



DEPARTMENT OF THE NAVY  
COMMANDER  
NAVAL EDUCATION AND TRAINING COMMAND  
250 DALLAS STREET  
PENSACOLA, FLORIDA 32508-5220

NETCINST 5100.1  
N00X  
JAN 12 2004

NETC INSTRUCTION 5100.1

Subj: OCCUPATIONAL SAFETY AND HEALTH, TRAINING SAFETY AND  
FIREFIGHTING TRAINING CERTIFICATION PROGRAMS

Ref: (a) OPNAVINST 5100.23F  
(b) OPNAVINST 1500.75  
(c) OPNAVINST 3500.39A  
(d) OPNAVINST 5100.25A  
(e) OPNAVINST 5100.12G  
(f) OPNAVINST 5100.8G  
(g) OPNAVINST 5102.1C  
(h) OPNAVINST 5100.19D  
(i) OPNAVINST 5090.1B  
(j) NAVFAC P-307  
(k) SECNAVINST 5100.15A

Encl: (1) Roles and Responsibilities for Safety and  
Occupational Health  
(2) Firefighting Trainer Certification Process

1. Purpose. To issue policy and establish procedures for implementing and administering the Naval Education and Training Command (NAVEDTRACOM) Navy Occupational Safety and Health (NAVOSH) Program per reference (a), and the Training Safety Program, which includes the Firefighting Training Certification Program. This instruction represents a major change in policy, consolidates safety program requirements, cancels a number of instructions, and should be read in its entirety.

2. Cancellation. CNETINST 5100.2H, CNETINST 1500.20D, CNETINST 3541.1D; CNET Reports 5100-5, 5100-6, 5100-7.

3. Policy. It is the policy of the Commander, Naval Education and Training Command (NETC) to provide our personnel and students a safe and healthful workplace and training environment. Injuries and property damage are costly, and in most cases avoidable. Mishaps result in loss of operational readiness, and pain and personal hardship to the people involved. There is no task so urgent or so important that it must be accomplished at the expense of safe work practices and

JAN 12 2004

working conditions. Operational Risk Management (ORM) shall be used to evaluate procedures, processes, and practices to manage associated risks. The success of our safety program is dependent upon the joint efforts of all NAVEDTRACOM personnel.

4. Scope and Applicability. This instruction is applicable to all civilian and military personnel and foreign nationals assigned to NAVEDTRACOM activities.

5. Action. All levels of command are responsible for implementing and maintaining an aggressive Safety and Occupational Health (SOH) Program, and Training Safety Program per references (a) through (k) and this instruction.

a. NETC (N00X)

(1) Provide policy, strategies, and oversight to NETC echelon 3 commanders for implementation of references (a) through (k) and this instruction.

(2) Ensure sufficient safety support is provided for all commands under direct NETC cognizance that is commensurate with safety services outlined in enclosure (1). Safety support may be obtained by in-house staffing, through the use of Memorandums of Understanding (MOUs) or Inter-Service Support Agreements (ISSAs) based on available resources.

(3) Provide consolidated claimancy reports and data calls to upper echelons.

(4) Serve as NAVEDTRACOM representative on councils, review boards, etc., as required.

b. NETC Echelon 3 Commanders

(1) Provide technical guidance and procedures to subordinate commands for implementing a viable Occupational Safety and Health (OSH) and Training Safety Program that includes an on-site evaluation process to assess the effectiveness of the execution of these programs and associated requirements.

(2) Develop and implement an OSH program self-assessment process that meets requirements of reference (a).

(3) Develop and implement a training safety self-assessment for subordinate activities conducting risk training

that evaluates the effectiveness of instructor certification programs; safety controls; inspections of training sites, devices, and equipment; student fitness procedures; emergency action plans; and compliance with requirements of reference (b) and this instruction.

(4) Ensure all subordinate commands are provided sufficient support to implement requirements of references (a) through (k). Support for implementation of OSH programs may be obtained through in-house staffing, the use of MOUs, or ISSAs. MOUs and ISSAs must clearly define safety services as outlined in enclosure (1).

(5) Ensure Training Safety Program is designed to eliminate or minimize the probability of mishaps or mishap related injuries to students and instructors while training within NAVEDTRACOM. As a minimum, the program shall include the following:

(a) Ensure sufficient number of high-risk instructors complete a recognized first aid and cardiopulmonary resuscitation (CPR) or basic life support (BLS) qualification program based on risk analysis.

(b) Establishment and use of instructor certification procedures for instructors of high-risk training. Ensure the required number of instructors and safety observers (per curricula) are present whenever training is conducted. In addition to established procedures, instructor certification for high-risk training shall include:

1. Review service record and medical records to ensure instructor candidate is qualified to instruct in a high-risk environment. Make a page 13 entry into the service record to document reviews.

2. Require instructors to attend, as a student, all risk courses they are going to instruct. This requirement is waived for "team training" courses where the addition of instructor trainees would disrupt the integrity of the team. In these cases, instructor trainees will undergo training in the same environment in non-team training courses, if possible.

3. Complete a training plan that is unique to the course being taught that includes familiarization with all safety controls; emergency action plans; training equipment; personal protective equipment (PPE); definitions of and

JAN 12 2004

procedures for reporting mishaps, near mishaps, and unsafe conditions; and any procedures that will be exclusive to their instructor duties or position (e.g., a Structure Chief in firefighting training). The training plan must also include guidance on training time out (TTO) and drop on request (DOR) (as applicable) policies and procedures.

4. Ensure all swimming, water survival, rescue swimmer, diver, firefighter, and electrician/electronics instructors have completed a recognized first aid and cardiopulmonary resuscitation (CPR) or basic life support (BLS) qualification program prior to certification.

(c) Establish and implement an oversight process of all risk training under their cognizance that includes triennial on-site evaluation of high-risk training.

(d) Develop Emergency Action Plans (EAP) for response to mishaps and a system to ensure their currency. Anticipate all reasonable scenarios and develop plans to cope with them. If multiple courses use the same trainer, such as a pool or firefighting trainer, one EAP may suffice for that device or location.

(e) Ensure TTO policy and procedures are included in all curricula whereby students and instructors have a means to express concern for personal safety or to request clarification of instructions or procedures.

(f) Ensure DOR policy and procedures are in place for all voluntary, high-risk courses. Initiate appropriate action in all cases where a student states a desire to DOR from voluntary training based on concern for personal well-being.

(g) Establish and implement a documented inspection program of all training sites, training platforms, devices, and PPE used for risk training.

(h) Establish a system to analyze mishap statistics for all formal training courses. System must include procedures to review student mishap statistics and ensure courses with statistical irregularities and/or adverse trends are evaluated and policies or procedures are put in place to appropriately mitigate adverse trends.

(i) Develop and implement a student indoctrination phase prior to start of training that includes safety

JAN 12 2004

requirements, precautions, and safeguards incorporated in the curricula, and the definitions of and procedures for reporting mishaps, near misses, and unsafe conditions.

(j) Ensure a process is in place to ensure students meet course prerequisites that reflect physical requirements, and assesses the student's medical status and fitness for training prior to participation in risk training. Procedures must include a system to ensure instructors are informed concerning students who were previously "set back" due to medical conditions that might cause future problems.

(k) Ensure training is conducted per approved curricula.

(l) Designate sufficient numbers of Training Safety Officers (TSOs) for oversight of each high-risk course or group of courses. TSOs must have demonstrated skills in hazard recognition, mishap investigation, familiarization with applicable instructions, and all safety controls of the courses to which they are assigned responsibility to properly evaluate the safety posture of the course(s) and associated training platforms, devices, and equipment.

(m) Develop and implement a process to evaluate and certify high-risk training in a non-traditional setting. Process shall include an on-site evaluation prior to initial course being conducted.

(6) Develop and implement a Firefighting Training Certification Program. Certification program shall include on-site evaluation of the following major categories: Fuels, Facilities, Curricula, General Fire Field Safety, Standard Operating Procedures (SOP), Student Qualifications, Instructor Certification, and Medical and Administrative Programs. The certification shall be conducted prior to use of any structure or training device for conducting live firefighting training if the device has not been previously certified and on a triennial basis thereafter. Policy for the survey process is provided in enclosure (2).

c. Direct Reporting Activities. Ensure all employees are provided a safe and healthy working environment, and sufficient support is provided to implement requirements of references (a) through (k) as applicable. Support can be provided by in-house staffing or obtained from Regional or Consolidated Safety

**JAN 12 2004**

Offices, via use of MOUs, or ISSAs. MOUs and ISSAs must clearly define safety services as outlined in enclosure (1).

6. Responsibility and Organization

a. Responsibility. The safety and health of personnel are inherent responsibilities of command. Direction and control of the Safety and Health Program and the Training Safety Program must be via the chain of command.

b. Organization. Duties and responsibilities of the Safety Office/TSO shall be assigned per references (a) through (k). Exceptions shall be submitted to NETC (N00X) for approval.

7. Mishap Investigation and Reporting. Reference (a) establishes the Mishap Investigation and Reporting Program.

a. NAVEDTRACOM echelon 3 Safety Offices shall notify NETC within 24 hours of non-aviation Class A and B mishaps and are responsible for assigning mishap investigators to conduct non-aviation Class A and B mishap investigations for their subordinate commands. All non-aviation Class A and B investigation reports shall be sent via NETC (N00X).

b. NAVEDTRACOM activities shall ensure mishaps are reported using the online reporting system provided by the Naval Safety Center (NAVSAFECEN).

8. NAVOSH Inspections and Surveys. Reference (a) establishes the NAVOSH inspection program.

a. NETC will conduct evaluations of echelon 3 activities' OSH, Training Safety, and Firefighting Training Certification programs a minimum of once every 3 years. These evaluations will be consolidated as appropriate. Evaluations may be scheduled or unannounced. Program documentation may be requested prior to the evaluation for assessment, and the scope and depth of the evaluation will be based on the results of the review.

b. NAVEDTRACOM echelon 3 commanders will conduct on-site evaluations of OSH, Training Safety, and Firefighting Training Certifications of their subordinate activities a minimum of every 3 years. Echelon 3 commanders shall report findings that may have serious and/or negative impact on the safety of personnel, equipment, or government property to NETC (N00X) immediately. Echelon 3 commanders shall also provide a

JAN 12 2004

consolidated summary of deficiencies to NETC (N00X) no later than 31 October of each year.

c. The Naval Inspector General Oversight Inspection Unit (NOIU) conducts oversight inspections. Results of these inspections shall be reported to NETC (N00X) by phone immediately following the NOIU debriefing. Implementation status reports submitted as a result of these inspections shall be forwarded via the chain of command for endorsement.

d. Department of Labor (OSHA) announced or unannounced inspections of Department of Defense (DoD) workplaces employing civilians may be conducted in response to employee (or employee representative) complaints, or may be conducted at the discretion of the Secretary of Labor. Copies of all written correspondence and inspection reports related to any OSHA inspection or investigation shall be provided to the Chief of Naval Operations (CNO) (N454) via NETC (N00X). NETC (N00X) shall be notified immediately, by phone, upon arrival of any OSHA officials for the purpose of inspection or review of NAVEDTRACOM activities.

e. Responses to weight handling equipment (WHE) audits, Naval Facilities Fire Protection Surveys, explosive safety inspections, and similar types of inspections or evaluations shall be routed via NETC for concurrence and endorsement.

f. The Navy Crane Center (NCC) conducts WHE audits on a periodic basis. When NCC audits are conducted at NAVEDTRACOM activities, the activity shall ensure that all responses to the WHE audit are forwarded via their chain of command. The supporting activity Safety Office shall review the NCC audit report and transcribe all safety-related deficiencies to OPNAV 5100/12 and track to completion. Where WHE is used as part of formalized training, instructors must have completed an approved NCC course of instruction specific to the WHE used as identified in reference (f). Students are not required to receive this training as long as a qualified instructor is present during WHE use.

9. Reports. Echelon 3 commanders shall provide recurring reports and data calls in a consolidated format to NETC (N00X) or as otherwise directed. Required reports are as follows:

a. Training Needs Assessment (annually, no later than 1 September)

JAN 12 2004

b. Schedule of annual Occupational and Training Safety and Health Program Management Evaluations and Firefighting Certifications of subordinate activities (annually, no later than 1 October)

c. Consolidated OSH Self-Assessment (annually, no later than 15 October)

d. Consolidated Deficiency Report (annually, no later than 31 October)

e. NAVOSH Cost Data Report (annually, no later than 31 December)

10. Risk Management. NAVEDTRACOM activities shall ensure a risk/hazard analysis/assessment is conducted for all training courses using the Total Risk Assessment and Control System (TRACS) (<https://www2.cnap.navy.mil/Default.asp>). The risk/hazard analysis/assessment and control measures shall be incorporated into the curriculum and the SOP. The results of the risk analysis shall determine the level of risk, frequency of inspection, and the control measures required. Courses with risk assessments of 1 or 2, prior to implementation of controls, will be considered high-risk courses. Echelon 3 activities will maintain a list of high-risk courses under their cognizance. NAVEDTRACOM activities shall ensure personnel receive the appropriate level of ORM training that will be outlined by instructions not referenced in this instruction.

11. Safety Awards Program

a. The NETC Safety Awards Program is established to complement the safety awards programs identified in Chapter 32 of reference (a).

(1) Activity SOH Award (Small, Medium, and Large Category). Recipients in each category will receive a certificate with the activity name and the award year inscribed. A plaque will be retained at NETC and will include the names of award winners for each fiscal year.

(2) NETC Safety and Occupational Health Award and the NETC Individual Achievement Award in SOH. The NETC SOH Award will be presented to one full-time civilian SOH manager, one full-time SOH specialist, and one military (assigned full-time or collateral duty safety responsibilities) at the headquarters (echelon 3), regional, and activity level (total of nine awards

JAN 12 2004

available). The recipients will become the nominees for the NETC Individual Achievement Award in SOH. This award will go to the individual who has had the most significant impact on SOH (at the activity level) in NAVEDTRACOM within the past 3 years. Recipients of the NETC SOH Award will receive a letter of commendation from NETC detailing their accomplishments. The winner of the Individual Achievement Award in SOH will be presented their award by NETC during a special awards ceremony at their activity.

b. Eligibility and Nominations

(1) Activity Awards. There is no limit to the number of NETC activity awards that may be presented. All activities are considered to have a minimally compliant program if they meet the criteria established for activity awards in Chapter 32 of reference (a). To receive the NETC award, the activity must also have completed an activity NAVOSH self-assessment for the previous fiscal year and established a plan of action and milestones to identify corrective actions. The NAVOSH nomination packages shall be consistent with Chapter 32 of reference (a) and must be received by NETC no later than 30 November of each year, unless identified otherwise by NETC message. Nominations meeting the minimum qualifications established in Chapter 32 of reference (a) will be forwarded to CNO to compete for the CNO SOH Shore Activity Safety Award, even if they do not qualify for the NETC activity award. Additionally, one activity in each category will be selected and forwarded as NETC's nominee for the Secretary of the Navy activity award as identified in reference (k).

(2) Individual Awards

(a) Eligibility. To be eligible for the award, the commander, commanding officer, officer in charge, or director of the headquarters, region, or activity must submit a nomination letter to NETC no later than 30 November. The nomination letter must state specific contributions the individual has made to the activity and the overall command SOH program. Although nine awards are available, awards will be presented based on the number of worthy candidates nominated.

(b) Competition Categories. For purposes of this award, the Chief of Naval Air Training; Commander, Naval Service Training Command; and Commander, Naval Personnel Development Command are classified as echelon 3 headquarters activities. All other activities shall compete as individual activities.

JAN 12 2004

(c) Selection Criteria. Nomination packages will be reviewed to evaluate the contributions of each nominee. If the nominee is representing a headquarters activity, the contributions or accomplishments must be specific to the headquarters support function and the activities the headquarters supports. If the nominee is from a regional activity, the individual's accomplishments or contributions to the region as a whole must be addressed as part of the nomination letter. A selection committee of at least five members will convene at NETC to consider nominations. The selection committee will make their selections no later than 20 December and forward to NETC for approval.

## 12. Forms and Reports

a. Forms. The following forms may be obtained through normal supply channels or via the Internet:

(1) OPNAV 5100/11, Navy Employee Report of Unsafe or Unhealthy Working Condition

(<http://neds.nebt.daps.mil/directives/forms/5100-11/pdf>)

(2) OPNAV 5100/12, NAVOSH Deficiency Notice

(<http://neds.nebt.daps.mil/directives/forms/5100-12.pdf>)

### b. Reports

(1) The following report control symbols have been assigned:

(a) Training Needs Assessment - NETC 5100-1

(b) Schedule of Annual Occupational Training Safety and Health Program Management Evaluations and Firefighting Certifications - NETC 5100-2

(c) Consolidated Deficiency Report - NETC 5100-3

(d) Consolidated OSH Self-Assessment - NETC 5100-4

(e) NAVOSH Cost Data Report - OPNAV 5100-21

(f) NAVOSH Deficiency Notice - OPNAV 5100-26

(g) Navy Employee Report of Unsafe or Unhealthful Working Conditions - OPNAV 5100-27

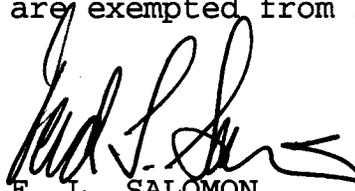
JAN 12 2005

(h) Safety Investigation Report - OPNAV 5102-11

(i) Annual Report of Navy Civilian Occupational Injuries and Illnesses - 1146-DOL-XX

(2) NETC report control symbols are approved for 3 years from the date of this instruction.

(3) The laser and radio frequency radiation (RFR) exposure reporting requirements are exempted from reports control by SECNAVINST 5214.2B.



F. L. SALOMON  
Chief of Staff

Distribution (NETCINST 5218.2E):

Lists I through V

SNDL FT3 (NAVPERSDEVCOM)  
FT7 (CENNAVLEADERSHIP)  
FT8 (CENNAVENGINEERING)  
FT11 (CENSERSVSUPP)  
FT17 (CENNAVAVNTECHTRA)  
FT19 (CENNAVINTEL)  
FT21 (CENINFOTECH)  
FT23 (CENSEABEESFACENG)  
FT25 (CENEODDIVE)  
FT26 (CENSURFOPS)  
FT32 (CENSUBLEARNING)  
FT34 (HUMANPERFCEN)  
FT39 (CENCRYPTOLOGY)  
FT72 (DPTNAVSCI)  
FT74 (NROTCU)

Provisional Centers

Available from NETC web site: [www.netc.navy.mil](http://www.netc.navy.mil)

**JAN 12 2004****ROLES AND RESPONSIBILITIES FOR SAFETY AND OCCUPATIONAL HEALTH**

Reference (a) establishes the NAVOSH Program. It provides latitude for consolidated safety offices that provide consulting services, technical advice, direction, and guidance on OSH matters to organizational elements and customer activities. Where this support is available, NETC activities are encouraged to use it to the fullest extent, thus allowing maximum efficiency of claimancy safety and health resources for supporting the training mission.

This guide is intended to provide a concise and convenient way to define the roles and responsibilities in agreements for Base Operating Support (BOS) NAVOSH and general safety services provided by supplier (A. Regional Commander/Host) and receiver (B. Regional Activity/Tenant). Where NETC activities are Navy tenants (customers), agreements for safety support services within their areas of responsibility shall be consistent with this guidance. Although this guide is as complete as possible at the time of publishing, the NAVOSH Program is constantly changing and must at times be modified to accommodate specific and/or unique program requirements. Contact your supporting NETC Safety Office and refer to reference (a) for complete guidance and to resolve any conflicts.

Applicable services will be identified in MOAs or ISSAs coordinated via the responsible comptroller's office. Such agreements do not release the receiving activity from the inherent responsibility of providing a safe and healthful work environment for its personnel or students.

NETC activities entering into agreements for safety services are responsible for monitoring the services provided under agreements and ensuring that the quality and effectiveness of the services received meet their safety and health program requirements. If services provided are found to be insufficient, the activity is responsible for ensuring the required level of support is attained. This may mean renegotiating agreements, terminating the particular service(s) from the agreements, and developing effective alternate means of program support.

JAN 12 2004

BASE OPERATING SUPPORT (BOS) NAVOSH AND GENERAL SAFETY		
PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS AND INFORMATION	
1. Safety Program Administration	A. REGIONAL COMMANDER/HOST (SUPPLIER)	B. REGIONAL ACTIVITY/TENANT (RECEIVER)
	a. Plan, direct and administer the OSH Program using components of the process review and measurement system to focus efforts on those areas which will yield the best overall outcomes for the Safety and Health Program.	a. Ensure senior management, middle management and first line supervisors support the OSH Program to the extent of their authority and responsibility.  a.a. Encourage a free flow of information and ideas from personnel on methods to improve/enhance the safety of their workplaces, practices, and processes.
	b. Provide consulting services to all organizational elements and all levels of supervision on OSH principles and technical aspects and their application to employees and workplaces.	No action.
	c. Organize, staff and maintain a supplier OSH office.	c. Appoint liaison/safety officer to coordinate with supplier.
	d. Establish and maintain liaison between the OSH office and other DoD activities for coordination of special functions such as medical, fire, security, etc.	No action.
	e. Designate appropriate officials to consult with representatives of labor organizations with respect to the OSH Program.	e. Ensure liaison/safety officer refers any inquiries to servicing safety office.
	f. Issue OSH Policy Statement.	f. Adopt/enhance supplier's OSH Policy Statement or issue individual statement consistent with CNO policy.
	g. State the location(s) where personnel can review copies of NAVOSH standards, records of safety and health committees and their actions and recommendations, the supplier's communication plan, and documentation on the supplier's OSH Program.	g. Ensure all command personnel are advised of the information provided by supplier.
	h. Provide sufficient copies of completed form DD2272, DoD Occupational Safety and Health Protection Program, to receiving activities.	h. Ensure DD2272 is posted on bulletin boards and updated as directed by supplier.
	i. Provide feedback to activities on safety performance elements, i.e., attendance at meetings, etc.	i. Ensure performance evaluations include personal accountability of OSH consistent with duties.  i.i. Ensure all personnel are fully aware of their obligations and personal responsibilities under the OSH Program. Establish clear lines of accountability.
2. OSH Councils and Committees	a. Establish a supplier OSH Policy Council, issue minutes, hold quarterly meetings.	a. Ensure command participates in supplier OSH Policy Council meetings, and information is disseminated.
	b. Participate in receiver meetings, as appropriate.	b. Establish OSH Policy Council and meet quarterly, if desired. Ensure supplier receives information to allow participation, if established. Provide supplier copies of minutes.
3. Prevention and Control of Workplace Hazards	a. Monitor the Hazard Control Program on a continuing basis including engineering, maintenance, management policy and supervisory control to ensure identification and elimination of hazards.	No action.

	b. Review plans and specifications for facility projects, including special and MILCON projects.	b. Submit plans and specifications for facility projects, including special and MILCON projects, for review by supplier.
	c. Review all Standard Operating Procedures (SOPs) to ensure that appropriate safety and health requirements are included.	c. Submit SOPs and documentation establishing the NAVOSH Program for review to the supplier to ensure appropriate safety and health requirements are included.
	d. Review specifications for contracts and purchases to ensure NAVOSH requirements are considered.	d. Submit specifications for contracts and purchases to the supplier to ensure NAVOSH requirements are considered.
	e. Review self-help projects to ensure personnel are properly trained and/or qualified to perform the work.	e. Submit self-help project plans to supplier to ensure personnel are properly trained and qualified to perform the work.
	f. Prepare annual self-evaluation(s) of the NAVOSH Program and program elements following program review and measurement system self-assessment model and ensure individual receivers' NAVOSH strengths and weaknesses are identified.	f. Submit NAVOSH self-assessment input to supplier for review and analysis. Self-assessments are the responsibility of the regional commander/host (supplier) and each tenant (receiver). Each commanding officer is responsible for his/her own OSH Program. The regional commander will develop a regional NAVOSH self-assessment that will assess all processes he/she is responsible for. At the same time, the regional commander will forward to all tenant activities a standardized form (self-assessment guide) to be completed and returned to the regional commander. NETC will develop the self-assessment guide.
	g. Develop and implement a plan of action and milestones (POA&M) to address all identified program areas/processes in need of improvement.	g. Ensure all POA&M actions specific to the activity are taken for action and provide feedback to supplier on status.
4. OSH Training	a. Promote and coordinate all OSH training and educational programs.	No action.
	b. Develop or acquire training materials.	No action.
	c. Identify training requirements for operations and/or positions as outlined in local OSH training requirements/plan.	c. Advise supplier of names of personnel identified by operation/position in the local OSH training requirements/plan.
	d. Develop local OSH training requirements and sources for training appropriate for personnel and operations.	d. Ensure personnel attend/receive required OSH training.
	e. Advise receivers of personnel requiring training.	e. Ensure supervisors conduct hazard awareness training common to individual workplaces, trades, occupations and tasks.
	f. Publish schedule of NAVOSH training.	f. Ensure supervisors provide chemical/process specific hazardous materials training to all affected personnel prior to exposure to hazardous materials.

	<p>g. As a minimum, conduct the following NAVOSH training (if applicable to supplier or receivers):          (NOTE: Refer to program sections for specific training requirements)          Asbestos Hazards          Bloodborne Pathogens          Cardio Pulmonary Resuscitation (CPR)          Confined Space Entry          Energy Control          Ergonomics          First Aid          Hearing Conservation/Lockout/Tagout          HMC&amp;M (initial and refresher)          Laser Safety          Lead          Man-Made Vitreous Fibers          Mishap Investigation for Supervisors (may be in conjunction w/other training)          NAVOSH Orientation          NAVOSH for Supervisors          NAVOSH for Top Management          Personal Protective Equipment          Radio Frequency Radiation          Reproductive Hazards (may be in conjunction w/other training)          Respiratory Protection          Sight Conservation          Weight Handling Equipment</p>	<p>g. Coordinate with supplier for inclusion of RAHS, Traffic and NAVOSH elements in safety stand-down.</p> <p>g.g. Conduct or provide additional locally directed safety training, GMT, and Safety Training required by Military Training Curriculum.</p>
	<p>h. Maintain database of all safety related training conducted. Provide feedback on training attendance to reviewers.</p>	<p>h. Maintain roster for all locally conducted NAVOSH training for supplier review.</p>
<p>5. Hazardous Materials Control &amp; Management (HMC&amp;M)</p>	<p>a. Coordinate and provide guidance in the HMC&amp;M Program. Appoint a HMC&amp;M Program Manager.</p> <p>b. Coordinate OSH aspects of the HMC&amp;M Program and incorporate training requirements into OSH training program.</p> <p>c. Establish and operate a Hazardous Material Reutilization Center (HAZMART). Implement and manage the Consolidated Hazardous Material Reutilization and Management Program (CHRIMP).</p> <p>d. Establish and maintain a master HAZMAT inventory list to include all activities and contractors within the region/area. Establish Authorized Use List (AUL) for each activity/component.</p> <p>e. Establish and maintain a master Material Safety Data Sheet (MSDS) library.</p> <p>f. Review and approve/disapprove all requests for new HAZMAT.</p> <p>g. Review and approve AULs on a semi-annual basis. Identify less hazardous and environmentally friendly substitutes and mandate substitution.</p> <p>h. Assist in the preparation of locally generated, developed, or manufactured HAZMAT and conduct reviews of finished MSDSs.</p> <p>i. Provide consultation on the identification of HAZMAT and the labeling and marking of HAZMAT containers for special applications or conditions.</p> <p>j. Provide reports and recommendations to region activities/tenants.</p>	<p>a. Assign a qualified Hazardous Material (HAZMAT) Coordinator to liaison with HMC&amp;M Program Manager.</p> <p>b. Comply with supplier requirements.</p> <p>c. Fully participate in the HAZMART process.</p> <p>d. Submit inventory of all HAZMAT to supplier and advise supplier of any needed changes to AUL. Maintain AUL in each work center with MSDSs.</p> <p>e. Ensure MSDSs are immediately available to all personnel potentially exposed.</p> <p>f. Request approval of any new HAZMAT.</p> <p>g. Participate in semi-annual review as determined necessary by supplier and ensure all substitutions are made.</p> <p>h. Advise supplier of any HAZMAT generated, developed or manufactured and ensure MSDSs are developed locally for each product.</p> <p>i. Request assistance from supplier for unique applications or conditions.</p> <p>j. Validate reports and provide feedback as necessary.</p>

	k. Develop region/host level Hazardous Material Communication (HAZCOM) Plan and assist receivers with development of HAZCOM Plan specific to their activity/agency.	k. Ensure all personnel complete HAZCOM initial and annual refresher training (see OSH Training).
	l. Establish and manage a Hazardous Waste (HAZWASTE) Disposal Program.	l. Ensure proper storage of all HAZWASTE per supplier directions.
	m. Coordinate with receiver to ensure all HAZWASTE is properly disposed.	m. Ensure all disposals are per supplier directions.
	n. Coordinate with receiver to ensure all HAZWASTE site personnel are properly trained.	n. Ensure HAZWASTE site personnel receive HAZWASTE specific training mandated by supplier.
6. Occupational Health	a. Coordinate all aspects of occupational health matters with the cognizant medical command.	a. Coordinate with supplier to ensure occupational medicine/occupational health & industrial hygiene (IH) field support is provided.
	b. Assist receivers in determination of Occupational Health/Occupational Medicine needs and coordination with medical command for support.	b. Ensure employees and their representatives have access to exposure and medical records at no cost.  b.b. Schedule personnel for exposure physicals/sight screenings. Provide supplier with copy of results.
	c. Transcribe recommendations from IH survey reports to OPNAV 5100/12 and forward for correction, as applicable.	c. Provide copy of IH survey to supplier.
7. Inspection Program	a. Plan, conduct, and document workplace inspections of all buildings, grounds, facilities, materials, equipment, devices, operations, and conditions related to OSH to ensure compliance with applicable policies, laws, regulations, and standards. Competent, qualified personnel shall conduct such inspections at least annually.	a. Ensure all areas are accessible to inspecting officials.
	b. Provide a written report of the workplace inspection to the official in charge of the operation within 45 days of completion of the inspection.	b. Take action, as appropriate.
	c. Provide guidance to receivers on interim or permanent control measures necessary to correct noted deficiencies.	c. Request guidance from supplier to ensure corrective actions are appropriate.
	d. Retain all inspection records for at least 5 years.	No action.
	e. Coordinate oversight inspections by headquarters commands/NOIU/NAVORD/RASO.	e. Advise supplier when notification of oversight inspections is received.
8. Employee Reports of Unsafe or Unhealthful Working Conditions	a. Publicize the existence of the employee hazard reporting program.	a. Publicize the existence of the employee hazard reporting program
	b. Ensure OPNAV 5100/11 is prominently posted in conspicuous places (i.e., official bulletin boards, etc.).	b. Ensure OPNAV 5100/11 is prominently posted in conspicuous places (i.e., official bulletin boards, etc.).
	c. Encourage submission of oral reports to the supervisor as quickest means of correcting hazards.	c. Ensure employees are aware they may submit oral reports to their supervisor or the supplier's safety office.  c.c. Ensure supervisors investigating oral reports from employees contact the appropriate supplier representative for assistance, as necessary.
	d. Promptly investigate all reports, oral or written, and take appropriate corrective actions.	No action.
	e. Provide interim and final response to originators of reports.	e. Contact the supplier safety office if interim or final reports have not been received within 10 days after submittal of the report.
	f. Maintain records of all hazard reports and associated corrective action for at least 5 years.	No action.

JAN 12 2004

	g. Establish procedures to protect all Navy personnel from coercion, discrimination, or reprisals for participation in the NAVOSH Program. Ensure that employees are aware that they may file, through their appropriate grievance processes, allegations of reprisals for having filed a complaint of unsafe or unhealthy working conditions.	g. Adopt supplier procedures unless contrary to higher echelon directions. Post and disseminate program information to all personnel. Ensure personnel are aware of the formal procedures for processing reports of unsafe/unhealthy working conditions. Prevent coercion.
9. Inspection and Investigation by Federal Authorities	a. Designate a coordinator with whom Federal OSHA officials may interface for inspection purposes.	a. Notify the designated coordinator when any Federal OSHA officials arrive to conduct an inspection or investigation.
	b. Accompany Federal OSHA officials on inspections and investigations of any serviced activity.	b. Ensure command personnel are available to accompany designated officials, as appropriate.
	c. Draft any required responses to Federal OSHA officials and send a copy to CNO (N45) and the chain of command of the inspected activity.	c. Forward a copy of all reports received from Federal OSHA to supplier immediately upon receipt.  d. Forward, via supplier, a summary report of any notices of unsafe or unhealthy working conditions with a copy of such notices immediately to CNO (N45), COMNAVSAFECEN (Code 41) and the chain of command.  e. Post OSHA notices of unsafe or unhealthy working conditions until conditions are corrected and validated by supplier OSH office.  f. Prepare and forward official response and provide copy to supplier.
10. NAVOSH Cost Data	a. Gather and compile data for supplier and receivers per echelon 2 reporting requirements.	a. Advise supplier of echelon 2 directives for NAVOSH cost reporting  a.a. Provide essential data (i.e., PPE cost, safety training, etc.) to supplier per supplier criteria.
	b. Submit data to echelon 2 commander and copy to receiver liaison.	No action.
11. Mishap Investigation, Reporting, and Record keeping	a. Establish and manage the Mishap Investigation, Reporting and Record Keeping Program.	No action.
	b. Investigate all Class A and B mishaps and submit reports to COMNAVSAFECEN (info copy to receiver) as required and report to echelon 2 commander.	b. Notify the supplier ASAP but NLT 4 hours following any Class A or B mishap.
	c. Ensure privileged information is properly controlled.	c. Ensure privileged information is properly controlled.
	d. Ensure training is provided for all personnel assigned responsibility to investigate Class C and D mishaps.	d. Ensure all personnel assigned responsibility for conducting Class C and D mishaps complete mishap investigation training prior to investigating mishaps.
	e. Review Class C and D mishap reports and investigate as necessary. Prepare reports to COMNAVSAFECEN (info copy to receiver) when required.	e. Investigate all Class C and D mishaps and submit to supplier per supplier instructions. Notify supplier of all Class C and D mishaps within 5 working days. Submit investigation report to supplier per supplier requirements.
	f. Maintain the official injury log for supplier and receivers and comply with all reporting requirements of applicable higher echelon instructions.	f. Advise supplier of any higher echelon reporting requirements.  f.f. Periodically review the official injury log to ensure all mishaps are being recorded properly.
	g. Submit official injury log to COMNAVSAFECEN NLT 15 April and 15 October of each year.	g. Verify that data has been submitted.

	<p>h. Conduct mishap analysis:            (1) Review mishap data for trends within designated parameters and provide data to receivers on a quarterly basis.            (2) Include 5-year trend analysis in annual NAVOSH self-assessment.</p>	<p>h. Evaluate data analysis and take corrective action when trends are identified or as recommended by the supplier.</p>
	<p>i. Provide receivers with the annual summary report of occupational injuries and illnesses no later than 30 days following the end of the fiscal year.</p>	<p>i. Post on official bulletin boards no later than 45 days following the end of the fiscal year and ensure it remains posted for at least 30 days.</p>
	<p>j. Review all lost workday cases and assist receivers in determining which mishaps should be passed to the commanding officer/OIC for review. Participate in review of mishaps by receiver.</p>	<p>j. Review all lost time mishaps identified by the supplier as requiring further review.</p>
	<p>k. Submit quarterly injury data to NETC for all receivers under NETC claimancy.</p>	<p>k. Ensure data is submitted.</p>
2. Respiratory Protection	<p>a. Establish and administer the Respiratory Protection Program.</p>	<p>No action.</p>
	<p>b. Appoint a trained Respiratory Protection Program Manager (RPPM) in writing.</p>	<p>No action.</p>
	<p>c. Determine operations that require respirator use and what types of respirators are required and identify requirements in writing (i.e., instruction, SOP, etc.).</p>	<p>c. Identify personnel, by name, in those operations identified as requiring respirators.             c.c. Ensure identified personnel are medically qualified for respirator use.             c.c.c. Provide respiratory equipment to identified personnel per RPPM directions.</p>
	<p>d. Provide fit testing and training to identify personnel.</p>	<p>d. Ensure identified personnel are fit tested and trained to use respirators.</p>
	<p>e. Maintain master listing of personnel required and authorized to wear respirators and enrolled in the Respiratory Protection Program.</p>	<p>e. Ensure only personnel enrolled in the Respiratory Protection Program are allowed to wear respirators.</p>
	<p>f. Maintain all documentation mandated under the Respiratory Protection Program.</p>	<p>f. Provide RPPM with any required documentation.</p>
	<p>g. Ensure all supplied air breathing sources are sampled at least quarterly to ensure breathing air quality.</p>	<p>g. Ensure breathing air sources are available for sampling.</p>
	<p>h. Develop and distribute standard SOPs for issue, care and maintenance of respirators.</p>	<p>h. Ensure SOPs are followed during respirator use, and posted when required.</p>
	<p>i. Conduct annual audit of effectiveness of the program.</p>	<p>i. Provide feedback on effectiveness of the program and notify RPPM of any changes that may affect the requirement for respirator use.</p>
	13. Asbestos	<p>a. Coordinate the development and implementation of the Asbestos Management Program. Determine federal, state and local requirements based on personnel and workplaces involved.</p>
<p>b. Maintain master listing of all facilities where asbestos containing material (ACM) is known to be present or of the location of presumed asbestos containing materials (PACM). Provide facility occupants, including contractors, with asbestos information specific to the facility they enter or occupy.</p>		<p>b. Inform all personnel of presence of ACM or PACM and consult with Asbestos Program Manager before performing any work in areas where ACM or PACM is present.</p>
<p>c. Conduct periodic observation of ACM and PACM, as applicable.</p>		<p>c. Notify Asbestos Program Manager of any changes in the condition of ACM or PACM.</p>
<p>d. Ensure appropriate asbestos training is provided to personnel, as appropriate.</p>		<p>d. Ensure personnel attend asbestos training, as determined appropriate.</p>

JAN 12 2004

	e. Ensure only qualified and competent personnel perform work in areas containing ACM or PACM.	e. Do not allow any self-help in areas containing ACM or PACM unless approved by the Asbestos Program Manager.
	f. Ensure proper disposal of ACM or PACM.	f. Ensure appropriate personnel are trained in the disposal requirements.
	g. Establish master listing of all personnel required to be entered into the Asbestos Medical Surveillance Program (AMSP).	g. Ensure personnel in the AMSP receive periodic physical evaluations.
14. Personal Protective Equipment (PPE)	a. Evaluate all workplaces to determine PPE requirements and prepare PPE hazard assessments.	a. Advise supplier of any changes in the workplace that may change PPE requirements.
	b. Provide receiver specific PPE hazard assessments to each receiver.	b. Ensure PPE information is provided to appropriate personnel and retain copy of PPE hazard assessment.
	c. Ensure training in the care, use and maintenance of PPE is provided.	c. Ensure personnel complete PPE training.
	d. Assist in the selection and fit of proper PPE.	d. Provide employees with PPE as identified in the hazard assessment and approved by the supplier.  d.d. Ensure PPE is properly stored and maintained.
	e. Ensure PPE conforms to OSH standards.	e. Use only the PPE approved by the supplier.
	f. Identify non-use, misuse or malfunction of PPE during workplace evaluations.	f. Advise supplier of any non-use, misuse or malfunction of PPE identified during workplace evaluations and of any changes in the workplace that may change PPE requirements.
15. Hearing Conservation & Noise Abatement	a. Maintain a master list of all personnel included in the Hearing Conservation Program as identified in the IH survey for each receiver.	a. Provide IH survey to supplier and advise of any additional areas with potentially hazardous noise levels.
	b. Provide receivers with a listing of personnel entered into the Hearing Conservation Program for scheduling of physicals and training.	b. Schedule personnel for hearing physicals and ensure completion. Provide copy of results to supplier for records update.
	c. Coordinate the labeling of noise hazardous areas.	c. Ensure all areas, workplaces, and equipment that are identified as noise hazardous are appropriately labeled and replace as necessary.
	d. Ensure hearing conservation training is provided.	d. Ensure personnel complete hearing conservation training.
16. Sight Conservation	a. Maintain a master list of personnel included in the Sight Conservation Program.	a. Notify supplier of areas with potential eye hazards.
	b. Survey all workplaces and identify potential eye hazards and personnel at risk.	b. Ensure all personnel exposed to eye hazards are provided proper eye protection and that the eye protection is properly used.
	c. Coordinate the labeling of all eye hazardous areas.	c. Ensure all areas, workplaces, and equipment identified as eye hazardous are appropriately labeled and replace labels as necessary.
	d. Ensure sight conservation training is provided.	d. Ensure personnel complete sight conservation training.
17. Hazard Abatement	a. Establish and manage the Hazard Abatement Program.	No action.
	b. Issue OPNAV 5100/12 for all RAC 1, 2, and 3 deficiencies to the official in charge of the area where the deficiency exists within 15 working days of the inspection.	b. Official in charge of the operation: (1) Post OPNAV 5100/12 rated RAC 1, 2, or 3 in the area of the hazard until abated. (2) Implement identified interim controls if unable to correct in 30 days. (3) Complete section B of OPNAV 5100/12 and return to supplier within 30 days of receipt.
	c. Establish project execution priorities, proposed corrective actions, and the timeliness of corrective actions.	c. Consult with supplier to ensure timely correction of deficiencies.
	d. Conduct follow-up inspections to track completion of abatement action, follow-up and verify actions taken.	d. Ensure all areas are accessible to inspecting officials.

	e. Prepare semi-annual hazard abatement logs report and provide to receivers.	e. Notify supplier of actions planned to correct deficiencies appearing on the log.
	f. Review all OSH citations and findings from external authorities (OSHA, NOIU, ESI, RASO, echelon 2, etc.) and transcribe deficiencies to OPNAV 5100/12.	f. Provide supplier with copy of all OSH citations from external authorities.
18. Lead	a. Establish and administer the Lead Program to ensure that regulatory standards for lead are met and that receivers consult with IH support as required by circumstances.	a. Avoid performing any type maintenance or construction work where the potential for exposure to lead or lead containing materials exists, unless such work is typical to the activity and has been evaluated by the Industrial Hygienist.
	b. Evaluate potential for workplace exposure of personnel to lead and lead containing materials with regard to personnel exposure limits and action levels.	b. Adopt and follow the supplier Lead Program if working with lead or lead containing materials typical to the activity.
	c. Coordinate the testing of suspect lead containing materials.	c. Request assistance from supplier to determine the presence of lead in suspect materials.
	d. Recommend substitution of lead and lead containing products with less hazardous, lead-free materials.	d. Consult with supplier to determine the potential for substitution of lead or lead-containing products with less hazardous, lead-free materials.
	e. Provide technical advice for engineering and work practice controls to reduce the potential for lead exposure.	e. Apply control measures, including engineering controls and PPE, and monitoring procedures, including medical and biological, as required by lead assessments.
	f. Ensure lead training is available for all personnel exposed at or above the action level for lead.	f. Fund training and control measures as required to meet lead control requirements.
19. Non-Ionizing Radiation	a. Coordinate and manage the Radiation Protection and Control Programs including applicable non-ionizing sources: a.a. If Class IIIb, Class IV or military exempt lasers are present in the area of responsibility, establish a Laser Safety Program and designate a qualified Laser System Safety Officer (LSSO).	[NOTE: If receiver is only activity that has a program requirement, responsibility for implementation belongs to the receiver.] a. Comply with requirements of Laser Safety Program established by supplier. a.a. Ensure personnel handling Class IIIa laser pointers recognize that care must be exercised to control accessibility.
	b. Establish and maintain an inventory of all Class IIIb, Class IV, or military exempt lasers.	b. Report all Class IIIb, Class IV or military exempt lasers to supplier.
	c. Identify operations requiring laser training and ensure training is available and documented.	c. Provide names of personnel in operations requiring laser training and ensure such personnel complete laser safety training.
	d. Identify personnel who must be placed on medical surveillance programs for laser exposure.	d. Ensure personnel report for physicals and comply with monitoring procedures.
	e. Obtain safety certification for non-ionizing sources.	No action.
	f. Ensure laser surveys are funded and conducted by technically competent personnel.	No action.
	g. Investigate, document and report results of all laser exposure incidents.	g. Report all laser mishaps/incidents to supplier.
	h. Prepare and submit annual inventory of Class IIIb, Class IV or military exempt lasers.	h. Coordinate with supplier to ensure inventory is current.
	i. Establish procedures for control of ocular risk due to broadband optical devices (i.e., germicide lamps, phototherapy, sun lamps, black lights, arc lights or projector lamps, etc.).	i. Follow supplier procedures for control of broadband optical devices.

JAN 12 2004

	j. Where active radar and communications systems exist, establish and implement a Radio-Frequency Control Program that includes baseline surveys, baseline updates, and posting of controlled areas.	j. Follow supplier procedures for radio-frequency control. k. Make facilities available for radio-frequency survey/update. l. Ensure signs and other devices are posted and remain posted.
20. Ergonomics	a. Conduct an annual analysis of injury and illness records to identify workplace musculoskeletal disorder (WMSD) and ergonomic risk factors. For receivers identified as having high WMSD risks or trends, use Appendix 23-A to OPNAVINST 5100.23F, or similar data gathering tools, to conduct a workplace comfort survey and analysis.	a. Participate in identifying potential WMSD and ergonomics related problems.
	b. Conduct a thorough WMSD analysis as part of, or in conjunction with, workplace inspections and IH surveys.	b. Assist supplier with the WMSD analysis.
	c. Identify corrective actions necessary to prevent or minimize potential or identified WMSDs or ergonomic related factors.	c. Implement recommendations, as feasible. When not feasible, confer with the supplier for alternative actions.
	d. Provide general ergonomics training during employee orientation programs.	d. Ensure personnel complete general ergonomics training.
	e. Identify trades/occupations at risk of back injury and conduct back injury prevention training for at-risk personnel and their supervisors.	e. Provide names of individuals in trades or occupations at risk of back injury. e.e. Ensure personnel complete back injury prevention training.
21. Energy Control (Lockout-Tagout)	a. Establish and implement an Energy Control Program to include written plans and procedures for lockout/tagout of energy controlling devices.	a. Comply with supplier Energy Control Program. a.a. Confer with supplier to develop activity specific SOPs for all applicable energy controlling devices.
	b. Ensure that training on the Energy Control Program is provided to personnel involved in or affected by energy control applications.	b. Provide a listing of affected or involved personnel to the supplier. b.b. Ensure personnel receive training in the Energy Control Program.
	c. Approve devices to be used for lockout/tagout of energy controlling devices.	c. Purchase and provide personnel with approved devices.
	d. Maintain list of all equipment and applications where tagout may be used.	d. Ensure lockout is used except where tagout is approved.
	e. Review energy control applications during workplace inspections and spot checks.	e. Ensure energy control procedures are per supplier instructions and supplier/receiver SOPs.
	f. Conduct an annual review of the effectiveness of the Energy Control Program.	f. Advise supplier of any problems that impact the Energy Control Program.
22. Poly-chlorinated Biphenyls (PCBs)	a. If personnel may be exposed to PCB containing products above the permissible exposure limit, establish and implement a PCB Exposure Control Program consistent with OPNAVINST 5100.23F, OPNAVINST 5090.1B, 40CFR 760-761, and Naval Facilities Environmental Service Center Manual 20.2-028.	a. Ensure personnel follow supplier requirements to minimize exposure potential.
	b. Maintain and update an inventory of all PCB containing systems/devices within the area of responsibility.	b. Ensure all personnel are aware of all areas where PCB containing materials are located.
	c. Prepare and submit the annual PCB report.	No action.
	d. Ensure all training required by OPNAVINST 5090.1B, Chapter 11, para 11-5.6, is provided to personnel occupationally exposed to PCBs.	d. Ensure personnel occupationally exposed to PCB complete mandatory training.

JAN 12 2004

	e. Maintain all reports and training documentation required by applicable laws and regulations.	No action.
23. Man-Made Vitreous Fibers (MMVF)	a. Identify operations that deal with, or where personnel are exposed to MMVF within the area of responsibility and compile a listing of such operations to identify personnel potentially exposed to MMVF.	a. Provide supplier with the names of personnel involved in identified operations.
	b. Provide training to personnel who work with or handle MMVF.	b. Ensure personnel receive training.
	c. Establish a listing of MMVF that would create a potential for exposure in the workplace.	c. Evaluate all operations to ensure MMVF is not used where a potential for exposure exists.
	d. Determine engineering controls, work practices, etc., necessary to control exposure to MMVF.	d. Ensure personnel follow supplier requirements.
	e. Coordinate and ensure the proper disposal of MMVF	e. Dispose of MMVF per supplier requirements.
	f. Coordinate medical surveillance and exposure monitoring requirements.	f. Ensure personnel comply with medical surveillance or personnel monitoring requirements.
	g. Evaluate self-help projects to ensure MMVF is not used in a manner that would create an exposure potential.	g. Ensure all self-help project submittals include a listing of materials to be used and how the materials will be installed (i.e., knife-cut, sawed, nailed, stapled, etc.).
24. Confined Space Entry	a. Administer the Confined Space Entry Program.	a. Comply with the suppliers confined space entry requirements.
	b. Appoint, in writing, a qualified Confined Space Entry Program Manager.	No action.
	c. Identify and evaluate all confined spaces within the area of responsibility and ensure they are appropriately labeled.	No action.
	d. Develop an inventory of all confined spaces and annotate those that require entry permits.	No action.
	e. Ensure all confined spaces are evaluated/tested prior to personnel entering spaces and maintain documentation of evaluation/testing.	e. Ensure personnel do not enter confined spaces without appropriate authorization.
	f. Provide training to all qualified persons, entrants, observers, and supervisors of such personnel.	f. Ensure applicable personnel complete training.
	g. Conduct an annual evaluation of the effectiveness of the Confined Space Entry Program.	g. Provide feedback to the supplier on the effectiveness of the Confined Space Entry Program.
	h. Conduct an in-depth investigation of all mishaps and unexplained events occurring in confined spaces.	h. Advise the supplier of any mishaps or unplanned events involving confined spaces.
	i. Develop a Confined Space Program emergency response plan and conduct emergency response/confined space extraction training annually.	i. Participate, as mandated by the supplier.
25. Bloodborne Pathogens (BBP)	a. Identify all occupations and/or positions at risk of bloodborne pathogen exposure and advise activities accordingly.	a. Advise supplier of the names of all personnel in occupations and/or positions considered at risk.
	b. Develop and administer the BBP Program.	b. Comply with the supplier's BBP.
	c. Ensure BBP training is conducted for all personnel at risk.	c. Ensure at-risk personnel complete training.
	d. Maintain records of all exposure incidents.	d. Report all BBP exposure incidents to the supplier.
26. Reproduc- tive Hazards	No action.	a. Ensure Industrial Hygiene survey identifies all reproductive hazards in the workplace and provide copy of IH survey to supplier.
	a. Coordinate with IH to determine the location of all reproductive hazards within the area of responsibility.	No action.

JAN 12 2004

	b. Ensure reproductive hazards training is conducted and documented.	b. Ensure personnel occupationally exposed to reproductive hazards complete appropriate training.
	c. Ensure all chemical reproductive hazards appear on the hazardous materials AUL.	c. Ensure personnel occupationally exposed to reproductive hazards receive medical counseling.
	d. Identify less hazardous substitutes for reproductive hazards through the annual AUL review and mandate substitution.	d. Eliminate reproductive hazards when substitutes are identified.
27. Indoor Air Quality Management	a. Ensure that smoking policies are implemented to establish smoke-free buildings and zones.	a. Enforce supplier smoking policies and report any issues or concerns about violations by others.
	b. Identify a point of contact to receive reports of indoor air quality (IAQ) problems and concerns. Ensure that all IAQ concerns and complaints are investigated and resolved in a timely manner.	b. Advise personnel to report any IAQ concerns or complaints to the supplier's designated official.  b.b. Prompt the supplier if the complaints and concerns are not addressed appropriately
	c. Review new building designs to ensure IAQ issues are addressed and incorporated.	c. Do not make modifications to HVAC systems unless approved by the supplier.
28. Weight Handling Equipment (WHE)	a. Provide oversight of safety aspects of WHE and conduct program assessments and risk analysis, as appropriate.	No action.
	b. Review operator training records, operator inspection records of WHE, and rigging gear used for weight handling.	b. Ensure all WHE operators are trained through approved NCC courses according to the specific WHE operated.  b.b. Ensure WHE operators conduct appropriate tests of their equipment and complete the required reports.  b.b.b. Ensure all below-the-hook rigging gear is per requirements.
	c. Assist the WHE Program Manager with the WHE annual self-audit and biannual Navy Crane Center (NCC) audit.	c. Advise the WHE Program Manager of any deficiencies associated with WHE.
	d. Serve as a member of the Crane Incident Mishap Investigation Team and ensure all crane mishaps are reported to NCC and the Naval Safety Center, as required.	d. Immediately notify the WHE Program Manager and supplier safety office of all WHE mishaps and ensure the WHE and surrounding area is secured until released by the WHE Program Manager.
	e. Ensure WHE instructions are issued and that appropriate safety procedures are incorporated.	e. Comply with supplier instructions for WHE.
29. Safety Awards	a. Develop and implement an activity Safety Awards Program applicable to the mission and operations of the activity.	a. Develop and implement an activity Safety Awards Program applicable to the mission and operations of the activity.
30. Traffic Safety	a. Establish a Traffic Safety Program and designate a regional or host traffic safety coordinator.	a. Adopt the supplier's Traffic Safety Program and appoint an individual as command Traffic Safety Program Coordinator.
	b. Maintain oversight of traffic safety, roads, traffic control, security issues, and base access.	b. Coordinate with host for motorcycle, driver improvement, and emergency vehicle operator courses, and attend region or host traffic safety council meetings.
	c. Establish a regional or host traffic safety council to perform mission addressed in OPNAVINST 5100.12G.	c. Incorporate risk management into all government motor vehicle-related duties.
	d. Provide local traffic safety orientation briefings.	d. Incorporate risk management into the approval process, which limits driving distances for private motor vehicle travel for off-duty military personnel.
	e. Provide traffic safety briefs to all personnel prior to major holidays, extended weekends or liberty periods.	e. Coordinate with supplier to provide traffic safety briefs to all personnel prior to major holidays, extended weekends or liberty periods.
	f. Ensure Naval Safety Center approved motorcycle safety training is available for all personnel operating motorcycles in their area.	f. Ensure personnel attend training, as applicable.

JAN 12 2004

	g. Ensure driver improvement training is available.	g. Ensure personnel attend training, as applicable.
	h. Ensure Emergency Vehicle Operator Course training is available.	h. Ensure personnel attend training, as applicable.
	i. Ensure all motor vehicle mishaps are investigated and reported per OPNAV 5102.1C.	i. Notify supplier of all motor vehicle mishaps per timelines established by supplier.
31. Recreation, Athletics and Home Safety (RAHS)	a. Establish a RAHS Program and appoint, in writing, a RAHS Program Manager to oversee the program.	a. Appoint a RAHS Program Coordinator to interface with the RAHS Program Manager.
	b. Conduct quarterly meetings with emphasis on off-duty safety.	b. Ensure the RAHS Coordinator attends quarterly meetings and addresses any concerns from the activity.
	c. Distribute safety awareness information to all RAHS coordinators.	c. Ensure safety awareness information is distributed to all personnel.
	d. Review plans and specifications for recreational facilities and submit recommendations for improvements/modifications in writing to the appropriate official.	d. Participate, as needed, in the review of plans and specifications for recreational facilities.
	e. Inspect all recreational facilities and equipment at least annually using the Naval Safety Center checklists to identify deficiencies. Transcribe all identified deficiencies to OPNAV 5100/12 or similar.	e. Assist as requested.
	f. Conduct trend analysis of hazardous recreation facilities, to include swimming pools, marinas, automotive and hobby shops, and athletic areas, to determine the need for more frequent inspections.	e.e. Ensure all activity specific recreation facilities such as weight and exercise rooms, basketball or volleyball courts, etc., are reported to the RAHS Program Manager for approval and inclusion in annual inspections. f. Assist as necessary.
	g. During inspections, review training records to ensure personnel receive appropriate recreation, athletics and home safety training. Ensure records are being retained for at least 2 years.	g. For activity specific RAHS areas or functions, ensure training is conducted and records retained.
	h. Record, investigate and report all injuries and deaths associated with recreation and off-duty mishaps (OPNAV 5102.1C).	h. Report all off-duty injuries to the RAHS Program Manager and assist in the investigation, as requested.
32. Explosives Safety	a. Establish and implement an Explosives Safety Program as applicable to the area of responsibility and appoint, in writing, a qualified Explosives Safety Officer (ESO) to manage the program.	a. Appoint a liaison to coordinate all explosive safety issues with the ESO.
	b. Inspect all explosives operating buildings, training sites, workplaces, storage areas, and magazines at least semi-annually to ensure they comply with explosives safety requirements.	b. Make facilities, etc., available for inspections.
	c. Perform safety analysis, preoperational checks, and lines checks as new systems or processes are implemented.	c. Advise the ESO of any changes to explosives operations.
	d. Ensure all explosive safety deficiencies are transcribed to OPNAV 5100/12 and entered into the Hazard Abatement Program.	d. Take immediate action to correct identified deficiencies and provide response on OPNAV 5100/12.
	e. Assure all SOPs are in compliance with applicable instructions.	e. Submit all new or modified SOPs to the ESO for review and approval.
	f. Review all facility site approval documents that involve facilities encumbered by or generating explosives arcs and all requests for deviations from established explosives safety standards to ensure compliance with directives and instructions.	f. Submit all facility site approval documents and requests for deviation from established explosive safety standards to the ESO for review and approval, as appropriate.

JAN 12 2004

	<p>g. Inspect in and around explosive operating and storage areas where maintenance and repair that involve hot work is to be performed and issue hot work permits to repair parties for both government employees and contractors.</p>	<p>g. Request hot work approval prior to initiating any hot work operations in or around any explosives operating and storage areas.</p>
	<p>h. Review any facility modification drawings and equipment or tooling drawings for explosives operations.</p>	<p>h. Submit all facility modification drawings and tool or equipment drawings to the ESO for review and approval.</p>
	<p>i. Approve electrical hazard classification for each operating building and maintain or provide a list to the NAVOSH office.</p>	<p>No action.</p>

JAN 12 2004

**FIREFIGHTING TRAINER CERTIFICATION PROCESS**

1. Frequency. Echelon 3 commands shall ensure a certification survey is conducted:

a. Prior to use of any structure or training device for conducting live firefighting training if the device has never been certified.

(1) Upon initial acquisition of a firefighter trainer or conversion of a fossil fuel trainer to a propane-fired trainer, activities may not be capable of full compliance with all certification requirements (i.e., instructor certification). In these cases, an "interim certification" will be issued. An interim certification will allow the activity to train for up to 1 year before completing full certification.

(2) A certification survey will be conducted prior to the 1-year anniversary of the interim certification for the purpose of awarding full certification.

b. When an activity desires to teach an additional firefighting course that it is not currently certified to teach.

c. When any structure or device used to conduct live firefighting training has been substantially modified. (This determination will be made at the echelon 3 command.)

d. On a triennial basis after receiving full certification.

e. As directed by NETC.

2. Overview. The certification survey consists of:

a. Observation of firefighting training.

b. Review and assessment of:

(1) Instructor certification program.

(2) Safety program.

(3) Training evolution SOPS.

(4) Special evolution SOPS (i.e., daily start-up, securing, fuel delivery, etc.).

**JAN 12 2004**

- (5) Emergency procedure SOPS.
- (6) Emergency Action Plan.
- (7) Preventive Maintenance System (PMS) System.
- (8) Fuel records.
- (9) Student qualification/medical screening procedures.
- (10) Curriculum update procedures.

c. Inspection of firefighter trainer facilities (including propane distribution system).

d. Inspection of PPE.

e. Inspection of emergency equipment and systems.

f. Review of unfired pressure vessel certification(s).

g. Inspection of communications systems (both primary and secondary).

### 3. Report of Survey

a. The training element will be debriefed on the survey team's observations.

b. The survey team will provide a written report to the echelon 3 commander detailing observed deficiencies and recommended corrective actions. For each course conducted, the survey team will recommend that the facility be certified, non-certified, or granted interim certification.

c. Echelon 3 commands shall forward the final report to the training element, with a copy to the immediate superior in command, if applicable.

### 4. Levels of Certification

a. Certified. The firefighter trainer is structurally sound and adequately equipped and managed so as to provide a safe and realistic training environment. The instructional staff is proficient in their duties and each fire scenario in the certified course is safe, in compliance with Navy doctrine and curriculum guidance, and sufficiently realistic and

JAN 12 2001

challenging. This certification remains valid for 3 years unless revoked or modified by NETC action.

b. Non-Certified. Major safety problems or variance from doctrine were identified, or the level of training provided was inadequate. Failure to certify a course at a facility shall be cause to review the certification of all other firefighter training courses using the same facility.

c. Interim Certification. Recommended for a firefighter trainer that has not been previously certified to conduct firefighting training or is shifting firefighter operations from fossil fuel to a 19F or 21C12 propane device. The firefighter trainer is structurally sound and adequately equipped to provide a safe and realistic training environment, but is incapable of being in full compliance with certification requirements at the time of the survey (i.e., instructor certification is not complete, etc.). A certification survey will be scheduled upon correction of the discrepancies that prevented initial certification, but no later than 1 year after the interim certification survey. Training activities are advised to allow a minimum of 4 weeks from new device acceptance until interim certification survey in order to facilitate instructor familiarization with trainer operations for all firefighting curriculum laboratory evolutions.