



DEPARTMENT OF THE NAVY  
NAVAL DENTAL CENTER SOUTHWEST  
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NDCSWINST 5100.3D  
00SAF  
13 Sep 03

NAVDENCEN SOUTHWEST INSTRUCTION 5100.3D

Subj: COMMAND OCCUPATIONAL SAFETY AND HEALTH PROGRAM

Ref: (a) DODINST 6055.1  
(b) SECNAVINST 5100.10H  
(c) SECNAVINST 5100.15A  
(d) OPNAVINST 5100.8G  
(e) OPNAVINST 5100.12G  
(f) OPNAVINST 5100.23F  
(g) OPNAVINST 5100.25A  
(h) OPNAVINST 5102.1C  
(i) OPNAVINST 11320.25B  
(j) BUMEDINST 5100.13C  
(k) BUMEDINST 6260.30  
(l) NAVMED P-5055  
(m) NAVSUPINST 4440.128C  
(n) Title 29, Code of Federal Regulations  
(o) National Fire Protection Association Codes  
(p) COMNAVBASESDIEGOINST 11320.1B  
(q) NAVDENCENSIEGOINST 6600.10C  
(r) BUMEDINST 6470.22A  
(s) California Health and Safety Codes

Encl: (1) Naval Dental Center Southwest, Occupational Safety and Health Manual  
(2) Occupational Safety and Health Self-Inspection Checklist

1. Purpose. To establish a comprehensive Command Occupational Safety and Health (OSH) Program in accordance with references (a) through (s).

2. Cancellation. NAVDENCENSIEGOINST 4110.1B, NAVDENCENSIEGOINST 5100.3C, NAVDENCENSIEGOINST 5100.4A, NAVDENCENSIEGOINST 5100.5.

3. Background. The Navy has historically required aggressive safety programs to eliminate or abate hazardous conditions. Naval personnel, military and civilian, are faced with occupational and off-duty hazardous circumstances throughout their careers. Safety programs have worked through regulatory process to presently encompass a large body of laws, rules, standards and record keeping. These regulations have significance of humanitarian, moral, and ethical nature. Naval Dental Center Southwest's Occupational Safety and Health Manual should also evolve as it is used and reviewed by Naval Dental Center Southwest (NDCSW) personnel.

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4. Applicability and Scope

a. The provisions of this instruction apply to all NDCSW personnel, military and civilian. It is applicable to material as well as personnel.

b. Internal Occupational Safety and Health Management rests with NDCSW for the areas and personnel under their cognizance, except as specifically covered in host-tenant agreements.

c. The provisions of this instruction do not apply to inspection of or access to contractor workspaces by the NDCSW Safety Office. In situations of "Imminent Danger," NDCSW Safety Manager may stop contractor work, direct stabilization of the situation and notify the Commanding Officer (CO) and Contracting Officer of the situation. Additionally, exchange of information is required in respect to hazardous materials that are used by the contractor and/or NDCSW that imposes a potential hazard to contractor and/or NDCSW personnel due to contractor and/or NDCSW operations.

d. Application of this instruction is consistent with the provisions of the Civil Service Reform Act.

5. Responsibilities. The CO, NDCSW, is ultimately responsible for the Command OSH Program. Specific responsibilities are detailed in references (a) through (s), as well as this instruction. Each individual is a vital link in the Navy Occupational Safety and Health (NAVOSH) Program and must share in the responsibility for mishap prevention.

6. Action. All branch clinic directors, department heads, and supervisors at all levels shall implement the provisions of this instruction. Each individual shall realize that safety awareness is a full-time job requiring alertness and actions to report and correct problems before damage or injuries occur. It is therefore incumbent upon all personnel, in management as well as subordinate roles, to learn, understand and fully support Naval Dental Center Southwest's Occupational Safety and Health Program. Suggestions for revision of this instruction are solicited.

7. Reports and Forms

a. Under this instruction periodic reports are required in order to meet and comply with higher authority directives. These reports enable the Safety Manager to assess supervisory efforts to ensure a safe and healthful working environment for all. Reporting requirements are outlined in each related chapter of this instruction. At times, Branch Directors and Department Heads will receive requests for specific reports within the time matrix. The following is a matrix for frequency of reports required:

16. (1) As required
- (a) Employee Report of Unsafe/Unhealthful Working Conditions, Chapter 8
  - (b) Supervisor's Mishap Reports, Chapter 4.
  - (c) Prenatal Urine/Mercury Screening (when applicable), reference (k) and Chapter
- (2) Quarterly
- (a) Quarterly Self-Inspection, Chapter 19 and enclosure (2).
- (3) Semi-Annual Radiation Health Program Evaluation, reference (l) and Chapter 14 of this manual.
- (4) Annual Standard Operation Procedure Review, Chapter 1.
- (5) Bi-Annual Radiation Equipment Evaluation, reference (l) and Chapter 14 of this manual.

b. The following forms, required by this instruction and references (a) through (s), are available through normal supply channels in accordance with NAVSUP P-2002:

<u>FORM</u>	<u>TITLE</u>	<u>STOCK NUMBER</u>
DD 2272	DoD Occupational Safety and Health Protection Program	0102-1F-002-2721
OPNAV 5100/9	Dispensary Permit	0107-LF-005-2600

c. The following form is available from local Navy Publication and Printing Services Offices:

OPNAV 5100/11      Report of Unsafe/Unhealthful Conditions

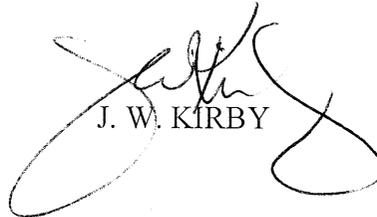
d. The following forms are available through the local Civilian Personnel Office and/or individual supervisors:

<u>FORM</u>	<u>TITLE</u>
CA-1	U.S. Department of Labor Notice of Traumatic Injury and Claim for Continuation of Pay

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CA-2	U.S. Department of Labor Notice of Occupational Disease and Claim for Compensation
CA-10	U.S. Department of Labor, What a Federal Employee Should Do When Injured at Work
CA-16	U.S. Department of Labor Request for Examination and/or Treatment

8. Records Disposition. Apply appropriate records disposition standards of references (a) through (s) to all records generated. To the extent that any disposition standard in this instruction is inconsistent with the above references, the requirements of those instructions shall take precedence.



J. W. KIRBY

Dist:  
List 1, Case 1 and 2

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## CHAPTER 1

### SAFETY MANAGEMENT

1. Purpose. To establish a comprehensive Command policy, responsibilities, and procedures for implementation, management, and control of the OSH Program within NDCSW.
2. Policy. Safety is an inherent responsibility of Command and supervision. It is the policy of NDCSW to provide a safe and healthful workplace, free from recognized hazards, for all NDCSW personnel. This provision shall apply equally to employees, patients, and visitors. This policy, promulgation and enforcement of safety regulations is vested in the CO, NDCSW by Department of the Navy regulations. Implementation, direction and control of this program shall be by managers and supervisors through the chain-of-command to ensure safe and healthful operations and working conditions. Program administration and support, including technical advice and recommendations pertaining to safety and health, is a staff responsibility operating through the chain-of-command. The program shall include the following features:
  - a. Compliance with applicable standards.
  - b. Prompt abatement of identified hazards to the maximum extent practicable.
  - c. Procedures for all personnel to report suspected hazards.
  - d. Safety training of all personnel within the Command.
  - e. Procedures to review in advance of: construction and procurement, design of facilities, systems, and subsystems in order to ensure that hazards are eliminated or controlled throughout the life cycle of the program.
  - f. Thorough mishap investigation and reporting.
  - g. Annual inspections of all workplaces.
  - h. Comprehensive Occupational Health Surveillance Programs, both medical and industrial hygiene.
  - i. Procedures that recognize superior or deficient performance with regard to OSH principles.
3. Responsibilities
  - a. NDCSW, under the policy guidance of reference (b), is responsible for establishing and maintaining an effective and comprehensive OSH Program.

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In carrying out these responsibilities, this Command shall:

(1) Conduct an aggressive, continuing OSH Program designed to prevent mishaps, injuries and illnesses.

(2) Conduct periodic OSH inspections and surveys to ensure compliance with the requirements of this instruction and other applicable directives from higher authorities.

(3) Establish goals and objectives for the program and evaluate program performance.

(4) Establish and maintain active safety and health committees as required by reference (f) and Chapter 2 of this manual.

(5) Establish and maintain a Personal Protection Program to protect personnel against hazardous exposures, which cannot be completely abated in accordance with reference (f).

(6) Establish a hazard reporting system for use by individuals at NDCSW in accordance with reference (f) and Chapter 8 of this manual.

(7) Ensure compliance with current mishap reporting procedures in accordance with references (f), (h) and Chapter 4 of this manual.

(8) Establish NAVOSH Education and Training Programs in accordance with reference (f) and Chapter 3 of this manual.

(9) Establish and maintain files of applicable regulations and ensure locally developed directives and publications are in consonance with regulations from higher authorities.

(10) Ensure that OSH responsibilities are clearly defined and assigned to qualified personnel in accordance with reference (f).

(11) Provide assigned personnel and their representatives access to those records pertinent to their individual exposures in accordance with reference (f).

(12) Coordinate Occupational Health and Industrial Hygiene support with the cognizant Naval Hospital in accordance with reference (f).

(13) Establish a hazard abatement program in accordance with reference (f) and Chapter 5 of this manual.

(14) Establish positive procedures to protect all Naval personnel from coercion, discrimination or reprisals for participating in the NAVOSH Program.

(15) Establish and maintain liaison between local Safety Offices, other DoD activities, and Federal, State, and local activities for coordination of specialty functions including, but not limited to medical, fire, and security.

(16) Establish and maintain a Hazard Communication and Hazardous Materials Safety Program in accordance with references (f), (n), and Chapter 22 of this manual.

b. Branch Directors, Department Heads shall:

(1) Be responsible for the safety of operations and personnel within their department and for implementing the applicable elements of the Safety Program.

(2) Give active support through instructions and leadership in the Mishap Prevention Program. OSH issues shall be included on the agenda of all meetings whenever appropriate.

(3) Ensure supervisors in their departments are accountable for mishaps involving personnel, material, and equipment under their supervision.

(4) Coordinate and provide approved facilities, processes, measures and policies with the NDCSW Safety Office as required.

(5) Make recommendations to the Safety Manager regarding proposed safety instructions applicable to their department.

c. Supervisors

(1) Be familiar with the applicable safety and health requirements for each operation, building, equipment or material, or area for which they are responsible.

(2) Ensure safe working conditions and practices are maintained and take appropriate corrective actions.

(3) Provide education and training to personnel under their supervision in approved safety procedures and work methods, and ensure that personnel are familiar with safety and health practices for their trade.

(4) Promptly report any safety and/or health hazards not under their jurisdiction to higher authority.

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(5) Exercise good leadership by personally observing and practicing all appropriate safety and health rules.

(6) Plan work assignments with full regard to the protective equipment and safeguards required.

(7) Review with personnel the safety and health instructions appropriate to their specific assignments.

(8) Consult with the Safety Manager on safety and health matters not covered by published instructions to obtain proper guidance in the approved precautions or requirements.

(9) Ensure work areas are inspected daily and action taken to eliminate hazards and unsafe practices.

(10) Ensure Safety Instructions, written or oral, are enforced.

(11) Ensure personnel under their supervision are not permitted to operate any machine or equipment with which that person is unfamiliar.

(12) Ensure personnel report immediately to the dispensary for treatment of injuries. Incidents resulting in extensive property damage or a disabling injury will be reported immediately to the Department Head and NDCSW Safety Manager. This verbal report shall be promptly followed by a Supervisor's Mishap Report to the Safety Manager in accordance with references (f), (h), and Chapter 4 of this manual

(13) Conduct and document monthly Safety training with department personnel. Include roster in monthly training report to Education and Training, and maintain a copy in the clinic/department for 5 years.

(14) Ensure that applicable safety precautions, including warning signs, are posted in conspicuous places, and that suitable barriers and shields are posted around all hazardous areas.

(15) Ensure standard operating procedures (SOPs) or similar directives that are developed and issued include appropriate health and safety requirements, are coordinated through the Safety Office prior to issuance, and are reviewed annually for applicability and currency.

(16) Ensure that appropriate safety equipment and/or personal protective equipment (PPE) has been issued, personnel are trained, and that the PPE is properly used and maintained.

(17) Ensure purchase, funding and budgeting for PPE for use by their workers.

d. Individual's Responsibilities. A safe and healthful workplace can only be achieved through personal awareness. Accordingly, each employee shall:

(1) Comply with NAVOSH standards and all applicable rules, regulations, and orders issued pursuant to this manual. Violators of NAVOSH regulations or other instructions shall be subject to administrative or disciplinary action in accordance with Civilian Personnel Instruction (CPI 752) or the Uniform Code of Military Justice. Such actions shall also be considered in personnel performance evaluations (Refer to Chapter 6).

(2) Report observed workplace hazards in accordance with procedures outlined in Chapter 8 of this manual.

(3) Report immediately to their supervisor any injuries or occupational illnesses, "near misses," or property damage resulting from a mishap.

e. Safety Manager

(1) Execute the administrative details of the OSH Program in accordance with references (a) through (s).

(2) Prepare and promulgate activity safety and health rules and regulations as approved by the CO.

(3) Act in an advisory capacity on all safety and health matters to the Command at all levels of supervision.

(4) Conduct safety inspections and surveys to identify safety violations and hazards, and deficiencies in facilities and equipment.

(5) Maintain complete and accurate records on the mishaps, injuries, and occupational illness experiences of the activity, and fulfill the reporting requirements established by higher authority.

(6) Conduct OSH mishap investigations and studies. Analyze reports of occupational injuries, illnesses, property damage, identify cause factors, determine trends, and initiate program improvement action accordingly.

(7) Maintain liaison with departments on the adequacy of tools, equipment, facilities, design, plans, and specifications from a safety and health standpoint.

(8) Coordinate with Occupational Health and Industrial Hygienist on the identification and control of occupational health exposures.

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(9) Determine the requirements for personal protective equipment in hazardous operations; serve as technical consultant in the procurement thereof, and coordinate all facets of the Personal Protective Equipment Program.

(10) Assist supervisors in developing and conducting safety training and education for management personnel, supervisors, and individual persons including indoctrination of new personnel reporting onboard.

(11) Provide consultation service, advice, and guidance to all levels of supervision on the technical aspects of safety, the principles of hazard recognition and control, and application of these principles as it relates to their primary function and operations.

(12) Foster safety awareness on the part of personnel at all levels of the organization through appropriate promotional methods and channels of communication.

(13) Coordinate with Naval Medical Center San Diego (NMCSO) in establishing a medical evaluation program as specified in current directives.

(14) Provide materials and assistance to supervisors for conducting monthly safety training.

(15) Has the authority to take immediate steps to stop any operation or hazardous practice where there is impending danger of serious injury, death or serious danger of damage to equipment or material.

(16) Coordinate a comprehensive, effective and continuous Motor Vehicle Mishap Prevention Program with host Command.

(17) Coordinate with concerned departments for new construction, equipment, and structural alterations to ensure conformity with safety requirements.

4. Dissemination of Program Information. Information on NDCSW OSH Programs shall be posted and disseminated to all personnel. In addition, the CO shall promulgate the Command policy on OSH matters and shall:

a. Inform personnel of the protection and obligations provided for in the NAVOSH program.

b. Ensure procedures for personnel to report unsafe or unhealthful working conditions are made known and available in accordance with reference (f) and Chapter 8 of this manual.

c. Designate the location where personnel can review copies of NAVOSH Standards, records of safety and health committees and their actions and recommendations, and various documents relating to the Command OSH programs.

d. Ensure completion of NDCSW Annual Summary Report of Occupational Injuries and Illnesses for the preceding year in accordance with reference (f). This form shall be posted in a conspicuous location (Example: Safety Bulletin Boards) not later than 45 days after the close of the fiscal year for at least 30 days.

## CHAPTER 2

### OCCUPATIONAL SAFETY AND HEALTH (OSH) POLICY COUNCIL

1. Per reference (f), functions of the OSH Policy Council include creating and maintaining an active interest in OSH; serving as a means of communications regarding OSH; providing program assistance to the CO, including proposing policy and program objectives. Subject matter discussed by the council include OSH goals, program improvement plans, mishap prevention experience, requirements and initiative, compliance issues and hazard abatement.

a. Membership. Membership of the Command OSH Policy Council is as follows:

(1) Chairperson – Commanding Officer or their designee

(2) Safety Manager

(3) All Branch Clinic Directors

(4) Head, Area Dental Laboratory

NOTE: In the event a permanent member is unable to attend, a designated representative, cognizant of the proposed agenda, will attend.

b. Meetings. The council will meet annually, or more often if necessary when called by the Chairperson.

c. Meeting Minutes. The Safety Manager will assure the preparation, publication and file maintenance of the minutes of all such meetings.

## CHAPTER 3

### SAFETY EDUCATION, TRAINING, PROMOTION AND AWARDS

1. OSH training shall be developed appropriate to the responsibility level of the individual being trained; however, as a minimum, it must provide personnel with sufficient information for effective participation in the NAVOSH Program.
  - a. Safety training will be conducted as outlined in reference (f), Chapter 6.
  - b. Recordkeeping. Records will be maintained in the clinic/department and Education and Training Department for five years to indicate training provided and contain mandatory elements as outlined in reference (f), chapter 6. (Name, organization (clinic/department), job title, date, course title, instructor name, description and/or reference to lesson plan).
  - c. Indoctrination of New Personnel. Branch Directors and senior enlisted advisors shall ensure that new personnel are informed of the following, as a minimum:
    - d. Command and work unit policy on OSH;
    - e. Individual responsibility on OSH;
    - f. Employee reporting procedures for hazardous operations/conditions;
    - g. Awareness of hazards common to individual's work site, trade, occupation, or task;
    - h. Requirements for reporting mishaps and work-related illnesses (on and off-duty);
    - i. Procedures for reporting unsafe or unhealthful conditions or practices in the workplace;
    - j. Fire safety, to include the fire alarm system and evacuation plan (required upon initial assignment and refresher training annually);
    - k. Training on requirements for the use of personal protective equipment (required initially and as program changes occur);
      - l. Awareness of hazards common to the individual's work site, trade, occupation, or tasks;
      - m. Hazard Communication and specific Hazardous Material training (required initially and as program changes occur);

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n. First Aid/Cardiopulmonary Resuscitation (CPR) training for all healthcare providers, personnel who may be exposed to electrical shock, hazardous materials, or operations which could result in loss of heart or lung function (required every two years).

o. Training Materials. NDCSW Safety Manager is the Command reference library and the repository of safety information.

## 2. Education and Motivational Safety Material

a. On-Duty. Material for distribution shall be provided to all branch clinics and departments by the Safety Manager. Training material will consist of pamphlets, Plan-of-the-Week notes, monthly Safety Grams and appropriate posters. Special emphasis shall be placed on seasonal and holiday periods.

b. Off-Duty. The Safety Manager shall publicize and provide training material for off-duty safety precautions and distribute Command wide.

## 3. Directives and Technical Library

a. Supervisors are responsible for developing and maintaining current standard operating procedures (SOPs). SOPs that include safety related material will be coordinated and approved by NDCSW Safety Manager prior to implementation. SOPs are required to be reviewed annually by workplace supervisor for currency.

b. The safety of personnel and property shall be considered and integrated into all task instructions and operative checklists published by the Command.

c. Interested personnel may review the Command OSH Program by contacting their individual Safety representative, senior petty officer or the NDCSW Safety Manager. Various safety and health codes and standards, records of Safety and Health committee meetings, quarterly and annual reports, NAVOSH employee protection programs and formal Deficiency Abatement Program are available for inspection in the Safety Office.

d. Supervisors shall afford their personnel opportunity to visit the Safety Office and review noted documents.

4. Safety Bulletin Boards. Each activity will have a Safety Bulletin Board. The bulletin board will be placed in a highly visible area, accessible to all personnel. Items not related to safety shall not be placed on the Safety Bulletin Boards. The Safety Bulletin Board is to be used to post current safety posters, "Safety Grams" and other safety promotional material. As a minimum the following items will be posted on activity Safety Bulletin Boards:

- a. DD Form 2272, Department of Defense Safety and Occupational Health Protection Program poster
- b. OPNAV 5100/11, Navy Employee Report of Unsafe or Unhealthful Working Conditions (blank forms)
- c. Instructions for completion and coordination of OPNAV 5100/11
- d. Commanding Officer's Occupational Safety Policy Letter
- e. Form CA-10, What A Federal Employee Should Do When Injured at Work

5. Safety Awards. Per reference (c), the Department of the Navy encourages military and civilian personnel to apply safe working practices in daily operations. It is the policy of the Command to recognize those groups and individuals that attain excellent records in safety through careful attention to the performance of duties, prudent observance of safety rules and practices, and vigilant administrative compliance. Group Awards and Individual Awards have been designed to recognize those groups and individuals whose contributions and attention to safety enhance the effectiveness of the Command Safety Program. The following awards have been designed for the Safety Program:

a. Department of the Navy Group Accident Prevention Award

(1) Description. This award is issued to groups that complete a calendar year without a disabling on-duty injury.

(2) Definition. A group as used for purposes of this award is a branch clinic or directorate with seven or more military/civilian personnel assigned. All assigned military, GS and contract civilian staff are considered in the evaluation for this award. A certificate is presented and signed by the CO.

(3) Criteria for Eligibility. Eligibility is verified by review of the Log of Navy Occupational Injuries, which is maintained by the Command Safety Manager.

b. Department of the Navy Individual Safety Award

(1) Description. This award recognizes an individual whose action significantly contributed to the safety posture of the Command, prevented or lessened the effects of a mishap, or other safety action deemed appropriate. A certificate is presented signed by the CO.

(2) Criteria for Eligibility. All Command personnel may be eligible for an Individual Award by meeting at least one of the following:

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(a) Individuals tasked with safety responsibilities for a branch clinic or directorate six months or greater during the calendar year may be eligible for an Individual Award. The clinic or directorate of responsibility must not have experienced a disabling work and duty injury during the calendar year. Also, annual safety inspections conducted during the calendar year must have resulted in no deficiencies assigned a Risk Assessment Code of 1, 2, or 3.

(b) Individual must have contributed to safety through superior performance and achievements. This individual must have made one or more contributions in safety that are measurable and considered significant. Examples: Solving a critical or recurring safety problem; development and adoption of methods that enhance a safety program; assisting their clinic, directorate or the Command in defining new standards, creating directives and designing safety sources; making a significant contribution to the overall outcome of a higher echelon OSH inspection; and/or conducting OSH training.

6. Nomination Submission. The Command Safety Manager shall forward Group and Individual Award recommendations based on eligibility criteria to the CO no later than 15 January for the preceding calendar year.

7. Safety Award Presentations. To maximize the incentive value of safety awards, presentations should be made promptly after they are earned. Awards should be presented with appropriate ceremony and publicity by the highest Command level practicable.

## CHAPTER 4

### MISHAP INVESTIGATION, REPORTS, AND ANALYSIS

1. Mishaps shall be investigated and reported to reveal the cause, nature, and trends of mishaps and associated injuries. The information gathered shall be used for the administration of a Mishap Prevention Program.
2. The requirements of this chapter apply to all military staff (on- or off-duty) injuries, fatalities or occupational illness; civilian staff (on-duty) fatalities, injuries, or occupational illness. Civilian injuries occurring off-duty are not reportable.
3. Mishap Severity Classification. Per reference (f), mishaps are classified according to the severity of resulting injury, occupational illness or property damage, as follows.
  - a. Class A Mishap. The resulting total cost of reportable material property damage is \$1,000,000 or more; or an injury or occupational illness results in a fatality or permanent total disability.
  - b. Class B Mishap. The resulting total cost of reportable material (property) damage is \$200,000 or more, but less than \$1,000,000; or an injury or occupational illness results in permanent partial disability; or three or more personnel are inpatient hospitalized.
  - c. Class C Mishap. The resulting total cost of reportable material (property) damage is \$10,000 or more, but less than \$200,000; a non-fatal injury that causes any loss of time from work beyond the day or shift on which it occurred; or a non-fatal illness or disease that causes loss of time from work or disability at any time (lost time case). For reporting purposes, reportable lost workday Class C mishaps are those which result in five or more lost workdays beyond the date of injury or onset of illness.
  - d. Class D Mishap. The resulting total cost of property damage is less than \$10,000 or a non-fatal injury that does not meet the criteria of a Class C mishap.
4. Reporting. All mishaps resulting in personal injury, occupational illness, or property damage shall be the subject of a report. The severity of the loss governs the extent of reporting.
5. Near Misses. Any near miss involving a work process where a fatality or catastrophic loss is avoided merely by chance should be reported to the safety Manager via a Supervisor's Mishap Report.
6. Responsibilities
  - a. Supervisors. Supervisors of military and civilian staff have inherent reporting

responsibilities for military and civilian personnel in their respective clinics/departments. The following criteria should be used when reporting injuries and occupational illnesses:

(1) Conduct an immediate informal, preliminary investigation while information, evidence and witnesses are available upon learning of a personal injury, occupational illness, or property damage incident. Report findings by telephone to the Safety Manager.

(2) Ensure all personnel, except where necessary to avoid delay in treatment to the detriment of an employee, first report to the nearest Medical Treatment Facility (MTF) for administrative purposes. Navy civilian employees may then choose treatment at the MTF, a private hospital or by a private physician. Those Navy civilians covered by Federal Employees' Compensation Act (FECA) who elect treatment by a qualified local physician or hospital shall meet this administrative requirement.

(3) Complete a Supervisor's Mishap Report, NDCSW 5102/1, and submit to the Safety Manager within seven (7) working days of the date of the mishap.

(4) A Report of Traumatic Injury, Form CA-1, is completed within 48 hours of civilian injury and submitted to OWCP Claims Specialist at Human Resources Office. The supervisor actively coordinates with the Occupational Health physician to assign "Light Duty" functions to personnel in lieu of discharge to home and lost time injuries.

b. Safety Manager

(1) Investigate and prepare accurate and timely reports of lost time injuries and illnesses (more than 5 days) and other mishaps meeting reporting criteria to the Naval Safety Center in accordance with references (f) and (h).

(2) Ensure all Class A and certain Class B mishaps are investigated by BUMED. Report such mishaps by telephone within eight hours of occurrence to the Commander Naval Safety Center and BUMED.

(3) Investigate all Class C and D mishaps in addition to the supervisor's investigation.

(4) Maintain record keeping, mishap reporting and program management in accordance with reference (f), Chapter 14.

(5) Responsible for Occupational Safety and Health Administration (OSHA) reports, as necessary.

7. Retention of Records. Any request for copies of Mishap Reports shall be directed to the Command Safety Office. Do not release copies of mishap reports without the proper authorization.
8. Requests for Mishap Reports. Trend analysis based on mishap history will be accomplished by the Safety Manager. Findings and statistics will be published in the minutes of the Command OSH Policy Council.

## CHAPTER 5

### INSPECTION AND ABATEMENT PROGRAM

1. The NDCSW Inspection and Abatement Program is in accordance with reference (f), Chapters 9 and 12.
2. A qualified Safety and Health Inspector as defined in reference (f), Chapter 9, shall inspect all workspaces at least annually to identify hazardous conditions, unsafe work practices and violations of standards. Based on these inspections, and on inspections made as a result of reports received from employees, appropriate corrective actions shall be taken to eliminate or abate all conditions found to be unsafe. Additionally, the work center supervisor shall ensure that daily inspections are made in areas over which the supervisor has cognizance.
3. High hazard areas shall be determined by the Safety Manager. These are areas with higher potential for injury and/or illness or damage to government property. High hazard areas are inspected more frequently than annually; i.e., semi-annually or quarterly.
4. "Imminent danger" situations discovered during an inspection by the NDCSW Safety Manager shall be brought immediately to the attention of supervisory personnel and the CO. Affected work shall be stopped and personnel not required for abating the hazard should be removed from the affected area. Immediate abatement action shall be initiated or the operation shall be terminated.
5. Written reports of workplace inspections shall be prepared by the Safety Manager utilizing NAVOSH Deficiency Notice (OPNAV 5100/12). The report will be provided to the official in charge of the operation inspected within a reasonable time, but not later than 15 working days after the inspection is completed.
6. NAVOSH Deficiency Notice, (OPNAV 5100/12), Section A, will be completed by the Safety Manager within 15 days of the completion of an inspection. The original notice will be sent to the appropriate clinic or department head. The official in charge of the area inspected shall take prompt action to correct the hazard within 30 days of the date of the notice, completing Section B of the NAVOSH Deficiency Notice and return to the Safety Manager. Instructions for completing NAVOSH Deficiency Notices shall be provided with the Inspection Report.
7. Abatement Program. Deficiencies assigned risk assessment codes (RAC) 1, 2, and 3 that require more than 30 days for correction shall be recorded in a formal installation hazard abatement plan by the Safety Manager. This plan shall include standard data from reference (f), Chapter 12.

8. Responsibilities

a. Safety Manager will:

(1) Conduct inspections of all Command facilities at least annually and in response to employee reports of unsafe/unhealthful working conditions for the purpose of detecting and eliminating workplace safety hazards.

(2) Prepare NAVOSH Deficiency Notice, OPNAV 5100/12, for all hazards detected during inspections and forward to Branch Director or Department Head, including information on recommended corrective action.

(3) Establish and maintain a hazard abatement plan of all projects for the correction of safety deficiencies that cannot be corrected within 30 days per reference (f), Chapter 12.

b. Operating Management Department will:

(1) Assist Safety Manager in maintaining the abatement plan by periodically providing a prioritized listing of outstanding projects, estimated completion dates and by interim abatement actions for deficiencies for which work requests/projects have been submitted.

(2) Respond immediately to notification of hazards classified as being of imminent danger.

(3) Upon receiving a work request from the workplace supervisor to correct a deficiency, provide the requester and the Safety Manager with the proper job order number, estimated completion date, and estimated costs, to be entered into the abatement log.

c. Branch Directors and Department Heads will:

(1) Based on inspector's recommendations, initiate appropriate corrective action to abate deficiencies.

(2) Initiate appropriate interim control measures to provide employee protection from unsafe/unhealthful working conditions for any deficiencies that cannot be immediately corrected.

(3) Complete Section B of OPNAV 5100/12 and forward original to the Safety Manager stating the corrective action taken or contemplated on the deficiencies identified on the inspection report. The supervisor shall include the work request/project number, estimated

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completion date and estimated cost. Status reports shall be submitted on a quarterly basis until all cited deficiencies have been corrected or have been developed into a project.

(4) Post a copy of the NAVOSH Deficiency Notice for RAC's 1, 2 and 3 in the area of the deficiency until the hazard has been abated.

9. RAC's are assigned per reference (f), Chapter 12.

## CHAPTER 6

### PERFORMANCE EVALUATIONS

1. Purpose. To establish procedures for measurement of superior or deficient OSH program performance in military and civilian personnel.
2. Discussion. Reference (f) contains policy statements to establish criteria for performance evaluations in regard to the maintenance of safe and healthful conditions in the workplace with regard to the occupational environment.
3. Command Programs. Department of the Navy regulations establish the CO's responsibility for their Command. CO's and Officers-in-Charge shall develop procedures to measure and recognize superior or deficient OSH performance. Performance evaluations shall reflect personal accountability, consistent with the duties of the position, and with appropriate recognition of superior performance or conversely deficient performance, as appropriate.
  - a. Supervisory Personnel
    - (1) Officer. Evaluate performance in goal setting and achievement; subordinate management and development; work relations; equipment and material management; recognition of hazardous conditions and resolution of same in a systematic manner, and leadership in support of OSH programs.
    - (2) Enlisted (E-7 and above in a supervisory role). Evaluate performance in the ability to successfully manage personnel, material, financial and time resources; organizing and effectively using available resources, reporting imminent and potentially hazardous situations to immediate superiors, create safety awareness attitude among subordinates.
    - (3) Civilians. Supervisors shall meet standard for critical elements "Job Knowledge and Skills" and "Leadership" that read, respectively, "Adheres to agency guidelines for security, occupational health and safety" and "Promotes occupational safety and health in the work environment. These elements must be rated as "Meets Standard."
4. Measures of Supervisory Implementation of the Navy OSH Programs
  - a. Prepares a job analysis, identifying all steps, risks and measures to eliminate or minimize possible injury to personnel. Task efficiency is increased by elimination of duplicate steps.

**NOTE:** Job analysis is a tool used to communicate to subordinate personnel awareness of job safety and prevention of mishaps.

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b. Ensures the use of protective equipment for subordinate personnel. Ensures prompt action when subordinates issue a report of an unsafe/unhealthful condition.

c. Ensures that communication lines are established with the Safety Manager to utilize their expertise with problem resolution.

d. Ensures maximum personnel attendance at safety training.

e. Coordinates SOP's with Safety Manager for safety input and approval.

f. Problem focused approach used to evaluate mishap investigation.

g. Employees are versed in reporting ALL incidents to the supervisor and to report to Occupational Health/Medical for all injuries after notifying supervisor or, in their absence, another employee.

## CHAPTER 7

### MISHAP PREVENTION AND HAZARD CONTROL

1. Prevention of mishaps and occupational illnesses is a vital part of all activities and must be given continuous attention by all levels of management. In order to maximize the effectiveness of loss prevention efforts, there shall be adherence to prescribed standards and recognized safe practices.

#### 2. Responsibilities

a. The Command will perform a comprehensive self-assessment of the command NAVOSH program at least annually. Based on results of the assessment, plans of action shall be developed and implemented to address program areas in need of improvement. The OSH Council will review and concur with self-assessments and improvement plans and review progress at least annually.

b. Branch Directors and Department Heads are responsible for maintaining safe operations and practices and for the prevention of mishaps within their respective areas. In order to carry out this responsibility, all levels of management and supervision throughout the chain of command shall:

(1) Take necessary steps to ensure prompt reporting of injuries, occupational illnesses and property damage (Chapter 4).

(2) Ensure plans and specifications for new construction and alterations to buildings and facilities have been prepared with thorough and critical consideration given to safety and fire protection features and that these are reviewed by the local Fire Department and Safety Manager.

(3) Ensure that mishap prevention measures are taken to further the effectiveness of the Safety Program.

(4) Ensure military and civilian personnel understand and comply with prescribed safety instructions, rules and regulations.

(5) Ensure that their personnel, in compliance with accepted standards, use proper personal protective equipment.

(6) Conduct self-inspections for identification of safety deficiencies as required by reference (f). The Self-Inspection Checklist (Enclosure (2)) should be used for this purpose.

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(7) Ensure that operating instructions, giving essential safety precautions, are available for all equipment used for dentistry, anesthetic gases, radiology, sterilization, and Prosthetics Laboratories.

c. Supervisors are directly responsible for the safety of personnel within their units. Supervisors should be thoroughly familiar with the safety regulations for safe operation of the equipment and facilities under their control. Supervisors are responsible for the education of their personnel through regular group meetings and individual instruction, enforcement of safety regulations, and reporting mishaps.

d. Military and Civilian Personnel. All personnel are responsible for accomplishing work in a manner to assure their own safety and the safety of others by observing safety precautions and regulations applicable to their duties. They shall report any unsafe condition or equipment to their supervisors. They shall exercise caution in all situations and obtain instruction on proper procedures from their supervisors when needed for the safe performance of their duties. They shall report immediately to their supervisor any mishaps resulting in property damage or any personal injury, no matter how slight, and report for medical treatment as soon as possible after the occurrence of any injury.

## CHAPTER 8

### NAVY EMPLOYEE REPORTS OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS

1. Detecting unsafe or unhealthful working conditions at the earliest possible time and making prompt corrections of these hazards at the lowest possible working level are essential elements of the NAVOSH program. Hazard reporting shall be in accordance with reference (f), Chapter 10.

a. Any personnel, military or civilian, who observes an unsafe or unhealthful practice or condition, is encouraged to advise the workplace supervisor of the condition. Oral reports to a supervisor are encouraged; reports may also be made in writing.

b. If the person making a report desires not to report the condition to the supervisor, a written report may be made to the Safety Manager. Navy Employee Report of Unsafe or Unhealthful Working Condition, OPNAV Form 5100/11, may be used for this purpose. A person reporting to the Safety Manager who desires anonymity will be so assured and the Safety Manager will refer the matter to the supervisor to initiate corrective action. In these cases, the name(s) of the person(s) making the reports will be kept confidential.

c. Levels within the chain-of-command shall employ safeguards to ensure that Navy personnel are not subject to restraint, interference, coercion, discrimination or reprisal by virtue of the Command's OSH Program. The underlying objective in the hazard reporting system is to identify and correct deficiencies by means of a facilitated reporting chain in which it is forbidden to criticize or otherwise take adverse action against originators.

d. Strict adherence to the specified reporting procedures and chain-of-command requirements will be emphasized. Reports or appeals which by-pass the established procedures will be returned to the originator, thereby delaying prompt action on the report.

#### 2. Responsibilities

##### a. Supervisors

(1) Promptly respond to reports of hazardous conditions in their operations.

(2) Promptly convey to the appropriate supervisor any report of a hazardous condition pertaining to an area or operation that is the responsibility of another supervisor.

(3) Survey the locations and circumstances of the alleged conditions.

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(4) Initiate action to correct safety and occupational health deficiencies found in their operations.

(5) Use interim measures to reduce the probability and severity of injury or illness pending the correction of OSH deficiencies.

(6) Notify the Safety Manager for assistance as necessary.

(7) Encourage persons whom they supervise to promptly report unsafe and unhealthful conditions. Navy personnel are to be informed of their right and obligation to report hazardous situations.

(8) Continuously display procedures and instructions pertaining to hazardous condition reports and appeals, and assure that Reports of Unsafe/Unhealthful Working Condition forms (OPNAV 5100/11) are readily available.

b. Safety Manager. Ensure the program is conducted in accordance with reference (f), Chapter 10.

### 3. Appeals

a. If the originator of a report is dissatisfied with the assessment of the alleged hazard made by the Safety Manager or with action taken to abate a confirmed hazard, he/she shall be encouraged to confer with the Safety Manager to discuss the matter further. If the originator is still dissatisfied after such discussion, he/she may appeal to the CO. The appeal shall be in writing and contain at least the following information:

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

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

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

(4) A statement explaining why the actions taken as a result of the original report were unsatisfactory and are being appealed. The originator shall receive an interim or complete response within 10 working days.

b. If the employee is still dissatisfied or has not received a response within 20 working days, he/she may appeal to the next higher level of Command. The sequence of appeals shall be

through Echelon 4, 3, 2, the Chief of Naval Operations (CNO)(N454), the Assistant Secretary of the Navy (Installations and Environment)(ASN(I&E)), and the Assistant Deputy Under Secretary of Defense (Safety and Occupational Health Policy (ADUSD(SH))).

c. The final appeal authority for military personnel is the Deputy Under Secretary of Defense (Environmental Security) (DUSD(ES)). In the event that a civilian employee is not satisfied with the response from (DUSD(ES), he/she may contact in writing the Office of Federal Agency Safety Programs, U.S. Department of Labor, Washington, DC 20210.