiring participation in HCP semi-annually to NDW E&S.
- a. f. Place hazardous noise labels on all high noise producing pneumatic and power tools (e.g., grinders, chippers, etc.) prior to tool issuance. Labels are available from NDW E&S in the web-based Medical Surveillance Program.
- g. Attend initial and annual hearing conservation training.

4. Employees will:

- a. Wear approved hearing protectors while working in noise-hazardous areas or performing noise-hazardous operations.
- b. Attend scheduled hearing tests, medical exams, and hearing conservation training.

5. Branch IH will:

- a. Perform workplace noise measurements and analyses.
- b. Provide results of workplace noise measurements and analyses to NDW E&S.
- c. Assist NDW E&S in designating noise hazardous areas and equipment.
- d. Specify the level and type of hearing protection required for noise hazardous areas and equipment.

6. Branch Medical Clinic will:

- a. Conduct hearing tests and input the date into the week-based Medical Surveillance Program.

- b. Notify NDW E&S of personnel scheduled for exams, exams completed, and employees that did not show for scheduled exams.
- c. Notify employees, supervisors, and NDW E&S of significant threshold shifts.
- d. Perform an annual evaluation of HCP with the NDW E&S to determine the effectiveness of the program.

## IX. SIGHT CONSERVATION

### References

- (a) OPNAVINST 5100.23, Navy Occupational Safety and Health (NAVOSH) Program Manual, Chapter 19
- (b) American National Standards Institute (ANSI), American National Standard, Eye and Face Protection Z358.1-1997

### Purpose

The purpose of the Sight Conservation Program is to prevent occupational injury to the eyes or loss of sight. It includes the use of engineering and administrative controls to reduce eye hazards with the use of protective eye wear in those areas and in the performance of operations where the use of these controls fails to eliminate the hazards. This SOP describes the responsibilities of managers and supervisors, NDW E&S, and non-supervisory employees related to their participation in the NDW Sight Conservation Program. This SOP is applicable to all NDW operations and employees.

### Discussion

#### 1. Special Precautions for Visually Impaired Employees

- a. Any employee who is found to have vision in one eye which is 20/200 (corrected) or worse will be considered visually impaired.
- b. Visually impaired employees shall not be assigned duties that would present a hazard to their remaining vision.
- c. Visually impaired employees shall wear protective eyewear to protect their remaining sight at all times regardless of occupation or workstation.
- d. Placement of visually impaired employees in specific workplace activities will be consistent with the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

#### 2. Obtaining Corrective Safety Eyewear

When necessary, NDW will provide employees with protective eyewear fitted with corrective lenses. The process for obtaining corrective safety eyewear is as follows:

- a. Supervisor will determine need for issuance of

- protective eyewear to employee.
- b. Employee will report to the Branch Medical Clinic or can use the prescription from a private doctor for issuance of corrective safety eyewear.
  - c. Civilian employees will submit eye prescription and request from supervisor to NDW E&S.
  - d. NDW E&S will contact the on-site prescription eyewear contractor and schedule an on-site base appointment. Employee will be given notification as to when and where to report to select a pair of safety glasses. Employee will then be notified when to return to pick up glasses. The scheduled employee will be fitted by on-site specialist and issued glasses.

### Responsibilities

1. NDW E&S will:

- a. Administer the Sight Conservation Program.
- b. Survey NDW work areas, processes, and occupations to identify eye-hazardous areas, personnel requiring eye protection, and type of eye protection required.
- c. Maintain a listing of eye-hazard areas and communicate this information to cognizant managers and supervisors.
- d. Obtain a roster of all personnel in the Sight Conservation Program from each department annually through the web-based Medical Surveillance Program.
- e. Retain and review mishap records to identify areas, processes, and occupations where potential eye hazards may exist.
- f. Ensure appropriate warning signs are posted at entrances to all designated eye-hazardous areas.
- g. Re-evaluate designated eye-hazardous work areas after new processes are adopted, or after modifications to existing processes have been made.
- h. Maintain a listing of visually impaired employees.
- i. Provide technical consultation for development of engineering control measures.
- j. Insure a comprehensive training/education program in sight conservation practices is made available to all NDW personnel.
- k. Elect the type of eye protection for use at NDW.

- l. Maintain adequate supply and types of eyewear for issue.
  - m. Maintain the Prescription Eyewear Program for the activity, order prescription glasses, and maintain roster of personnel issued prescription glasses (civilians).
  - n. Consult with the Branch Medical Clinic and comptroller on best way to obtain prescription eyewear based on availability of doctors, turn around time to obtain glasses procurement cost, etc.
2. Department Heads will:
- Ensure the Sight Conservation Program is implemented for employees working in sight-hazardous areas or performing work that could be injurious to the eyes.
3. Managers and Supervisors will:
- a. Provide engineering controls to reduce eye hazards whenever practicable.
  - b. Enforce the use of eye protection when eye protection is required.
  - c. Ensure protective eyewear worn by employees is maintained in a clean and fully operational condition.
  - d. Ensure annual training on the use, care, and limitations of protective eyewear used by employees under his/her supervision. Provide proof of completion of required training to NDW E&S. Training may be completed on line through NDW E&S web applications under Web Training.
  - e. Ensure employees wear only eyewear approved by NDW E&S when eye protection is required.
  - f. Post areas designated as eye-hazardous as requested by NDW E&S.
  - g. Ensure all plumbed eye wash units in work areas are inspected weekly and activated for 3 minutes. Self-contained units are serviced and maintained quarterly. Records of these inspections shall be maintained. Inspection record tags are available from NDW E&S can be attached to eye wash facilities.
  - h. Provide to NDW E&S, a list of employees required to participate in the Sight Conservation Program through the web-based Medical Surveillance Program.
  - i. Determine and validate the need for the replacement of safety eyewear and submit requests for replacement to NDW E&S.



4. Employees will:

- a. Wear approved eye protection while working in eye-hazardous areas or performing eye-hazardous operations.
- b. Keep eyewear clean and in fully operational condition.
- c. Report any damaged eyewear to supervisor.
- d. Wear only protective eyewear approved by the NDW E&S.
- e. Attend scheduled sight conservation training. Training may also be completed on line through the NDW E&S web applications under Web Training.

## X. **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

### References

- (a) OPNAVINST 5100.23, Navy Occupational Safety and Health (NAVOSH) Program Manual, Chapter 20
- (b) 29 CFR 1910.132, OSHA, General Requirements, PPE
- (c) 29 CFR 1910.135, OSHA, Head Protection
- (d) 29 CFR 1910.136, OSHA, Foot Protection
- (e) 29 CFR 1910.138, OSHA, Hand Protection

### Purpose

This SOP describes the requirements for the use and procurement of PPE and under what conditions PPE is required at ONI.

The requirements for this procedure apply to all employees, military and civilian, who are exposed to occupational hazards or work in areas that are identified as requiring PPE. It describes the type of PPE approved for hand, head, and foot protection. It also describes the responsibilities of Department Heads, supervisors, non-supervisory personnel, and NDW E&S personnel.

### Discussion

Engineering or administrative controls are to be the primary means for providing worker protection. In those instances where engineering or administrative controls are not practical or applicable, PPE shall be employed to reduce or eliminate the employee's exposure to the hazard.

Where PPE is required, a written hazard assessment describing the need for PPE will be created and maintained by NDW E&S. PPE will be selected and used according to the following:

1. Hand Protection Equipment will:
  - a. Be used when there is the potential for injury to the hands from a physical, chemical, or electrical hazard.
  - b. Be selected based upon the hazard(s) to which the employee will be exposed. Glove material and durability will be based upon the job to be performed and the chemical/physical hazard(s).
  - c. Be replaced when the condition of the PPE prevents it from providing the intended protection.
  - d. For electrical work, leather gloves must be worn

only as physical protection for electrically insulating gloves. When used alone leather does not offer sufficient electrical insulating properties.

2. Head Protection will:

- a. Be required when there is a potential for injury to the head from objects falling from above, from bumping into overhead obstacles, or from coming into contact with electrical circuits.
- b. Be replaced when the condition of the PPE prevents it from providing intended protection.
- c. Not be painted; nor will decals/stickers be affixed to degrade the head protection's condition or conceal any damage.
- d. Be kept clean and the suspension system adjusted in the hard hat to provide proper impact protection.
- e. Unless specifically designed to be worn otherwise, visored hardhats shall be worn with visor in the forward position.

3. Foot Protection will:

- a. Be required in areas where there is a danger of foot injuries due to falling and rolling objects, objects piercing the sole, or if feet are exposed to electrical hazards. Where danger of dropping extremely heavy objects is present, metatarsal guards shall be worn.
- b. Be replaced when the condition of the shoe or related components prevents it from providing intended protection.
- c. Be selected based on the hazard(s) to which the employee will be exposed. Additional foot protection shall be required as needed.
- d. Be obtained by submitting a Request for Safety Footwear, Appendix 10A, to the individual's supervisor and the NDW Site Safety Manager.

Protective Footwear Purchase Reimbursement (ONI Civilians Only)

Safety footwear will/may be provided through reimbursement to individuals. The following guidance applies:

1. 1. Appropriated fund civilian employees, including temporary employees, working in a foot hazard area, will be provided safety footwear at ONI expense. Purchased footwear must be in accordance with American National Standard Institute (ANSI) 241.
2. 2. Requests for reimbursement shall be by submission of Standard Form 1164, Claim for Reimbursement for Expenditures on Official Business. Authorization from the cognizant ONI Department Head or immediate supervisor and an original paid purchase receipt from the commercial vendor must accompany the request.
3. The reimbursement allowances for safety footwear will not exceed:

Oxford type shoe	\$51.00
Chukka type shoe	\$58.00
Boots	\$60.00

**NOTE:** Cases where medical considerations require specialized or orthopedic footwear that costs in excess of the amounts specified above must be documented by a written statement from a physician who treats foot disorders.

Responsibilities

1. NDW E&S will:
  - a. Conduct a PPE assessment and certification of all codes to determine requirements for PPE.
  - b. Assist department heads and supervisors in identifying feasible engineering and administrative controls to reduce or eliminate the need for PPE.
  - c. Identify and approve the type of PPE required for all ONI personnel.
  - e. Ensure all purchased PPE meets appropriate ANSI requirements, federal specifications, or has approval from an authority such as Underwriter's Laboratory (UL), Factory Mutual (FM), or American Society of Testing and Materials (ASTM).
  - f. Maintain the written certification of the hazard assessment.

2. Department Heads will:

- a. Ensure all supervisors are familiar with the requirements of this procedure.
- b. Ensure the requirements of this procedure are implemented for employees working in areas or participating in work activities requiring the use of PPE.

3. Supervisors will:

- a. Ensure all employees are aware of the requirements contained in this procedure.
- b. Issue proper PPE to each employee and ensure employees in their assigned tasks wear PPE.
- c. Conduct annual training on the use, care, and limitations of PPE used by employees under their supervision in April and document this training on the web-based training application. Maintain proof of completion of required training.
- d. Monitor the workplace and consult with NDW E&S, to determine if engineering or administrative controls are feasible to reduce the need for PPE.
- e. Assess workplace to determine if additional PPE is required.
- f. Determine and validate the need for the replacement of safety footwear. Prepare and submit requests for replacement.

4. Employees will:

- a. Wear appropriate PPE in the performance of activities recognized as being hazardous and in areas identified as requiring personal protective equipment.
- b. Notify supervisor when PPE is becoming worn or appears to be defective. This should be done prior to the PPE becoming unserviceable.
- c. Participate in required training and demonstrate the ability to use, select, and care for PPE. In addition, the employee shall demonstrate an understanding of the limitations of assigned PPE.
- d. Maintain PPE in a clean and sanitary condition.

Date

From:

To:

Subj: REQUEST FOR SAFETY FOOTWEAR

Ref: (a) ONI-NAVOSH SOP-10

1. Per reference (a), request the below named individual be authorized to purchase safety footwear at government expense. Duties performed by the individual require the following type of safety footwear.

- a. \_\_\_\_\_ Oxford type at a cost not to exceed \$51.00.
- b. \_\_\_\_\_ Chukka type at a cost not to exceed \$58.00.
- c. \_\_\_\_\_ Boots at a cost not to exceed \$60.00.

2. Employee's Name: \_\_\_\_\_

Occupation Title: \_\_\_\_\_

Employee Status: Perm \_\_\_\_\_ Temp \_\_\_\_\_ P/T \_\_\_\_\_ Other \_\_\_\_\_

Original Issue: \_\_\_\_\_ Replacement Issue: \_\_\_\_\_

3. Justification: (State reason safety footwear is required such as job requirements or replacement due to fair wear and tear. If medical reasons require specialized or orthopedic shoes costing in excess of the amounts indicated in paragraph 1 above, a written statement from a physician who treats foot disorders must be attached to the request.)

\_\_\_\_\_

\_\_\_\_\_

4. Requested by: \_\_\_\_\_  
Signature of Supervisor      Date      Phone Number

Approved by: \_\_\_\_\_  
Signature of Dept. Head/      Date      Phone Number  
Staff Officer

**NOTE:** Safety footwear is an accountable item and civilian employees must turn in their old safety shoes for destruction when authorized a replacement issue.

Appendix 10A

## XI. RESPIRATORY PROTECTION PROGRAM

### References

- (a) OPNAVINST 5100.23, Navy Occupational Safety and Health Program Manual, Chapter 15
- (b) 29 CFR 1910.134, OSHA, Respiratory Protection
- (c) ANSI Z88.2 (1992) American National Standard for Respiratory Protection, American National Standards Institute

### Purpose

This SOP describes the Respiratory Protection Program at ONI. It provides information on the requirements and responsibilities for the proper selection and use of respirators at ONI to safeguard the life and health of each respirator wearer.

### Discussion

Respirators are worn only in the following situations:

1. When an IH Survey determines that a respirator must be worn, due to documented exposure sampling or work processes and operations, or
2. When Respiratory Protection Program Management (RPPM) deems it appropriate for humanitarian or morale use.
3. When as permitted by an OSHA substance specific standard such as lead, the employee chooses to wear a respirator.

In these situations employees can only use respirators after being trained and issued a specific type respirator by the RPPM.

1. Selection

Specific instructions for selection, care, issue, and use of respiratory protection are contained in selection SOPs.

2. Fit-Testing

Users of respirators will be fit-tested prior to use to ensure selection of a proper fitting respirator. Qualitative or quantitative fit-testing will be utilized based on the type of respirator required.

3. Restrictions on Use

There shall be nothing to interfere with the face-to-facepiece seal of tight-fitting respirators. Examples of things that may interfere with a proper seal are facial hair and/or glasses. Employees who wear glasses may obtain specially fitted glasses to be worn with tight-fitting full-face respirators. NDW E&S can assist with obtaining this equipment.

4. Medical Qualification

Employees who use respiratory protection must receive annual medical approval from the Branch Medical Clinic.

5. Training and Qualification

Only trained employees are permitted to use respiratory protection. Users are trained prior to use and will receive annual refresher training.

Training and qualifications for the RPPM are as follows:

a. The RPPM shall pass one of the following training courses before being appointed as the RPPM:

- (1) The OSHA Training Institute Course 222 or 222A
- (2) The NIOSH Course 593
- (3) The Navy RPPM course, Respiratory Protection Program Management (A-493-0072)
- (4) Any respiratory protection course that has at least 32 hours of training including the topics covered in reference (a), paragraph 1512.

6. Change-Out Schedules

Cartridge change-out schedules will be established for cartridge use in accordance with manufacturer's recommendations or other objective data.

Responsibilities

1. NDW E&S shall:

a. Designate a qualified RPPM to manage the Respiratory Protection Program.



- b. Evaluate work practices to determine the need for respiratory protection measures and, if necessary, prescribe the appropriate respirator and work procedures.
- c. Issue and maintain respiratory protection equipment and supplies.
- d. Conduct training for all employees and supervisors required to use respirators. Respirator training is given annually to those exposed to respiratory hazards and their supervisors.
- e. Perform fit testing and or coordinate to contract out for those services.
- f. Maintain files of the Respiratory Protection Program including current respirator training records and fit-testing results.
- g. Provide and/or review SOPs governing the selection, care, issue, and use of respiratory protection equipment.

2. The RPPM shall:

- a. Implement the requirements of this program.
- b. Maintain a list of respirator users.
- c. Authorize the use of respiratory protective equipment.
- d. Annually audit this program.

3. Branch Medical Clinic will:

- a. Schedule and provide physical examinations based on information received from the NDW E&S and/or supervisor.
- b. Provide to the NDW E&S RPPM a written medical clearance for employees who are physically able to wear respiratory protection equipment.

4. Supervisors will:

- a. Ensure any operation or area under their supervision that may pose a significant respiratory hazard is evaluated by the industrial hygienist to determine which controls (engineering, respiratory, and/or other) are needed to protect employees from exposure to a hazardous atmosphere.
- a. b. Maintain list of respiratory users in the web-based Medical Surveillance Program.
- c. Attend respiratory training with their employees.

- d. Schedule medical examinations with the Branch Medical Clinic for employees in the Respiratory Protection Program.
- e. Periodically monitor personnel to ensure respiratory protection equipment is used properly.
- f. Post SOPs for respiratory protection in the general work area.
- g. Request a re-evaluation of an operation by NDW E&S if there are significant changes in the amount, type, or conditions of use of hazardous materials, or in any operation that produces hazardous byproducts.
- h. Notify RPPM when employees no longer require respiratory protection or are no longer the supervisor's subordinate, and update the web-based Medical Surveillance Program.

5. Employees (Users) will:

- a. Use the respiratory protection equipment selected by the RPPM in accordance with the instructions and training received.
- b. Inspect the respiratory protection before and after each use, reporting any malfunction to the supervisor and the RPPM.
- c. Replace particulate filter cartridges when used on non-disposable respirators or throwaway disposable respirators when breathing resistance becomes excessive and on chemical cartridges when indicated by the established change-out scheduled.
- d. Take proper care of respiratory protection equipment, ensuring the respirator is cleaned after each use, if non-disposable, stored in a sealed plastic bag, and placed in a sanitary environment protected from damage or loss.
- e. Report to the Branch Medical Clinic for respiratory physical examinations when scheduled.
- f. Attend the NDW E&S respiratory fit-test and training as scheduled.
- g. Not use a dust-mask or any other type of respirator unless trained and issued a specific respirator for use by the RPPM.
- h. Perform user seal checks when a respirator is donned.

## XII. BLOODBORNE PATHOGENS

### References

- (a) OPNAVINST 5100.23, Navy Occupational Safety and Health Program Manual, Chapter 28
- (b) 29 CFR 1910.1030, OSHA, Occupational Exposure to Bloodborne Pathogens
- (c) BUMEDINST 6230.15, Immunization and Chemoprophylaxis

### Purpose

This SOP establishes requirements for ensuring that an effective Bloodborne Pathogens Program is in place for protection of ONI employees with occupational exposure to bloodborne hazards.

### Definitions

**Blood** - Human blood and human blood components.

**Bloodborne Pathogens** - Microorganisms that are present in human blood or other potentially infectious material (OPIM) and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

**Decontamination** - The use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surfaces or item is rendered safe for handling, use or disposal.

**Exposure Incident** - A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or OPIM that results from the performance of an employee's duties.

**Good Samaritan** - Personnel who are not designated to provide first aid, but are exposed to blood or OPIM while voluntarily aiding another person.

If an employee assists another employee who, for example, is bleeding as a result of a fall and has contact with the blood, this is considered an exposure due to a "Good Samaritan Act" and would not be considered an occupational exposure. However, ONI does offer the same medical follow-up procedures to an ONI employee who experiences an exposure incident as the result of performing a "Good Samaritan Act."

**HBV** - Hepatitis B Virus. HBV can survive for at least 1 week in

dried blood. The disease can produce a mild to chronic infection, and liver damage such as cirrhosis, liver cancer, or death due to liver failure.

**HCV** - Is the most common chronic bloodborne infection in the United States. Persons who are chronically infected with HCV may not be aware of their infection because they may not be clinically ill. The infection may lead to chronic liver disease that develops slowly, often taking 2 or more decades before it is recognized.

**HIV** - Human Immunodeficiency Virus. HIV is the precursor to the Acquired Immunodeficiency Syndrome (AIDS). Currently no vaccination exists to prevent infection of HIV, and there is no known cure.

**Mucocutaneous contact** - When blood or body fluid comes in contact with a mucous membrane in the eye, mouth, or nose.

**Occupational Exposure** - Reasonably anticipated percutaneous or mucocutaneous contact with blood or OPIM that may result from the performance of an employee's duties.

**OPIM** - Defined as the following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids. OPIM does not apply to feces, nasal secretions, sputum, sweat, tears, urine, and vomitus unless they contain visible blood.

The Center for Disease Control has also reported that HIV has been isolated from tears, breast milk, and urine and is likely to be isolated from other body fluids, secretions, and excretions. However, epidemiological evidence has implicated only blood, semen, vaginal secretions, and possibly breast milk in the transmission of HIV.

**Parenteral** - Brought into the body through some way other than the digestive tract; piercing mucous membranes or the skin barrier through such events as human bites, needle sticks, cuts, and abrasions.

**Percutaneous Contact** - Whenever blood or other potentially infectious materials is introduced through the skin or mucous membranes by sustaining a cut by a sharp object contaminated with blood, or by having blood contaminate an already existing open wound, sore, broken cuticle, or chapped skin.

**Personal Protective Equipment (PPE)** - Specialized clothing such

as a smock or equipment (e.g., gloves, glasses) worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts, or blouses) not intended to function as protection against a hazard are not considered to be PPE.

**Universal Precautions** - An approach to infection control. According to this concept all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, HCV, and other bloodborne pathogens.

**Work Practice Controls** - Controls that reduce the likelihood of exposure by altering the manner in which a task is performed.

## Discussion

- 1. Exposure Determination
  - a. Exposure determination will be performed on all job classifications in which employees may have occupational exposure.
  - b. An employee trained in first aid, cardiopulmonary resuscitation (CPR), and designated to be responsible for rendering medical assistance as part of his/her job duties is covered by this program. However, the requirement for first aid and CPR training alone does not dictate the need to include individuals in this program.
  
2. Exposure Control Plan
  - Departments that have personnel with any occupational exposures to blood or OPIM must develop an Exposure Control Plan designed to eliminate or limit such exposure. The Exposure Control Plan shall be accessible and updated at least annually and whenever new tasks or modifications to existing tasks affect occupational exposures. It has been determined that the Security Directorate has personnel that may be occupationally exposed and, therefore will have an Exposure Control Plan to include:
    - a. a. Hazard Prevention and Controls such as engineering controls and work practices to eliminate or minimize employee exposure to Bloodborne Pathogens or OPIM.

- b. b. PPE such as gloves, gowns, eye protection, mouthpieces, pocket masks.
- c. c. Cleaning, Decontamination, and Disinfecting
  - (1) The particular disinfectant used, as well the frequency with which it is used will depend upon the circumstances in which the housekeeping task occurs. A solution of sodium hypochlorite (household bleach) prepared daily is an inexpensive and effective germicide. Concentrations ranging from approximately 500 parts per million (ppm) 1:100 dilution of household bleach) sodium hypochlorite to 5,000 ppm (1:10 dilution of household bleach) are effective depending on the amount of organic material (e.g., blood, mucous) present on the surface to be cleaned.
  - (2) Laundry - the Center for Disease Control has determined that routine laundry practices are adequate to decontaminate clothing that has been soiled with blood or OPIM. Water heated to 140-160 degrees kills viruses. Therefore, hot water and detergent are sufficient to decontaminate laundry. No more than one cup of bleach per washtub of water is necessary. Standard dry cleaning chemicals also provide adequate decontamination.
- d. Work Practice Controls
  - (1) Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses shall not occur in areas with a reasonable likelihood of occupational exposure to bloodborne pathogens. Likewise, food and drink shall not be kept in refrigerators, freezers, shelves, or cabinets, or on countertops or benchtops where blood or OPIM are present.
  - (2) Upon completion of tasks or as soon as possible after, protective clothing should be removed and the potentially exposed individual should wash.
    - (a) Individuals who suspect or know their skin was exposed to bloodborne pathogens should first wash the area with soap and water, then wipe the area with a disinfectant such as rubbing alcohol or hydrogen peroxide.

- (b) Individuals who suspect or know they have received mucous membrane exposure shall irrigate the membrane for 15 minutes with water or a saline solution.
- (c) Individuals with percutaneous injuries should let their wounds bleed within reason to allow the injury a chance to cleanse itself before cleaning the area according to the above procedures.

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### 3. General Disposal Procedures

All material contaminated with blood or OPIM must be disposed of as potentially infectious medical wastes in appropriate containers or plastic bags that are colored red or marked with the biohazard label. If the ambulance on scene does not remove the waste, the HQNDW Fire Department will take the waste to the medical clinic on Bolling Air Force Base.

### 4. Hepatitis B Vaccination

- a. The Hepatitis B vaccination series as primary prevention will be made available by the Branch Medical Clinic to employees in the Bloodborne Pathogen Program after they receive the required training and within 10 working days of initial assignment. The vaccination will be provided at no cost to the employee.
- b. If the employee declines the Hepatitis B vaccination, he/she must sign a declination statement, Appendix 12A. The individual shall be provided the vaccination at a later date if they desire.

### 5. Medical Follow-up and Recordkeeping

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As soon as possible following each exposure incident, but within 24 hours, the individual involved shall report to the Branch Medical Clinic for a medical evaluation and post-exposure incident investigation report. Appendix 12B may be used for this.

## Training Requirements

All ONI employees will be given general information about the provisions of the Bloodborne Pathogen Program through an annual notice or during new employee orientation. However, all personnel that are specifically covered under this instruction shall receive annual training on bloodborne pathogens at the time of initial assignment to tasks involving occupational exposure and sign a Bloodborne Pathogens Training form, Appendix 12C. The training program shall be administered by a person knowledgeable in the subject as it pertains to the workplace and shall be available to answer questions.

## Responsibilities

1. NDW E&S will:
  - a. Perform periodic surveillance to monitor the effectiveness of the program.
  - b. Maintain, interpret, review, and update this instruction as required.
  - c. Annually review the job classifications and tasks for exposure to bloodborne pathogens or OPIM and assist departments in developing their exposure control plans.
  - d. Maintain a record of exposures, conduct post-exposure investigations and list exposure(s) on the Navy Injuries and Occupational Illness (OPNAV 5102/7) log.
  - e. Coordinate training for the covered employees and maintain copies of the employee training form.
2. Department Heads, Managers, and Supervisors will:
  - a. Ensure operations involving potential exposure to bloodborne pathogens are reviewed on an annual basis.
  - b. Identify workers who perform tasks that place them at risk of exposure to bloodborne pathogens or OPIM and update the list of employees in the web-based Medical Surveillance Program. This list will be updated at the beginning of each fiscal year (October) and as new personnel come into the program.
  - c. Develop an Exposure Control Plan for their departments if needed, send it to NDW E&S for review, and update the plan at least annually.



- d. Ensure employees at occupational risk receive the initial and annual training, have each employee sign a Bloodborne Pathogen training form, and retain the original form and send a copy to the NDW E&S.
- e. Provide a copy of the bloodborne pathogen program Exposure Control Plan to all covered employees and explain required worksite procedures.
- f. Ensure all employees identified at risk of exposure report to the Branch Medical Clinic within 10 days of being assigned tasks so they can be offered the Hepatitis B vaccine.
- g. Ensure employees at occupational risk are provided the necessary PPE at no cost to the employee, informed of the proper use and location of the PPE, and wear the PPE properly.
- h. Attend the initial and annual training.
- i. Investigate and complete a ONI Mishap Report for all known or suspected exposures and ensure the exposed employee reports to the Branch Medical Clinic for follow-up.
- j. Conduct quarterly inspections to confirm engineering controls and PPE are being used as intended.

3. Branch Medical Clinic will:

- a. Provide technical direction and assistance to NDW E&S in developing the Bloodborne Pathogen Program.
- b. Provide technical assistance, upon request, to supervisors and NDW E&S in identifying tasks or work positions that involve risk for exposure to bloodborne pathogens or OPIM.
- c. Administer Hepatitis B vaccine to employees at occupational risk if they desire the vaccination, and record it in the employee's medical record.
- d. Ensure a declination statement, Appendix 12A, is signed and placed in the medical record of the individuals declining the vaccine.
- e. Conduct post-exposure evaluation and complete an Exposure Incident Investigation report, Appendix 12B.
- f. Notify NDW E&S of reported exposure.
- g. Provide source testing if a source of the blood or OPIM resulting in exposure can be identified and consents to testing.

4. Employees under the Bloodborne Pathogen Program will:

- a. Attend the initial and annual training.
- b. Report to the Branch Medical Clinic for the offer of the Hepatitis B vaccine.
- c. Follow work practice and hazard prevention controls outlined in their Exposure Control Plan.
- d. Report any exposure incident immediately to the supervisor and report to the Branch Medical Clinic for evaluation within 24 hours.

## Hepatitis B Vaccine Declination

**Date:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Employee ID#:** \_\_\_\_\_

\* I understand that due to my occupational exposure to blood or other potentially infectious material, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to me. However, I decline Hepatitis B vaccine at this time. I understand that by declining the vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.\*\*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Medical Corps**

**Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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\* The wording of this paragraph shall not be changed per 29 CFR 1910.1030, The OSHA Standard for Occupational Exposure to Bloodborne Pathogens.

\* **NOTE:** Information may be overprinted on an SF-600, Chronological Record of Medical Care, and placed in the individual's health record.

**Exposure Incident Investigation**

**Date of Incident:** \_\_\_\_\_ **Time of Incident:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Potentially Infectious Materials Involved:**

**Type:** \_\_\_\_\_

**Source:** \_\_\_\_\_

**Circumstances (work being performed, etc.):** \_\_\_\_\_

\_\_\_\_\_

**How Incident Was Caused (accident, equipment malfunction, etc.):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Personal Protective Equipment Being Used:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Actions Taken (decontamination, clean up, reporting, etc.):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Recommendations For Avoiding Repetition:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Is Post-Exposure Hepatitis B Vaccine Required:** \_\_\_\_\_

\_\_\_\_\_

### **Bloodborne Pathogens Training**

On \_\_\_\_\_, I attended training on Bloodborne Pathogens. Topics covered in this training included:

1. A copy of this standard and an explanation of its content;
2. A general explanation of the epidemiology and symptoms of bloodborne diseases;
3. An explanation of modes of transmission of bloodborne pathogens;
4. An explanation of the Exposure Control Plan and where a copy may be obtained;
5. An explanation of the appropriate methods for recognizing tasks and procedures that may involve exposure to blood or OPIM;
6. An explanation of the use and limitations of practice that will prevent or reduce exposure, including appropriate engineering controls, work practices, and personal protective equipment;
7. Information on personal protective equipment that shall address types available, proper use, location, removal, handling, decontamination and/or disposal;
8. An explanation of the basis for selection of personal protective equipment;
9. Information on the hepatitis B vaccine, including information on its efficiency, safety, and the benefits of being vaccinated;
10. Information on the appropriate actions to take and persons to contact in the event of an emergency;
11. Procedures to follow if an exposure incident occurs, including method of reporting the incident;
  - a. Information on the medical follow-up that will be made available and on medical counseling provided to exposed personnel;
12. An explanation of signs, labels, and/or color-coding;
13. A question and answer session with the trainer.

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Supervisor or Trainer Signature

Trainee Signature

### XIII. ENERGY CONTROL PROGRAM (LOCK-OUT/TAG-OUT)

#### References

- (a) OPNAVINST 5100.23, Navy Occupational Safety and Health (NAVOSH) Manual, Chapter 24
- (b) 29 CFR 1910.147, OSHA, Control of Hazardous Energy

#### Purpose

This SOP describes the minimum requirements for locking-out and tagging-out sources of energy for the protection of employees performing maintenance and servicing of equipment and to minimize the possibility of injuries due to the inadvertent startup of equipment or release of hazardous energy. It applies to any energy source that presents a hazard to the employee performing work including electrical, hydraulic, thermal, and mechanical. This also applies to pressure lines that can be pressurized by a remote valve or switch.

#### Definitions

**Affected Employee** - An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lock-out or tag-out, or whose job requires him/her to work in an area where the servicing or maintenance is being performed.

**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 that employee's duties include performing servicing or maintenance covered under this SOP.

**Lock-Out** - The placement of a lock-out device on an energy-isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lock-out device is removed.

**Tag-Out** - The placement of a tag-out device on an energy-isolating device, in accordance with an established procedure,

to indicate the energy isolating device and the equipment being controlled may not be operated until the tag-out device is removed.

## Discussion

Lock-out, not tag-out, is the preferred method of energy control and it shall be used where feasible. Do not use combination locks for lock-out. No two locks shall have the same key. No more than two keys shall exist for any lock. The worker shall maintain one key and the supervisor shall maintain the other in a location readily accessible in the event of an emergency.

### 1. Exemptions

These requirements do not apply in the following situations:

- a. Minor tool changes and adjustments, and other minor servicing activities, that take place during normal production operations, if they are routine, repetitive, and integral to the use of the equipment for production, provided the work is performed using alternative measures that provide effective protection such as machine guarding.
- b. Work on cord and plug connected electric equipment where the hazards of unexpected energization or start up of the equipment is controlled by unplugging the equipment and the plug is under the exclusive control of the employee performing the servicing or maintenance.

### 2. Written Procedures

A written procedure detailing lock-out/tag-out instructions for each piece of equipment or type of equipment is required unless the all of the following are met:

- a. The machine or equipment has no potential for stored or residual energy or re-accumulation of stored energy after shut-down that could endanger employees.

- b. The machine or equipment has a single energy source that can be readily identified and isolated.
- c. The isolation and locking-out of a single energy source will completely de-energize and de-activate the machine or equipment.
- d. The machine or equipment is isolated from the single energy source and locked-out during servicing or maintenance.
- e. A single lock-out device will achieve a locked-out condition.
- f. The lock-out device is under the exclusive control of the authorized employee performing the servicing or maintenance.
- g. The servicing or maintenance does not create hazards for other employees.
- h. The employer, in utilizing this exception, has had no accidents involving the unexpected activation or re-energization of the machine or equipment during servicing or maintenance.

### 3. Training

- a. Authorized employees and their supervisors shall be trained annually in the recognition of and means necessary for energy isolation and control.
- b. All employees (affected employees) whose operations are or may be in a location where the Energy Control Program may be utilized shall be instructed in the procedure and about the prohibition of attempting to re-energize equipment or systems that are locked or tagged-out.

### 4. Procedures



- a. Department heads shall identify and provide NDW E&S with a listing of employees that may be required to work on or near equipment or systems that may be sources of hazardous energy.
- b. NDW E&S will prepare laminated serialized Danger Tags and issue a lock to employees identified by department heads.
- c. An assigned serialized Danger Tag must not be removed by anyone other than the person to whom the tag is assigned. For employees' protection during servicing and maintenance, only serialized Danger Tags are approved for identifying lock-out and tag-out.
- d. Employees normally operating the equipment or system to be locked- or tagged-out shall be notified prior to de-energizing and re-energizing.
- e. Whenever the employee is required to work on or near equipment that may be unexpectedly energized, the issued Danger Tag and lock must be attached to the control or switch of the equipment or system to provide positive protection from inadvertent startup.
- f. The employee shall attempt to re-start equipment to verify the effectiveness of the de-energization steps.
- g. Each person working on equipment or system that requires a Danger Tag and lock must affix his/her own individual serialized Danger Tags and locks and not rely on another employee's lock or tag for protection. Multiple locks and tags may be attached to ensure positive protection.
- h. Supervisors may remove the employee's Danger Tag or lock in unusual circumstances, e.g., the key is lost, employee left the lock attached overnight, or other similar circumstances. The supervisor shall ensure that it is safe to remove the lock and tag prior to removal. Employee must be notified as soon as possible that protective locks and tags have been removed.

## 5. Equipment Danger Tags

- a. A non-serialized Equipment Danger Tag shall be used when equipment is tagged to prevent operation by unauthorized personnel or accidental start-up. The equipment is to be left tagged even though personnel are not working on the equipment.

- b. Equipment Danger Tags will not be used to tag-out equipment or systems for the purpose of employee protection, maintenance, or servicing.
- c. The Equipment Danger Tag must indicate who placed the tag and a contact phone number.
- d. Department heads must submit to the NDW E&S a list of individuals authorized to attach Equipment Danger Tags.
- e. Logbooks of Equipment Danger Tags may be useful for some shops/codes but are not mandatory.
- f. Equipment Danger Tags must be removed when the equipment is placed back in service.

## Responsibilities

### 1. NDW E&S will:

- a. Be responsible for all energy control procedures for NDW employees.
- b. Conduct initial and refresher training in energy control procedures for authorized NDW personnel.
- c. Identify potential hazards by investigating work processes and job functions that should be controlled by an Energy Control Program.
- d. Conduct an annual program review.
- e. Maintain a list of equipment that may be controlled by a tag only.

### 2. Managers and Supervisors will:

- a. Provide NDW E&S with the names of all personnel who may be required to work on or near equipment or systems that may be sources of hazardous energy.
- b. Ensure employees follow the requirements of this SOP while performing service or maintenance on systems or equipment.
- c. Ensure this energy control procedure is implemented.
- d. Ensure employees are trained in the elements of the procedure and the importance of not violating the energy control procedure by attempting to re-energize equipment that has a Danger Tag or lock applied.
- a. e. Enforce all elements of this SOP.
- b. f. Provide NDW E&S with list of equipment that may be controlled by a tag only.

3. Employees will:

- a. De-energize, de-pressurize, secure, and attach a Danger Tag and lock before performing work on or around sources of hazardous energy consistent with this SOP.
- b. Attend required training.

#### XIV. **CONFINED SPACE ENTRY**

##### References

- (a) OPNAVINST 5100.23, Navy Occupational Safety and Health Program Manual, Chapter 27
- (b) 29 CFR 1910.146 OSHA Standard, Permit-Required Confined Spaces
- (c) 29 CFR 1926.26 OSHA Construction Standard, Safety Training and Education.

##### Purpose

This SOP describes ONI confined space elements and establishes responsibilities of personnel involved with the program

Requirements for telecommunications work involving manholes and underground vaults are covered under the 29 CFR 1910.268 OSHA standard. The provisions of 1910.146 do not apply as long as the provisions of 1910.268 protect against the hazards encountered. However, entries by telecommunications personnel into confined spaces other than manholes and underground vaults are governed by 29 CFR 1910.146.

##### Definitions

**Confined Space** - Any enclosure that has adequate size and configuration for employee entry, limited means of access or egress, and is not designed for continuous employee occupancy.

**Entry** - Entry into a confined space is assumed to occur when any part of an employee's body breaks the plane of the entrance to the confined space.

**Lower Explosive Limit (LEL)** - The minimum percent by volume of a gas or vapor that, when mixed with air at normal temperature and pressure, will form a flammable mixture.

##### Discussion

It is important to note that not all confined spaces onboard NDW Regional Facilities belong to NDW. A large number of spaces (i.e., manholes, steam pits, etc.) belong to, and are controlled by, Public Works Center.

1. Confined Space Program Manager (CSPM)

The CSPM has overall responsibility for the implementation of this program. The CSPM may designate an Assistant CSMP (ACSPM) to carry out some of the functions of the CSPM mentioned in this SOP. PWC is responsible for maintaining its own CSPM, as are contractors.

2. Control of Unauthorized Entry

Only trained, authorized personnel performing work under a valid confined space entry permit may enter confined spaces. Warning signs are posted at each confined space to warn unauthorized personnel not to enter the space. During entries, it is the duty of the attendant to ensure only authorized personnel enter the confined space.

3. Evaluation

Department of Navy policy is that all confined spaces are to be considered hazardous. Entry into such spaces is prohibited until the space has been evaluated and appropriate safety precautions established. In order to ensure the safety of individuals entering NDW owned confined spaces, all NDW confined spaces will be designated as permit-required confined spaces and require an evaluation of the space before every entry. The CSPM or ACSPM will perform the pre-entry evaluations for NDW employees required to enter confined spaces with assistance from other health and safety professionals as necessary. The CSPM or ACSPM will fill out the entry permit based on the evaluation prior to anyone entering the space.

4. Atmospheric Testing

Atmospheric testing will be performed by a CSPM prior to anyone entering the space. Instruments shall be approved by the National Institute for OSH or the Mine Safety and Health Association or another nationally recognized testing laboratory such as Underwriters Laboratory. Testing will be performed using an instrument calibrated according to its manufacturer's instructions. Measurements will be taken in the following order: oxygen, flammable gases, toxic vapors,

or gases. A hazardous atmosphere is assumed to exist if measurements are not within the acceptable concentrations listed below:

Oxygen:	19.5 - 23.5%
Flammable Gases:	<10% LEL
Toxic Gases or Vapors:	<Permissible Exposure Limit (PEL)

Results of monitoring should be recorded on the permit in the appropriate space.

Based on the entry, periodic or continuous atmospheric measurements may be warranted. The CSPM or ACSPM should note the required atmospheric testing frequency on the permit.

5. Permit

An entry permit will be obtained from a CSPM or ACSPM. Appropriate items on the permit shall be completed prior to entry. During the entry, the permit shall be posted near the entrance to the confined space. Employees who are performing confined space work will have the opportunity to review the permit prior to entry. The permit will be valid for the duration of the work. At the end of the entry, the permit will be returned to NDW E&S. PWC and contractor permits should be sent to NDW E&S.

6. Training

Personnel with responsibilities under this SOP and who perform confined space entries must be trained.

- a. CSPM and ACSPM will complete NAVOSHENVTRACEN course number A-493-0030.
- b. Qualified persons will be trained and certified by the CSPM. Training will include proper use, maintenance, and calibration/functional check of atmospheric test equipment. Training will include at least 8 hours of classroom training and 8 hours of on-the-job training. A 2-hour annual refresher is required.
- c. Attendants, entrants, and entry supervisors will receive initial and annual confined space training.

7. Contractor Entry into Confined Spaces

— Where contractors are performing work in spaces owned by NDW, Navy personnel **will not** certify spaces, nor permit contractors to use government owned equipment to evaluate confined spaces, nor issue confined space entry permits for contractor operations or personnel. However, the contractors must notify NDW E&S of all planned entries and provide a copy of their entry SOP, and copies of entry permits. Contractors must also provide a copy of their Emergency Response/Rescue Plan to the HQNDW Fire Department.

8. Rescue

- 
- a. Non-entry rescue will be facilitated through the use of a chest or full-body harness for vertical entries greater than 5 feet. Entrants shall wear the harness, which will be attached to a mechanical retrieval device or a fixed point.
  - b. Emergency and rescue procedures will be prepared by the CSPM and cognizant line manager based on the nature of the work being done.
  - c. HQNDW Fire Department will provide rescue services when requested.

— Responsibilities

1. CSPM/NDW E&S will:

- a. Implement the provisions of this program.
- b. Identify and mark all confined spaces and maintain current inventory. Provide HQNDW Fire Department a copy of the inventory and any updates.
- a. c. Coordinate with PWC to issue permits and ensure pertinent administrative provisions are enforced.
- d. Maintain logs (permits) of all entries and test results.
- e. Provide training to NDW/ONI personnel (and their supervisors) who are required to enter confined spaces.
- f. Ensure emergency rescue procedures are planned and provided to employees.
- g. Conduct annual evaluations of the Confined Space Entry Program and prepare reports on the findings.
  
- h. Consult, as necessary, with the HQNDW Fire

Department to determine fire protection requirements and other emergency equipment required for entry.

- i. Perform atmospheric testing.
- j. Have successfully completed course number 493-0030, Confined Space Safety or its equivalent.
- k. Train and certify qualified people.
- l. Specify required PPE on all confined space entry permits.
- m. Prepare written emergency plans to cover confined space entries under their control.
- n. Maintain atmospheric test instrument records of calibration for 1 year.

3. Department Heads/Supervisors will:

- a. Provide NDW E&S with the names of NDW/ONI employees who enter confined spaces.
- b. Not allow employees to enter a confined space before contacting the NDW E&S to evaluate the space.

4. NDW/Prince Georges Fire Department will:

- a. Provide confined space entry emergency rescue services when requested (to include contractors).
- b. Provide training to confined space entry rescue personnel in accordance with the OSHA standard.
- c. Maintain an inventory of equipment for confined space entry rescue, including hoisting mechanisms to lift personnel from underground spaces, harnesses, lifelines, self-contained breathing apparatus (SCBA), etc.
- d. Conduct practice emergency rescues from confined spaces located on site at least every 12 months. Maintain records of practice rescues for at least 3 years. Note areas that need improvement and take appropriate action to correct them.
- e. Review contractors' emergency response/rescue plans.

5. Confined Space Entrants, Attendants, and Entry Supervisors will:

- a. Attend required training.
- b. Perform confined space entry duties according to training received.



## XV. ASBESTOS PROGRAM

### References

- (a) OPNAVINST 5100.23, Navy Occupational Safety and Health (NAVOSH) Program Manual, Chapter 17
- (b) 29 CFR 1910.1001, OSHA, Asbestos, Tremolite, Anthophyllite, and Actinolite
- (c) 29 CFR 1926.58, OSHA, Asbestos, Tremolite, Anthophyllite, and Actindite
- (d) 40 CFR Part 763, Asbestos
- (e) 40 CFR Part 61, Subpart M, National Emission Standard for Asbestos

### Purpose

This SOP describes NDW policy on working with and around asbestos. Typically, NDW personnel will not be responsible for performing asbestos abatement work. However, some personnel will have the potential for exposure due to the nature of their work. They will typically fall into the Class III or Class IV asbestos worker category (see definitions section). These people might include custodians, maintenance personnel, IH, or safety personnel. In addition, this SOP identifies the elements of an effective asbestos program, which must be in place for remediation personnel performing asbestos work at NDW.

### Definitions

**Asbestos-Containing Material (ACM)** - Presumed asbestos-containing material (PACM) is any material containing more than one percent asbestos as defined in 29 CFR parts 1910.1001, 1926.1101, and 1915.1001. ACM can be divided into three major categories:

- a. Thermal System Insulation (TSI) - ACM applied to pipes, fittings, boilers, breeching, tanks, ducts, or other interior structural components to prevent heat energy transfer or water condensation.
- b. Surfacing - ACM that is sprayed on, troweled on, or otherwise applied to surfaces such as acoustical plaster on ceilings and fireproofing materials on structural members or other materials on surfaces for fireproofing, acoustical, or other purposes.
- c. Miscellaneous - ACM not included in the definition for TSI or surfacing.

**Class I Asbestos Work** - Activities involving the removal of thermal system insulation or surfacing ACM/PACM.

**Class II Asbestos Work** - Activities involving the removal of ACM which is neither TSI or surfacing ACM. This includes, but is not limited to, the removal of asbestos-containing wallboard, floor tile and sheeting, roofing and siding shingles, and construction mastics.

**Class III Asbestos Work** - Repair and maintenance operations, where ACM, including TSI and surfacing ACM and PACM, is likely to be disturbed.

**Class IV Asbestos Work** - Maintenance and custodial activities during which employees contact but do not disturb ACM and PACM and activities to clean up dust, waste and debris from Class I, II, and III activities.

**Excursion Limit (EL)** - The EL is 1.0 f/cc averaged over a 30-minute sampling period. Personnel using the permissible EL shall also consider the EL.

**Permissible Exposure Limit (PEL)** - The PEL for asbestos is 0.1 fibers per cubic centimeter (f/cc) of air, calculated as an 8-hour time-weighted average (TWA) exposure. Fibers are particles having a length-to-width ratio of three (or more) to one (3:1), and 5 micrometers or longer.

**Presumed Asbestos Containing Material (PACM)** - Thermal system insulation and surfacing material found in buildings constructed no later than 1980.

## Discussion

### 1. Exposure Limits

- Exposure limits, the PEL and EL, have been established and shall be observed by personnel who may have workplace exposure to asbestos.

### 2. Exposure Control

New construction will not use asbestos containing materials. NDW Headquarters will approve acceptable asbestos substitutes.

Asbestos that is in good condition should not be removed just to eliminate asbestos from the workplace, as this does not pose a health risk.

Work practices shall be employed to control emission of airborne fibers using wet methods, when practicable, any time ACM is handled, mixed, applied, removed, cut, scored, or otherwise worked.

### 3. Exposure Monitoring

An exposure monitoring plan will be implemented to characterize exposures for every employee with occupational exposure to asbestos. Exposure monitoring will be accomplished through personal breathing zone and area sampling. Sampling will be representative of employee exposures for a particular class of employee or for a particular activity. Sampling durations should permit comparison to the PEL and the EL.

### 4. Training

Personnel must become qualified to perform certain tasks involving ACM. Appendix 17B of reference (a) of this SOP provides guidance on who requires training, training type, and frequency. The activities triggering training are reproduced here for reference.

- Design of projects that involve removal of ACM of work in proximity of ACM/PACM.
- Review of projects to determine adequacy of control.
- Person responsible for asbestos removal, encapsulation, enclosure, and/or repair (Class I and II asbestos work).
- Person responsible for maintenance and housekeeping (Class III and IV asbestos work).
- Physical gathering of suspected ACM/PACM samples for laboratory identification.
- Development of asbestos management plans and asbestos operation and maintenance plans.
- Laboratory analysis of airborne samples.
- Personnel who engage in Class I work.
- Personnel who engage in Class II work only.
- Personnel who engage in Class III operations only.
- Personnel who engage in Class IV operations only and housekeeping where ACM or PACM is present.
- Personnel responsible for overall asbestos program

activity.

- Air sampling.
- Automotive brake and clutch.
- General industries operations above the PEL (not otherwise classified).

5. Identification

ACM and PACM shall be located, identified, and an assessment of the condition of such materials. If materials are not sampled, assume suspect materials are ACM until proven otherwise.

6. Testing of Suspect ACM

All ACM or PACM will be tested before it is disturbed.

7. Medical Surveillance

Employees who have exposure above the PEL or the EL are included in the Medical Surveillance Program. Employees will remain in the Medical Surveillance Program for the duration of exposure. Employees who are not in the Medical Surveillance Program for asbestos but have suspect exposure as a result of a specific incident will be afforded a medical evaluation.

8. Remediation

Plans and specifications will be developed for projects to eliminate hazardous conditions posed by damaged ACM.

9. Remediation Asbestos Program

NDW E&S, in conjunction with the ROICC, shall ensure contractors or in-house personnel who perform asbestos work have an asbestos program with at least the following elements:

- a. An asbestos competent person.
- b. Exposure controls.
- c. Established eating areas.
- d. Regulated areas.
- e. Ventilation.
- f. PPE and respiratory protection.
- g. Housekeeping.
- h. Clearance monitoring.
- i. Disposal procedures.

j. Laundering procedures.

Responsibilities

The Asbestos Program Manager will:

- Ensure all requirements of this SOP are implemented.

## XVI. LEAD CONTROL PROGRAM

### References

- (a) OPNAVINST 5100.23, Navy Occupational Safety and Health Program Manual, Chapter 21
- (b) 29 CFR 1910.1025, OSHA, Lead (General Industry)
- (c) 29 CFR 1926.62, OSHA, Lead (Construction)

### Purpose

The goal of the Lead Control Program at NDW is to prevent lead intoxication and related injuries during the use, handling, removal, and melting of materials containing lead.

### Discussion

Lead has long been a recognized health hazard. Lead can damage the nervous system, blood-forming organs, kidneys, and reproductive system. In recognition of the serious health hazards associated with exposure to lead, strict controls have been established to limit both occupational and environmental exposure.

For purposes of this SOP, lead means metallic lead, all inorganic lead compounds, and organic lead soaps. All organic other lead compounds are excluded. Common uses for lead and lead compounds include ballast, radiation shielding, paint filler and hardener, rubber antioxidant, solder for electrical components and pipe joints, high-voltage cable shielding, small arms ammunition, batteries, roof flashing, 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. They are also found in polyurethane and water-based paints.

The most practical means of preventing exposure to lead is to substitute materials containing lead with less hazardous materials. If this is not feasible, engineering controls such as local exhaust systems shall be employed. As a last resort, PPE such as respirators may be used.

1. Exposure Limits

The PEL for lead is  $50 \mu\text{g}/\text{m}^3$  as an 8-hour time weighted average. For work shifts longer than 8 hours, the PEL will be adjusted as follows:

$$50 \times 8 / \# \text{ hours in shift} = \text{PEL in } \mu\text{g}/\text{m}^3$$

For example the PEL for a 10-hour shift would be calculated as:

$$50 \times 8/10 = 40 \mu\text{g}/\text{m}^3$$

The Action Level for lead is  $30 \mu\text{g}/\text{m}^3$  as an 8-hour time weighted average.

2. General Workplace Control Practices

- a. a. Use reduced-lead paint coatings containing less than 0.06% dry weight lead in place of high lead-containing paints.
- b. b. Hot operations on lead-containing materials (torch and welding operations on lead-containing materials), abrasive operations, battery scrapping, and lead shielding are of primary concern because they generate large amounts of respirable particles.
- c. Prior to heating and when feasible, minimize the heating of lead and leaded materials through the use of thermostatically controlled heating or the removal of lead-containing surface coatings or contaminants.
- d. Where lead fumes or particles may be released during melting, grinding, sanding, cutting, or gun firing, keep all surfaces as free of lead dust as practical. Remove particles and dust with high-efficiency particulate air (HEPA) filtered vacuum cleaners. Wet sweeping and brushing may be used only when vacuuming or other equally effective methods have been tried and found ineffective.
- e. Collect, seal, and label (in impermeable containers) any waste, scrap, debris, containers, equipment, and clothing consigned for disposal that may generate airborne lead concentrations in excess of the PEL or that may produce water pollution. NDW E&S will provide disposal requirements.

- f. To the extent feasible, isolate hot work on lead and abrasive lead removal operations from other operations.
- g. Do not use compressed air to clean work surfaces, clothing, etc.

### 3. Ventilation

Local exhaust ventilation may be required to ensure atmospheric levels of lead particulate do not exceed the PEL. Specific guidance for each lead operation shall be obtained from NDW E&S.

### 4. Personal Protective Clothing and Related Control Facilities

- a. Personnel will remove clothing worn to and from work and wear protective clothing when working in situations where the concentration of lead airborne particulates is likely to exceed the PEL, or where the possibility of skin or eye irritation exists.
- b. Change rooms and shower facilities will be provided for employees who work in areas where the lead exposure is above the PEL. NDW E&S will be consulted regarding location and types of showers and change rooms, and laundering of contaminated clothing.
- c. Employees will not take lead contaminated clothing home.
- d. Where exposures are likely to exceed the PEL, separate lockers will be provided for street and work clothing.

### 5. Warning Signs and Caution Labels

- a. Warning signs must be provided and displayed at each location where airborne lead concentrations may exceed the PEL. Signs shall be conspicuously posted so personnel may read them and take necessary precautions before entering the area. Signs must be illuminated, as necessary, and free of statements that detract from their intent. Signs may contain a list of required protective equipment and must state, at a minimum, the following:



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WARNING  
LEAD WORK AREA  
POISON  
NO SMOKING, EATING, OR DRINKING

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- b. Containers of lead contaminated items such as PPE will be labeled as follows:

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**CAUTION**  
**CLOTHING CONTAMINATED WITH**  
**LEAD**  
**DO NOT REMOVE DUST BY**  
**BLOWING OR SHAKING**  
**DISPOSE OF LEAD-CONTAMINATED**  
**WASH WATER IN ACCORDANCE**  
**WITH APPLICABLE LOCAL, STATE**  
**OR FEDERAL REGULATIONS**

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6. Housekeeping

- a. Where lead-containing materials are routinely melted, ground, or cut, all surfaces shall be maintained and free of lead accumulation as is practical. Surfaces will be cleaned at least once per shift or more frequently, if necessary to prevent accumulation of lead dust.
- b. When cleaning, methods will include vacuuming with HEPA-filtered vacuum cleaners or washing down, where feasible, observing water pollution regulations as they pertain to lead-contaminated wastewater. Wet sweeping, shoveling, or brushing shall be used only when other methods have been tried and found to be ineffective or infeasible.
- c. When wash-down procedures are used to clean surfaces or wetting is used to control lead dust, floor surfaces must be treated with a non-skid agent and the water drained from the floor so that excess water is collected in a holding tank for disposal.

7. Lunchrooms and Personal Hygiene

- a. Lunchroom facilities will be provided for employees who work in areas where their airborne lead exposure is above the PEL (without regard to the use of respirators).

- b. Such facilities must have a positive pressure and filtered air supply, and will be readily accessible.
- c. Protective clothing and equipment will be removed before entering lunchroom facilities.
- d. Eating, drinking, chewing, the application of cosmetics, and storage of food and tobacco products are prohibited in lead work areas.
- e. Clothing worn during lead work must not be cleaned by blowing down with compressed air or by shaking.
- f. Employees working with lead must wash their hands and face before eating, drinking, smoking, or applying cosmetics.
- g. Where exposures are greater than the PEL, employees will shower at the end of each shift.

## 8. Training

All personnel who work in areas where the potential exists for lead exposure at or above the Action Level will receive initial training prior to or at the time of assignment and at least annually thereafter.

## 9. IH Surveillance

An industrial hygienist will evaluate all workplaces at least annually, or more frequently if necessary where lead is used; and will re-evaluate the operation within 5 workdays of any work process or control change. Where the potential for personnel contamination or exposure from inhalation of airborne lead particulate is found, a workplace monitoring plan will be established to characterize exposures for every employee who is occupationally exposed. Supervisors will notify the NDW E&S of new lead operations, or changes in existing ones, in their areas.

## 10. Employee Notification

Within 5 workdays after receipt of monitoring results, IH will notify each employee in writing of results that represent his/her exposure. When the results indicate the employee was exposed above the PEL, without regard to respirator use, the written statement will include that fact and a description of the corrective action(s) taken to reduce the individual's exposure.

## 11. Medical Surveillance Program

NDW personnel must be included in this program when IH surveillance indicates that, for more than 30 days per year, they perform work or are likely to be in the vicinity of an operation that generates airborne lead concentrations at or above the action level. The Medical Surveillance Program consists of three basic elements:

1. Pre-placement medical evaluation.
2. Semi-annual blood lead monitoring.
1. 3. Follow-up medical evaluation and blood lead analysis based on the results of blood lead analysis and physician diagnosis.

## 12. Respiratory Protection

Selection of respiratory protective equipment will be made according to IH air monitoring results. In the interim, the table below provides levels of respiratory protection required for certain types of work.

<b>Airborne Concentration of Lead or Condition of Use</b>	<b>Required Respirator<sup>1</sup></b>
Not in excess of 0.5 mg/m <sup>3</sup> (10xPEL)	Half mask, air purifying respirator equipped with high efficiency filters <sup>2,3</sup>
Not in excess of 2.5 mg/m <sup>3</sup> (50xPEL)	Full face piece, air purifying respirator with high efficiency filters <sup>3</sup>
Not in excess of 50 mg/m <sup>3</sup> (1000xPEL)	1. Any powered, air purifying respirator with high efficiency filters <sup>3</sup> or 2. Half mask, supplied air respirator operated in positive pressure mode
Not in excess of 100 mg/m <sup>3</sup> (2000xPEL)	Supplied-air respirators with full face piece, hood, helmet, or suit operated in positive pressure mode
Greater than 100 mg/m <sup>3</sup>	Full facepiece, self-contained breathing apparatus operated in positive pressure fire fighting mode
1. Respirators specified for high concentrations can be used at lower concentrations of lead.	
2. Full facepiece is required if lead aerosols cause eye or skin irritation at the use concentrations.	
3. A high efficiency particulate air (HEPA) filter means 99.97	

Airborne Concentration of Lead or Condition of Use	Required Respirator <sup>1</sup>
percent efficient against 0.3 micron size particles. The equivalent NIOSH 42 CFR 84 particulate filters are P100 filters.	

An employee must be provided with a Powered Air Purifying Respirator (PAPR) if he or she requests one in lieu of an air-purifying respirator.

### Responsibilities

1. NDW E&S will:
  - a. Provide guidance and technical assistance in defining appropriate engineering and work practice controls, and identify acceptable lead-free materials.
  - b. Coordinate with the Branch Medical Clinic and BUMED IH to conduct workplace monitoring evaluations of lead operations.
  - c. Coordinate and review with Facilities, PWC Environmental, and BUMED IH of engineering designs of ventilation systems for lead operations.
  
2. Managers and Supervisors will:
  - a. Report any new lead operations, or changes in existing operations, to NDW E&S.
  - b. Ensure, where feasible, materials containing lead are substituted with less hazardous materials.
  - c. Ensure control measures and monitoring procedures prescribed in this SOP are applied to processes using lead or lead-containing material.
  - d. Maintain a list of employees in the Lead Program through the web-based Medical Surveillance Program.
  - e. Ensure employees under their control attend required lead training.
  - f. Attend initial and annual training.
  
3. Employees will:
  - a. Wear PPE when required.
  - b. Attend training provided by the NDW E&S.
  - c. Follow all precautions described in this SOP.

## XVII. TRAFFIC SAFETY PROGRAM

### References

- (a) CCPOWASHDCINST 12752.2D, Adverse Action Procedures
- (b) OPNAVINST 5100.12G, Issuance of Navy Traffic Safety
- (c) NAVFAC P-300, Management of Transportation Equipment
- (d) OPNAVINST 5102.1C, Mishap Investigation and Reporting
- (e) DODINST 4145.19-R-1, Storage and Material Handling

### Purpose

The purpose of this SOP is to establish a written Traffic Safety Program with the primary goal of reducing occupational injuries due to traffic accidents. It also describes the responsibilities of managers/supervisors, OSH personnel, and non-supervisory employees related to the inspection, maintenance, and operation of motor vehicles as well as the qualification requirements of drivers.

### Discussion

#### 1. Disciplinary Action

- NDW members who have an "At Fault Mishap" on NDW property (backing, ticketed offense, etc.) can be subject to disciplinary action per reference (a).

#### 2. Non-Disciplinary Action

- NDW drivers found to be at fault while driving a government motor vehicle (GMV) shall complete the AAA Driver Improvement Program (DIP) class as a condition of continued authorized use of their private vehicle on base.

#### 3. Open Alcoholic Beverages

- While onboard NDW installations, the operator and passengers of all motor vehicles are prohibited from having open containers of alcoholic beverages in their possession.

#### 4. Portable Headphones, Earphones, or Other Listening Devices

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Wearing portable headphones, earphones, or other listening devices while operating a motor vehicle or while jogging, walking, bicycling, or skating on roads and streets on naval installations is prohibited.

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5. Driving and Duty Periods

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This paragraph pertains only during peacetime conditions and to full-time motor vehicle operators, such as over-the-road truck and bus drivers, security patrol vehicle operators, and hazardous cargo operators.

- a. a. No person shall drive or require another to drive a motor vehicle during any duty period if that duty period was not preceded by at least 8 consecutive hours off-duty.
- b. In any duty period a person may not drive or require another to drive a motor vehicle for more than a total of 10 hours, after having been on-duty for 15 hours, or after 8 hours if the vehicle is carrying explosives or other hazardous cargo. (If the vehicle carrying explosive or other hazardous cargo makes an off-station transport requiring more than 8 hours driving time, two drivers shall relieve each other of driving responsibility and may drive no more than 8 hours each. Total driving time for both drivers shall not exceed 10 hours.)

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6. Speed Limits

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Strict compliance with posted speed limits will be maintained except for government vehicles during bonafide operational emergencies.

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7. Seat Belts

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a. The following occupants of motor vehicles, including small carryall vehicles, must wear safety belts when seated in positions where safety belts have been installed by the manufacturer, or where modifications satisfy Federal Motor Vehicle Safety Standards:

(1) All Navy military personnel at all times, on or off a Navy station.

(2) All Navy civilian personnel in a duty status,

on or off a Navy station (e.g., during temporary duty (TDY), local travel, training, etc.).

- (3) All persons operating or riding in any Navy vehicle, on or off a Navy station.
- (1) (4) All persons (including visitors) at any time on a Navy station.
- b. b. The above provisions also apply to all children under age 4 or weighing less than 40 pounds. These children shall be secured in an infant or child restraint device that has been approved by the U.S. Department of Transportation (DOT).
- c. c. Individuals shall not ride in seating positions where safety belts have not been installed or where safety belts have been removed or rendered inoperative. This does not apply to passengers riding buses not equipped with safety belts.
- d. d. Passengers shall not ride in the cargo areas of motor vehicles, except when the vehicles have been modified for such purposes in accordance with the Federal Motor Safety Standards.
- e. e. Seat belt requirements do not apply to passengers riding in forms of public transportation when seat belts are not available or have been rendered inoperative; nor does it apply to historic or antique vehicles being driven to/from/in parades or displays, etc.
- f. The operator of any NDW GMV is responsible for informing all passengers of applicable safety belt, child safety seat, and PPE requirements of this SOP. The senior occupant or rider of the vehicle is responsible for ensuring compliance by all passengers with these requirements.

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8. Pedestrian Safety  
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- a. a. Pedestrians shall use sidewalks, marked lanes, and crosswalks when available, and adhere to changed or routed walking patterns due to construction projects.
- b. b. Pedestrians have the right-of-way when in designated crosswalks or lanes, except when controlled by Security Police.
- c. c. Pedestrians should wear light-colored clothing or use reflective material on their clothes when walking during hours of darkness or low visibility.

- d. Appropriate fluorescent or retro-reflective PPE shall be provided to and used by all NDW personnel who are exposed to traffic hazards in their assigned duties (e.g., traffic control personnel and roadway maintenance or construction crews).

## 9. Motorcycle Operator Requirements

- a. a. The term motorcycle applies to motorcycles, motor scooters, motorized bicycles (mopeds), or motor-assisted two- or three-wheel conveyances, with or without pedals.
- b. Operators and passengers of motorcycles shall wear the following PPE:
  - (1) Properly fastened (under the chin) protective helmet that meets DOT standards.
  - (2) Eye-protective device that is impact or shatter-resistant such as eyeglasses, goggles, or a face shield attached to the helmet. A windshield fairing is not considered proper eye protection.
  - (3) Long-sleeved shirt or jacket, long trousers, leather gloves, and hard-soled shoes with heels.
  - (4) Brightly colored mesh or fabric safety vest with retro-reflective vertical, horizontal, or diagonal stripes in front and back, with a minimum of 130 square inches of reflective area (65 square inches on the front, and 65 square inches on the back).
- c. Licensing and equipment requirements for motorcycles shall conform to state and local traffic codes.
- d. d. Operators of motorcycles shall successfully complete the Motorcycle Safety Foundation's Motorcycle Rider Course - Riding and Street Skills (MRC-RSS) or other approved training course. This is required for civilians driving a motorcycle on an NDW installation, and military personnel driving a motorcycle either on or off base. Prior to being issued a vehicle registration decal for on-station operation, each registrant or operator of a privately owned motorcycle shall have a signed motorcycle safety course completion card from his/her instructor.
- e. Motorcycles under operation shall have headlights turned on at all times.

## 10. Bicycle Safety



- a. Operation of bicycles on NDW facilities shall be in accordance with the applicable regulations of the Motor Vehicle Code of Washington, DC governing the operation of vehicles. Riders shall operate bicycles in a manner conducive to maximum safety for themselves and others.
- b. Only one person shall ride a bicycle at any time. Both hands must be free for steering.
- c. Bicycles shall not be operated at any time on sidewalks or in any other spaces exclusively reserved for the use of pedestrians.

11. Driver Education

The AAA Driver Improvement Program course will be used to reinforce and motivate persons who have been convicted of serious moving traffic violations or who have been determined to have been at fault in a traffic mishap while operating a government vehicle.

12. Motor Vehicle Operator Licensing Requirements and Identification Cards

Operating a government vehicle for official business (up to 10,000 pounds (gross vehicle weight (GVW))); personnel who are required to operate a motor vehicle to carry out their assigned duties, incidental or full-time, may operate a motor vehicle both on and off-base when in possession of a valid state license for the type and class of vehicle to be operated. They do not need to complete NAVFAC 11240/10, Application for Vehicle Operator's Identification Card, or have an OF-346, U.S. Government Motor Vehicle Operator's Identification Card.

1. 13. Ammunition and Explosives Driver must:

- a. a. Have a valid state driver's license in their possession for the type and class of motor vehicle to be operated, including any endorsement required to transport ammunition.
- b. b. Attend an initial training course and a refresher course every 2 years from the Technical Center for Explosives Safety (TCES) Indian Head Division, Naval Surface Warfare Center, Indian Head, Maryland. A certificate of this training must be sent to the Safety Office for placement in the

individual's record; this must be received before a license can be issued or renewed.

- c. c. Complete a NAVFAC 11240/10, Application for Vehicle Operator's Identification Card, Parts I and II; and have Block #19 signed by his/her supervisor verifying a valid license for the class of vehicle being operated and for requesting a government license. This must be received in the Safety Department before an OF-346 will be issued or renewed.
- d. d. Complete #1-10 of the OF-345, Physical Fitness Inquiry for Motor Vehicle Operators. This must be received in by NDW E&S before an OF-346 will be issued or renewed.
- e. e. Must have a physical examination every 2 years by the Occupational Health Clinic. A copy of this must be sent to the Safety Office for placement in the employee's record; this must be received before a license can be issued or renewed by the Safety Office.
- f. f. Must have in their possession a valid OF-345 with the following notation typed on it "AMMUNITION OR EXPLOSIVE TRANSPORT MUST HOLD CURRENT MEDICAL CERTIFICATE." This license is only valid for 2 years.

#### 14. Forklift Operation

##### Operators will:

- a. Complete a forklift training course, available through Public Works Center, Transportation Office, (202) 685-1746, and send a certificate to NDW E&S for placement in the employee's records.
- b. Have a physical every 2 years by the Occupational Health Clinic.
- c. Have a valid OF-346, U.S. Government Motor Vehicle Operator's Identification Card, obtained from Public Works Center, in his/her possession.

#### Responsibilities

##### 1. Deputy Commandant, NDW shall:

- a. Designate a Traffic Safety Program Manager

responsible for maintaining and coordinating the Traffic Safety Program.

- b. Review corrective action recommendations submitted by NDW E&S, in response to NDW motor vehicle mishaps.
- c. Support the Traffic Safety Program through communications and participation in special promotional activities.

2. Traffic Safety Program Manager shall:

- a. Correct or reduce unsafe conditions identified by NDW E&S and the NDW OSH Policy Council.
- b. Take immediate action to eliminate or reduce hazards associated with imminent danger situations.
- c. Inform personnel of identified hazards, abatement projects, and alternate routes in traffic patterns.
- d. Ensure motor vehicle mishaps are reported in accordance with this SOP.
- e. Analyze all NDW motor vehicle mishaps and submit written corrective recommendations to the NDW OSH Policy Council.

3. Supervisors shall:

- a. Ensure employees have a valid state driver's license in their possession for the type and class of motor vehicle to be operated, and any other specified requirements.
- b. b. Ensure employees are knowledgeable in the requirements of this SOP and reference (b) and operate motor vehicles accordingly.
- c. c. Maintain a list of employees using forklifts in the web-based Medical Surveillance Programs.
- d. Ensure motor vehicle mishaps are reported to NDW E&S as soon as possible and that an SF-91 Motor Vehicle Accident Report is completed and a web-based mishap report is submitted to NDW E&S within 5 days.
- e. Ensure employees found at fault in a motor vehicle accident attend an AAA Driver's Improvement Program class.

4. Motor Vehicle Operators shall:

- a. Have a valid state driver's license in their

possession for the type and class of motor vehicle to be operated, and any other specified requirements.

- b. Comply with the state motor vehicle laws for the area in which the vehicle will be operating, and all references and regulations of this SOP.
- c. Be responsible for the safe operation of the vehicle and for the safety of passengers and cargo.
- d. Report all vehicle mishaps to his/her supervisor and complete an SF-91 Motor Vehicle Accident Report.

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## XVIII. **RECREATION, ATHLETICS, AND HOME SAFETY PROGRAM**

### References

- (a) SECNAVINST 5100.10G, Department of the Navy Policy for Safety, Mishap Prevention, and Occupational Health Programs
- (b) OPNAVINST 5100.25A, Navy Recreation, Athletics, and Home Safety Program
- (c) Recreation, Athletics, and Home Safety Checklists
- (d) OPNAVINST 5100.23E, NAVOSH Program Manual
- (e) BUPERINST 1710.20, Administration of Navy Sports Programs

### Purpose

This SOP provides command policy and guidance for implementation of the Navy Recreation, Athletics, and Home Safety Program.

### Background

Reference (a) assigns Chief of Naval Operations the responsibility for accident prevention and safety program development including a Navy safety program involving sports and home related hazards. Reference (b) directs commanding officers to ensure that an active and comprehensive recreation, athletics, and home safety program is implemented.

### Applicability

This program applies to all Navy military personnel, on or off base. It also applies to any other person, including civilians and Navy military dependents participating in recreational or athletic activities on government property under the cognizance of NDW. Participants in command-sponsored events, on or off base, are also included.

### Policy

It is the policy of the Commandant to ensure every available means is utilized to prevent death, injury, and illness to personnel covered by this SOP.

## Responsibilities

### 1. Deputy Commandant shall:

- a. a. Appoint a Recreation, Athletics and Home Safety (RAHS) Program Manager in writing.

### 2. RAHS Program Manager shall:

- a. a. Attend the quarterly OSH meetings to identify and recommend improvements, promote mishap prevention and hazard awareness information, and maintain liaison with Morale, Welfare and Recreation (MWR) to facilitate local information exchange on RAHS.
- b. b. Distribute safety awareness information to codes.
- c. c. Participate in the evaluation of plans and specifications of recreational facilities prior to acquisition to ensure hazards are eliminated.
- d. d. Conduct inspections of MWR facilities with OSH personnel and MWR facility managers to identify hazards and ensure abatement is implemented. Reference (c) will be used to cite deficiencies and help correct hazards.
- e. e. Inspect all recreational facilities and equipment annually, and provide a written report per reference (d).
- f. f. Conduct trend analyses of hazardous recreation facilities and athletic areas to determine the need for more frequent inspections.
- g. g. Review training records to ensure personnel receive appropriate recreation, athletics, and home safety training every quarter as outlined in reference (b).
- h. h. Investigate and report injuries and deaths of military and civilian personnel and dependents.

### 3. MWR Director shall:

- a. a. Ensure all MWR facilities and equipment are inspected daily by each facility manager. Ensure playing fields and areas are free of obstructions and slippery or unsafe surfaces. Prior to and after each sport season, inspect fields and playing areas and submit deficiencies to the Facilities Management for correction. Notify the Supervisory Recreation Specialist and the RAHS Program Manager of deficiencies noted.

- b. b. Ensure quarterly inspections of MWR facilities are conducted by the MWR Supervisory Recreation Specialist with copies of significant findings provided to the RAHS Safety Manager for resolution.
- c. c. Notify the RAHS Program Manager of all mishaps involving facilities and equipment.
- d. d. Establish an objective verbal, written, or skills test to determine qualification of patrons using hazardous recreational facilities or equipment, such as recreational watercraft. Emphasis will be placed on safety precautions and PPE. Evaluations shall be recorded. Evidence of successful completion of prior training for any of these activities, such as the U.S. Coast Guard Small Boat Safety Course, is proof of qualification.
- e. e. Enforce use of PPE for patrons participating in recreational and athletic activities and using government property on or off base per reference (b).
- f. f. Conduct pre-season sports clinics that include physical conditioning programs for intramural league players, rules of safe play, and use of PPE to minimize injuries.
- g. g. Sponsor pre-season intramural league meetings for coaches and officials on sports rules, regulations, and safety measures.
- h. h. Ensure recreational and athletic equipment purchases for Navy use conforms, as applicable, with safety guidelines established by nationally recognized consensus agencies such as the Consumer Product Safety Commission (CPSC) for playground equipment, and regulations cited in reference (e). Departments purchasing equipment should include in the remarks section of the purchase request a statement referring to the applicable standard.

4. Department Heads shall:

- a. a. Ensure departmental safety point of contacts (POCs) to conduct quarterly recreational, athletics, and home safety hazard awareness training or provide materials for self-study by personnel that is seasonally appropriate. Topics should include recreation, athletics, and home safety issues. The training must be documented on an NDW Record of Attendance Sheet and a copy of it should be sent to NDW E&S.

- b. b. Notify the RAHS Program Manager of injuries sustained by military personnel participating in recreational, athletic, or home activities on or off base. Include injuries sustained by civilians and dependents engaged in recreational or athletic activities that occur because of Navy operations on or off government property.





## XIX. NDW SAFETY AWARDS

### Reference

- (a) OPNAVINST 5100.23, Navy Occupational Safety and Health (NAVOSH) Program Manual, Chapter 32

### Purpose

To issue policy and procedures for selecting winners for the NDW Navy Safety and Health Awards.

### Discussion

CNO policy requires military and civilian personnel to apply safe and healthful practices in all their daily activities. To recognize outstanding efforts in risk management and mishap prevention, the Safety Award Program provides recognition to codes for attaining excellent records in safety and occupational health; and to individual professionals who have made significant contributions to operational readiness and conservation of resources through effective risk management.

### Award Categories

#### 1. NDW Award for Personal Safety Excellence

##### a. Eligibility

- (1) All NDW military and civilian personnel (other than safety office personnel) are eligible for this award based on 2 through 4 below.
- (2) Must have no disabling injuries to themselves nor cause any disabling injuries to any other person.
- (3) Accomplishment of an outstanding achievement or uncommon continuing support of the NAVOSH Program in some way.
- (4) Recommendation by the individual's Department Head and/or the Site Safety Office staff.

##### b. Nominations

- (1) Must be submitted in writing in Memorandum format with substantiating information.

(2) Selections will be voted on by the OSH Staff and forwarded to the Regional Safety Manager for approval/disapproval.

c. Award

(1) A certificate of commendation, signed by the Commandant and presented at a Safety Awards Ceremony.

(2) A gift or 1 day/shift off (Mondays and Fridays are acceptable). This must be pre-arranged with the employee's supervisor.

2. NDW Supervisory Safety Excellence

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a. Eligibility

(1) All NDW military and civilian supervisors (other than safety office Personnel) are eligible for this award based on 2 through 4 below.

(2) Must have no disabling work related injuries to themselves, those who work for them (temporary or permanent assignment), nor cause any disabling injuries to any other person.

(3) Recommendation by the individual's Department Head and/or the Site Safety Office staff.

(4) All Safety Metrics Reports during the past year were in the yellow (70 to 90 percent) or green (90 to 100 percent).

b. Nominations

(1) Must be submitted in writing in Memorandum format with substantiating information.

(2) Selections will be voted on by the OSH Staff and forwarded to the Regional Safety Manager for approval/disapproval.

c. Award

(1) A certificate of commendation, signed by the Commandant and presented at a Safety Awards Ceremony.

(2) A gift or 1 day/shift off (Mondays and Fridays are acceptable). This must be pre-arranged with the employee's supervisor.

### 3. NDW Tenant Representative Recognition Award

#### a. Eligibility

(1) Any NDW military or civilian representative (other than NDW safety office personnel) is eligible for this award based on 2 through 6 below.

(2) Assigned as the Safety Representative in writing for at least 6 months and completed all required safety representative training.

(3) No disabling injuries to themselves nor caused a disabling injury to any other person.

(4) All safety training and inspection documentation filed in a timely manner.

(5) Consistently observed demonstrating safe work habits.

(6) Recommendation by the Site Safety Office staff at the annual safety awards meeting.

#### b. Nominations

(1) Must be submitted in writing in Memorandum format with substantiating information.

(2) Selections will be voted on by the OSH Staff and forwarded to the Regional Safety Manager for approval/disapproval.

#### c. Award

(1) A certificate of commendation, signed by the Commandant and presented at a Safety Awards Ceremony.

(2) A gift.

### 4. NDW Safe Driving Award

#### a. Eligibility

(1) Any NDW military or civilian employee driver (other than NDW safety office personnel) is eligible for this award based on the criteria in 2 through 6 below.

(2) Assigned duties involving driving for at least 1,040 hours of the last 2,080-hour work year.

(3) No disabling injuries to themselves nor cause any disabling injuries to any other persons.

(4) Not involved in any "At fault" mishaps or moving violations during the work year for which the award is being considered.

(5) All safety training completed and filed with the Safety Office in a timely manner.

(6) Consistently observed demonstrating safe habits.

a. b. Nominations

(1) Must be submitted in writing in Memorandum format with substantiating information by the individual's supervisor or a Site Safety Manager.

(2) Selections will be voted on by the OSH Staff and forwarded to the Regional Safety Manager for approval/disapproval.

c. Award

(1) A certificate of commendation, signed by the Commandant and presented at a Safety Awards Ceremony.

(2) A gift or 1 day/shift off (Mondays and Fridays are acceptable). This must be pre-arranged with the employee's supervisor.

5. NDW Upper Level Management Award

a. Eligibility

(1) Any NDW military or civilian senior manager is eligible for this award based on the criteria in 2 through 5 below:

(2) Assigned upper level managerial duties within an NDW picket for at least 6 months and completed all required safety training.

(3) No disabling injuries to themselves nor cause any disabling injuries to any other person.

(4) All safety training, mishap reporting, and inspection documentation in his/her area filed with the safety office in a timely manner.

(5) Consistently observed promoting safe work habits within his/her area of influence.

b. Nominations

(1) Must be submitted in writing in Memorandum format with substantiating information by a Site Safety Manager.

(2) Selections will be voted on by the OSH Staff and forwarded to the Regional Safety Manager for approval/disapproval.

c. Award

(1) A letter of appreciation signed by the Commandant, NDW.

6. Responsibilities

a. Site Safety Managers

(1) Contact codes under area of responsibility to gather award recommendations.

(2) Obtain, coordinate, and/or award nomination memorandums and present them to the Regional Safety Manager.

(3) Participate in the annual Safety Awards Council meeting. Review safety award nominations for the Region and recommend and discuss types of plaques, gifts, etc. to be presented to the awardees.