



**Virginia Beach Storefront**  
**STANDARD OPERATING PROCEDURES**  
**FOR SAFETY**

26 Jul 04

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## Introduction

*(For purposes of this Standard Operating Procedure (SOP), the Navy Region, Mid-Atlantic Virginia Beach Safety Storefront will be referred to as the OSH Office)*

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

Everyone's right to a safe and healthful workplace in the United States was mandated by Congress in a process that began in 1970 with the passage of the Williams-Steger Act, which led to the establishment of the Occupational Safety and Health Administration or OSHA, under the Department of Labor. Reference (a) contains the so-called OSHA regulations, generally referred to as 29 CFR 1910 or the General Industry Standard.

The Navy directives for occupational safety and health ashore are presented in the reference (b) OPNAVINST 5100.23 series of instructions. The Navy Occupational Safety & Health (NAVOSH) Program Manual contains information about how the Navy safety programs will be managed ashore to comply with the OSHA regulations.

This guide constitutes local guidance to enable supervisors to conduct safety training and management at the workcenter level. Supervisors are defined as Navy E-5 and above or DOD civilian personnel who supervise one or more workers. All supervisors require initial NAVOSH training within 180 days of appointment.

It is a supervisory responsibility to indoctrinate non-supervisory personnel as soon as possible after their arrival in the work center.

The following section summaries cite the minimal program requirements mandated by references (a) and (b).

1. Safety Councils and Committees
  - a. Safety Representative Committee
  - b. Traffic Safety Committee
  - c. Occupational Safety & Health Policy Council
  - d. Aviation Safety Committee
2. Navy Occupational Safety & Health (NAVOSH) Training
  - a. General NAVOSH Indoctrination
    - 1) Management
    - 2) Supervisory & Employee Representative
    - 3) Non-Supervisory
  - b. Hazard Communication (HAZCOM) Training
    - 1) Supervisory (annually)
    - 2) Non-Supervisory (initial)
  - c. Specific Safety Program Training (Any program listed below, as applicable)

- d. Monthly Stand-Up Safety Training
3. Hazardous Material Controls and Management (HMC&M)
    - a. Hazardous Material Minimization
    - b. Hazard Communication (HAZCOM) Plan & Training
    - c. Authorized Use List (AUL)
    - d. Hazardous Waste
  4. Occupational Health
    - a. Industrial Hygiene Survey
    - b. Medical Surveillance
  5. NAVOSH Inspection & Abatement Programs
  6. Employee Reports of Unsafe/Unhealthful Working Conditions
  7. Mishap Investigations and Reporting
  8. Respiratory Protection Safety Data Sheets.
  9. Asbestos Control Program
  10. Hearing Conservation & Noise Abatement
  11. Sight Conservation Program
  12. Personal Protective Equipment (PPE) Program
  13. Lead & Cadmium Control Programs
  14. Non-Ionizing Radiation Control Program
  15. Ergonomics & Back Injury Prevention Program
  16. Energy Control Program
  17. Confined Space Entry Program
  18. Bloodborne Pathogens Control Program
  19. Occupational Reproductive Hazard Control Program
  20. Indoor Air Quality Management
  21. Weight Handling Safety
  22. Safety & Occupational Health Awards Ashore
  23. Motor Vehicle Safety
  24. Operational Risk Management
  25. Procedures for Painting Aircraft
  26. Plans Review & Purchasing
  27. Workplace Hazard Analyses
  28. Polychlorinated Biphenyls (PCB)
  29. Man-made Vitreous Fibers
  30. Explosives Safety
  31. Recreation Safety

## **Program Section 1**

### **Naval Occupational Safety & Health (NAVOSH) Councils & Committees**

Ref: (a) OPNAVINST 5100.23 Series

Activity occupational safety and health (OSH) committees and councils established IAW reference (a) provide opportunities for various groups and individuals to express multiple viewpoints and interests. Their purpose is to identify, define and assess OSH issues, problems and needs and recommend corrective measures. New or revised policies, procedures and practices may develop from these recommendations to improve the effectiveness of the Navy Occupational Safety and Health Program.

OSH councils or committees have three basic functions:

(1) Create and maintain an active interest in OSH.

(2) Serve as a means of communications regarding OSH

(3) To provide program assistance to commanding officers, including proposing policy and program objectives.

The following NAVOSH Councils and Committees are held to address the needs of OSH Office activities:

Traffic Safety Committee/Safety Representative Committee: Each local activities safety representative and/or traffic safety coordinator should be encouraged to attend this meeting. Representatives must be E5 or above. The committee will meet on the first Tuesday of each month beginning at 0930, Bldg. 230, COs conference room.

Occupational Safety & Health (OSH) Policy Council: This council shall meet annually on the first Tuesday of January or April or more frequently as needed. The Commanding Officer, Executive Officer, or equivalent shall chair the OSH council.

Membership for the OSH Policy Council:

Air Operations Officer  
AIMD Officer in Charge  
Officer in Charge AOC DET Oceana  
Commander, Fighter Wing  
Public Works Officer  
Air Show Director  
MWR Director (Oceana/Dam Neck)  
General Safety  
Human Resources  
DECA

Supply Officer  
Security Officer  
Commander, Strike Fighter Wing  
Combined Bachelor Housing  
Administrative Officer  
Command Master Chief  
Fire Chief  
Officer in Charge CBU 415  
Officer in Charge Dam Neck  
Navy Exchange

## Program Section 2

### Navy Occupational Safety & Health (NAVOSH) Training

Ref: (a) OPNAVINST 5100.23 Series

1. Reference (a) provides requirements, guidelines and recommendations for occupational safety and health (OSH) and hazard communication (HAZCOM) training necessary for employees to perform their work in an occupationally safe and healthful manner. Activities shall design, provide and tailor OSH training programs to the level of responsibility of the individual so as to instruct individual employees to perform their work in a safe and healthful manner.
2. Figures 2.1 and 2.2 provide minimum OSH training requirements established IAW reference (a) for personnel assigned ashore. Similarly, Figure 2.3 provides HAZCOM training requirements. Appendix 6-C of reference (a) lists standard Navy Occupational Safety & Health (NAVOSH) Program classroom training courses offered by the Naval Occupational Safety & Environmental Health Training Center. The course catalog can be viewed and downloaded from the NAVOSHENVTRACEN on the internet at [www.norva.navy.mil/navosh/](http://www.norva.navy.mil/navosh/).
2. Management Personnel: Commands shall provide management personnel with sufficient OSH training to enable them to actively and effectively support OSH programs in their specific areas of responsibility. This training will include an in-depth examination of management's responsibilities in relation to the activities OSH program. Topics shall include compliance procedures, mishap costs and prevention strategies and performance evaluation standards, a review of Navy policy on all relevant aspects of NAVOSH, an examination of activity OSH program goals and objectives. Training shall also include a review of local mishap experience, trends and reduction targets and an overview of current Chief of Naval Operations (CNO) emphasis programs.
3. Supervisor & Employee Representatives: Supervisor personnel are defined as E-5 or above, and civilian personnel who give direction to one or more military and/or civilian personnel. Supervisory personnel shall receive training that includes the development of skills necessary to manage the activities OSH programs at their work unit level IAW reference (a). *Activities shall provide newly appointed supervisors with OSH training within 180 calendar days of appointment.*
4. Non Supervisory Personnel: Training shall be provided to non-supervisory personnel that includes specialized job safety and health training appropriate to the work performed by the employees.
5. New Personnel: Activities shall make arrangements to provide training to all new personnel as close to the time of assuming their responsibilities as possible. Initial training provided for new employees shall include command or local policy on OSH, work unit policy on OSH, individual responsibility for safety and health as well as employee reporting procedures for hazardous operations/conditions, awareness of hazards common to the individual's worksite and trade, occupation or task, specific hazards of chemicals/materials used in the workplace, an introduction to the local OSH program, including how to obtain occupational medical assistance, routine medical evaluations and procedures to follow in case of occupational illness or injury and personal protective requirements for the job.

6. Monthly Stand-Up Safety Training: This training may include any of the program area topics identified on Figures 2.1 and 2.2 or any other general safety topic applicable to an individual work center. Topics for general use are distributed by the OSH Office each month. Training is to be documented and maintained IAW Chapter 6 of reference (a).

NOTE: Training lesson plans can be downloaded from the OSH Office website at [www.nasocceana.navy.mil/safety](http://www.nasocceana.navy.mil/safety).

**Appendix 6-A**  
**Occupational Safety and Health**  
**Training Requirements**

Type of Training	Top Management Personnel	Supervisory Personnel & Employee Reps.	Non-Supervisory Personnel	Collateral Duty OSH Personnel	Full-Time OSH Profs.
NAVOSH Orientations***	CH-6, Section 0602a	CH-6, Section 0602b	CH-6, Section 0602c	CH-6, Section 0602e	
Hearing Conservation (when applicable)		Initial and annual refresher IAW CH-18	Initial and annual refresher IAW CH-18		
Asbestos Hazards (when applicable)		Initial and annual refresher IAW CH-17	Initial and annual refresher IAW CH-17		
Respiratory Protection (when applicable)		Initial and annual refresher IAW CH-15	Initial and annual refresher IAW CH-15		
Lead (when applicable)		Initial and annual refresher IAW CH-21	Initial and annual refresher IAW CH-21		
Man-Made Vitreous Fiber (when applicable)		Initial IAW CH-26	Initial IAW CH-26		
Exposure Monitoring				CH-8	CH-8
Hazardous Material	See appendix 6-B	See appendix 6-B	See appendix 6-B	CH-7	CH-7
Confined Space Entry		CH-27	CH-27	CH-27	CH-27
Safety & Occupational Health Topics (as applicable)	Monthly (as appropriate)	Monthly *	Monthly *		
Professional Development (as applicable)				4 CEUs/ equivalent year**	8 CEUs/ equivalent year**
Personal Protective Equipment (PPE) (when applicable)		Initial IAW CH-20	Initial IAW CH-20		
Laser Safety Training		Initial and annual	Initial and annual		

Appendix 6-A

Figure 2.1

**Appendix 6-B**  
**Hazard Communication Training**

This appendix provides guidelines for implementation of HAZCOM training at the local level. HAZCOM training is required to orient all personnel to the HAZCOM program as discussed in chapter 7 and training for personnel occupationally exposed to hazardous material. Activities shall tailor the latter training to individual jobs and specific exposures. The OSHA HAZCOM Standard does not establish time requirements for training, but instead depends upon employee knowledge of the standard, the HAZCOM program plan, chemical hazards on the job and safe performance of the job. Activities shall use that knowledge as the indicator of program effectiveness and compliance with the Standard. DoD has developed a HAZCOM training program which meets OSHA requirements. The program, entitled *The Department of Defense Federal Hazard Communication Training Program*, consists of seven videotape lessons (DoDFHCTP 3/4 Videotape 505215DN), a trainers guide (DoD 6050.5-G-1 of April 88) and a workbook for employees to complete in conjunction with the videotape lessons (DoD 6050.5-5-W of April 88). The videotapes are available from Navy audio-visual libraries and centers.

Category of Activities Personnel	HAZCOM Training
Top Management	Initial
Supervisors and Employee Reps *	Initial and annual refresher plus spill response & emergencies for supervisors
Non-supervisory Personnel *,**	Initial plus OJT and refresher by supervisor, as required
Emergency Response (Supervisors and Workers), HW Spill, Handlers & Cleanup Personnel	See 29 CFR 1910.120 and OPNAVINST 5090.1B

\* For personnel occupationally involved with the use of or exposure to HM. All training must be accomplished prior to exposure to HM.

\*\* OJT must include appropriate review of chemicals used such as review of Material Safety Data Sheets (MSDSs). Stand-up safety meetings can be used for this purpose. Retain records per section 0605.

Appendix 6-B

Figure 2.2

**Appendix 6-B**  
**Hazard Communication Training**

This appendix provides guidelines for implementation of HAZCOM training at the local level. HAZCOM training is required to orient all personnel to the HAZCOM program as discussed in chapter 7 and training for personnel occupationally exposed to hazardous material. Activities shall tailor the latter training to individual jobs and specific exposures. The OSHA HAZCOM Standard does not establish time requirements for training, but instead depends upon employee knowledge of the standard, the HAZCOM program plan, chemical hazards on the job and safe performance of the job. Activities shall use that knowledge as the indicator of program effectiveness and compliance with the Standard. DoD has developed a HAZCOM training program which meets OSHA requirements. The program, entitled *The Department of Defense Federal Hazard Communication Training Program*, consists of seven videotape lessons (DoDFHCTP 3/4 Videotape 505215DN), a trainers guide (DoD 6050.5-G-1 of April 88) and a workbook for employees to complete in conjunction with the videotape lessons (DoD 6050.5-5-W of April 88). The videotapes are available from Navy audio-visual libraries and centers.

Category of Activities Personnel	HAZCOM Training
Top Management	Initial
Supervisors and Employee Reps *	Initial and annual refresher plus spill response & emergencies for supervisors
Non-supervisory Personnel *,**	Initial plus OJT and refresher by supervisor, as required
Emergency Response (Supervisors and Workers), HW Spill, Handlers & Cleanup Personnel	See 29 CFR 1910.120 and OPNAVINST 5090.1B

\* For personnel occupationally involved with the use of or exposure to HM. All training must be accomplished prior to exposure to HM.

\*\* OJT must include appropriate review of chemicals used such as review of Material Safety Data Sheets (MSDSs). Stand-up safety meetings can be used for this purpose. Retain records per section 0605.

Appendix 6-B

Figure 2.3

## Program Section 3

### Hazardous Material Control & Management (HMC&M)

- References:
- (a) 29 CFR 1910.1200 OSHA Hazard Communication Standard (HAZCOM)
  - (b) OPNAVINST 5100.23 Series NAVOSH Manual
  - (c) COMNAVREGMIDLANTINST 6280.1

1. Discussion: Hazardous Material Control & Management (HMC&M) focuses on preventing or minimizing the introduction of Hazardous Material (HM) into the Navy system, the safe use of HM in the workplace, and the safe handling of hazardous waste (HW). Work center level management of HM & HW requires familiarity with numerous overlapping OSH and Environmental regulations to ensure that HM is correctly managed from "cradle to grave" and that residual HW is properly stored and disposed.

2. Hazard Communication (HAZCOM): References (a) and (b) require a local written Hazard Communication (HAZCOM) Program Plan and worksite specific HAZCOM training. HAZCOM is only one aspect of the total Hazardous Material Control and Management Program (HMC&M).

a. The current HAZCOM lesson plan is the local written HAZCOM program lesson plan, which shall be made available, upon request, to employees, their designated representative, or other government officials.

b. Employees and supervisors of employees potentially exposed to hazardous chemicals require HAZCOM training prior to exposure in the workplace.

c. Hazardous chemicals are defined as materials that present a physical or health hazard.

d. The written Hazard Communication Program Lesson Plan describes:

- Labels and other forms of warning
- Material Safety Data Sheets
- An Inventory of Hazardous Chemicals
- Employee Information and Training

3. Industrial Hygiene Survey: Tasks with potential exposure to physical or health hazards have been evaluated in the Industrial Hygiene Survey. If a Work Center changes any materials or methods of use, contact the OSH Office to schedule an I.H. Re-Survey to ensure that hazardous material use is evaluated prior to initiating the changes.

4. Authorized Users Listing (AUL): The I.H. survey forms the basis of a work center AUL of materials approved for use in accordance with I.H. Survey recommendations. *Materials authorized for use may be procured*

*from the Navy supply system. Any materials not already listed on the current AUL must be forwarded through the HAZMIN Center for review and approval by the Industrial Hygienist, Environmental, and the OSH Office prior to introduction into the work center. An annual inventory of HM should not disclose any materials not listed on the AUL. Any material discovered during an annual inventory not already listed on the current AUL must be removed from service until the request for change to the AUL has been approved.*

a. Reference (c) governs procurement of hazardous materials. Figure 3.1 describes the process for adding material to an activity's AUL. Enclosure (1) to reference (c), Figures 3.2, 3.3, 3.4 shall be used to request addition of HM to your AUL.

5. Hazardous Material Labeling: Ensure that the original container label is intact or that the container label includes the name of the material, appropriate hazard warnings and the name and address of the manufacturer.

6. Material Safety Data Sheets (MSDS): Each activity shall retain either the Hazardous Material Information System (HMIS) MSDS or copies of the manufacturer's MSDS for each item on the AUL. MSDS's identified with an NAS Oceana local I.D. number are available from the OSH Office.

7. The information required by the HAZCOM Standard is contained in the current OSH Office HAZCOM Lesson Plan and/or I.H. Survey and includes:

a. Requirements of the HAZCOM Standard (29 CFR 1910.1200)

b. Operations in the work area where hazardous chemicals are present (Hazardous chemicals are defined as any chemicals, which are a physical hazard or a health hazard) (See I.H. Survey task reviews)

c. Location and availability of the written HAZCOM Plan, including required lists of chemicals (Navy also requires an Authorized Use List), and MSDS's

8. The HAZCOM lesson plan includes the following training topics:

a. Methods and observations that may be used to detect the presence or release of a hazardous chemical. (I.H. evaluation & monitoring)

b. The physical and health hazards of the chemicals in the work area. (as noted on the MSDS)

c. The measures employees can take to protect themselves from these hazards, including specific procedures such as appropriate work practices, emergency procedures and PPE. (as noted on the I.H. Survey)

d. The details of the Written HAZCOM Program, including an explanation of the labeling system and the material safety data sheet, and how employees can obtain and use appropriate hazard information (HAZCOM Lesson Plan).

9. The DOD videotape series and workbook contains good, general information about the standard, some basic physical science and explains the technical terms used on MSDS's. Both videotape and workbook are available on loan from the OSH Office. Worksite specific data from the I.H. survey must be included to complete training.

# HAZARDOUS MATERIAL (HM) REQUEST FLOW CHART

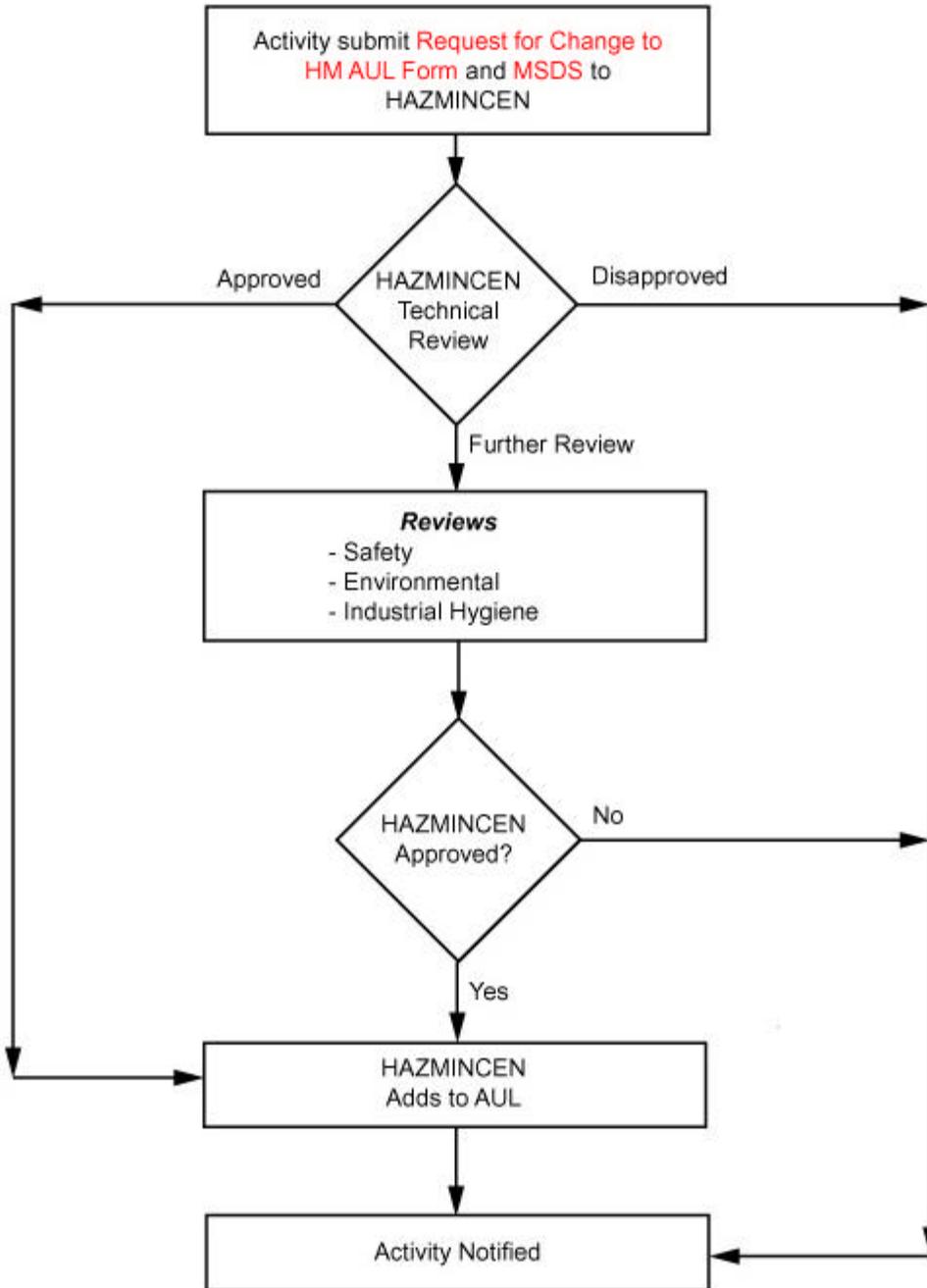


Figure 3.1

**Request for Change to Hazardous Material (HM)  
Authorized User List (AUL)**

*Acquisition requests for Hazardous Material (HM) not on the Command's Authorized Use List (AUL) must be submitted to the HAZMAT Center for technical screening. The HAZMAT Center then routes this request to Safety, Industrial Hygiene, and Environmental. Please note that the requested HM's Material Safety Data Sheet (MSDS) for indicated HM must accompany request!*

This is a Request the following HM action:

Continuous purchase approval and add to AUL.

One-time purchase approval and add to HM database for storage purposes only.

**User & Material Information:**

Command: \_\_\_\_\_ Work Center Supervisor: \_\_\_\_\_

Division/Shop: \_\_\_\_\_ User Telephone #: \_\_\_\_\_

Product Name: \_\_\_\_\_

NSN (If applicable): \_\_\_\_\_

Manufacturer (Name and Address): \_\_\_\_\_  
\_\_\_\_\_

Distributor (Name and Address): \_\_\_\_\_

How will product be used?: \_\_\_\_\_

Unit of issue (i.e. cn, ea, gl.): \_\_\_\_\_ Quantity requested: \_\_\_\_\_

Will waste be generated? Yes  No

Has substitution of less HM been considered? Yes  No

Copy of Material Safety Data Sheet (MSDS) is attached? Yes  No

Requester's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HAZMAT Center Technical Screening:** \_\_\_\_\_ Date: \_\_\_\_\_

Is the requested item stocked? \_\_\_\_\_ Is a substitute item stocked? \_\_\_\_\_

Substitution recommended: \_\_\_\_\_

Conflict resolved with Customer? \_\_\_\_\_

Assigned AUL Request Tracking #: \_\_\_\_\_



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**Safety Office Approval Screening:**

Request: \_\_\_\_ Approved \_\_\_\_ Disapproved

Reason for disapproval: \_\_\_\_\_

Signature: \_\_\_\_\_

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**Industrial Hygiene Approval Screening:**

Request: \_\_\_\_ Approved \_\_\_\_ Disapproved

Reason for disapproval: \_\_\_\_\_

Signature: \_\_\_\_\_

---

**Environmental Approval Screening:**

Request: \_\_\_\_ Approved \_\_\_\_ Disapproved

Reason for disapproval: \_\_\_\_\_

Signature: \_\_\_\_\_

---

**HAZMAT Center AUL Assignment:**

AUL Unique MSDS Number Assigned: \_\_\_\_\_

Reason for Disapproval: \_\_\_\_\_

---

Customer Contacted: \_\_\_\_\_ Date: \_\_\_\_\_

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**ADDENDUM TO ENCL (1) OF COMNAVREGMIDLANTINST 6280.1**

Additional information needed by NAVMEDCEN Portsmouth Industrial Hygiene Department in order to approve Authorized User List (AUL) hazardous material (HM) additions.

- 1. WORK TASK BEING PERFORMED WHEN PRODUCT IS USED** (for example, painting, welding, etc.):
- 2. NUMBER OF PERSONNEL USING THE PRODUCT AT ANY GIVEN TIME:**
- 3. ESTIMATED FREQUENCY OF THE USE OF THE PRODUCT** (for example, daily, twice a week, etc.):
- 4. ESTIMATED TIME THE PRODUCT IS TO BE USED PER EVENT** (for example, three hours per day):
- 5. METHOD OF USE FOR THE PRODUCT** (for example, sprayed, wiped, brush, etc):
- 6. VENTILATION USED, IF ANY, DURING THE USE OF THE PRODUCT** (for example, doors open, pedestal fan, spray booth, etc.):
- 7. TYPE OF PERSONAL PROTECTIVE EQUIPMENT WORN (if any) DURING THE USE OF THE PRODUCT** (gloves, respirator and type of cartridges, safety glasses, etc.):

Fig. 3.4

## Program Section 4

### Occupational Health

Ref: (a) OPNAVINST 5100.23 Series

Discussion: Reference (a) states the goal of the Occupational Safety & Health program is to ensure a safe and healthful work environment. Occupational safety focuses on elimination or control of hazards that could result in instantaneous (acute) traumatic injury or death. Occupational health is primarily concerned with insidious health effects, usually produced by long-term (chronic) exposure to toxic chemicals or harmful physical agents (noise, radiation), and treatment of work related injuries or illnesses. The occupational health program element is divided into two major specialties:

1. Industrial Hygiene: Industrial hygiene involves the identification and evaluation of occupational health hazards. Industrial hygiene (IH) surveys assess exposure potential associated with workplace tasks and include workplace stressor monitoring results along with recommendations of practical controls and personal protective equipment to lower workplace risk. Individual results of workplace stressor monitoring are forwarded to the workcenter via the OSH Office. When new tasks or materials are introduced to the work center, supervisors shall contact the OSH Office to schedule an IH review and evaluation prior to initiating the change. Requests for IH services shall be made by contacting the OSH Office at 433-2692. Current IH surveys are maintained at the OSH Office. Survey sections applicable to an individual workcenter shall be maintained by the workcenter supervisor as a training aid. Supervisors must provide workcenter orientation and hazard communication training for incoming personnel prior to assignment involving potential exposure situations identified in the survey.

2. Occupational Medicine: Occupational medicine focuses on medical surveillance of employees potentially exposed to the hazards identified during the IH workplace evaluation, and the diagnosis and treatment of occupational injuries and illnesses.

**NOTE:** Medical surveillance examinations shall be scheduled by the supervisor for employees performing tasks identified as requiring medical surveillance on the current I.H Survey by contacting the Oceana Branch Medical Clinic at 314-7138. Suspicions of workplace related illness shall be reported to the Oceana Branch Medical Clinic.

## Program Section 5

### NAVOSH Inspection and Abatement Programs

Ref: (a) OPNAVINST 5100.23 Series

Reference (a) establishes the Navy Occupational safety and Health (NAVOSH) Inspection Program, which is necessary to ensure safe and healthful workplaces for all Navy employees. The inspection program identifies deficiencies shall be corrected to protect personnel and meet regulatory requirements.

Workplace Inspections: Qualified OSH personnel shall inspect all workplaces annually to detect hazardous conditions, unsafe work practices and code violations. High hazard areas shall be inspected semi-annually. (Currently, there are no designated high hazard areas at NAS Oceana). Industrial Hygiene surveys are periodically conducted to augment these workplace safety inspections with occupational health assessments and recommendations.

Reports of OSH Office inspections are forwarded to each activity within 45 working days. Deficiency notices shall be forwarded within 15 days.

Deficiencies noted during inspections by OSH personnel or Industrial Hygienists are recorded on NAVOSH deficiency notices, Figure 5.1, which are forwarded with the report of inspection (format of Figure 5.1 may vary).

Activities are responsible for correcting deficiencies noted on the OPNAV 5100/12 as well as establishing interim controls if the deficiency cannot be corrected immediately. Interim controls shall be placed in effect and noted in Section B of the OPNAV 5100/12 form.

**NOTE: NAVOSH Deficiency Notices with a Risk Assessment Code (RAC) of a 1, 2, or 3 indicating serious, critical, or moderate hazard assessments must be posted in the area until the condition has been corrected.**

Officials in charge of the operation shall take prompt action to correct all deficiencies noted and to indicate corrective action taken in section B of the OPNAV 5100/12. Once completed, the official in charge has 30 days of the date of the inspection to return the OPNAV 5100/12 to the OSH Office.

Safety Inspectors are required to conduct periodic follow up inspections to verify that completed corrections have been made or that interim controls are in effect.

**Appendix 9-B  
NAVOSH Deficiency Notice**

OPNAV 5100-26

<b>NAVOSH DEFICIENCY NOTICE</b>		
<b>SECTION A - DEFICIENCY INFORMATION</b>	I.D. NO.:	
Organization:	Location:	
Description of Hazard:		
Standard Violated:	RAC:	
OSH Official:	Date:	
<b>SECTION B - ABATEMENT STATUS (COMPLETE ALL APPLICABLE PARTS)</b>		
• INTERIM CONTROLS		
• ABATEMENT PROJECT INITIATED		
Project Description:	Action Taken (Included Work Orders/Purchase Request numbers and date as appropriate):	
	<table border="1"> <tr> <td>Cost Estimate:</td> <td>Completion Date (Est):</td> </tr> </table>	Cost Estimate:
Cost Estimate:	Completion Date (Est):	
• DEFICIENCY CORRECTED		
Corrections Made:	Date:	
	Cost	
	<table border="1"> <tr> <td>Labor:</td> <td>Material:</td> </tr> </table>	Labor:
Labor:	Material:	
Signature:		
<b>SECTION C - COMMENTS</b>		

OPNAV 5100/12 (9-92)

Appendix 9-B

Figure 5.1

## **Program Section 6**

### **Employee Reports of Unsafe/Unhealthful Working Conditions**

Ref: (a) OPNAVINST 5100.23 Series

1. Both military and civilian Navy employees are required to report potentially unsafe or unhealthful working conditions to their supervisor or the OSH Office. You may contact the OSH Office, 433-2692 if you need assistance.
2. Any Navy employee may submit a written Navy Employee Report of Unsafe/Unhealthful Working Conditions, OPNAVINST 5100/11, Figure 6.1, directly to the OSH Office. Employees may also make an oral report if they so desire.
3. Activities shall post blank copies of the OPNAV 5100/11, along with appeals procedures, in areas convenient to all workplaces (e.g., safety bulletin boards, official bulletin boards, etc). All personnel are to become familiar with these reporting procedures.
4. The OSH Office shall investigate all reports of Unsafe/Unhealthful conditions and provide an interim or complete response to the originator within ten working days of receipt.
5. If the originator of the report is not satisfied with the assessment made by the OSH Office or with the action taken to abate the hazard, the OSH Office shall confer with the employee to discuss the matter further.
6. If the originator remains dissatisfied after discussion with the OSH Office, he/she may appeal to the activity Commanding Officer, as directed in reference (a).
7. Navy civilian employees may, at any time submit complaints alleging workplace hazards directly to the Department of Labor. Navy civilian employees do not have to exhaust their chain of appeal before reporting a hazard to their cognizant federal Occupational Safety and Health Administration (OSHA) office; however, the Secretary of Labor encourages employees to use the Navy in-house hazard reporting procedures as they are usually the most expedient means to achieve abatement. (i.e., contact your supervisor and/or the OSH Office, prior to contacting the local Federal OSHA Office)
8. Safeguards to ensure that the command does not subject Navy employees to restraint, interference, coercion, discrimination, or reprisal by virtue of their participation in the activity's OSH program shall be established.

**Appendix 10-A**  
**Navy Employee Report of Unsafe or Unhealthy Working Condition**

OPNAV 5100-27

<b>NAVY EMPLOYEE REPORT OF UNSAFE OR UNHEALTHFUL WORKING CONDITION</b>	
<i><b>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</b></i>	
1. THE UNDERSIGNED (check one)                      EMPLOYEE                      REPRESENTATIVE OF EMPLOYEES	
BELIEVES THAT A VIOLATION OF AN OCCUPATIONAL SAFETY OR HEALTH STANDARD WHICH IS A JOB SAFETY OR HEALTH HAZARD HAS OCCURRED AT	
a. Navy installation/activity and mailing address	
b. Building or worksite where alleged violation is located, including address	
2. NAME AND PHONE NUMBER OF GOVERNMENT SUPERVISOR AT SITE OF VIOLATION	
3. DOES THIS HAZARD IMMEDIATELY THREATEN DEATH OR SERIOUS PHYSICAL HARM?                      NO                      YES	
4. BRIEFLY DESCRIBE THE HAZARD WHICH EXISTS INCLUDING THE APPROXIMATE NUMBER OF EMPLOYEES EXPOSED TO OR THREATENED BY SUCH HAZARD	
5. IF KNOWN, LIST BY NUMBER AND/OR NAME, THE PARTICULAR STANDARD (OR STANDARDS) ISSUED BY THE AGENCY WHICH YOU AIM HAS BEEN VIOLATED	
6. TO YOUR KNOWLEDGE, HAS THIS VIOLATION BEEN THE SUBJECT OF ANY UNION/MANAGEMENT GRIEVANCE OR HAVE YOU (OR ANYONE YOU KNOW) OTHERWISE CALLED IT TO THE ATTENTION OF, OR DISCUSSED IT WITH, THE GOVERNMENT SUPERVISOR	
NO                      YES (List results, including any efforts by management to correct violation)	
7. EMPLOYEE NAME (PLEASE PRINT OR TYPE CLEARLY)	8. EMPLOYEE SIGNATURE
9. EMPLOYEE ADDRESS	10. EMPLOYEE PHONE NUMBER
11. MAY YOUR NAME BE REVEALED? NO                      YES	12. ARE YOU A REPRESENTATIVE OF EMPLOYEES? NO                      YES (List organization name)
13. DATE FILED:	

OPNAV 5100/11 (11-92)

Appendix 10-A

Figure 6.1

## Program Section 7

### Mishap Investigation, Reporting, and Recordkeeping

Ref: (a) OPNAVINST 5100.23 Series  
(b) OPNAVINST 5102.1 Series

Mishap investigations aimed at determining how and why the event occurred are necessary to prevent future occurrence of similar events. On-duty mishap investigation, reporting and recordkeeping requirements for active duty Navy and civilian personnel are contained in Chapter 14 of reference (a). Information regarding reporting of mishaps involving recreation, athletics and home safety, military off-duty, motor vehicles and explosives mishaps is contained in reference (b). Work center supervisors shall conduct initial safety investigations of every mishap, both major and minor. In all cases, the safety mishap investigation shall be independent and separate from any other type of investigation. Information gathered during a mishap investigation cannot be used in Line-of-Duty or misconduct determinations, and witness information will be used ONLY for safety purposes. Written release forms are contained in reference (a).

#### Requirements:

1. The OSH Office shall train supervisors regarding mishap investigations and reporting requirements. Supervisors, in turn, shall indoctrinate all subordinate personnel, especially new arrivals on the same criteria.
2. Personnel are required to report all mishaps, as well as “near misses”, to their immediate supervisor. The Naval Safety Center has revised mishap-reporting requirements to include all injuries and illnesses, including military off-duty and motor vehicle injuries, which prevent personnel from performing scheduled duty beyond the day or shift of injury or onset of illness. Shore commands supported by the OSH Office must **report mishaps within 48 hours** from the date of injury (previous requirement was within 3 days) to the OSH Office. Commands not supported by the OSH Office should follow procedures from their chain of command.
3. The Supervisor’s Report of Civilian Military On-Duty/Off-Duty Injuries/Illnesses/Deaths form, pages 7-3 and 7-4, shall be completed by the supervisor and used to help gather the essential facts used in the investigation.
4. The OSH Office shall ensure proper investigation of all mishaps and review all investigation reports. OSH Office personnel will advise the Work Center Supervisor if additional information is required. For shore commands supported by the OSH Office at NAS Oceana, Dam Neck Annex, NALF Fentress and Dare County Bombing Range, the OSH Office logs these mishaps into a new Naval Safety Center web-based database called Web Enabled Safety System (WESS 2).
5. The commanding officer or executive officer is required to review lost time mishaps with department heads, first line supervisors, safety staff, or others as applicable. This review will take the form of a written report with signature and comment blocks to document the reviews. The type of mishaps to be reviewed will be determined on a case-by-case basis. At a minimum, mishaps requiring a Safety Investigation Report (SIR), per reference (a), shall be reviewed.

Procedures:

1. Personnel shall immediately report all occupational injuries/illnesses to their supervisor. Military personnel must report all on-and off-duty mishaps. Civilians are to report on-duty mishaps only.
2. When sending civilian personnel for medical attention, supervisors shall furnish the OPNAV form 5100/9, Dispensary Permit, to the employee. This form shall accompany (or follow the employee in the event of an emergency) to the Branch Medical Clinic. Contact your Human Resources Office for any Workers Compensation Forms. Non Appropriated Fund employees are to use LS202's, and Appropriated Fund employees shall use CA-1s and other CA forms as applicable.
3. Supervisors shall forward the mishap report, Figures 7.1 and 7.2, and copies of appropriate workers compensation forms to the OSH Office as soon as possible after receipt.
4. The OSH office shall enter data from the Supervisor's Report of Civilian Military On-Duty/Off-Duty Injuries/Illnesses/Deaths into the WESS 2 database. Mishap reports must be reported to the Safety Center daily.

**NAS OCEANA SUPERVISORS' REPORT OF CIVILIAN/MILITARY  
ON-DUTY/OFF-DUTY INJURIES/ILLNESSES/DEATHS**

1. NAME: \_\_\_\_\_ SSN: \_\_\_\_\_ AGE: \_\_\_\_\_ SEX: \_\_\_\_\_
2. RATE/RANK: \_\_\_\_\_ JOB TITLE OF INJURED PERSON: \_\_\_\_\_
3. COMMAND/DEPARTMENT: \_\_\_\_\_ UIC: \_\_\_\_\_
4. TIME OF INJURY/ILLNESS/DEATH: \_\_\_\_\_ DAY: \_\_\_\_\_ MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_
5. ON-DUTY: \_\_\_\_\_ OFF-DUTY: \_\_\_\_\_
6. WERE YOU SEEN AT A MEDICAL FACILITY: \_\_\_\_\_ YES \_\_\_\_\_ NO
7. DO YOU NEED TO RETURN TO MEDICAL FACILITY FOR FOLLOW-UP: \_\_\_\_\_ YES \_\_\_\_\_ NO

**Note: FOR CIVILIANS: DID YOU FILE A CA-1/LS202 \_\_\_\_\_ YES \_\_\_\_\_ NO  
IF "YES" ATTACH A COPY WITH THIS REPORT**

8. LOCATION WHERE INJURY OCCURRED: (On-base/Off-base,building number, street, area,etc.):
- \_\_\_\_\_

9. a. DESCRIPTION OF INJURY (Include type of injury and specific body part and which side left/right):
- \_\_\_\_\_
- \_\_\_\_\_

b. NUMBER OF LOST WORK DAYS IF APPLICABLE (if not sure, estimate): \_\_\_\_\_

c. NUMBER OF RESTRICTED/LIGHT DUTY DAYS IF APPLICABLE (if not sure, estimate): \_\_\_\_\_

d. HOURS OF SLEEP SINCE LAST DUTY: \_\_\_\_\_

e. HOURS OF SLEEP IN THE LAST 24 HOUR PERIOD: \_\_\_\_\_

10. BRIEF DESCRIPTION OF HOW INJURY/ILLNESS/DEATH OCCURRED: (Give specific dates/time/how mishap occurred).
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**PRIVACY ACT STATEMENT**

**This injury report contains identifiable personal data provided by you, the attendee, and is to be safeguarded pursuant to the Privacy Act of 1974. This information is requested for the purpose of maintaining accurate records and your disclosure of same is strictly voluntary. This information is to be released only to authorized personnel having a need to know and for OFFICIAL USE ONLY!**

Figure 7.1

11. STATE CAUSES OF INJURY/ILLNESS/DEATH:

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12. WAS TRAINING RECEIVED (if applicable) AND IF PERSONAL PROTECTIVE EQUIPMENT WAS REQUIRED AND WORN.

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13. WHAT COULD HAVE BEEN DONE TO AVOID THIS MISHAP:

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14. STATE CORRECTIVE ACTION/LESSON LEARNED OR RECOMMENDATION:

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15. NAME AND WORK PHONE NUMBER OF SUPERVISOR PREPARING AND SUBMITTING THIS REPORT:

\_\_\_\_\_  
SUPERVISOR (Please Print)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
SUPERVISOR (Signature)

\_\_\_\_\_  
(Date)

**\* COMPLETE ALL PARTS OF THIS REPORT AND FORWARD TO THE SAFETY OFFICE (CODE NO5VB). IF YOU HAVE ANY QUESTIONS CONTACT THE GENERAL SAFETY OFFICE AT 433-2692.**

Figure 7.2

## Program Section 8

### Respiratory Protection Program

Ref: (a) OPNAVINST 5100.23 series  
(b) 29CFR 1910.134  
(c) ANSI Z-88.2

1. References (a) through (c) detail requirements that are necessary for the establishment of a minimal acceptable program. References are maintained at the OSH Office.
2. The OSH Office Respiratory Protection Program Manager (RPPM), located in Bldg. 230 shall coordinate this command's respiratory protection program IAW references (a) through (c).
3. Only respirators approved by the RPPM and in accordance with current Industrial Hygiene Surveys shall be used. Workers are cautioned that modifications to an approved respirator may void any approval unless such modifications are authorized by the approving agency. Approval of modifications must be obtained through the RPPM.
4. Personnel who are required to use respirators, and their supervisors are required to receive annual and refresher training IAW reference (b). Personnel assigned the task of issuing respirators shall receive training IAW paragraph 1512e of reference (a). Upon completion, they will be designated in writing by the RPPM to perform training and fit testing for their perspective command.
5. Each individual who is required to use a respirator with a tight fitting face piece shall be fit tested at the time of initial fitting and annually thereafter. Fit testing shall be performed IAW reference (b) and results documented on Figure 8.1. Supervisors are responsible for ensuring that only those respirators identified on the certification form are issued. Supervisors are also to ensure that all personnel who wear respirators be referred to the Occupational Health, Branch Medical Clinic, Oceana for a medical evaluation prior to fit testing. Medical status shall be determined by Occupational Health personnel and documented in the physician's evaluation section, Figure 8.2.
6. Deploying activities are to ensure that all personnel required to wear respirators are certified at minimum for the period of expected deployment.
7. Breathing air or sources of breathing air for supplied-air respirators and self-contained breathing apparatus (SCBA) shall meet at least the minimum grade D breathing requirements as stated in reference (a). *Supervisors are to ensure that breathing air quality be monitored at least quarterly. This does not apply to AABA. In addition to quarterly air monitoring to ensure grade D breathing air, activities shall equip compressor systems with either-high temperature or continuous carbon monoxide monitor and alarm systems or both, to monitor carbon monoxide levels. If only high temperature alarms are used, the activity shall monitor the air supply at intervals sufficient to prevent carbon monoxide in the breathing air from exceeding 10 parts per million (PPM). Activities shall equip all new and/or upgraded air compressor systems with continuous carbon monoxide monitor and alarm systems.*

8. Personnel required to wear respirators for ambient air breathing apparatus (AABA) shall be fully entered into the program.
9. Directors, department heads, heads of activity's and supervisors (where work requiring the use of respirators is performed) shall administer the respiratory protection program with their command under the guidance of the station RPPM.
10. Written standard operating procedures (SOPs) governing the selection, care, issue and use shall be provided. Activities shall develop and post worksite specific SOPs in the general area. SOPs shall include emergency and rescue guidance, as necessary.
11. Activities are required to implement a change schedule for canisters/cartridges based on manufacturer recommendations, and/or objective information or data that will ensure canisters and cartridges are changed before the end of their service life. Page 8-5 may be used for this.
12. Questions regarding respirator use should be directed to the OSH Office located in Bldg. 230, phone 433-2148.

## RESPIRATOR CERTIFICATION FORM

1. WEARER \_\_\_\_\_  
(Print) Last First M.I. SSN (Last 4)
2. COMMAND \_\_\_\_\_ DEPT. \_\_\_\_\_ W/C \_\_\_\_\_ PHONE \_\_\_\_\_

\_\_\_\_\_  
**Supervisor (print) Title Signature Date**

Note: Supervisors please ensure that the above information is provided.

---

FIT TEST/TRAINING Date: \_\_\_\_\_

This respirator was fitted by qualitative test method using BITREX fit testing method/Isoamyl acetate/irritant smoke with satisfactory results. This is the only respirator and cartridge currently authorized for use for this individual.

Air purifying respirator approved by IH and RPPM:

\_\_\_\_\_  
Make Model Style Size

\_\_\_\_\_  
Make Model Style Size

Airline or SCBA respirator approved by IH and RPPM:

\_\_\_\_\_  
Make Model Style Size

OTHER: \_\_\_\_\_

Instructor/Fit Tester: \_\_\_\_\_ Next fit test due: \_\_\_\_\_

**Note: Air purifying respirators (APRs) do not supply oxygen and must not be used in atmospheres containing less than 19.5% oxygen. The cartridge/filter must be matched to the type and level of contamination IAW the manufacturer's specifications and the current IH Survey. Cartridges and filters are required to be changed whenever you smell or taste the contaminant or at least after every 8 hours of use.**

Figure 8.1





## Program Section 9

### Asbestos Control Program

Ref: (a) OPNAVINST 5100.23 series

Discussion: Asbestos is a naturally occurring mineral, not a man-made fiber. Asbestos has been used in hundreds of products such as thermal system insulation, as well as miscellaneous products including clutch disks and brake shoes, or pads, as well as asbestos containing building material (ACBM). It also comes in the form of sprayed or troweled-on fireproofing, acoustical or decorative surfacing materials, and plasters or as siding, roofing, glazing and wallboard material.

Asbestos that can be crumbled in your hand is called “friable”. Fibers in asbestos cement, asphalt and vinyl floor tiles are usually firmly bound in the cement or tile material and will be released only if the material is mechanically damaged by cutting, sanding or weathering. Vinyl asbestos floor tile is an example of a non-friable asbestos containing building material. Workers who may come into contact with or actually remove or encapsulate asbestos containing materials (ACM) must be trained. Airborne asbestos fibers may present a potential health hazard when inhaled or ingested.

Employees who perform housekeeping activities should be aware of which materials in their area contain asbestos or presumed ACBM, and report any change in the condition of materials, or accidental disturbance, to the OSH Office at 433-2692.

Buildings constructed prior to 1980 are presumed to have asbestos containing floor tile. Any carpeted area is assumed to have asbestos floor tile beneath it. The tile is considered non-friable and does not constitute a health hazard unless sanded, ground or crushed, but does require extensive controls during removal, which is not authorized by NAS Oceana personnel or tenants.

**NOTE:** The “pegboard” in NASO building 513 and the transite wallboard in hangars 200 and 500 also contain chrysotile asbestos fibers. These materials should not be cut or drilled. (All white pebble-grain wallboard in Hangar 500 is transite ACBM).

Do not disturb or cause damage to ACBM. Do not sand, grind, drill or abrade materials or cause damage with any type of equipment. Routine cleaning of vinyl asbestos floors (usually 9” X 9” floor tile) is authorized as long as buffers and strippers are operated at 300 rpm or less and cause no damage to the surface of the floor tiles. Smoking increases the risk of health hazards associated with exposure to airborne asbestos fibers.

Asbestos Management Program: Asbestos Management for ashore commands is regulated by reference (a) and includes minimum exposure levels for ACM. Exposures are evaluated in applicable Industrial Hygiene Surveys, along with control measures and personal protective equipment requirements. No exposures to ACM at NASO or Dam Neck are expected to exceed the permissible exposure limit (PEL) of 0.1 fibers per cubic centimeter. Annual awareness training is required for workers performing work center tasks with potential exposure to ACM, in accordance with reference (a).

Asbestos Containing Building Materials (ACBM): ACBM is found in many buildings at NAS Oceana and Dam Neck. In addition to the appointment of an Asbestos Program Manager, reference (a) outlines three key elements of Asbestos Program Management Ashore.

Survey & Material Evaluation: An initial baseline survey noting the location and condition of ACBM was conducted by PWC during FY-93 at NAS Oceana. The most recent re-inventory data is entered on a single set of hardcopy drawings following a re-inspection of areas where friable ACBM has been removed by licensed abatement contractors. Friable ACBM has been virtually eliminated at NAS Oceana. Suspected damage to materials presumed to contain asbestos should be reported to the OSH Office at 433-2692.

Operations & Maintenance (O&M) Program: O&M Program Elements are:

Notification: Written notices outlining the type and general location of Asbestos Containing Building Material were prepared and posted in buildings with ACBM by the OSH Office in 1995-1996. Annual asbestos awareness training is required for personnel working in buildings with ACBM. Contact the OSH Office to determine the types and locations of ACBM at your activity.

Surveillance: Shore facility inspections should be used to periodically assess the condition of ACBM. Activities are to report any change in the condition of suspected ACBM to the OSH Office at 433-2682.

Controls: Work control/permit systems must be established to control personnel from potentially disturbing ACBM. Project Review forms which are issued by Self-Help shall be reviewed by OSH Office personnel to ensure that work will not disturb ACBM.

**NOTE: Only trained and qualified personnel may work with ACBM. All other personnel are to report any damaged ACBM to the OSH Office at 433-2692.**

Work Practices: Contract or PWC abatement must conform to 29 CFR 1926.1101 requirements. No NASO personnel should be performing work that may disturb ACM. Testing of floor tile under carpeted areas must be completed prior to awarding a removal contract or beginning self-help projects that may disturb carpet.

Record keeping: At present, the OSH Office holds the sole updated hard copy of building surveys for NAS Oceana. PWC holds asbestos surveys for Dam Neck Annex and records of all PWC and contract removal operations and monitoring results. Activities must maintain records of asbestos awareness training.

Worker Protection: Medical and respiratory protection programs apply as noted in activity industrial hygiene surveys. No worker protection is required to work in areas where ACBM is present, as long as the materials are not disturbed.

Training: Training is required for Asbestos Program Managers, Inspectors and anyone who obtains samples for testing. General awareness training is required for everyone who works in buildings containing ACBM. Removal workers must also be certified or licensed. No one at NAS Oceana or Dam Neck is certified or licensed to remove or disturb asbestos containing building materials. All self-help projects must be reviewed by the OSH Office to ensure that ACBM is not disturbed during any self-help project. If ACBM is inadvertently disturbed, a trouble call will arrange for the PWC abatement team to resolve the situation. Notify the OSH Office at 433-2692 of any potential or suspected asbestos disturbance. The area should be secured until evaluated and released for use.

Design and Abatement: Abatement projects must be designed and completed by qualified personnel. Workers who may come into contact with or actually remove or encapsulate asbestos containing materials must be trained.

Disposal of Remington Rand Safes: Remington Rand file drawer type safes contain chrysotile asbestos and must be disposed as Hazardous Waste (HW). Do not attempt to remove or disturb the asbestos insulation in these safes. Contact the HW Disposal Office to arrange proper preparation and removal from your worksite. Safes manufactured by other companies may be turned in to DRMO for disposal, since they do not contain asbestos materials.

## **Program Section 10**

### **Hearing Conservation and Noise Abatement**

Ref: (a) OPNAVINST 5100.23 Series  
(b) 29 CFR 1910.95

The Navy Hearing Conservation Program (HCP) requires that noise measurements and exposure assessments be conducted by Audiologists or Industrial Hygienists. Consult your most recent Industrial Hygiene Survey for your work center for a list of noise hazards. If you need to raise your voice to be heard, the noise level may be hazardous and hearing protection may help even if you are not required to wear it and be fully enrolled in a HCP.

Training: Initial and annual hearing conservation program training is required and must be scheduled and/or conducted by the work center supervisor. Lesson plans are posted on the OSH Safety website at [www.nasoceana.navy.mil/safety](http://www.nasoceana.navy.mil/safety) which may be used to conduct this training.

Labeling of Hazardous Noise Areas and Equipment: Noise hazard labels must be affixed to tools and equipment. Work center supervisors must label areas and equipment IAW most recent industrial hygiene survey data. The following information can be used for ordering labels:

NAVMED 6260/2, Hazardous Noise Warning Decal, 8" X 10.5" NSN: 0105-LF-004-7200 (To Label an Area)

NAVMED 6260/2A, Hazardous Noise Label, 1" X 1.5" NSN: 0105-LF-004-7800 (Displayed on hand tools)

Hearing Tests and Medical Evaluation: All Navy personnel receive a baseline audiogram during basic training. Military and civilian workers required to work in designated hazardous noise areas or with equipment which produces noise exposure levels greater than an 8-hour time weighted average of 84 dB(A) or with impulse levels greater than 140 dB peak sound pressure levels shall be entered into a hearing conservation program. Consult your IH Survey to determine if noise medical surveillance is required in your work center. Assignment to a noise hazardous job should be followed up after 90 days by a hearing test and at least annually thereafter. Supervisors are responsible for ensuring that hearing tests (audiograms) are scheduled for all employees in the hearing conservation program.

Preventive Measures: Proper site planning, design and procurement specifications may eliminate potential noise problems in the design or procurement stage for new processes, equipment and facilities.

Noise Abatement Program: The Industrial Hygiene or OSH Office may recommend engineering and administrative controls in order to limit exposures. These are the preferred methods for controlling hazardous noise.

Personal Hearing Protective Devices: Areas or operations producing noise above 84 dB(A) or impact/impulse noise of 140 dB(A) peak sound pressure level require single hearing protection. Noise exceeding 104 dB(A) peak sound pressure level requires double hearing protection. Hearing protection is the last line of defense against noise and should be used only when engineering or administrative controls cannot reduce noise exposure to an acceptable level. Hearing protection shall be a permanent solution only when engineering or administrative controls are considered infeasible or cost prohibitive.

Off Duty Practices: Personnel are encouraged to limit off duty exposure to hazardous noise by elimination of noise hazards or use of hearing protection.

In the absence of a qualified professional's assessment and documentation to the contrary, activities shall consider personnel at risk if routinely exposed to sound levels greater than 84dB(A), or for impact or impulse noise, 140 dB(A) peak sound pressure level. These individuals shall be identified on a roster or equivalent database for inclusion in the hearing conservation program.

## Program Section 11

### Sight Conservation Program

Ref: (a) OPNAVINST 5100.23 Series  
(b) ANSI Z-87.1  
(c) ANSI Z-358.1

1. Chapter 19 of reference (a) establishes guidelines for the Navy's Sight Conservation Program, which include but are not limited to the following program elements:
  - a. Identification and evaluation of eye hazardous areas, processes and occupations.
  - b. Prescription Protection Eye Wear Program
  - c. Provision and maintenance of personal protection equipment
  - d. Employee training
  - e. Effective program enforcement
2. Reference (b) classifies eye hazards as:
  - a. IMPACT: Chipping, grinding, machining, masonry work, riveting and sanding
  - b. HEAT: Furnace operations, pouring, casting, hot dipping, gas cutting and welding
  - c. CHEMICAL: Acid or caustic chemical handling, degreasing and plating
  - d. DUST: Woodworking. Buffing, general dusty conditions
  - e. OPTICAL RADIATION: Welding (electrical ark and gas), torch, brazing, cutting, glare
3. The correct type of safety eyewear shall be determined by the supervisor in consult with the Safety Officer, OSH Office Activity Executive Summary, and the most current industrial hygiene survey.
4. Emergency eyewash facilities shall be located in all areas where employee's eyes may be exposed to corrosive materials. These facilities shall meet the requirements of reference (c).
5. All emergency facilities shall be located where they are easily accessible to those in need.
6. Work centers shall activate plumbed eyewash units – weekly for a minimum of three minutes to flush the line and verify operation.
7. Activities shall service pressurized and non-pressurized self-contained eyewash units quarterly or per the manufacturer's recommendation, whichever is more frequent. Quarterly maintenance shall include cleaning of the unit, replacement of water, and checking for proper operation. *When additives are used in self-contained eyewash units, activities shall use additives specified by the manufacturer.*
8. Activities shall only use self-contained eyewash units on a temporary basis until permanent emergency eyewash facilities are installed or at remote places where water is not readily available. Use of personal eyewash units is prohibited.

9. Emergency showers and eyewash facilities shall be identified with a highly visible sign and located in accessible locations that require no more than 10 seconds to reach at a distance of no greater 100 feet from the hazard.

## **10. Safety Glasses Purchase**

a. The activity safety officer shall designate work areas/tasks within their activity that require safety glasses and shall inform work centers of these areas. Information used to designate areas can be obtained from the activity's current OSH Office Activity Executive Summary and/or current Industrial Hygiene Survey. It is also the responsibility of the supervisor to ensure that all personnel and visitors in designated eye-hazardous areas/operations under their cognizance wear appropriate eye-protection.

### **b. Non-prescription (Plano) Safety Glasses**

1. Individual activities shall procure, through normal supply channels, non-prescription type safety glasses with non-detachable side shields for personnel working in eye-hazardous areas/operations.

2. To ensure that planos meet the specifications outlined in American National Standards Institute (ANSI) Standard Z87 .1, the manufacturer's logo shall be etched in the lens and "Z87.1" must be marked on the frames and temples.

3. Permanently attached side shields shall not be removed.

### **c. Prescription Safety Glasses**

1. Individual activities shall procure corrective (refractive) prescriptive eyewear with non-detachable side shields for personnel who are considered to be visually impaired and work in eye-hazardous areas/tasks. The Figure 11-A flowchart describes this process.

2. The activity will review the request and establish eligibility of the employee for prescription safety glasses based on exposure to an eye hazardous area or task. If approved, the following procedure will be followed:

(a) Employee shall provide the supervisor with a copy of the prescription (refraction specifications), if available and less than one year old. (requests for safety eyewear/examination less than two years from previous issue should be evaluated on a case by case basis).

(b) A comprehensive eye exam shall be obtained as follows:

Active Duty Military- the NASO Branch Medical Clinic Optometry Department will perform an eye examination and enter the information on a [DD Form 771](#).

Civilian- Employee obtains an eye examination from a commercial vendor. The activity pays for the exam using a government purchase card or government purchase order.

(c) Optometry Department transcribes the prescription information onto the [new UNICOR Prescription Form](#)

(replaced [FPI-54 Form](#) and [instructions](#)) and the Optometrist signs the form. The Optometry Department will assist the service member/employee in picking out and measuring for new frames.

(d) The activity will order the glasses from the mandatory service provider, [UNICOR](#). Ordering can be by phone, fax, or mail. Payment shall be made using the activity's government purchase card or government purchase order. The following website addresses contain ordering information:

- (1) Catalog (primary supplier)- <http://www.titmus.com/catalog/index.html>
- (2) Frame Prices- <http://www.nasoceana.navy.mil/safety/Instructions/unicorframes.doc>
- (3) Lenses Prices- <http://www.nasoceana.navy.mil/safety/Instructions/unicorlenses.doc>
- (4) Ordering information- <http://www.unicor.gov/customer/custserv.htm>
- (5) Order Form- <http://www.unicor.gov/customer/ccfaxform.pdf>

(UNICOR Optics Laboratory Customer Service at (919) 575-2050 or email [rharris@central.UNICOR.gov](mailto:rharris@central.UNICOR.gov))

(e). Waivers from UNICOR – Waivers to ordering from UNICOR can be requested on the basis of pricing for comparable items or for small dollar-value purchases. However, because UNICOR is a mandatory source provider for prescription safety glasses, an activity/ordering office must receive UNICOR's written authorization for clearance prior to placing an order for a similar item through outside sources. If approval is received from UNICOR, activity will order glasses from commercial vendor using government purchase card or government purchase order. The following website addresses contain information on waiver requests:

- (1) Waiver procedures- <http://www.unicor.gov/customer/waiverform.htm>
- (2) Exceptions- <http://www.unicor.gov/customer/waiverexceptions.htm>

(f) Upon receipt of the glasses, service member/ employee brings them to the Optometry Department for a quality check to ensure that the glasses meet the ANSI Z87.1 requirements and proper fitting.

(g). Planos or goggles shall be provided to service member/ employee while awaiting delivery of corrective eyewear.

# Safety Glasses Purchase

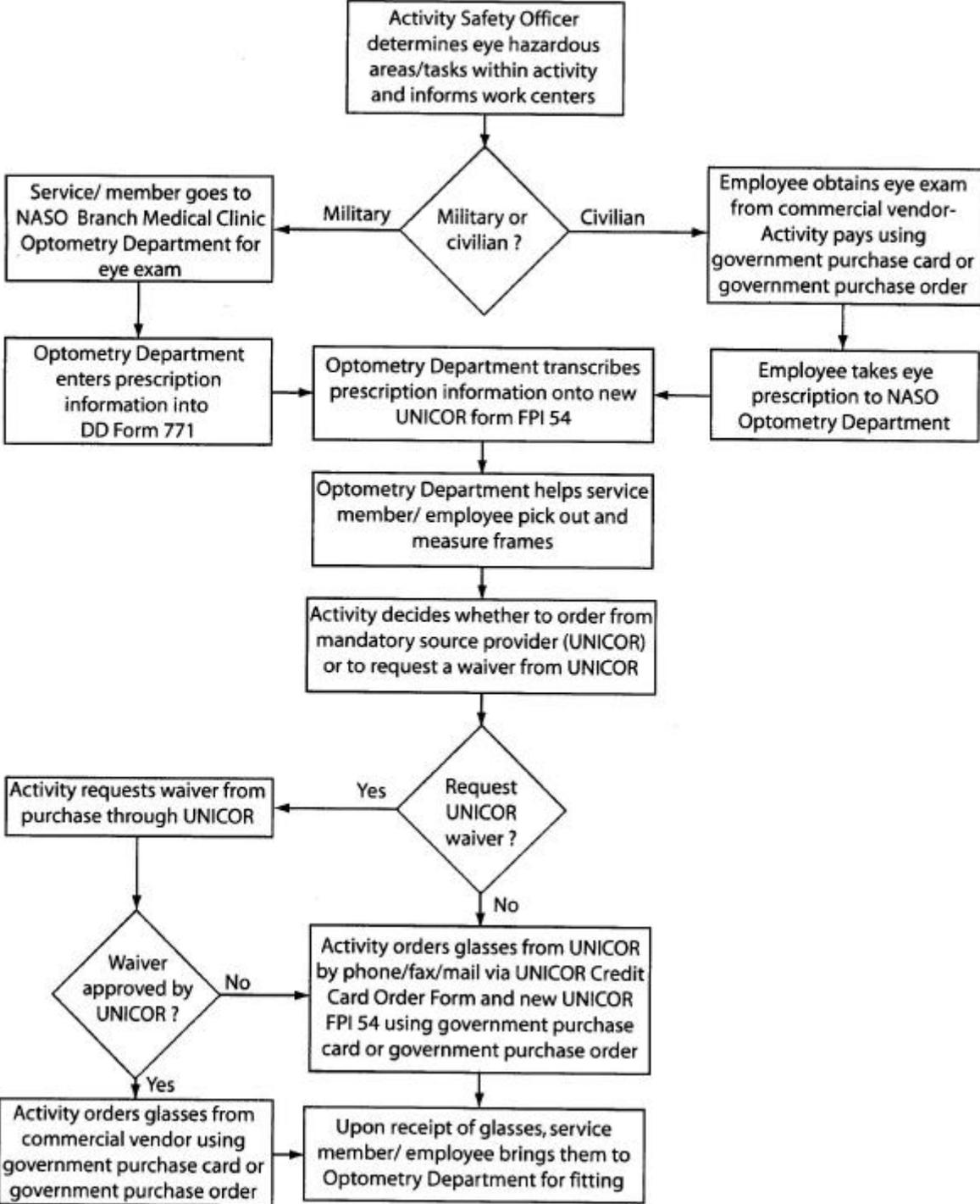


Figure 11.1

## **Program Section 12**

### **Personal Protective Equipment (PPE) Program**

Ref: (a) OPNAVINST 5100.23 Series

1. A complete PPE program must include an assessment of the workplace from both an occupational health and a safety point of view.
2. PPE Program requirements are outlined in paragraph 2002 of reference (a) and state each activity shall ensure that an assessment of all workplaces is conducted to determine if hazards are present that necessitate the use of PPE. Your Industrial Hygiene Survey contains recommendations for the use of PPE and a PPE Checklist to protect against occupational health hazards. The OSH Office Activity Executive Summary (AES) contains additional OSH Office PPE recommendations not already included in the I.H. Survey PPE Checklist. Activities shall accomplish the following actions if hazards are present: select, and have each affected employee use the types of PPE that will protect him/her from the hazards, communicate selection decisions to each affected employee and document that the required workplace assessment has been performed through written certification that identifies the work center evaluated, the person certifying the evaluation, date of evaluation and identifies the document as a certification of hazard assessment.
3. Types of PPE that may apply to your work center include, but are not limited to:
  - Eye and Face Protection
  - Respiratory Protection
  - Head Protection
  - Foot Protection
  - Hand Protection
  - Electrical Protective Devices
  - Hearing Protection
4. Supervisors are responsible for making sure that personnel who wear PPE are adequately trained and certified IAW reference (a). Training shall consist of when PPE is necessary, what PPE is necessary, how to put on, take off, adjust and wear PPE, limitations of the PPE, proper care, maintenance, useful life and disposal of the PPE and the ability to recognize that defective or damaged PPE shall not be used.

## Program Section 13

### Lead and Cadmium Control Program

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

The OSHA permissible exposure limit (PEL) for an eight (8) hour time weighted average (TWA) exposure to airborne lead is 50 micrograms per cubic meter of air ( $50 \text{ ug/m}^3$ ). The OSHA Action Level (AL) for an eight (8) hour TWA exposure to airborne lead is  $30 \text{ ug/m}^3$ , without regard to respirator use. Training, biological monitoring and medical surveillance shall be initiated when an employee's exposure exceeds the action level for more than 30 days per year. Your current industrial hygiene survey will identify areas where the AL or PEL may potentially be exceeded.

NOTE: AIMD shop 92 D has the potential for exceeding the AL or PEL.

No other exposures to lead in workplaces at this activity are expected to exceed the AL or PEL. The full lead control program applies only to AIMD shop 92D. Full Lead Control Program requirements noted in references (a) and (b) as well as work practice controls and personal protective equipment (PPE) recommendations cited in the industrial hygiene survey apply to this work center as well. Lead Medical surveillance is required for all 92D employees who are exposed to lead at or above the action limit of  $30 \text{ ug/m}^3$ . Lead awareness training and compliance with the recommended controls and work practices noted in the industrial hygiene survey is all that is required for work centers with other potential lead exposure situations.

#### 1. Lead Awareness Program:

Your current industrial hygiene survey cites the specific nature of operations during which exposure to lead is possible. Personal Protective Equipment (PPE), work practices to be applied and used in the employee's job and personal hygiene measures required to reduce exposure are cited in those documents.

NOTE: All personnel who work in areas where the potential exists for lead exposure at any level shall receive initial training prior to or at time of assignment and at least annually thereafter. The minimum training shall comply with the requirements of references (a) and (b).

#### 2. Control of Lead Based Paints:

Use of low lead paint coatings is required in Navy facilities and preferable to use of high lead content types anywhere else. Low Lead Paint Coating is categorized in reference (a) as containing less than 0.06% lead by dry weight. Any paint applied prior to 1980 shall be assumed to contain lead, unless or until screening by laboratory or PWC X-ray Fluorescence testing. PWC Environmental Laboratory Sample Collection Branch will sample painted surfaces with an X-Ray Fluorescence device to determine if LBP is present. Call 425-8851 to schedule this service. Design specifications for renovations shall require work in areas determined to have lead paint equal or greater than 0.06% to be performed IAW standards set forth in 29 CFR 1926.62, the lead standard for construction work.

Manual Power sanding of interior and exterior surfaces is not permitted during self-help projects. Large scale manual or power sanding of painted surfaces should never be allowed in family housing, administrative buildings, galleys, barracks, etc., due to the problems associated with the resulting dust fallout/contamination of crevices and cracks which may retain unseen quantities of lead contaminated dust. Manual or power sanding of interior and exterior surfaces may be an acceptable contractor work method only if appropriate controls for personnel and environmental protection are in place. Debris produced during renovation must be disposed of in accordance with applicable environmental regulations.

### 3. Cadmium Control Program:

Cadmium is a soft, blue-white, lustrous, heavy metal element that is widely used for plating over other metals as a corrosion and rust preventive treatment. Cadmium may also be found in certain brazing rods and as a pigment component of paints. Some cadmium compounds may look like grayish-white, brown, yellow or red powdery substances. Exposure to cadmium dusts and fumes from the heated metal may cause harmful health effects. The current Permissible Exposure Limit for exposure to cadmium in the workplace is 5 micrograms per cubic meter ( $5 \text{ ug/m}^3$ ), expressed as an 8 hour time weighted average (TWA). ( $5 \text{ micrograms/cubic meter} = .005 \text{ milligrams per cubic meter}$ ).

Cadmium can cause local skin or eye irritation and may also be inhaled or ingested. Inhalation is much more hazardous than ingestion and high exposures that can be immediately dangerous to life and health (IDLH) may be encountered by workers who weld with cadmium containing solders or rods, or who handle large quantities of cadmium containing dusts, such as might be generated by grinding or cutting large numbers of cadmium coated bolts or fastenings. Consult your industrial hygiene survey to identify potential cadmium exposure situations.

Medical surveillance is required for employees who are exposed to cadmium concentrations above the Action Level (AL) of  $2.5 \text{ ug/m}^3$ . Annual physical examinations would include biological monitoring of urine and blood cadmium levels as well as levels of Beta-2 microglobulin in urine.

Several NASO work centers and operations are identified in industrial hygiene surveys as potential cadmium exposure situations and monitoring results are on file in the OSH Office. Engineering controls may include local exhaust ventilation attached directly to powered hand tools and enclosed booths equipped with local exhaust ventilation and high efficiency particulate air (HEPA) filters to ensure that atmospheric levels of cadmium particulate do not exceed the PEL. When local exhaust ventilation is used to control exposure, measurements that demonstrate the effectiveness of the system in controlling exposure, such as capture velocity; duct velocity or static pressure is made at least annually by the Industrial Hygienists.

Administrative controls include work practices designed to minimize exposure to cadmium dusts or fumes.

Work areas may be designated as restricted or regulated while work involving cadmium exposure is in progress to control the number of personnel in the area.

NOTE: Regulated Areas must be demarcated by the supervisor where an employee's exposure to cadmium exceeds or may reasonably be expected to exceed the permissible exposure limit (PEL). Warning Signs shall be provided and displayed in regulated areas. Warning signs shall bear the following information:

DANGER CADMIUM  
CANCER HAZARD  
CAN CAUSE LUNG AND KIDNEY DISEASE  
AUTHORIZED PERSONNEL ONLY  
RESPIRATORS REQUIRED IN THIS AREA

Warning Labels: Shipping and storage containers containing cadmium or cadmium contaminated clothing, equipment, scrap, waste or debris shall bear a label which includes the following:

DANGER  
CONTAINS CADMIUM  
CANCER HAZARD  
AVOID CREATING DUST  
CAN CAUSE LUNG AND KIDNEY DISEASE

PPE: Recommendations are included in the industrial hygiene survey. Where engineering controls do not reduce the lead level to below PEL, controls shall be supplemented with respiratory protection. Full enrollment in the respiratory protection program is required for respirator use. This includes a qualification physical examination, training and fit testing of the proper respirator. Protective coveralls, gloves and shoe covers are sometimes used to prevent contamination of worker's garments. Protective clothing should be vacuumed by a vacuum cleaner equipped with a HEPA filter to remove dust after working in areas where cadmium exposure may occur.

NOTE: Clothing must not be shaken and compressed air shall not be used to remove cadmium dusts from clothing. Workers exposed above PEL must wash both their hands and faces prior to eating, drinking, smoking, chewing or applying cosmetics.

## **Program Section 14**

### **Non-Ionizing Radiation**

Ref: (a) OPNAVINST 5100.23 Series

The term Non-Ionizing refers to forms of radiation which do not have sufficient energy to cause ionization of atoms or molecules. Examples of Non-Ionizing radiation sources include electromagnetic emissions radiated by lasers, radiofrequency (RF), and microwave sources. Industrial Hygiene Surveys help identify personal exposure levels likely to be encountered in area workcenters. Supervisors must ensure that personnel in their workcenter are aware of potential exposure situations in their duty assignments and the control measures imposed to limit their exposures to levels that are within the permissible guidelines.

Laser Radiation: Lasers designed to operate in the ultraviolet, visible and infrared portions of the electromagnetic spectrum may be used in various military, industrial, medical and scientific applications. Lasers are rated from Class I to Class IV to determine safety requirements. Class I lasers are safe to view under all conditions and Class IV lasers cause eye damage under most viewing conditions. Activities operating Class III or Class IV commercial or military exempt laser shall establish a laser control program IAW reference (a) to include a designated Laser System Safety Officer (LSSO). The LSSO shall maintain an inventory of all commercial Class IIb, Class IV and all classes of Military-Exempt lasers assigned to the command. Tasks requiring Laser Radiation Medical Surveillance are identified in the industrial hygiene survey. The LSSO is responsible to ensure that required Laser Safety Training and program management is completed IAW reference (a).

Radiofrequency (RF) Electromagnetic Fields (EMF): RF exposure may be associated with operation of various radars and communication systems at Navy Shore facilities. RF fields may generate induced currents or voltages that could cause premature activation of electro-explosive devices in ordnance, equipment interference or sparks and arcs that may ignite flammable materials and fuels. All shore facilities having RF emitters must have a current certification, as outlined in reference (a), paragraph 2218.

Activities shall post RF hazard warning signs at all access points to areas in which levels exceed the exposure limits for controlled environments. Supervisors must ensure that RF safety training is completed and documented for personnel who routinely work directly with equipment or whose work environments contain RF equipment that routinely emits RF levels in excess of the exposure limits for controlled environments, before assignment to such areas.

Video Display Terminals (VDT's):

VDT's are electronic devices that typically involve individuals remaining in close proximity to them for long periods of time. Various forms of electromagnetic energy are associated with VDT's, including static fields near the screen, 60 Hz electric and magnetic fields, higher frequency fields around 10 kHz from the beam sweep circuits and low intensity X-rays near some internal components. Extensive measurements have shown that the fields emitted from VDT's are already well below exposure guidelines.

Supervisors must ensure that Safety Certifications are obtained for non-ionizing radiation sources and that certifications are updated when new items are added.

## Program Section 15

### Ergonomics and Back Injury Prevention Program

Ref: (a) OPNAVINST 5100.23 Series

1. Ergonomics entails the design of work in relation to the physiological and psychological capabilities of human workers. Ergonomics is the science of fitting the job to the worker. Adjustable chairs and desks, special keyboard supports, anti-glare filters for video monitor terminals, diffused overhead lighting - all designed to improve worker comfort.
2. Work Related Musculoskeletal Disorders (WMSD): WMSDs are disorders of the musculoskeletal system occurring in both the upper or lower extremity and the spine such as cumulative trauma disorders (CTDs) and over exertion injuries (sprains and strains). Work-related Musculoskeletal Disorders can be defined as any combination of stresses applied to the body over a period of time from which adequate recovery does not occur. Repetitive motion injuries caused by excessive movement such as typing, using a screwdriver, etc., static stress and strain associated with maintaining unfavorable positions for extended periods (including sitting or standing positions). Injuries due to one-time events such as cuts, crushes and falls, which are the traditional safety concerns and illnesses or ergonomic disorders such as soft tissue inflammation, bursitis, tendonitis, muscle strain, lower back pain, ligament sprains and tears or nerve impingements including carpal tunnel syndrome and thoracic outlet syndrome.
3. Causes: The "Big Three" risk factors are POSITION, FORCE & REPETITION, although additional risk factors including contact stress, vibration, physical condition of the worker, environmental and psychosocial aspects as well as unsafe conditions and behaviors also apply.
4. Early Symptoms and Warning Signs: WMSDs & CTDs initially cause fatigue during or after work activities which gradually progresses to discomfort and pain and can terminate in disability if the continuum is not broken (see reference (a), Employee Discomfort Survey Appendix 23-A).
5. Means of Prevention and Treatment: Since POSITION is one of the key factors in CTD's, poor or awkward posture or position, faulty body mechanics or movement, loss of flexibility and strength and generally poor physical condition are primary concerns for corrective actions. Workers should attempt to maintain neutral postures which provide the proper curvature of the lower back and avoid awkward positions involving bent wrists, outstretched or upraised arms, elbows away from the body and slumped shoulders, to reduce stress and strain on skeletal, muscular, circulatory and nervous systems.
6. Ergonomics of Hand Tools: See section 6 "Tool Design" portion of Checklist for Evaluation of Ergonomic Stress in Industrial Shops (Appendix 23-B) in reference (a).
7. Equipment Design, Adjustability and Layout: See Checklist for Evaluation of Ergonomic Stress in Industrial Shops (Appendix 23-B) in reference (a).

8. Ergonomic Tips: Proper maintenance of facilities, equipment and tools as a technique to minimize ergonomic stress: Make sure your workstation is properly arranged with materials within easy reaching distance, usually about 16 inches. Adjust the height of video data terminals to position the top line at about eye level. Avoid positions that flex, extend or deviate the wrists to one side or the other. Keep keyboards at levels which allow you to maintain your wrists and forearms in a straight line and more or less parallel to the floor. Both chair height and keyboard height may require adjustment. Use a hard copy holder to position your work where you won't have to bend your neck or strain your eyes to see it. Use only proper industrial work stands, work stations and chairs during industrial activities: NOT office furniture.
9. Ergonomic Analysis: See reference (a), Navy Ergonomics Analysis Worksheet (Appendix 23-A) & Checklist for Evaluation of Ergonomic Stress in Industrial Shops (Appendix 23-B) & Model Specification for an Ergonomic Job Hazard Analysis (see Appendix 23-C).
10. Effective Case Management Process: Reports or observations of fatigue and discomfort attributed to ergonomic stress must be followed up to document and correct conditions which have caused them and monitor the resolution of associated health problems.
11. Safe and Unsafe Ergonomic Behaviors of Employees: The goal of ergonomics is to maintain ergonomically neutral postures. Maintaining the neutral curve in the lower back is the key to reducing back problems. In a neutral posture, your shoulders and back are relaxed, your neck is straight and your arms and elbows are close to your body. Position reversal (for a few seconds every few minutes) helps reduce fatigue. Forward bending (flexion): Flexion of the lower back, as in forward bending movements, causes the lower back to lose its normal curve and to increase the curve in the upper back: this increases pressure on the front of the discs and repetition increases the likelihood of disc injury. 83% of all back injuries occur in flexion. Backward bending (extension). This is the position reversal for flexion, and it is a useful position for people who sit or perform bench work for extended periods. Sitting positions are twice as stressful as standing positions.
12. Back Safety Training: Training shall consist of anatomy & physiology to explain how the musculoskeletal system works and early warning signs of back injury and principles of ergonomics, biomechanics of lifting and lifting techniques, how to avoid back injuries on and off the job and Wellness: weight control (how to lose weight, control weight loss, and its relationship and importance in back injury prevention).
13. Back Support Policy: Lumbar Support Belts: 04 FEB 97 Memo from Deputy Secretary of Defense (Environmental Safety) states: DOD does not recognize back support belts or wrist splints as personal protective equipment, or support the use of these devices in the prevention of back or wrist injuries. These devices are considered medical appliances, and must be prescribed by a credentialed health care provider who will assume responsibility for medical clearance, proper fit of the device, and treatment monitoring or supervision.

NOTE: Avoid bending forward, twisting and reaching when lifting. Bending at the waist, along with sitting, and bending and twisting, cause the greatest mechanical stress to the lower back. When lifting, it's important to keep objects near your body and lift with your knees. Lifting an object at arm's length will significantly increase the stress on the lower back.

## Program Section 16

### Energy Control (Lockout/Tagout)

Ref: (a) OPNAVINST 5100.23 Series

1. Chapter 24 of reference (a) outlines program requirements for the Lockout/Tagout Program. Lockout/Tagout applies to the control of energy during servicing and maintenance of machinery and equipment ashore, when unexpected energizing or movement of machinery or equipment or the release of energy during the maintaining or servicing of such equipment could cause injury to personnel and/or property damage.
2. Authorized Personnel: *Activities requiring energy control programs must maintain a current roster of trained and qualified employees authorized to work on hazardous energy systems and equipment.* Lockout is the preferred method of controlling hazardous energy sources during maintenance and service procedures. The OSH Office must approve equipment or applications where tagout may be used in place of lockout.
3. Affected Employees: Supervisors must ensure that affected employees are made aware of Lockout or Tagout operations in progress at their work center. Affected employees are not authorized to tamper with systems that have been locked out or tagged out. All authorized, affected and other employees will receive training appropriate to their level of responsibility

NOTE: Each Department utilizing locks or tags will have specific standard operating procedures for their operations.

4. Annual Reviews: Annual reviews of energy control procedures shall be performed by the supervisors and will include:
  - a. Identity of the equipment controlled.
  - b. Date of the review.
  - c. Employees included in the review.
  - d. The name of the person performing the review.
5. Hazardous energy control procedures for equipment lockout/tagout are posted on the OSH Office website.

## **Program Section 17**

### **Confined Space Entry Program**

Ref: (a) OPNAVINST 5100.23 Series  
(b) 29 CFR 1910.147  
(c) NAVAIR 01-1A-35

1. Confined spaces are enclosures that are not designed for routine occupancy, for which an employee may need to enter to perform work. In general such spaces have poor ventilation, have limited means of entry or egress or contain potential and/or known hazards. Examples of confined spaces include storage tanks, fuel cells, pits, vats, boilers, and sewers, underground utility vaults, tunnels and manholes.
  
2. A written permit is required to enter spaces that contain one or more of the following characteristics:
  - a. Contains or has the potential to contain a hazardous atmosphere
  - b. Has the potential to engulf an entrant
  - c. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor, which slopes downward and tapers to a smaller cross-section
  - d. Contains any other recognized serious safety or health hazard
  
3. The Confined Space Program at ashore commands is managed by the Public Works Center Confined Space Program Manager (PWC CSPM).
  
4. The PWC CSPM shall be contacted prior to entry into any void, tank, vault or other permit required confined space ashore.
  
5. The Aviation Gas Free Engineering Program is concerned only with aviation fuel cell maintenance. Squadrons shall tailor the program to their need IAW references (b) and (c).

## **Program Section 18**

### **Bloodborne Pathogens Program**

Ref: (a) 29 CFR 1910.1030 Bloodborne Pathogens Standard  
(b) OPNAVINST 5100.23 Series, Chapter 28

Discussion: Reference (a), The Bloodborne Pathogens Standard, 29 CFR 1910.1030, applies to all "Occupational Exposure" to "Blood or Other Potentially Infectious Materials" (OPIM). (The complete 29 CFR 1910.1030 regulations are available at the OSH Office). Reference (b) outlines the NAVOSH Bloodborne Pathogens Exposure Control Program requirements. Human Immunodeficiency Virus (HIV), which may cause Autoimmune Deficiency Syndrome or AIDS, and Hepatitis B Virus (HBV), are the principal bloodborne pathogens of concern. These pathogens or disease causing entities may be transmitted through contact with blood or "other potentially infectious materials".

Program Requirements: The Bloodborne Pathogens Standard outlines requirements for a written Exposure Control Plan containing:

Exposure Determination  
Communication of Hazards to Employees (Information and Training)  
Engineering and Work Practice Controls  
Personal Protective Equipment (PPE)  
Housekeeping  
Hepatitis B Vaccination  
Post-Exposure Follow-up.

Exposure Control Plan: The current Bloodborne Pathogens Program Lesson Plan constitutes the written Exposure Control Plan for activities receiving NAVOSH services from the OSH Office. This lesson plan can be found on our website at [www.nasoceana.navy.mil/safety](http://www.nasoceana.navy.mil/safety).

Personnel requiring Bloodborne Pathogens Program Enrollment: Personnel in the following job classifications perform tasks during which it is reasonable to anticipate occupational exposure to bloodborne pathogens:

Military Job Classifications:

Master-at-Arms (MA rating only) - Potential contact with blood during physical restraint or other altercation and first responder to traffic mishaps.  
Search and Rescue (SAR) Swimmers - Emergency first aid procedures.  
Shore Patrol and Restricted Barracks Staff - Potential contact with blood during physical restraint or other altercation.

Civilian Job Classifications:

Police (GS-083) - Patrol and field personnel only as First Responders.  
Fire (GS-081) - Emergency Response/EMT Personnel only as First Responders.  
Lifeguards - Awareness training alone is appropriate for personnel not required to perform first aid.

Training Requirements: All employees with the potential for occupational exposure to bloodborne pathogens, and their supervisors, shall receive training sufficient to ensure that they are knowledgeable of the hazards bloodborne pathogens pose to workers and control measures used to reduce or eliminate the hazards. Initial

Bloodborne Pathogens Program training shall be scheduled at the time of assignment or as soon as possible thereafter.

Bloodborne Pathogens Exposure Contingency Plan: All situations involving contact with blood or other potentially infectious materials must be reported to the Branch Medical Clinic. Clean up of spilled blood or other potentially infectious materials must be performed only by qualified personnel. Materials contaminated with blood or other potentially infectious materials must be turned in to the Branch Medical Clinic for proper disposal.

## Program Section 19

### Occupational Reproductive Hazard Control Program

Ref: (a) OPNAVINST 5100.23 Series, Chapter 29

Reference (a) states a Reproductive Hazard is any biological, chemical, or physical stressor that has the potential to adversely affect the human reproductive process. These effects may occur through either parent's reproductive cells (Male sperm, Female egg) prior to conception or during the development of the fetus.

Reproductive Hazards may cause changes or mutations in either parent's reproductive cells prior to conception. Mutagens cause changes in the genetic structure of living cells (mutations) and are chemicals or forms of radiation, which increase the frequency of mutations. Mutations of body cells other than the sperm or egg do not jeopardize future offspring, but the abnormal cells may develop into benign or malignant cancer among the cells, tissues and organs involved. Mutations of the sperm or egg prior to conception affect the genetic information contributed by each reproductive cell to the embryo or fetus. Genetic damage to the egg or sperm may cause spontaneous miscarriage or stillbirth.

NOTE: Lead is an example of a reproductive hazard, which affects the germ cells of males (sperm), and females (egg).

Teratogens cause congenital malformations in a developing embryo or fetus, even if the sperm and egg, which formed the embryo, passed along the genetic information from the parents correctly to begin with.

NOTE: Lead, Toluene, Cadmium and Carbon Monoxide are examples of reproductive hazards, which may have teratogenic effects on a developing embryo or fetus.

3. Your current industrial hygiene survey contains an Occupational Reproductive Hazard Summary, which identifies specific occupational reproductive hazards and the associated work tasks, which present potential exposure situations.

NOTE: Lead, toluene, carbon monoxide, cadmium and mercury are the most commonly encountered reproductive hazards at NAS Oceana and Dam Neck.

Lead Reproductive Hazards: Reproductive system effects attributed to lead exposure affect both males and females and include reduced sperm counts and decreased fertility. In male workers, there can be a decrease in sexual drive, impotence, decreased ability to produce healthy sperm, and sterility. In female workers, there is a higher frequency of sterility, premature births, spontaneous miscarriages and stillbirths. Germ cells can be affected by lead and cause genetic damage in the egg or sperm cells before conception and result in failure to implant, miscarriage, stillbirths, or birth defects disorders. The Permissible Exposure Limit (PEL) for lead, 50 micrograms per cubic meter, considers the potential reproductive effects of lead exposure.

Cadmium Reproductive Hazards: Cadmium metal dust is a male reproductive hazard similar in effect to lead. Cadmium exposure may also affect the development of the fetus during pregnancy.

Toluene, Carbon Monoxide and Mercury Reproductive Hazards: These stressors do not produce mutagenic effects on male or female reproductive cells. Toluene, Carbon Monoxide and Mercury are teratogenic and affect the development of the fetus. Toluene, Carbon Monoxide and Mercury are therefore a potential reproductive hazard for women of childbearing age.

The Navy strongly encourages all female employees who become pregnant to notify their commands immediately. The woman shall be given the Developmental Hazard questionnaire (Appendix 29-C of reference (a)). Supervisors knowledgeable of the woman's workplace should fill this out with the woman. An occupational medicine evaluation should occur if the potential for exposure to a developmental hazard is present in the workplace, or if the woman or her commanding officer requests it. A copy of the appropriate sections of the completed evaluation shall be placed in the employee's medical record and in the employee's OSH Office records.

If, after consulting her doctor, an employee asks for a change in her duties or assignment, every reasonable effort shall be made to accommodate her. Agencies may request medical certification of the nature of the limitations recommended by the employee's doctor. Sick leave may also be used for physical examinations. See also Federal Personnel Manual, subchapter 13, Article 13-5, paragraph a.(2)

Pertinent reference information on pregnancy employment policies is included in reference (a), Appendix 29-A.

The goal is to keep the utilization of known reproductive stressors as low as reasonably achievable. The primary methods of achieving this goal shall be through use of engineering controls, and the judicious use of personal protective equipment.

## Program Section 20

### Indoor Air Quality Management

Ref: (a) OPNAVINST 5100.23 Series

Poor indoor air quality (IAQ) detracts from the quality of the work environment. Problems such as uncomfortable air temperatures and humidity can decrease productivity. Multiple causes of poor IAQ exist. Reference (a) lists the following examples:

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

Insufficient ventilation: Lack of sufficient fresh air leads to high carbon dioxide concentrations in work spaces. Lack of fresh air may also cause fatigue, drowsiness, poor concentration and the sensation of temperature extremes without actual temperature changes.

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

Tobacco Smoke: Smoking and second hand smoke, otherwise known as environmental tobacco smoke (ETS), contribute to poor IAQ.

Biological Contaminants: Bacteria, molds, pollen and viruses may be present in stagnant water, air ducts, and humidifiers and drain pans. Biological contaminants can trigger allergic reactions and some types of asthma.

Combustion Products: Combustion products, such as carbon monoxide and nitrogen oxides can be released by vehicle exhaust and ETS.

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

IAQ Investigation: Individuals working in buildings with indications of poor indoor air quality shall report the problem(s) to their immediate supervisor. Supervisors shall coordinate all contact with the designated facilities maintenance activity (PWC) and advise the OSH Office of their actions. The OSH Office shall request an IAQ investigation by the cognizant industrial hygienist if the facilities maintenance activity cannot resolve the situation.

Environmental Tobacco Smoke (ETS): The Department of Defense mandates smoke-free workplaces. Smoking is prohibited in all Department of the Navy vehicles, aircraft and buildings. Smoking is prohibited in common spaces of multiple housing units including bachelor enlisted and officer quarters, and any space within a building common to all occupants including corridors, elevators, rest rooms, cafeterias, snack bars, barber shops and, laundry rooms.

## **Program Section 21**

### **Weight Handling Safety**

- Ref: (a) SECNAVINST 11260.2 Navy Weight Handling Program for Shore Activities  
(b) NAVFAC P-307 Management of Weight Handling Equipment  
(c) NAVAIR 17-1-114 Aircraft Lifting Slings Manual  
(d) OPNAVINST 5100.23 (Series) Navy Occupational Safety and Health Manual  
(e) NAVAIR 00-80R-20 Crash and Salvage Ashore  
(f) NAVAIR 00-80T-96 Support Equipment Basic Handling and Safety Manual  
(g) OPNAVINST 5102.1 (Series) Mishap Investigation and Reporting  
(h) PWCNORVAINST 11262.3 (Series) Maintenance Management of Weight Handling Equipment

Fig 21.1- Non-Cab-Operated Category III Crane Operator Certification Record

#### **1. SCOPE & EFFECT**

a. NAS Oceana Departments, Regional Storefront Program Managers and tenant activities with Weight Handling Equipment program responsibilities that must comply with references (a) and (b) include:

- (1) UIC 60191 Air Operations Department
- (2) UIC 61414 Program Managers for Public Safety & Security
- (3) UIC 44327 Aircraft Intermediate Maintenance Detachment (AIMD)
- (4) UIC 00187 Navy Public Works Center
- (5) UIC 3270A Program Manager for Navy Support Activity (MWR)
- (6) UIC 30297 Regional Supply Storefront
- (7) UIC 31279 Atlantic Ordnance Command Detachment
- (8) UIC 00281 Training Support Center Hampton Roads Dam Neck VA
- (9) UIC 62470 Resident Officer In Charge of Construction
- (10) UIC 66045 Commander Naval Air Technical Training Unit
- (11) UIC 09216 Commander, Fighter Wing, Atlantic
- (12) UIC 09103 Commander, Strike Fighter Wing, Atlantic
- (13) UIC 30197 FLECOMPRON SIX
- (14) UIC 47898 Naval Surface Warfare Development Group (NSWDG)
- (15) UIC 47084 Strike Fighter Weapons School Atlantic
- (16) UIC 00187 NAVFAC (PWC Norfolk)
- (17) UIC 47898 Naval Air Depot Jacksonville DET
- (18) UIC 30197 Fleet Composite Squadron Six

b. All weight handling operations at above listed activities must be conducted IAW references (a)-(h), as applicable.

Note that NAVAIR rigging gear specifically designated for aircraft maintenance is not governed by reference (b) requirements. Ordnance handling rigging gear is governed by OP-5.

## 2. WHE PROGRAM RESPONSIBILITIES

a. Safety Office WHE Program Manager shall assist Activity WHE Representatives with WHE program management on request and may periodically conduct the Navy Crane Center Category 3 Crane Safety Course.

b. Activity WHE Representative. The Activity WHE Representative is responsible to the NASO WHE Program Manager for ensuring WHE Program compliance within the department or activity. Must be qualified to operate the types of cranes within the area of responsibility.

1) Department or Tenant Activity WHE Program representatives shall be familiar with all aspects of their activity WHE program and should monitor/audit their program on an annual basis, utilizing the Navy Crane Center self-assessment checklist.

a) Linked to [nasoceana.navy.mil/safety](http://nasoceana.navy.mil/safety) web site

b) Select “Instructions” and open “Management of Weight Handling Equipment NAVFAC P-307”

c) Select “Download P-307”

d. Print “Self Assessment of the Management of WHE” form

c. Division Officers will be the final authority for all WHE qualifications within their division. As per reference (b), Division Officers will ensure that WHE operators within their division are trained, certified and assigned to operate specific WHE and that operators complete the Operator Daily Checklist (ODCL) prior to every use on each shift. (ODCL is contained in reference (b), page 9-8, which is linked to the NASO Safety Office web site at [nasoceana.navy.mil/Safety](http://nasoceana.navy.mil/Safety))

d. Work center Supervisors shall ensure personnel are properly trained and certified to operate WHE IAW reference (b) Section 13 and Appendix N. Supervisors shall report any WHE deficiencies to PWC for corrective maintenance and notify the Safety Office WHE Program Manager whenever the activity tags WHE Out of Service.

e. WHE Operator shall be properly trained, certified and licensed perform his/her duties IAW reference (a), sections 6, 7, 8, 9, 10, 12, 13 and Appendix N, as applicable.

f. WHE Safety Observer (if required) shall be qualified by the work center supervisor.

### 3. CERTIFICATION OF WHE

a. NAVFAC (PWC Norfolk) Crane Certification Branch Senior Test Director shall be the Certifying Official for NAS Oceana and Dam Neck Annex activities with WHE. PWC shall establish and maintain an Equipment History File on each unit of WHE in accordance with references (b) and (h).

b. IAW reference (b), WHE that is not under current certification shall be locked/tagged out of service by the activity work center until it is re-certified. WHE shall not be returned to service prior to the approval of the Certifying Official. All maintenance shall be performed by certified crane maintenance technicians.

c. Certification frequency. Except as noted in reference (b), cranes and rigging gear require an annual certification, which may include load testing.

### 4. WHE OPERATOR TRAINING AND CERTIFICATION

a. WHE Operator Licensing. The Air Operations Department Crash Crane is the only crane at NAS Oceana that requires a license to operate.

(1) All personnel, except contractor personnel, who are assigned duties involving the operation of Navy shore based CAT 1, 2, cab operated CAT 3, or CAT 4 WHE shall be qualified and licensed in accordance with reference (b). Contractor personnel who operate Navy owned cranes shall be certified by the contractor, at the contractor's expense, as fully qualified, as required by reference (b), paragraph 6.1.

(2) A physical examination by a licensed health care professional is required by reference (b) as a pre-requisite for a WHE License, for those cranes that require licensed operators or other crane crew members. DOT physical examinations may be scheduled with the NAS Oceana Branch Medical Clinic.

(3) Licensed operators shall have such licenses on their possession when operating cranes.

b. CAT 3 Crane Operators shall be trained and tested IAW reference (b). A qualification physical examination and license is not required for non-cab operated CAT III Crane operators.

(1) Non-cab operated Category III Crane Operators require initial completion of the Navy Crane Center Category III Crane Safety Course followed up in the work center by certification to operate specific WHE unless the operator was previously qualified prior to September 2000.

(2) In addition to the required Category III Crane Safety course training, personnel shall demonstrate skills required to perform assigned work. Division Officers are authorized to prepare PQS to qualify operators for each specific crane type their personnel may be required to operate. Operators of Non-cab Operated Category 3 cranes shall be given a performance test by the supervisor or activity WHE coordinator for each type crane they may operate. Certification of Non-Cab-Operated Category III Crane operators to operate specific crane types may be documented by work center supervisors on Figure 21.1 or equivalent documentation.

5. OPERATIONAL SAFETY PROCEDURES. Reference (b), contains specific guidelines concerning crane operational safety procedures, crane team member responsibilities, safety devices, communications, adverse operations, and other safety precautions to be observed.

a. Personal Protective Equipment (PPE):

(1) Foot Protection: Safety Shoes meeting the ANSI Z41.1 standard for toe protection are required in all industrial areas and while working with WHE.

(2) Head Protection: Hardhats shall be worn during all lifts and/or where applicable, cranials will be worn when working on aircraft or while working on the flight line or in jet noise areas.

b. Procedures for Controlling the Bypassing of Safety Devices: Operational safety devices that affect the safe load lifting capability of the equipment, such as interlocks, high and low limit switches, load/load moment and overload indicators with shutdown capability, emergency stop switches, radius indicating devices, and locking devices, as well as general safety devices, such as bells, horns, warning lights and bumpers, that provide protection for operation and maintenance personnel and equipment on, or in the operating path of, cranes, shall not be bypassed by crane operators without permission from the operator supervisor. Supervisors shall control the usage of keys for safety device bypassing. Keys shall be removed from crane, where practical.

c. Suspending Operations and Securing WHE in Adverse Weather Conditions, including High Winds:

(1) Outdoor crane operations shall be suspended and cranes secured when winds are in excess of 25 mph.

(2) Contact the Naval Atlantic Meteorology and Oceanography Detachment at 433-2177 to confirm wind speed.

d. Overhead Electrical Transmission Lines: Operators and riggers shall be alert if any part of the crane or load could approach clearance limits outlined in reference (b), figure 10-3.

(1) An operator supervisor or rigger supervisor shall visit the site, assess potential hazards, and establish procedures to safely complete the operation.

(2) A rigger whose sole responsibility is to ensure that the established minimum clearances are maintained shall be in constant contact with the operator.

e. Complex Lifts: Work Centers shall identify complex lifts, if applicable, as defined in reference (b) and prepare procedures for conducting these lifts.

6. INVESTIGATION AND REPORTING OF WHE ACCIDENTS. In addition to the investigation and reporting requirements of references (d) and (g), activities shall investigate and report crane accidents IAW reference (b), section 12. Accident reports must be kept on file in the crane history record for 7 years. The activity operating the crane shall be responsible to ensure that an investigation is conducted and that WHE

accidents are properly reported. The activity operating the crane shall be responsible for forwarding accident reports to PWC for filing in the Crane History File. The initial investigation shall be performed by the activity WHE Supervisor, who shall notify the Safety Office of all WHE accidents and provide copies of the accident report as soon as possible.

7. CRANE RIGGING GEAR AND MISCELLANEOUS EQUIPMENT. The following requirements are specified for General Purpose Rigging Gear (not subject to NAVAIR or NAVORD standards). Special slings and NAVAIR lifting gear will be maintained and inspected IAW OP-5 or applicable NAVAIR instructions.

a. Requirements for Rigging Gear: Reference (b), section 14 contains requirements for maintenance, inspection and testing of crane rigging gear and miscellaneous lifting equipment, including:

(1) Rigging gear - slings, including chain, wire rope, metal mesh, synthetic rope, synthetic webbing and synthetic round slings; shackles; eye bolts; swivel hoist rings; links and rings; turnbuckles; etc.

(2) Portable load indicators - dynamometers, load cells, crane scales, etc.

(3) Portable chain-falls and hoists (except chain-falls which are designated for use at the same location on a continuing basis).

(4) Portable A-Frames, portable gantries, and portable floor cranes used for general lifting.

(5) Cranes and hoists procured with, integral to, and used solely in support of larger machine systems (milling machines, press brakes, etc.).

b. Equipment Markings. Rigging hardware must be marked with the manufacturer's logo or trademark. Reference (b) passively requires an I.D. number in that it mandates equipment records must be linked to their respective equipment. All rigging gear including shackles, eyebolts, swivel hoist rings, slings and clamps must be labeled with:

(1) The Working Load Limit (the terms Working Load Limit, Safe Working Load, Rated Capacity and Rated Load mean the same thing and are interchangeable)

(2) Inspection Due Date. (May be used until midnight on that date)

c. Test and Inspection. Each division responsible for maintaining miscellaneous rigging equipment described in paragraph 15.a. shall establish a program for applicable equipment, including initial visual inspection and load test, followed by pre-use and documented periodic visual inspections. Remove from service and report any unsatisfactory equipment and gear to PWC for resolution. Activities may choose to send rigging gear to PWC Code 341 for initial strength testing and marking. Subsequent periodic re-inspection, load testing, repairs and alterations of applicable equipment shall be performed IAW reference (b), section 14.

16. NON-NAVY OWNED CRANES AT NAS OCEANA. Reference (b) contains specific requirements concerning Rented, Leased and Contractor Operated Cranes that are required to ensure that Navy personnel are not exposed to hazards caused by the operation of contractor operated cranes.

a. The Resident Officer in Charge of Construction (ROICC) shall ensure that:

1) Applicable regulations pertaining to crane safety, operation, certification and operator licensing are included in the contracts, purchase orders or statements of work for contractor crane operations.

2) A certificate of compliance that crane and rigging gear meet applicable OSHA regulations, an SOP and operator license are required to be posted in the cab as a condition of access to the base.

3) Contractors comply with allowable crane access routes and ground loading limitations, as applicable.

b. NAS Oceana Security Detachment personnel shall be responsible for ensuring that the ROICC Office is notified when contractor cranes arrive at the Main Gate.

Figure 21.1

Non-Cab-Operated Category III Crane Operator Certification Record

Operator Name: \_\_\_\_\_ Rate/Rating: \_\_\_\_\_

UIC: \_\_\_\_\_ Activity: \_\_\_\_\_

Department/Division/Work Center: \_\_\_\_\_ Building Number: \_\_\_\_\_

1. Initial completion of Navy Crane Center Category III Crane Safety Course with a passing grade of at least 70%:

Date: \_\_\_\_\_ Score: \_\_\_\_\_ Instructor Name: \_\_\_\_\_

2. Satisfactory Performance Test for specific crane and rigging gear: Note that only one performance test is required for each type of crane in use (Fixed Manual Chain Hoist, Electric Wire Rope Hoist on Monorail, Manually Operated Chain Hoist on A-Frame, Bridge Crane with Electric Hoist, etc.), as long as all controls are demonstrated and applicable rigging gear is included. Minimum requirements for the performance test include:

- a. Completion of Operator's Daily Check List (ODCL)
- b. A "Walk Around Check", as described in NAVFAC P-307 9.1.2.1.1
- c. An "Operational Check", as described in NAVFAC P-307 9.1.2.1.4
- d. Inspection and use of applicable rigging gear.

Navy Crane Asset Number(s): \_\_\_\_\_ and/or Other Crane I.D. Number:

\_\_\_\_\_ and/or Type Crane: \_\_\_\_\_

Satisfactory Performance Test Date: \_\_\_\_\_

This record documents Category III Non-Cab-Operated Crane Operator certification for the above listed cranes. Operator certification for the specific crane(s) identified above is valid if the initial Navy Crane Center Category III Crane Safety Course was passed with a minimum score of 70% and the supervisor has signed to indicate a satisfactory performance test for a specific crane type. Certification is valid for duration of assignment to this activity work center.

OPNAVINST 5100.23 (Series) Appendix 6-A requires Annual Refresher WHE Training. Supervisor is responsible for conducting and documenting annual refresher training . [Annual Training Lesson plan on website [nasoceana.navy.mil/safety](http://nasoceana.navy.mil/safety)]

Supervisor/WHE Coordinator Name: \_\_\_\_\_

Supervisor/WHE Coordinator Signature: \_\_\_\_\_

(See reverse for additional Crane certifications)

Non-Cab-Operated Category III Crane Operator Certification Record

This record documents Category III Non-Cab-Operated Crane Operator certification for the below listed cranes at the activity and work center listed on reverse.

Operator certification for the specific crane(s) identified below is valid if the initial Navy Crane Center Category III Crane Safety Course was passed with a minimum score of 70% (as indicated on the reverse) and the supervisor has signed to indicate a satisfactory performance test for a specific crane type.

Certification is valid for duration of assignment to this activity work center.

Navy Crane Asset Number(s): \_\_\_\_\_ and/or Other Crane I.D. Number:

\_\_\_\_\_ and/or Type Crane: \_\_\_\_\_

Satisfactory Performance Test Date: \_\_\_\_\_

Supervisor/WHE Coordinator Name: \_\_\_\_\_

Supervisor/WHE Coordinator Signature: \_\_\_\_\_

Navy Crane Asset Number(s): \_\_\_\_\_ and/or Other Crane I.D. Number:

\_\_\_\_\_ and/or Type Crane: \_\_\_\_\_

Satisfactory Performance Test Date: \_\_\_\_\_

Supervisor/WHE Coordinator Name: \_\_\_\_\_

Supervisor/WHE Coordinator Signature: \_\_\_\_\_

Navy Crane Asset Number(s): \_\_\_\_\_ and/or Other Crane I.D. Number:

\_\_\_\_\_ and/or Type Crane: \_\_\_\_\_

Satisfactory Performance Test Date: \_\_\_\_\_

Supervisor/WHE Coordinator Name: \_\_\_\_\_

Supervisor/WHE Coordinator Signature: \_\_\_\_\_

## **Program Section 22**

### **Safety & Occupational Health Awards Ashore**

Ref: (a) OPNAVINST 5100.23 Series, Chapter 32  
(b) SECNAVINST 5100.15 Series

Reference's (a) and (b) outlines the Navy's awards selection criteria. Submittals for the previous fiscal year safety awards (01 October through 30 September) are due to the OSH Office from NAS Oceana and Dam Neck Departments no later than 30 October. Note that squadrons and other tenant commands may also promote their own Safety Award Programs.

Secretary of the Navy activity awards will be presented annually (on a fiscal year basis) to Navy/Marine Corps shore activities and fleet operational/support units located ashore, based on the overall quality of their occupational safety and health programs and records. Activities will compete in the industrial category, non-industrial category, or fleet operational/ support units ashore

## Motor Vehicle Safety

Ref: (a) OPNAVINST 5100.12 Series

1. Reference (a) is the Navy Motor Vehicle Safety Instruction.
2. Key points of the Navy Motor Vehicle Safety Program include requirements for:
  - a. Use of seat belts in all government owned and private motor vehicles at all times by Navy personnel, both on and off base.
    - (1) Failure to use occupant protection devices, personal protective equipment, or failing to comply with licensing or operator training requirements may be considered in making line of duty determinations for injuries received on or off a Naval installation.
  - b. 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 eight (8) consecutive hours off duty.
    - (1) In any duty period no one may drive or require another to drive a motor vehicle for more than a total of ten (10) hours, or
    - (2) After having been on duty for fifteen (15) hours, or
    - (3) After eight (8) hours if the vehicle is carrying explosives or other hazardous cargo.
    - (4) A vehicle carrying explosives or other hazardous cargo makes an off-station trip requiring more than eight (8) hours driving time, two drivers shall be assigned.
    - (5) Assigned drivers shall relieve each other of driving responsibility and one may not drive over eight (8) hours.
    - (6) Total driving time for both drivers shall not exceed ten (10) hours).
  - c. Individuals shall not be assigned as a driver of Navy-owned police vehicles, ambulances, fire trucks, crash and rescue vehicles, Explosive Ordnance Disposal (EOD) and Hazardous Material (HAZMAT) response vehicles or other emergency response vehicles equipped with lights and siren until they have successfully completed the Emergency Vehicle Operator Course (EVOC) conducted by a COMNAVSAFECEN-approved instructor, or other COMNAVSAFECEN-approved training.
    - (1). Emergency vehicle operators shall be re-certified every three years.
  - d. Individuals shall not be authorized to operate Navy motor vehicles during:
    - (1) Periods of suspension or revocation of operator's license enforced or required by any state or host nation.
    - (2) Periods when base driving privileges are suspended or revoked for driving under the influence of alcohol or other drugs or for other traffic violations that constitute a "moving violation" of base, state, federal or host nation traffic codes.

3. Traffic Safety Committee: Primary mission of Traffic Safety Council is to analyze traffic mishaps and violations, identify mishap locations, analyze high mishap incidence locations and reduce hazards associated with imminent danger situations.

a. The Traffic Safety Committee is composed of the Safety Representative Committee members, is attended by the Executive Officer, and meets on the first Tuesday each month at 0930.

4. Pedestrian and Bicycle Safety Highway Safety Program Guidelines (HSPG)

a. All personnel (including dependents in Navy housing areas) who ride a bicycle on a Naval Station shall properly wear an approved (CPSC, ANSI or Snell Memorial Foundation) bicycle helmet.

(1) Workers riding bicycles in areas requiring hard hats may use approved (ANSI) hard hats fastened under the chin.

(2) Bicyclists shall wear light colored clothing. At night or in the fog, rain or other inclement weather, bicyclists shall wear retro-reflective clothing. Bicycles shall have lights, reflectors and a horn.

(3) Individuals are not authorized to skate, skateboard, jog, run or walk on roadways during high traffic density and peak traffic periods.

(4) Peak traffic periods and roads and streets with high-density traffic for NAS Oceana shall be defined as:

(a) Tomcat Blvd from Main Gate to Traffic Circle

(b) Hornet Drive from Back Gate to Traffic Circle

(c) 5<sup>th</sup> Street

(d) From 0600-0800 and 1500-1700

(5) Peak traffic periods and roads and streets with high-density traffic for Dam Neck shall be defined as:

(a) Dam Neck Road

(b) Regulus Ave

(c) Terrier Ave

(d) Talos St

(e) Tarter Ave

(f) From 0600-0800 and 1500-1700

b. Pedestrians at crosswalks have the right of way.

c. Wearing portable headphones, earphones, or other listening devices while operating a motor vehicle or while jogging, walking, or bicycling on roads and streets on Naval Stations is prohibited. Use of these devices on designated running paths is permitted.

5. Fluorescent or retro-reflective vest shall be provided to and properly worn by all individuals who are exposed to traffic hazards as part of their assigned duties (e.g., traffic control personnel, road construction crews, marching troop road guards, etc.).

6. Motorcycle Safety Program- Each active duty operator of a motorcycle shall complete COMNAVSAFECEN

approved motorcycle rider training, regardless of intent to ride on base.

7. All motorcyclists must complete COMNAVSAFECEN approved motorcycle rider training as a condition for obtaining a base sticker for on base motorcycle operation.

8. Novice riders are directed to the Virginia DMV sponsored Motorcycle Safety Foundation Basic Rider courses conducted locally at:

Thomas Nelson Community College  
Hampton, Virginia (757) 825-2758

Tidewater Community College  
Chesapeake Campus (757) 822-5247

9. Active Duty Military and DOD civilian riders with valid state motorcycle licenses (NOT permits) may apply to the Motorcycle Safety Foundation Basic Rider Course classes periodically conducted by the OSH Office. (See web site [www.nasocceana.navy.mil/safety](http://www.nasocceana.navy.mil/safety) for more information)

10. The following personal protective equipment (PPE) is mandatory for active duty military at all times, on or off the base and for all persons while operating or riding as a passenger on a motorcycle operated on base:

- a. Appropriately fastened (under the chin) protective helmet certified to meet U.S. Department of Transportation (DOT) standards.
- b. Properly worn eye protective devices (impact or shatter resistant goggles, or full face shield attached to the helmet). A windshield, fairing or eyeglasses alone are not considered proper eye protection.
- c. Properly worn long-sleeved shirt or jacket, long-legged trousers and full-fingered gloves or mittens.
- d. Properly worn sturdy footwear. (Riders are encourage to wear leather boots or over the ankle shoes). Loafers, tennis or deck shoes are not considered sturdy footwear.
- e. A properly worn, brightly colored outer upper garment by day and a reflective upper garment by night. The outer garment shall be clearly visible from the front and back and not covered with such items as backpacks, etc. Military uniforms do not meet these criteria.

11. Traffic Safety Training: Traffic Safety Training should become a prominent part of a command's educational and awareness campaign to reduce the leading cause of accidental death in the Navy.

a. Personnel under 26 years of age are required to complete a minimum of four hours of classroom instruction designed to establish and reinforce safe driving habits. The Navy Education and Training Center released Traffic Safety Navy Military Training materials in January 2001 to meet this requirement.

(1) The CD ROM PowerPoint presentation, video tapes and an instructor guide are available on loan from the OSH Office if your command did not receive these materials, which are also available from NETPDTC.

b. Driver Improvement Program (DIP) Course: Driver Improvement courses shall be required for:

(1) Individuals who have been determined to have been at fault in a Navy GMV mishap whether on or off a Navy installation.

(2) Individuals driving a GMV or PMV who have been convicted of serious moving traffic

violations (e.g., reckless driving, driving while intoxicated, speeding, following too closely, failure to yield, etc.).

c. Offenders, military or civilian, shall successfully complete a driver improvement course when referred to attend by the base traffic court and/or legal office or lose installation-driving privileges.

12. Speed limits on Naval Stations shall be based on traffic engineering studies and safe operating requirements, and shall be consistent with state and local laws.

a. The speed limit at NAS Oceana and Dam Neck is 25 mph unless otherwise posted.

b. Speed limit in parking lots is 5 mph. Note that most traffic mishaps on base occur while vehicles are backing up in parking lots.

c. Emergency vehicle operators shall not operate their vehicles at any time at a speed that is not reasonable for weather, visibility, traffic, or roadway conditions.

13. Seat belts are required at all times on base (and in Virginia) for government/private owned vehicles.

14. Traffic circle (NASO- Hornet Drive and Tomcat Blvd.). Requirements that apply are:

a. Vehicles in the circle have the right of way.

b. Yield means stop for vehicles in the traffic circle.

c. One-way traffic (counter-clockwise).

d. One lane traffic.

e. Signal intent to exit from circle.

15. Traffic Mishaps: All traffic mishaps will be investigated by the Security Detachment and reviewed by the NASO Traffic Safety Program Coordinator.

a. Accident reporting

(1) An SF 91, Motor Vehicle Accident Report, must be completed following an accident involving a DoD motor vehicle. The reporting process, showing responsibilities for operators, supervisors, reviewing and approving officials, is described in Figure 23.1. SF 91 forms and instructions are located on the OSH Office website at [www.nasoceana.navy.mil/safety](http://www.nasoceana.navy.mil/safety).

(2). Supervisors shall report all on-duty traffic mishaps involving personnel in their work center. The Supervisor's Mishap Report Form is posted on the OSH Office web site at

## Accident Reporting Involving a DoD Motor Vehicle

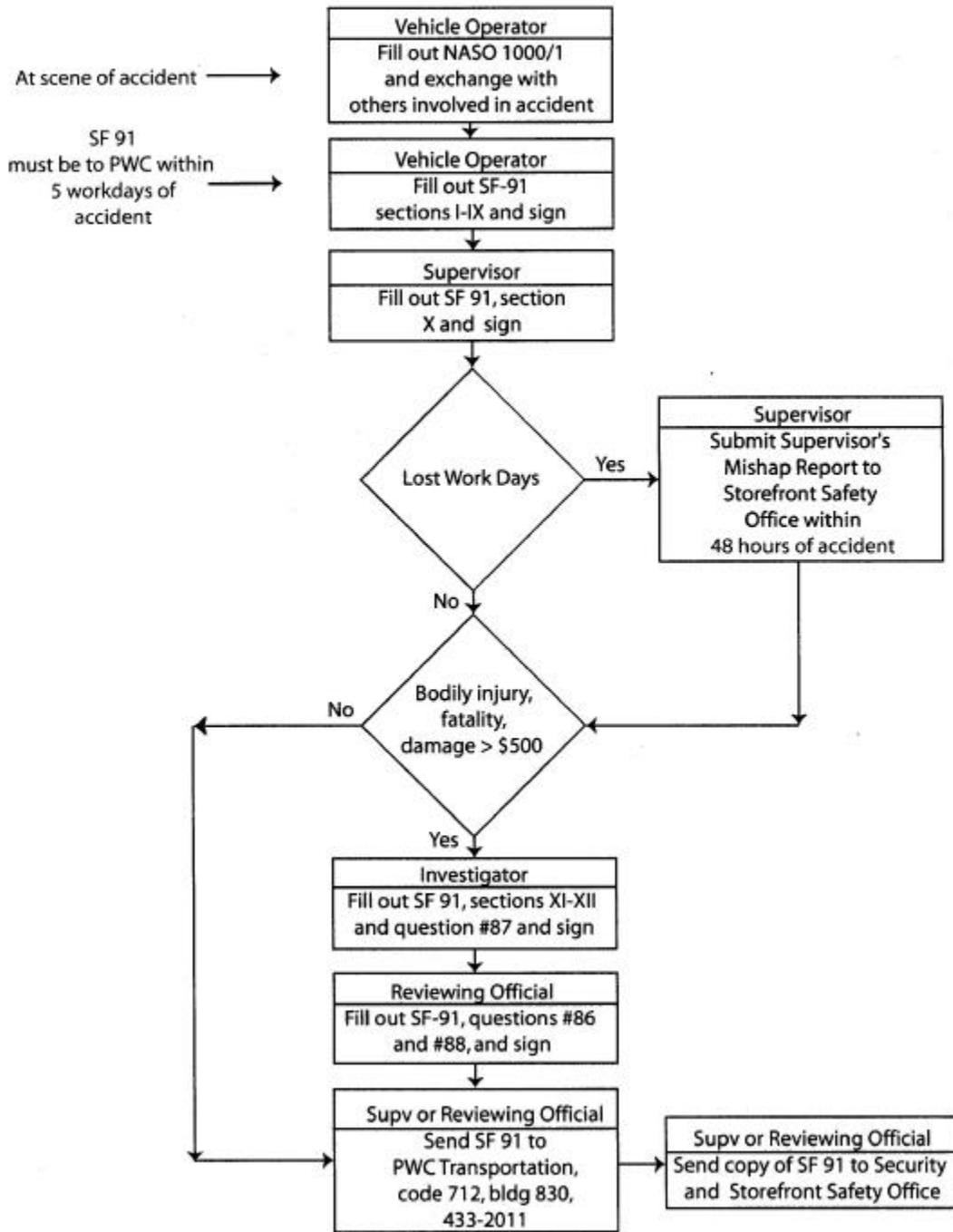


Figure 23.1

## Program Section 24

### Operational Risk Management (ORM)

Ref: (a) OPNAVINST 3500.39

1. Operational Risk Management (ORM) guidelines were released as OPNAVINST 3500.39 on 03 APR 97. This OPNAV directs the inclusion of ORM in the orientation and training of all military personnel, commensurate with rank, experience and leadership position and the integration of ORM at all levels of the command.

2. ORM is simply a 5-step process of looking at what we are doing to manage risks in our day to day work:

a. I.D. Hazard (Review mishap statistics, look at how you are doing what you do, list the major steps of a task and all potential losses and contributing hazards you can think of)

1) Hazards are defined as conditions with the potential to cause personal injury or death, property damage or mission degradation.

b. Assess Risks associated with daily tasks (What could go wrong and what is the worst thing that could happen if it does)

1) Risk is an expression of possible injury, damage or loss in terms of Severity and Probability.

2) The Risk Assessment Code (RAC) concept included in the OPNAVINST 5100.23 Hazard Abatement chapter assesses mishap Severity & Probability to prioritize hazards as Serious, Critical, Moderate, Minor or Negligible

3) The potential for exposure is a third factor addressed in the OSHA version of ORM referred to as Job Safety Analysis: Exposure potential data is included in Industrial Hygiene Surveys of tasks at the work center level Ashore (How many personnel are exposed, how often and for how long?)

c. Make Risk Decisions (What level of Risk is Acceptable and in what tasks should we try to decrease the level of risk: Does the risk outweigh the benefit?)

1) Not all risks are manageable: Sometimes the best decision is NOT to perform a task.

d. Implement Controls (Decrease the risk, eliminate it, decrease the frequency or duration of a task to minimize exposure, initiate administrative and engineering controls)

e. Supervise the task to determine if the assessment was accurate and to see if the controls are effective. You get what you INSPECT, not what you EXPECT.

3. The ORM process method of analyzing task component steps can help to evaluate and manage risks associated with all types of processes and activities, both on and off duty.

4. Hazards should be identified, risks assessed, and controls developed and implemented during the earliest possible planning stages. Operations should be continuously monitored for their effectiveness when the situation changes.

5. Three Levels of the Operational Risk Management Process:

a. Time-critical: An “on-the-run” mental or oral review of the situation using the five-step process (without recording the information on paper) during the execution phase of a planned operation or daily routine.

b. Deliberate: The complete five-step process as applied during the planning of an operation. This may include review of standard operating, maintenance or training procedures and damage control/disaster response planning.

c. In-depth: Deliberate process with a more thorough risk assessment involving research of available data, use of diagram and analysis tools, formal testing or long term tracking of the hazards associated with an operation to identify and assess the hazards. Introduction of new equipment, materials and missions, development of tactical and training curricula and major system overhaul or repair are examples of this level of operational risk management.

6. Four Principles of Operational Risk Management:

a. Accept risk only when benefits outweigh the cost

b. Accept no unnecessary risk.

c. Anticipate and manage risk by planning.

a. Make risk decisions at the right level (made by the leader directly responsible for the operation, who may decide to seek additional guidance).

## Section 25

### Standard Operating Procedures for Polyurethane Painting of Aircraft.

#### References:

- (a) COMNAVIAIRLANT MESSAGE R 1800532 JUL 97 ZYB PSN 100397I20
- (b) NAVAIR 01-1A-509
- (c) Current Industrial Hygiene Survey

Action. Only touch up roll-on application of polyurethane painting in hangars is authorized providing the requirements outlined in references (a), (b), and (c), and the following conditions are met.

(1) Painting shall be conducted only in areas designated by the Commander Fighter Wing Atlantic and Commander Strike Fighter Wing Atlantic OSH Offices. Areas are to be cordoned off and clearly marked and posted with signs indicating "Caution Polyurethane Painting".

(2) At least two hangar doors are to remain open while spray painting is in progress for ventilation purposes.

(3) Where cleaning, painting, or paint removal operations are being conducted, no concurrent potentially hazardous operations shall be conducted within 50 feet of the work area. For touch-up operations, the area shall be inspected prior to the start of operations for any ignition sources and these sources eliminated. Such conditions shall be maintained hazard-free during the work period.

(4) Electrical equipment on aircraft shall be de-energized and the aircraft grounded.

(5) Fire extinguishers shall be provided in the immediate vicinity of the aircraft during spray painting.

(6) Paints, paint thinners, rags, etc., shall be only those necessary to accomplish the specific job.

(7) Portable lighting and other electrical equipment required to be operated within 50 feet of the aircraft being painted shall be approved by Underwriters Laboratories Class 1, Division 2 (explosion-proof electrical fixtures) locations.

(8) Grounding or bonding equipment shall be regularly inspected, properly maintained and used.

(9) A minimum distance of ten feet shall be maintained between the aircraft painting area and the walls of the hangar.

Personal Protective Equipment: Follow reference (c) requirements for types of personal protective equipment to be used. Contact Commander Fighter Wing Atlantic and Commander Strike Fighter Wing Atlantic OSH Offices for additional guidance.

Housekeeping and Personal Conduct:

- a. Industrial waste disposal shall be in accordance with reference (d).
- b. Spills shall be cleaned up as they occur.
- c. Smoking is prohibited in the vicinity of hangar bays or aircraft servicing ramps used for cleaning, painting, or paint removal operations.
- d. Painters' benches and cabinets shall be kept orderly and free of trash.
- e. In case of fire or medical emergency contact the Base Fire Department at 433-9111.

## **Plans Review and Purchasing**

1. All plans for renovation and self help projects shall be forwarded to the OSH Office, NAS Oceana, Bldg. 230 for review prior to beginning work.
2. Plans to purchase Hazardous Materials are addressed in Section 4 of this guide.
3. Prior to purchase of any tools or non-administrative equipment personnel are to ensure that the OSH Office is consulted concerning safety criteria such as machine guarding and testing certification
4. Prior to implementing any Standard Operating Procedures (SOPs) that involve potentially hazardous work, the OSH Office will be included in the review process.
5. The OSH Office will include the Industrial Hygienist in the review of any of the above that involve health concerns.

## Program Section 27

### Explosives Safety Program

- References:
- (a) NAVSEA OP5, Current revision
  - (b) OPNAVINST 8020.14 (Series)
  - (c) NAVSEAINST 8020.14 (Series)
  - (d) NAVSEAINST 8023.11 (Series)
  - (e) CINCLANTFLTINST 8023.5 (Series)
  - (f) COMNAVREG MIDLANT/SOPA(ADMIN) HAMPTON ROADS INST 5400.1 (Series)
  - (g) COMNAVREGMIDLANTINST 8023.1 (Series)
  - (h) COMNAVREGMIDLANTINST 8023.2 (Series)

1. Purpose. The explosive safety policies of the Navy are directed at providing high quality ammunition in a sufficient quantity and a safe manner to support Naval Air Station Oceana, Dam Neck Annex, and tenant commands onboard both bases. Personnel safety and protection of valuable physical resources are the primary consideration of these policies. Policies are set forth in references (a) through (g), as well as other publications/instructions/directives as needed. The purpose is to acquaint personnel engaged in operations that involve ammunition, explosives and other hazardous materials with the characteristics and hazards of these items and to specify standardization of safety regulations for the care, handling, storage, preparation for shipment, and preparation for receiving ammunition.

2. General. This section covers the basic requirements, standards, and practices to be observed in preparing, handling, storing, shipping, and disposing of ammunition, explosives, and other dangerous articles. It must be realized by everyone working with or near explosives in any form, that explosives are potent and are meant to explode. Even the least sensitive explosives may detonate if subjected to imprudent or improper handling, thus resulting in an accident that may cause considerable damage or loss of life. The history of mishaps which have occurred in the use, handling, shipping, and storage of ammunition shows avoidable circumstances existed in practically every instance where the cause could be determined. Complete understanding and strict observation of prescribed safety regulations are necessary to eliminate the unsafe acts and conditions that cause preventable accidents. Likewise, any repeated work, no matter how dangerous, is likely to become routine and lead to carelessness. Therefore, constant alertness on the part of the employee or ammunition handler and close supervision by the supervisor must be maintained to prevent mishaps in operations involving ammunition and explosives. The most important considerations in handling ammunition and explosives are safety and responsibility. The individual output of personnel shall never be evaluated on a competitive basis to a degree that would encourage short cuts in safety procedures.

3. Mandatory and Advisory Regulations. The requirements set forth in NAVSEA OP5 that use the commands "shall," "will," or "must" are mandatory unless they are specifically waived or exempted by the CNO. Advisory requirements are those in which "may" or "should" are used. Per NAVSEA OP5, these advisory requirements shall be followed unless exceptions are authorized by the Commanding Officer, NAS Oceana.

4. Scope. This instruction applies to all military, civilian and contractor personnel onboard NAS Oceana and Dam Neck Annex, with the exception of COMNAVSPECWARDEVGRU, engaged in the storage, handling,

renovation, production/processing, research and development, testing and transportation of ammunition and explosives (A&E).

## 5. Responsibilities

a. Program Manager, Public Safety (PM). The PM has overall responsibility for compliance with all ammunition and explosives safety regulations by regional installations, tenant commands and other units located in the regional area. An Explosive Safety Officer (ESO), in the Regional Safety Office, is designated in writing and is responsible for compliance with all explosive safety criteria. The ESO shall direct the OSH Office to be responsible for assuring understanding of and compliance with all explosives safety criteria as specified. He/she shall ensure that storefront Safety personnel understand and implement the explosive safety criteria as specified.

b. Commanding Officer/Installation Commander. The CO/IC has responsibility for compliance with all ammunition and explosives handling safety regulations by installation personnel, tenant commands and other units located at the installation. This responsibility extends to ensuring the provision of supervision (through the OSH Office) of all phases of ammunition handling and the coordination of explosives operations with other hazardous operations such as fueling, handling compressed gas, and hot work. In addition, it is the CO/IC's responsibility to ensure all personnel who handle or supervise personnel who handle ordnance, ammunition or explosives are qualified and certified to perform these tasks. An Explosive Safety Officer, within the OSH Office, is designated in writing and is responsible for compliance with the explosive safety criteria specified in reference (a), section 1-4.4.1. It is also the CO/IC's responsibility to require personnel of other agencies, including contractors, while on his facility, to follow established safety rules. The CO shall enforce the mandatory requirements and shall initiate those directives and inspections necessary for compliance with the rules and regulations described.

(1) These regulations, however, should not be construed as relieving tenant Commanding Officers' of their responsibility for the safe handling of ammunition.

d. OSH Office. The responsibilities of the OSH Office are to administer and monitor the Navy Occupational Safety and Health Program, the Explosives Safety Program, the Traffic Safety Program and other safety programs as assigned. The Safety Manager, as an advisor to the CO for all safety matters, is responsible for implementing and managing the safety programs, and will report their status directly to the CO.

e. Explosives Safety Officer (ESO). An ESO is designated in writing by the CO and is organizationally assigned to the OSH Office, as required by reference (a). The role of the ESO is to manage the explosives safety program and to provide reasoned, informed advice to the CO regarding compliance with longstanding Navy explosives safety standards and acceptable levels of risk with regard to explosive operations. The ESO specifically, is responsible for assuring personnel involved with explosive operations receive formal training, and for the items listed in reference (a), paragraph 1-4.4.1 (a through s).

f. Non-Nuclear Ordnance/Explosive Handlers

(1) Supervisory Personnel: Supervisors shall be thoroughly familiar with the provisions of

NAVSEA OP5, this SOP, and other command and higher echelon instructions as appropriate. Supervisors have no authority to waive or alter NAVSEASYSCOM and command safety requirements nor shall they permit violation of these requirements by others. They shall act positively to eliminate any potential hazards existing in operations under their jurisdiction. Where there is doubt as to the exact meaning of a safety requirement or conflict between instructions, operations shall stop for an interpretation or decision from proper authority. Supervisory responsibilities are listed in reference (a), paragraph 1-4.5.1

(2) Operating Personnel (i.e., ordnance personnel, and handling personnel): Operating personnel shall be responsible for understanding and strictly observing all safety standards, requirements and precautions applicable to their work or duty. Responsibilities of operating personnel are listed in reference (a), paragraph 1-4.6 (a through f).

6. Explosive Safety Self-Assessment (ESSA) Program. As required by reference (c), an ESSA Team will be established to conduct a self-audit of the Explosives Safety Program and report all findings to the Commanding Officer and Program Manager for review/action. A self-appraisal process is one of the most effective means for maintaining a valid and reliable explosive safety program. The intent of the ESSA is to emphasize the importance of maintaining a well-disciplined proactive approach to explosives safety issues and to promote the highest standards of A&E safety, integrity, responsibility, and compliance. The following applies:

a. The Safety Office will act as the ESSA Management Steering Committee and will advise the Commanding Officer/PM of the status of the program and initiatives that should be taken to resolve significant program shortcomings. They shall provide resources as appropriate to support the ESSA Program and they shall review the self-audit findings. They shall follow-up on findings identified by all inspection efforts to assure corrective action is taken.

b. Tenant commands will be required to participate in interdepartmental joint action for inspections of functional areas as deemed necessary by the Steering Committee, as well as conducting self-audits of their own areas. Departments and tenant activities shall provide personnel, data, and access, as appropriate, to actively support and participate in the ESSA process, shall review ESSA findings and in conjunction with the OSH Manager, initiate appropriate and timely corrective action.

c. The results of the ESSA must be documented and records shall be maintained for 3 years. All audit findings and subsequent corrective action processes are subject to review during any Explosive Safety Inspections.

d. The ESSA process for NAS Oceana and the participating tenants shall use the checklist included in reference (c) as a guide for performing the self-audit. At a minimum, the self-audit should examine how well the facility performs those functions identified by reference (a). The self-audit should evaluate all programs and processes that monitor and support the safe operation of all explosive programs. In order to assure a

comprehensive and multi-faceted program, the NAS Oceana and Dam Neck ESSA process is made up of the following major program components:

- (a).
  - 1) Periodic magazine inspections of departments/tenants who store A&E as required by reference
  - 2) Annual inspections of operating shops, such as squadron AME/PR shops, VC-6 maintenance facilities, etc.
  - 3) Periodic inspections of magazine and operating facilities by explosives safety experts from the Safety Office.
  - 4) Department/tenant self-evaluation using the Functional Guide (enclosure (2) to reference (a)) as comprehensive evaluation of significant A&E safety checkpoints.
  - 5) Evaluation of other scheduled inspections, such as the Weight Handling Equipment Inspection, Hazards of Electromagnetic Radiation of Ordnance Surveys, etc.
  - 6) Continuous monitoring and inspection of all departments and tenants explosives safety program by the Safety Office.
  - 7) Identification of trends favorable or unfavorable to explosives process controls.

e. Inspection results will be documented, and it is the responsibility of each department/tenant to take proactive and appropriate action in correcting deficiencies in their programs identified by any inspection source. Departments/tenants shall also report deficiencies in their programs to the Safety Office who will maintain records of all inspections and corrective action initiated.

7. Site Approval Documentation. Site Approval Requests shall be forwarded through the OSH Office for review and approval prior to release from NAS Oceana. This includes requests pertaining to facilities/construction on property affecting, and under the cognizance of NAS Oceana, Dam Neck Annex, and tenant commands. Personnel preparing site approval documentation shall be trained as required by reference (a). The following applies:

a. Provide detailed requesting documentation that includes a general description of A&E for the operation. List the hazard class/division and NEW. Provide a description of the area, including building numbers, personnel and other sites affected by the proposed explosives site.

b. Forward request to Public Works Center (PWC) for review and action. PWC shall put the site approval request package together including NAVFAC Form 11010/31 and appropriate maps (at a minimum a map of the proposed site at a 400' to 1" scale and one base map). The package will then be forwarded to the OSH Office/Explosive Safety Officer for review and approval/disapproval, prior to CO/OIC signature.

8. Standard Operating Procedures (SOPs). Explosive Safety SOPs for NAS Oceana, Dam Neck Annex and

tenant commands shall be developed, reviewed and maintained in accordance with reference (d) and (h). The following procedures apply:

a. Activities performing any explosive operations (i.e., handling, storing, transporting, assembly/disassembly, etc.) shall develop Explosive Safety SOPs. CO/OICs shall be the approving official, unless otherwise designated in writing.

b. SOPs shall be forwarded through the OSH Office for review and approval PRIOR to signature of approving official.

c. Supervisors shall conduct at least annual reviews of the SOP and document the review. Supervisors shall also provide the hazard control brief as required by references (d) and (h) and ensure briefs are properly documented.

d. Changes shall be forwarded through the OSH Office, and other approving departments, prior to signature of approving official.

e. No specific format for SOPs is required. The only requirement is that all sections, as noted in references (a), (d), and (h) are included.

f. Operations covered by explosive safety SOPs, and the SOPs themselves, are subject to inspection/evaluation by explosive safety personnel.

9. Maintenance and Repair Work (including hot work): A qualified fireguard or fire watch, from the department/command, adequately equipped and prepared, shall be maintained at all times when maintenance and repair work involving open flames or heat-producing devices or equipment is being conducted near or within A&E storage areas.

a. Work requiring soldering, melting of asphalt, or use of blow torches or other heat or spark-producing devices that develop temperatures higher than 288°F shall not be performed in an A&E area without proper and continuous supervision to ensure all necessary precautions and regulations are strictly observed. Authorization will include a signed permit issued by the Fire Department, and countersigned by the OSH Office. The personnel performing the hot work shall contact the OSH Office (433-2211/433-2692) and Fire Department (NASO 433-2066/Dam Neck 492-6336) prior to commencing operation. The above offices will conduct an inspection of the work area and equipment to be used to ensure compliance. The hot work personnel shall ensure all applicable procedures included in this SOP and reference (a) are complied with.

10. Qualification and Certification Program. Per references (a), (b), (e) and (g), a qualification and certification program must be maintained for personnel involved with ordnance handling. Only qualified and certified personnel may perform ordnance-handling operations. References (e) and (g) govern the qualification and certification program for personnel under the cognizance of COMLANTFLT and Commander Navy Region Mid Atlantic (CNRMA). As required by reference (a) the ESO shall review the qualification and certification programs and notify the CO/OIC and PM of status of program.

11. Inert Ordnance Program. Activities with inert ordnance shall comply with the requirements of reference (a). Ensure all items are properly certified as inert and are marked as such. Ensure all color-coding requirements are met. A copy of the activities inert ordnance log shall be forwarded to the OSH Office for review. Inert ordnance is subject to inspection by explosive safety personnel.

12. References/Regulations. The Naval Ordnance Safety and Security Activity (NOSSA) website (<https://intranet.nossa.navsea.navy.mil>) has a listing of all required publications/directives regarding explosives safety. Each command's Ordnance Department shall maintain a complete library of required references.

## Program Section 28

### Golf Cart Use

**REFERENCE:** (a) OPNAVINST 5100.12G

**INSPECTIONS:** Golf carts shall be inspected daily, or in the event there are multiple operators, prior to each use to ensure all systems are in proper working condition. If any safety features are inoperable the cart shall be taken out of service until repaired. **Figure 28.1 shall be used and completed for each inspection**

#### PERMISSIBLE TRAVEL ROUTES:

a. Golf carts shall be limited to areas where vehicular traffic is controlled on base. This includes: AOC compound, air field, and golf course. The following roadways shall be used for golf cart traffic on NAS Oceana.

1) Bldg 513 to Flight Line

a) Exit loading area facing Hornet Drive, take immediate RIGHT into parking lot. Turn RIGHT on 5<sup>th</sup> Street. Turn RIGHT on B Avenue. Proceed to stop sign, turn LEFT onto 4<sup>th</sup> Street. Enter Flight Line at gate by hangar 500.

2) Flight Line to Bldg 513

a) Exit Flight Line at hangar 500. Take 4<sup>th</sup> Street to Bldg 513 parking lot, facing Hornet Drive. Proceed to end of parking lot and make an immediate turn into loading area.

3) Bldgs 720/722 to Bldg 513

a) Follow “driveway” around towards ATAC/tire loading dock, turn RIGHT onto travel lane between Bldg 722 and Hornet Drive. At the end of 6<sup>th</sup> Street, cross Hornet Drive onto running path. **Avoid traveling this route during peak hours (0600-0800, 1100-1300, and 1500-1700).**

4) Bldg 513 to Bldg 730

a) Follow the running path from Bldg 513 to 6<sup>th</sup> Street. Cross Hornet Drive and take 6<sup>th</sup> Street to D Avenue. Turn RIGHT on D Avenue and take it to the Bldg 730 parking lot. **Avoid traveling this route during peak hours (0600-0800, 1100-1300, and 1500-1700).**

b. The following roadways shall be used on Dam Neck:

1) Bullpup Street to Regulus Avenue. Turn RIGHT on Regulus Avenue and use jogging path towards back gate and entrance to beach area. **Avoid traveling this route during peak hours (0600-0800, 1100-1300 and 1500-1700).**

2) Take Polaris Street to Regulus Avenue. Cross Regulus and drive on grassy area to Bldg 127 South. Turn right at Bldg 127 South and drive through parking area. **Avoid traveling this route during peak hours (0600-0800, 1100-1300 and 1500-1700).**

**RESTRICTIONS:**

a. A Golf cart shall only transport the number of people it was designed to hold. Personnel shall not ride in cargo compartments. Personnel shall be seated properly, extremities remaining within the vehicle at all times, and have seatbelts secured if included on vehicle. Personnel shall not overload the vehicle, or be transported in a standing position.

b. Golf cart operators shall obey all traffic markings and laws.

c. No one is permitted to remove any safety devices that are/were included with the golf cart at time of purchase/receipt. The equipment shall not be operated in this instance, until appropriate repairs/replacement is made.

d. Ensure all warning decals are maintained and personnel are aware of them.

**Commands/Departments shall mount Reflective Triangles on rear of vehicles.**

e. Golf carts shall not be used off base. This equipment is not approved for use on roads were commercial and private vehicular traffic is not controlled.

**TRAINING:** Personnel shall be trained on the proper use, inspection and maintenance of golf carts prior to operation. Training shall be documented using Safety Training Rosters, and in individual training jackets.

**SPECIAL EVENTS:** Golf carts will be allowed on NAS Oceana roads during special events, such as the annual Regional Air Show. All personnel designated as operators will be provided with training prior to use. Cart operators shall obey all traffic markings and laws during these events. The Safety Office must give final approval for use in these instances.

**CHANGES TO THIS SOP:** The Safety Office is the manager of this SOP. All recommendations/changes shall be forwarded to the Safety Office via phone at 433-2692, or email at [safety@nasoceana.navy.mil](mailto:safety@nasoceana.navy.mil).

Figure 28.1

**GOLF CART INSPECTION CHECKLIST**

**OPERATORS SHALL COMPLETE THIS FORM WHEN PERFORMING THEIR DAILY INSPECTIONS. COPIES SHALL BE MAINTAINED FOR A PERIOD OF ONE YEAR.**

**IN THE EVENT EQUIPMENT DOES NOT PASS INSPECTION, ENSURE IT IS PUT OUT OF SERVICE UNTIL REPAIRS ARE MADE.**

**INSPECTION DATE:** \_\_\_\_\_ **OPERATOR:** \_\_\_\_\_

**VEHICLE/MODEL #:** \_\_\_\_\_

\_\_\_\_\_ **GENERAL:** All the parts should be in place and properly installed. Be sure that all nuts, bolts, and screws are tight. On gasoline vehicles, check all hose clamps for tight fit as well as the starter belt for tightness.

\_\_\_\_\_ **SAFETY & INFORMATION DECALS:** Check to ensure that all safety and information decals are in place. SEE OWNER'S MANUAL FOR SPECIFICATIONS.

\_\_\_\_\_ **TIRES:** Check for proper tire pressure. Visually inspect for wear, damage, and proper inflation. SEE OWNER'S MANUAL FOR SPECIFICATIONS.

\_\_\_\_\_ **BATTERY(IES):** Check electrolyte to ensure that it is at its proper level (SEE OWNER'S MANUAL). Check battery posts. Wires should be tight and free of corrosion. On electric vehicles, charge batteries fully before first use of vehicle.

\_\_\_\_\_ **CHARGER CORD, PLUG, & RECEPTACLE (ELECTRIC VEHICLES):** Visually inspect for cracks, loose connections, and frayed wiring. (NOTE: The cord, plug, and/or receptacle must be replaced when worn or damaged. If charger plug or receptacle show signs of corrosion or the plug is difficult to insert or remove, the receptacle contacts and plug terminals should be cleaned with a good electrical contact cleaner or lightly sprayed with WD-40 brand spray lubricant. The plug should then be inserted and removed several times to ensure ease of insertion, ease of removal, and good electrical contact. *IF ANY WARNING TAG HAS BEEN DAMAGED OR REMOVED FROM THE DC CORD, HAVE IT REPLACED IMMEDIATELY.*)

\_\_\_\_\_ **ENGINE (GASOLINE VEHICLES):** Check for proper engine oil level. Remove the oil level dipstick from the oil filler tube and wipe oil from stick. **DO NOT REMOVE DIPSTICK WHILE ENGINE IS RUNNING.** Check oil by fully inserting the dipstick into the oil filler tube and immediately removing it again. If the oil level is at or below the low level mark on the dipstick gauge, add oil until the level is between low and full levels (safe level). Reinsert dipstick into the oil filler tube.

\_\_\_\_\_ **FUEL (GASOLINE VEHICLES):** Check fuel level. Check fuel tank, lines, cap pump, fuel filters, and carburetor for fuel leakage. SEE OWNER'S MANUAL FOR FUELING INSTRUCTIONS.

\_\_\_\_\_ **EXHAUST SYSTEM (GASOLINE VEHICLES):** Check for leaks.

## **PERFORMANCE INSPECTION**

\_\_\_\_\_ **FORWARD/REVERSE CONTROL:** Check for proper operation.

\_\_\_\_\_ **BRAKES:** Be sure the brakes function properly. When brake pedal is fully pressed under moderate pressure, it should not go more than halfway to the floor, and the vehicle should come to a smooth, straight stop. If the brake pedal goes more than halfway to the floor or if the vehicle swerves or fails to stop, have the brake system checked and adjusted as required. Brake adjustment must be maintained so that the brake pedal cannot be pressed to the floor under any circumstance.

\_\_\_\_\_ **PARK BRAKE:** When latched, the park brake should lock the wheels and hold the vehicle stationary (on an incline of 20% or less). It should release when either the accelerator or brake pedal is pressed.

\_\_\_\_\_ **REVERSE BUZZER:** The reverse buzzer should sound as a warning when the Forward/Reverse handle or switch is in the REVERSE position.

\_\_\_\_\_ **STEERING:** The vehicle should be easy to steer and should not have any play in the steering wheel.

\_\_\_\_\_ **GENERAL:** Listen for any unusual noises such as squeaks or rattles. Check the vehicle ride and performance. Have a trained technician investigate anything unusual.