

**DEPARTMENT OF THE NAVY**  
**NAVAL AIR STATION, WHIDBEY ISLAND**  
**OAK HARBOR, WASHINGTON 98278-5000**

NASWHIDBEYINST 5100.27C  
N45:Dn  
9 Mar 1999

NASWHIDBEY INSTRUCTION 5100.27C

Subj: OCCUPATIONAL SAFETY AND HEALTH MANUAL

Ref: (a) OPNAVINST 5100.23D, Navy Occupational Safety and Health (NAVOSH) Manual  
(b) 29 CFR 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Program

Encl: (1) Naval Air Station, Whidbey Island, Occupational Safety and Health Manual

1. Purpose. To establish the Naval Air Station (NAS), Whidbey Island Occupational Safety and Health (OSH) Manual per guidance of references (a) and (b). This instruction has been substantially revised and should be reviewed in its entirety.

2. Cancellation. NASWHIDBEYINST 5100.27B

3. Information. This manual establishes policies, responsibilities, and procedures for management of the NAS Whidbey Island Occupational Safety and Health Program. It provides each manager, supervisor, and individual assigned to NAS Whidbey Island with information necessary to understand and apply established OSH Program requirements and policies. The primary objective is to provide a safe and healthful working environment, which controls costs by preventing accidental loss of resources (personnel, equipment, and material).

4. Scope. This instruction applies to all department heads, special assistants, supervisors, and to all military, civilian, and non-appropriated fund personnel based on board or employed by NAS Whidbey Island. As host command OSH Office, specific areas of the OSH Manual will apply to squadrons and tenant commands. These include, hazardous materials, NAVOSH training, traffic safety, and other areas as appropriate. Naval Hospital, Oak Harbor, provides occupational health and industrial hygiene services. Explosive safety is addressed in NASWHIDBEYINST 8020.2B.

5. Policy. It is the policy of this command to ensure that:

a. The NAS Whidbey Island OSH Program is consistent with Navy policy which implements the OSH Act, other federal laws, executive orders, and related public laws.

b. A safe and healthful workplace is provided for all employees.

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c. OSH policy is published by the NAS Occupational Safety and Health Policy Council, with assistance from the OSH Manager, and is implemented by the NAS Whidbey Island management chain of command.

d. NAS Whidbey Island department/division/branch/office heads, managers, and supervisors implement and comply with instructions and guidance published in the NAS Whidbey Island OSH Manual.

e. All NAS Whidbey Island employees comply with the NAS OSH Manual and perform their duties with the highest level of attention to safety and health.

6. Action. This instruction is effective upon issuance. All levels of management shall implement and maintain OSH programs in compliance with reference (a) and enclosure (1).

7. Forms. NASW forms are available through the Forms Control Representative, NAS Administration Department, building 108, extension 78796. All other forms are available through the supply system.

/s/  
T. E. GLENN  
Acting

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**NAVAL AIR STATION**

**WHIDBEY ISLAND**

**OCCUPATIONAL SAFETY**

**AND**

**HEALTH MANUAL**



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CHAPTER 1  
OCCUPATIONAL SAFETY AND HEALTH PROGRAM

1. References. Chapter 1 references appear at the end of this chapter.

2. Policy. The Commanding Officer, NAS Whidbey Island, reaffirms and supports the OSH policy of the Department of the Navy (DON), "to establish and maintain effective, comprehensive OSH programs as prime elements of the overall Department of Defense (DOD) Mishap Prevention Program."

3. Purpose. To provide military and civilian personnel with a station reference of OSH regulations in order to support the Navy and NAS Whidbey Island OSH Program.

4. Discussion. The Occupational Safety and Health Act (OSHA) requires that all employees be provided a safe and healthful place of employment. To fulfill this requirement, the Chief of Naval Operations directs each echelon of command to establish and maintain an effective hazard control program. All recognized safety and health hazards shall be eliminated or controlled as quickly as possible.

5. Navy Occupational Safety and Health Standards. NAVOSH standards consist of the following:

a. Office of the Chief of Naval Operations instructions and references (a) through (e) are based on the following:

(1) OSHA Standards, including emergency temporary standards, issued under the provisions of the OSHA. Instructions based on these standards may simply refer to a specific OSHA standard or may paraphrase, transpose, or otherwise adopt the standard without altering the basic criteria unless the alteration applies to more stringent criteria.

(2) Supplementary OSH standards covering conditions in nonmilitary-unique workplaces for which no OSHA standards exist.

(3) Other regulatory OSH standards, issued under statutory authority by federal agencies such as the Departments of Transportation or Energy, the Environmental Protection Agency, and the Food and Drug Administration.

(4) Special DOD or Navy-developed standards, rules and regulations that govern on-the-job safety and health applicable to military-unique equipment, systems and operations.

b. If there is no applicable OPNAV instruction or chapter in this manual, the following guidelines will be used, in the order they are listed.

(1) Published OSHA standards.

(2) Any nationally recognized source of OSH guidance such as the American Conference of Governmental Industrial Hygienists (ACGIH), the American National Standards Institute (ANSI), and the National Fire Protection Association (NFPA).

(3) Command policy decisions for situations not covered by previously established standards.

c. Interpretation of OSHA, NAVOSH, National Consensus Standards, etc., will be the responsibility of the OSH Office.

## 6. Prevention and Control of Workplace Hazards

a. Purpose. The basic principles of hazard control should be used to the fullest degree to provide a safe and healthful workplace.

b. Hazard Recognition. Hazards are defined as any condition or practice by workers that could reasonably cause death, injury, or material/property damage. Hazards in the workplace can be recognized or identified at the design and planning stage, through workplace inspections at various levels and through employee hazard reports. The ability to recognize hazards comes with training, experience and a hearty application of good common sense.

c. Hazard Evaluation. Through the use of regulations, references and other guidelines, and through the training and experience of OSH professionals, the severity of risk and potential for mishap is evaluated. This gives a proper perspective by which to prioritize corrective actions for all identified discrepancies as well as to determine what the right corrective actions should be.

d. Hazard Control. Following is a step-by-step process that shall be used to determine the best way to eliminate or control hazards.

(1) Elimination. Can the task, job, or work be eliminated altogether which would, in turn, eliminate the associated hazards? If not, the next best method is either substitution or engineering controls.

(2) Substitution. Can the hazardous materials, chemicals, or equipment be replaced by materials, chemicals, or equipment that are safer to use? Care must be exercised in any substitution to ensure that the substitute materials are technically acceptable and to avoid introducing a new hazard.

(3) Engineering Controls. Engineering controls are those protective measures engineered into the workplace to provide a barrier that protects personnel. Such controls would include mechanical barriers (such as shields and baffles), mechanical exhaust ventilation systems, or ergonomic designs. These methods

are often costly, particularly when they were not included in the original planning and design stages of a facility.

(4) Administrative Controls. This control method involves manipulating the workers' actual exposure times to hazards. Examples include isolating workers using a hazardous material from others by distance, rotation of personnel in a work shift to minimize each person's exposure, or limiting exposures by controlling times and quantities of exposure. This control method is not the best, but can be effective if properly used.

(5) Personal Protective Equipment (PPE). This method of control is least preferred because PPE devices and clothing afford less effective protection against hazards than the above listed methods of control, and worker productivity may be reduced due to discomfort or unacceptance. PPE does nothing to actually eliminate or reduce the presence of the hazard, but serves as a personal barrier and must be used properly at all times to be effective.

e. Application of Hazard Control Principles

(1) Design Reviews. Reference (b) requires that a safety professional and an industrial hygienist (IH) participate in the review of plans and specifications for new construction, remodeling, renovation, or alterations to facilities, equipment, and processes to ensure that appropriate hazard control techniques are applied. Documented evidence of review participation and recommendations must be maintained by both the requester and the OSH and IH personnel. Accordingly, the NAS Whidbey Island OSH Office, Fire Department, and IH, as appropriate, shall be provided the opportunity to sign off on all NAS Whidbey Island facility design plans for new construction, remodeling, or alteration at the 35 percent and 100 percent design stages. Recommendations made for OSH purposes shall be made in writing.

(2) Standard Operating Procedures (SOPs). Reference (b) requires that originators of SOPs and similar directives prepared and issued to direct the manner in which work is performed, include appropriate health and safety requirements. Originators of SOPs that involve work with potential hazards shall submit SOPs to the OSH Office for review prior to issuance to ensure applicable NAVOSH requirements have been considered. SOPs will be posted at or near the operation/equipment.

(3) Purchasing Procedures. Many hazards can be avoided by incorporating appropriate specifications for purchased equipment/material and contracted efforts that involve work at NAS Whidbey Island. Organizations responsible for developing specifications for such purchases shall consult with the OSH Office to ensure that NAVOSH requirements are considered in these specifications. Similarly, contracts that require work to be performed by contract personnel at NAS Whidbey Island shall be

reviewed by the OSH Office to ensure that NAVOSH requirements are addressed.

(4) Labeling and Marking. Provide distinctive markings and labels on hazardous components, equipment, rooms, or facilities.

(5) Monitoring. Continuous monitoring of hazardous areas and operations is necessary by management personnel, supervisors, safety representatives, and the OSH Office to ensure that hazard control techniques are used to effectively reduce hazards.

(6) Education. Training/education programs are provided to management and employees to teach them to recognize hazards and take appropriate measures to eliminate or minimize hazards.

f. Safety Precepts

(1) Discussion. The Department of the Navy Safety Program was established to enhance the operational readiness of the Navy by reducing manpower and material losses that result from accidental causes. The following basic precepts are established:

(a) Safety is an inherent responsibility of the command and of all personnel.

(b) Safety must be considered a fundamental element in the design, engineering, construction, or production and operation of all facilities and equipment.

(c) Safety precautions must be developed as a part of all designing and planning and must be integrated into all training programs, technical manuals, and publications.

(d) Safety must be considered important in work improvement and production.

(e) Work methods and operating procedures must be designed so personnel will not be exposed unnecessarily to industrial health hazards or injuries.

(f) Tools and equipment should be designed, built, and maintained so that work can be performed safely and efficiently.

(g) Safety devices must be provided for personal protection in hazardous operations and for guarding danger points. Personnel performing hazardous work must wear required PPE.

(h) Work environment must be designed and maintained to minimize hazards to personnel or property.

(i) Personnel must be instructed in safety rules and required to observe them.

(j) Personnel must be assigned only to jobs they are physically qualified and trained to perform and permitted to work only when physically fit. Personnel engaged in hazardous occupations must undergo periodic physical examinations.

(k) All work-related injuries or illnesses, however minor, must be reported; treatment must be obtained without delay.

## 7. Responsibilities

a. The Commanding Officer has overall responsibility for compliance with references (a) through (e) in the implementation of the station OSH Program. The Commanding Officer shall prescribe and enforce any additional OSH regulations as may be necessary to meet local conditions.

b. The OSH Manager is responsible to the Commanding Officer for all nonaviation-related OSH matters at NAS Whidbey Island including, but not limited to, the following:

(1) Plan and develop a comprehensive OSH program to ensure installation compliance with references (a) through (e).

(2) Advise and assist department heads, special assistants, supervisors, and other personnel in discovering and correcting unsafe work practices and conditions.

(3) Formulate and establish procedures for investigating and reporting incidents involving exposures, illnesses, injuries, and mishaps. Maintain adequate records of such circumstances for analysis and for correlating these analyses with accident prevention procedures.

(4) Prepare, for the Commanding Officer's signature, all safety and accident reports required by applicable Navy Department directives, and maintain liaison with the Naval Safety Center, National Safety Council, and other federal and nonfederal agencies concerned with industrial safety.

(5) Approve the procurement of all personal protective clothing, safety devices and equipment. Review procedures for the proper issue, sterilization, maintenance and use to assure compliance with applicable OSH codes.

(6) Conduct or direct, as necessary, inspections or surveys to evaluate compliance with existing NAVOSH rules, regulations, and established safety practices. The Commanding Officer will be informed of the results of such inspections/surveys.

(7) Plan, develop, and conduct safety training activities, in cooperation with tenant command Officers-in-Charge (OICs) and all department heads, to effect complete integration of safety into the general training and employee indoctrination programs.

(8) The OSH Office will administer the Drive Safe and Navy Motorcycle Safety Programs for the station.

(9) Review, with the Public Works Engineer, OSH matters pertaining to plans and specifications for new construction or alterations to station buildings and facilities to assure NAVOSH code compliance.

(10) Collaborate with planning committees to ensure that the OSH viewpoint is considered in planning shop operations and processes.

(11) Review occupational and motor vehicle accident reports to determine factors in connection with accident prevention, and make appropriate recommendations.

(12) Initiate and develop interest-stimulating training and visual aids for occupational safety, health and accident prevention programs.

(13) Review, evaluate and advise the station's Incentive Awards Committee on beneficial suggestions from an OSH viewpoint.

(14) Represent the Commanding Officer, as directed, on committees and at conferences and other activities involving consideration of OSH matters.

c. In case of emergency, the NAS Whidbey Island OSH Office is authorized by the Commanding Officer to take immediate action to stop any job or operation which might place personnel in imminent danger or serious injury, or which might cause serious damage to equipment or property. The OSH Office shall, without delay, inform the Commanding Officer, department head, OIC, and/or supervisor concerned of any such action.

d. Department heads/OICs/special assistants are responsible for ensuring the provisions of this instruction are enforced within their areas of responsibility.

(1) Each department shall have a safety representative designated in writing by the head of the department. The safety representative shall be responsible for ensuring that an effective departmental OSH Program is maintained in accordance with OSH regulations and shall be the focal point for matters related to OSH. The safety representative shall have direct access to the department head. The following are basic functions associated with each departmental safety representative.

(a) Develop accident prevention and loss control measures and programs, coordinate their implementation by line management, measure their effectiveness, and evaluate the resulting effectiveness.

(b) Prepare and keep current safety rules and regulations for the department head to approve and administer.

(c) Conduct regular safety inspections and surveys to identify safety violations, hazards, and deficiencies in facilities and equipment. Maintain records of findings and follow up on actions initiated.

(d) Maintain complete and accurate records on the accident and injury experience of the department. Ensure that accidents/injuries are reported to the NAS Whidbey Island OSH Office within five working days.

(e) Assist supervisors in developing and conducting safety training, education, and indoctrination for all new employees, both military and civilian.

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

(g) Coordinate the preparation of, for inclusion in the department's annual budget, an estimate reflecting funds needed for developing and sustaining the OSH Program.

(h) Implement the Navy hazard reporting system that provides employees with a method of reporting unsafe or unhealthful working conditions.

(2) Department heads/OICs/special assistants shall ensure that safety responsibilities are clearly assigned at all supervisory levels (military and civilian), including first-line supervisors. Commensurate with these responsibilities, all performance evaluations will reflect personal accountability consistent with the duties of the position, with appropriate recognition of superior performance and, conversely, adverse notation or administrative action, as appropriate for deficient performance.

e. Supervisory personnel are responsible for the safety and health of all personnel under their direction. They shall:

(1) Assure that each person under their supervision is adequately trained concerning OSH rules, regulations, and processes pertaining to each job being performed, and ensure that necessary safety precautions are being observed.

(2) Provide the proper type of OSH equipment required for each specific job assignment and enforce the use of this equipment in all areas and processes where required.

(3) Investigate and, where appropriate, take immediate action on reports and recommendations submitted for correcting unsafe work practices and conditions.

(4) Assure that all injured personnel report their injuries immediately to supervisory personnel.

(5) Investigate, per Chapter 5 of this manual, all accidents involving property or personnel under their jurisdiction to determine the cause(s); take the necessary steps to prevent a recurrence. Fill out and submit to the activity OSH Office, required reports on all injuries, occupational diseases, or property damage as appropriate.

(6) Conduct work area standup safety meetings at least twice monthly for a minimum of 5 minutes at each meeting, and when personnel under their authority encounter unfamiliar operations. Retain attendance records of safety meetings in the work center.

(7) Continuously inspect all work areas under their jurisdiction for unsafe or unhealthful working conditions and practices. Immediately initiate necessary actions to correct or control all safety and health discrepancies noted.

f. All NAS Whidbey Island military and civilian personnel are responsible for knowing, understanding, and observing safety and health regulations and procedures applicable to their work and work area. Additionally, all personnel shall:

(1) Report to immediate supervisor any unsafe condition, equipment, or material which is considered to be unsafe or likely to become a hazard.

(2) Immediately cease use of a facility, item of equipment, or appliance that is malfunctioning, out of order, or in violation of a safety and health standard or regulation.

(3) Warn others who are believed to be in danger of or who fail to observe safety precautions. Alert co-workers to any unusual or developing hazards.

(4) Report any accident, injury, or evidence of impaired health occurring in the course of work to supervisory personnel.

(5) Wear or use protective clothing and/or equipment of the type required, approved, and supplied for the safe performance of the work.

(6) Report for work suitably clothed for assigned tasks.

(a) Suitable clothing is that normally worn by members of the trade or profession to include appropriate PPE.

(b) Long or full hairstyles and beards are hazardous around machinery and open flames. Personnel with beards shall be prohibited from using respirators. Long hair shall be suitably restrained in caps or nets.

(c) Jewelry and loose clothing shall not be worn when they might subject the wearer to additional hazards.

8. Violators. Violators of NAVOSH regulations or instructions are subject to disciplinary action per Civilian Manpower Management Instruction 751 or the Uniform Code of Military Justice. Such actions shall also be considered in personnel performance evaluations.

CHAPTER 1 REFERENCES

- (a) 29 CFR 1910/1926, General Industry Standards/Construction Standards
- (b) OPNAVINST 5100.23D, Navy Occupational Safety and Health (NAVOSH) Program Manual
- (c) SECNAVINST 5100.15A, Secretary of the Navy Awards for Achievement in Safety Ashore
- (d) OPNAVINST 5100.8G, Navy Safety and Occupational Safety and Health Program
- (e) CINCPACFLTINST 5100.5D, Navy Occupational Safety and Health (NAVOSH) Program

CHAPTER 2  
OCCUPATIONAL SAFETY AND HEALTH (OSH) COMMITTEES

1. References. Chapter 2 references appear at the end of this chapter.

2. Function. OSH committees serve as sounding boards for multiple viewpoints and interests of various groups and individuals on matters relating to the NAS Whidbey Island OSH Program. The purpose of these committees is to identify, define, and assess OSH problem areas, and recommend corrective measures. From these recommendations, new or revised policies and procedures may be developed. Action can then be initiated to improve effectiveness of the OSH Program. OSH committees have three basic functions as prescribed by references (a) and (b).

- a. Create and maintain an active interest in OSH.
- b. Serve as a means of communication in regards to OSH.
- c. Provide program assistance to the Commanding Officer, including proposing policy and program objectives.

3. Occupational Safety and Health Policy Council

a. Purpose. The OSH Policy Council is responsible for providing the Commanding Officer with proposed policy and program objectives for the guidance of the OSH Program, as outlined in reference (a) and other related directives.

b. Membership

<u>MEMBER</u>	<u>CODE</u>
Executive Officer	N01 (Chairperson)
Occupational Safety and Health Manager	N45 (Adviser)
Administrative Officer	N1
Aircraft Intermediate Maintenance Officer	N42
Human Resources Manager	HRFO
Comptroller	N01F
Information Resource Management Director	N6
Environmental Affairs Director	N44
Morale, Welfare, and Recreation Director	MWR
Operations Officer	N3
Fire Chief	N36
Public Works Officer	N46
Security Officer	N2
Supply Officer	N41
Weapons Officer	N8
President, AFGE	AFGE 1513
Special Assistants	
Safety and Health Combined Committee Chairperson	

c. Term of Membership. The incumbents of the billets listed above will serve on a continuing basis. Members may delegate a

responsible representative to attend meetings, but must attend 50 percent of the meetings annually. Department head representatives shall be at least at the division level.

d. Agenda Items. Council members or other interested parties may submit agenda items for consideration to the OSH Manager at least 1 week prior to the council meeting.

e. Frequency. The council shall meet quarterly or more frequently if requested by the Executive Officer.

f. Reports. Meeting minutes will be the responsibility of the OSH Officer. A transcript of the meeting minutes shall be forwarded to the Commanding Officer for approval within five working days of the council meeting. Minutes will be distributed to all members.

## 5. Combined Safety and Health Committee

a. Purpose. The purpose of the combined safety committee, per references (a), (b) and (c) shall be to:

(1) Propose solutions to OSH problems, increase knowledge and awareness in safety at all levels, and solicit recommendations for improvement of safety and health. Conduct self-audits of workplaces to discover unsafe conditions, acts and procedures; and to solicit corrections or submit recommendations for corrective action to the department safety officer.

(2) Identify potential mishap locations and analyze high mishap incidence locations. Analysis shall include identification of design and operating features with potentially high mishap frequency or severity.

(3) Analyze on-base traffic mishaps and violations.

(4) Monitor all on-base road networks and off-base road networks in close proximity of the naval air station, such as access roads and routes heavily traveled by DOD vehicles.

b. Membership. Department heads shall designate, in writing, a representative from each department to sit on this committee. The chairman shall be a member of the OSH Policy committee. Tenant commands are encouraged to send their safety representatives.

<u>MEMBER</u>	<u>CODE</u>
Chairperson	Elected by members
Occupational Safety and Health Administration Department	N451 (Adviser)
RAHS Program Manager	N1
AIMD Department	MWR
Human Resources Office	N42
Comptroller Department	HRFO
	N01F

Information Resource Management Dept.	N6
Environmental Department	N44
Fire Department	N36
Operations Department	N3
Public Works Department	N46
Security Department	N2
Supply Department	N41
Weapons Department	N8
AFGE	AFGE 1513

c. Term of Membership. To provide continuity to this committee, members shall serve one year.

d. Agenda Items. Committee members or other interested parties may submit agenda items for consideration to the chairperson at least one week prior to the committee meeting.

e. Frequency. The committee shall meet quarterly or more frequently if requested by the chairperson.

(1) In addition to the regularly scheduled meetings, the committee may elect to appoint fact finding subcommittees, as required, to review OSH program elements. These subcommittees will meet as required and will be responsible for resolving NAVOSH problems and recommending appropriate corrective actions to the OSH Policy Council.

(2) If issues cannot be resolved by the committee, they will be forwarded for consideration by the OSH Policy Council.

f. Reports. A transcript of the meeting minutes, signed by the chairperson, will be forwarded, via the OSH Manager, to the Commanding Officer for approval within 5 working days after the committee meeting.

CHAPTER 2 REFERENCES

- (a) OPNAVINST 5100.23D, Navy Occupational Safety and Health (NAVOSH) Program Manual
- (b) 29 CFR 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs
- (c) OPNAVINST 5100.12F, Issuance of Navy Traffic Safety Program

CHAPTER 3  
INSPECTION AND ABATEMENT PROGRAM

1. References. References appear at the end of this chapter.
2. General. Workplace OSH inspections are the responsibility of commands at the activity level. Such inspections shall be made of all workplaces by technically competent personnel with the results being fully documented.
3. Purpose. The purpose of this chapter is to provide guidance in carrying out such inspections at NAS Whidbey Island.
4. Scope. Detection of unsafe or unhealthful working conditions at the earliest possible time, and the prompt correction of the related hazards at the lowest possible working level, are essential elements of mishap prevention. Accordingly, this chapter applies to all facilities and activities at NAS Whidbey Island with the exception of contractor occupied buildings and station housing units.
5. Frequency
  - a. All major facilities/workplaces will be inspected annually for compliance with safety and health standards.
  - b. For major structures/workplaces where there is an increased risk of accident, injury, or illness due to the nature of the work being performed, inspections shall be made more frequently. High hazard areas shall be identified and inspected semiannually.
6. Workplace Inspections
  - a. Activity supervisors are responsible for inspecting all workplace areas for unsafe or unhealthful working conditions and practices.
  - b. The OSH Office is responsible for conducting formal workplace OSH inspections in accordance with references (a) and (b). NAVOSH Deficiency Notice (NDN), form OPNAV 5100/ 12, and/or a memorandum will be used by the OSH Office to report deficiencies noted during workplace inspections.
7. Procedures
  - a. OSH inspections will be conducted in a manner that will preclude unreasonable disruption of the operations being inspected.
  - b. Inspections may be conducted with or without prior notice.
  - c. Inspectors may discuss matters with personnel which would affect their safety and health. The inspector will offer them

the opportunity to identify unsafe/unhealthful working conditions while remaining anonymous, if they so desire.

d. Safety representatives/supervisors of workplaces being inspected should have available for the inspector the following documentation and items as applicable to their operations.

- (1) Records of individual training
- (2) Rosters of personnel included in medical surveillance programs, i.e., hearing, sight, respirators, laser, etc.
- (3) Records pertaining to personnel injuries and occupational illnesses
- (4) Material Safety Data Sheets (MSDSs)
- (5) Standard Operating Procedures (SOPs)
- (6) Records of NAVOSH inspections (NDNs)
- (7) Most recent Industrial Hygiene survey
- (8) Posting of DOD OSH Protection Program Poster (DD 2272), NAVOSH rights/responsibilities, hazard/caution signs, Navy Employee Report of Unsafe or Unhealthful Working Condition (NASW 5100/40), and the Commanding Officer's policy statement regarding the OSH Program for NAS Whidbey Island.

e. Inspectors shall inspect for compliance with all applicable OSH rules and regulations.

f. At the conclusion of the inspection, the inspector will confer with the appropriate personnel of the workplace inspected, informing him/her of any apparent unsafe/unhealthful working conditions discovered during the inspection.

g. Imminent danger situations discovered during an inspection shall be brought to the immediate attention of the supervisor and the Commanding Officer for necessary action. Affected work shall be stopped until imminent danger is abated.

h. Written reports of inspections, OPNAV 5100/12, with references to standard, regulations, and/or directives violated, will be provided to the head of the department/activity involved within 15 working days of the inspection. They will require a written reply as discussed in section 2, paragraph 4.b, of this chapter.

i. The OIC of a workplace, or individuals authorized by that official will accompany inspectors as requested during the workplace inspection to encourage the exchange of information concerning existing or potential unsafe or unhealthful working conditions. A representative of the employees (AFGE Local 1513) may accompany the inspectors if he/she desires. The inspecting

official is authorized to deny the right of accompaniment to any person whose participation interferes with an orderly inspection.

j. Follow-up inspections required by reference (b) will be conducted by the OSH Office to ensure corrective measures were initiated or completed to eliminate hazards.

## 8. Responsibility

### a. Occupational Safety and Health Office shall:

(1) Conduct formal major structure/workplace OSH inspections and prepare written reports, together with Risk Assessment Codes (RACs) and references to standards, regulations, and/or directives violated.

(2) Assist the supervisor of the workplace inspected and the Public Works Officer, as necessary and within resource constraints, in the development of deficiency abatement plans.

(3) Maintain a status of OSH deficiencies as a result of formal inspections.

(4) Assist departments/activities in submitting formal requests for OSH variances through the chain of command.

(5) Apprise the Commanding Officer and OSH Policy Committee of all outstanding OSH deficiencies.

### b. Supervisor of Inspected Workplace shall:

(1) Address all identified workplace OSH deficiencies.

(a) If the deficiency is corrected within 30 days of receipt of notice, endorse the original NDN as follows.

1. A brief description of correction.

2. Date of completion.

3. Cost of labor and materials. (If the base operating support (BOS) contractor corrects deficiency, only total cost need be reported.) Cost data may be obtained by calling 7-3113.

4. Department head/inspected official will place his/her signature in "Deficiency Corrected" portion of the NDN. Retain copy of notice and notify OSH inspector who will collect and review NDNs.

(b) If the deficiency requires more than 30 days to abate, endorse a copy of the NDN as follows:

1. A brief description of the abatement project initiated.

2. Action taken. If applicable, include a work request (NAVFAC 9-11014/20) number and date.

3. Estimated cost (obtained by calling 73113).

4. Estimated completion date (obtained by calling 73113).

5. Department head/inspected official will place his/her signature in "Abatement Project Initiated" block of the NDN. Return to OSH for review.

6. Retain original copy of NDN until such time as deficiency is abated. Upon abatement, comply with instructions contained in paragraph 4b(1)(a)1 through 4 above.

7. If the deficiency requires more than 60 days to correct, the OSH inspector will review and approve, as appropriate, with interim controls in effect.

Note: Abatement does not always consist of construction or engineering controls. Oftentimes, processes are discontinued or spaces are vacated which results in abatement of deficiencies. Whatever the abatement action is, it must be reported to OSH by forwarding the original copy of the completed NDN.

(2) Keep all inspection reports on file for a period of five years following the end of the calendar year to which they relate.

(3) Submit work requests that have been generated as a result of NDNs to the Public Works Officer, via the OSH office, who will review, assign a RAC, and aid in prioritization.

(4) Initiate and enforce compliance with interim control measures pending final abatement action.

(5) Post a copy of the NDN in the vicinity of the hazard for all deficiencies assigned a RAC of 1, 2, or 3.

c. Public Works Officer shall:

(1) Assist, as necessary, the OIC of an inspected workplace in abating all identified OSH deficiencies.

(2) Review, accept, and process OSH related work requests within 15 days of receipt.

(3) Receive, coordinate, and act on safety-related trouble calls.

(4) Coordinate all NAS Whidbey Island DAP/MIS deficiency abatement projects, including maintenance of current files, and ensure active projects are updated reflecting current status.

(5) Request assistance from the OSH Office for the preparation of DAP/MIS projects necessary to abate occupational safety and/or health deficiencies which are beyond the funding capability of the Commanding Officer, NAS Whidbey Island.

(6) Make available to the OSH Office all DAP/MIS project correspondence for review.

9. Corrective Action Procedures. Corrective actions (OSH deficiency abatement) will be funded either through the use of activity (local) funds or centrally managed NAVOSH funds per established funding limits identified in references (a) and (b).

a. General Guidance

(1) Projects submitted for centralized funding shall have been considered to have a RAC of 1, 2, or 3; a hazard control assessment shall be conducted.

(2) Projects must fully describe and document the problem to be corrected and provide all information necessary for prioritization. Project description must address clear violation of NAVOSH, and the standards violated must be cited.

(3) Fire protection projects (e.g., sprinkler systems) are identified in fire protection engineering surveys and are not normally considered NAVOSH deficiencies; however, fire protection projects related directly to life safety (versus property protection), including means of egress, may be submitted.

(4) Navy-wide problem areas such as toxic chemical control (e.g., "asbestos rip-out facilities" and sprayed on asbestos insulation) shall be emphasized and submitted.

b. Project Submissions. Military construction (MILCON) safety/health projects shall be submitted per reference (b). As they are developed, Operations and Maintenance Navy (O&MN) and Other Procurement Navy (OPN) projects over local funding thresholds shall be continually forwarded, via the chain of command, to major claimants.

c. Prioritization. To ensure that projects of highest importance receive first consideration, projects shall be prioritized as follows:

(1) Hazard Severity. The hazard severity is an assessment of the worst potential consequence, defined by degree of injury, occupational illness, or property damage likely to occur as a result of a deficiency. Hazard severity categories shall be assigned by Roman numeral according to the following criteria:

(a) Category I - Catastrophic: The hazard may cause death or loss of a facility.

(b) Category II - Critical: May cause severe injury, severe occupational illness, or major property damage.

(c) Category III - Marginal: May cause minor injury, minor occupational illness, or minor property damage.

(d) Category IV - Negligible: Probably would not affect personnel safety or health, but is nevertheless in violation of specific criteria.

(2) Mishap Probability. The mishap probability is the probability that a hazard will result in a mishap, based on an assessment of such factors as location, exposure in terms of cycles or hours of operation, and affected population. Mishap probability shall be assigned an Arabic letter according to the following criteria:

(a) Subcategory A - Likely to occur immediately or within a short period of time.

(b) Subcategory B - Probably will occur in time.

(c) Subcategory C - May occur in time.

(d) Subcategory D - Unlikely to occur.

(3) Risk Assessment Code. The RAC is an Arabic numerical expression of risk, which combines the elements of hazard severity and mishap probability; e.g., IA, IIIB, etc. The table below shall be used to determine hazard abatement priorities.

		<u>Mishap Probability</u>				<u>RAC</u>
		A	B	C	D	
<u>Hazard Severity</u>	I	1	1	2	3	1=Critical
	II	1	2	3	4	2=Serious
	III	2	3	4	5	3=Moderate
	IV	3	4	5	5	4=Minor
					5=Negligible	

d. Costing. All funds expended for correction of OSH deficiencies at NAS Whidbey Island shall be reported to the OSH Office via the NDN. Funds expended for correction of NAVOSH deficiencies shall be reported to the CNO by the Commanding Officer, NAS Whidbey Island, via chain of command.

10. Work Stoppage. In cases of imminent danger situations, as verified by the OSH Office, the appropriate management official shall stop all work. The Commanding Officer shall be notified, along with a representative of the local union, if desired. All personnel not required for abatement action shall be removed and immediate abatement action initiated.

11. Posting of Notices. In all cases where military and/or civilian personnel are exposed to the unsafe or unhealthful

working conditions, which are verified by the OSH Office as being RACs 1, 2, or 3, and NDN shall be posted by the official in charge in the immediate vicinity of the hazardous condition. The notice shall remain posted until the hazardous condition has been abated. Upon abatement, the OSH Office will remove the notice.

12. Interim Controls. Immediate abatement of deficiencies in working areas may not always be possible, and some temporary deviation from NAVOSH standards may be required. Therefore, it is necessary that appropriate interim controls be established as soon as the deficiency is noted. Such controls shall be documented on the NDN. Interim protective measures in effect for more than 60 days shall be approved by the OSH Office.

13. Federal Occupational Safety and Health Inspections

a. Policy. The following policy is effective with respect to federal inspections.

(1) Per reference (a), federal OSH officials, acting as representatives of the Secretary of Labor, are authorized to conduct announced or unannounced inspections at all Navy and contractor workplaces except military unique workplaces or workplaces staffed exclusively with military personnel. Such inspections may be routine or based on a complaint from a Navy or contractor civilian employee representative.

(2) Federal inspectors shall be accompanied by an authorized representative of the Commanding Officer, NAS Whidbey Island and the Administrative Contracting Officer (ACO) (if appropriate) at all times when aboard the station. If entry into a closed area (an area within the command which requires a specific clearance for civilian employees to enter) is required, inspectors shall be required to show appropriate security clearances before entry in-to such areas is granted.

(3) No photographs shall be taken by Federal or state safety and health officials. Photographs requested by any such officials shall be taken only by Navy personnel, or by cleared personnel of the contractor, and shall not be delivered to the requesting official until all film, negatives, and photographs have been fully screened and classified in the interest of national security by Navy authority.

b. Report Procedures

(1) Navy Civilian Workplaces. If federal officials issue reports or notices of unsafe or unhealthful working conditions discovered during their inspection visit, a summary report with a copy of such notices will be forwarded immediately to CNO (OP-45) with copies to each echelon in the chain of command.

(2) Contractor Workplaces. Full information regarding citations and notices issued to Navy contractors for violations of OSHA standards involving DOD-furnished equipment, facilities,

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or other property, shall be referred to the responsible ACO for appropriate action. A copy shall be sent to CNO (OP-45).

CHAPTER 3 REFERENCES

- (a) OPNAVINST 5100.23D, Navy Occupational Safety and Health (NAVOSH) Program Manual
- (b) DODINST 6055.1, Department of Defense Occupational Safety and Health (OSH) Program

CHAPTER 4  
PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. References. References appear at the end of this chapter.
2. Policy. The primary methods used to eliminate or minimize hazard exposure in the workplace shall be those controls listed in Chapter 1 of this manual. When other forms of control are not available or practical, PPE shall be employed to reduce exposures to acceptable levels. PPE is NOT a desirable substitute for those controls, so when PPE is required by the circumstances, it is critical that this method be implemented correctly.
3. Purpose. To prescribe PPE requirements and to comply with Navy and Federal regulations regarding management's and employees' responsibilities for providing, using, and enforcing the use of PPE. See references (a) and (b).
4. Procedure. Supervisors, department heads, safety professionals and industrial hygienists (IH) shall determine hazardous work areas, processes and operations that require the use of PPE. Major categories of PPE include, but are not limited to, head, eye, face, hearing, respiratory, arm, hand, body and foot protection.
5. Selection of Personal Protective Equipment or Clothing
  - a. Where PPE is required by regulation or by the nature of the potential exposure, all PPE must be approved by a recognized approving authority such as National Institute of Occupational Safety and Health (NIOSH) or American National Standards Institute (ANSI). Safety professionals can assist in this process.
  - b. Personnel provided PPE or clothing for permanent or temporary use shall be trained in its proper use, care and maintenance.
  - c. PPE determined to be required for any process or environment shall be listed in detail in workplace SOPs. All SOPs shall be approved in writing by OSH.
6. Availability
  - a. PPE and/or clothing appropriate to the work situation shall be provided at government expense to military and civilian personnel by the activity concerned.
  - b. Nonappropriated fund (NAF) activities shall provide PPE to their personnel from their NAF funding unless otherwise provided in a host-tenant agreement.
  - c. Employees may provide their own PPE for personal comfort reasons if they desire, but all such equipment must meet required approvals as listed above in paragraph 5a. Supervisors shall be

responsible to assure its appropriateness, adequacy, condition, proper maintenance and sanitation.

## 7. Head Protection

a. Policy. Navy military and civilian personnel performing work in areas that present hazards to their heads will be provided approved protective equipment that meet the specifications of reference (c). Personnel will be required to properly use the equipment at all times when exposed to such hazards.

b. Hard Hat Areas. In work areas, such as construction sites or storage warehouses, where the hazard of falling objects exists, such areas shall be posted with signs indicating "Hard Hat Area." The use of hard hats is required at all times.

c. Hard Hat Operations. Some occupations require the use of hard hats even though the hazard may not exist at all times.

d. Cranial Helmets. Cranial helmets are designed to protect the head from bumps and to hold associated equipment such as goggles and hearing protection. Cranial helmets do not meet ANSI standards, but may be required by aviation squadrons.

e. Inspection. Before each use, head protection must be visually inspected for damage, cleanliness and functional ability. Those found to be deficient in any way shall not be used until repaired completely.

## 8. Eye and Face Protection

a. Policy. Navy policy requires that Navy personnel employed in eye and face hazardous areas or operations be provided adequate eye and face protection that meet all standards and specifications of reference (d). All persons in the vicinity of such areas or operations, including other workers, supervisors, or visitors, shall also be required to wear eye or face protection, as appropriate, even if only for a short period of time.

b. Survey. A complete survey of activity work areas and processes shall be conducted by cognizant supervisors, with the assistance of OSH personnel if necessary, at least annually to determine which are eye hazardous, which personnel require eye or face protection and the type of eye or face protection required. In addition to the common eye hazards such as flying objects or debris resulting from cutting, drilling, or grinding, the survey shall also consider eye hazards associated with exposures to various forms of chemicals and electromagnetic radiation such as laser, Radio Frequency Radiation (RFR), welding flash, and solder splash. This survey may be part of the annual workplace inspection program. A list of all areas, processes, and occupations that require eye protection shall be maintained by

the work center supervisor (or safety representative) and the OSH Office.

c. Posting. All eye hazardous areas and processes shall be posted with appropriate hazard warning signs with black lettering on a yellow background large enough to be clearly visible. Eye hazardous areas indicate that eye hazards may exist at any time; therefore, the areas shall be posted at all entrances and the use of eye protection is required at all times while in the area. Eye hazardous operations require the use of eye protection while such operations are underway. The operations or machines themselves shall be posted with the appropriate warning signs.

d. Emergency Eyewash Facilities. Where the eyes of workers may be exposed to injurious corrosive materials, emergency eyewash facilities meeting the requirements of reference (e) shall be provided and maintained in good working condition at all times and shall be readily accessible to visually impaired persons. Emergency eyewash facilities shall be capable of providing at least 15 minutes flow of clean water without using the hands or feet to hold open valves. Emergency eyewash equipment shall be inspected and certified as ready at least every 30 days by the cognizant supervisor or his/her designee. Such certification shall be on an attached card or record.

e. Screening Examination

(1) All personnel exposed to eye hazardous processes or operations on a continuing basis shall submit a Request for Protective Eyewear, NASW 6260/1 to their supervisors to be scheduled for a sight screening examination conducted by the Occupational Health Clinic, Naval Hospital, Oak Harbor.

(2) Screening examination results shall be evaluated by the Occupational Health personnel to determine the need for corrective lenses in the protective eyewear to be issued.

(3) If corrective lenses are not required, NASW 6260/1 will be endorsed that corrective eyewear is not required and will be hand carried by the employee back to his/her supervisor. If corrective lenses are required or an additional examination is necessary, NASW 6260/1 will be endorsed to reflect that and will be hand carried by the employee to the Optometry Clinic, Naval Hospital, Oak Harbor, to be scheduled for an appointment.

f. Procurement of Refractive Services and Equipment

(1) Personnel assigned to eye hazardous occupations requiring corrective lenses will be examined by an Optometrist. The employee will return the prescription for eyewear to the supervisor who will process the required paperwork through supply channels.

(2) Goggles meeting the requirements of reference (d) shall be furnished to employees while waiting delivery of corrective lenses.

(3) Personnel who retire, resign, transfer, or otherwise separate from the Navy may retain their corrective protective eyewear.

g. When Prescription Eyewear is not Required. Planos or goggles shall be procured through normal supply channels and issued to all personnel in eye hazardous areas and processes.

h. Maintenance of Protective Eyewear. It shall be the responsibility of the user and the supervisor to ensure that eyewear is maintained in a clean and operational condition. The eyewear furnished under the program shall be repaired or replaced by the government if damaged in the course of employment.

(1) If replacement is required due to damage or as a result of vision change, the eyewear will be replaced at government expense. Replacements are processed in the same manner as new issue.

(2) Repairs, adjustments, and fitting after repair will be done by the Optometry Clinic as required.

(3) If it is determined that the eyewear has been willfully damaged or lost through negligence, appropriate disciplinary action may be initiated.

i. Face Shields. Face shields are designed to protect the face and neck from splash or splatter. THEY ARE NOT TO BE USED AS A SUBSTITUTE FOR EYE PROTECTION AND MAY NOT BE USED BY THEMSELVES.

j. Temporary Protective Eye or Face Equipment. All persons shall be protected at all times in eye hazardous areas or in the vicinity of eye hazardous operations. Persons other than those normally assigned in these areas must be provided temporary eye or face protection as required that meets the standards of reference (d).

k. Training. All persons identified in the Sight Conservation Program shall be provided training at least annually. A record of such training shall be made a part of the employee's official training records.

l. Special Precautions for Visually Impaired Employees. Any employee who is found to have corrected vision in one or more eye that is 20/200 or worse shall be considered visually impaired. Employees so impaired shall not be assigned duties that would present a hazard to the eyes. In addition, such employees shall wear protective eyewear at all times regardless of occupation or workstation.

9. Hearing Protection

a. Objective. The goal of the Navy Hearing Conservation Program is to prevent occupational and non-occupational noise related hearing loss among Navy personnel both military and civilian.

b. Hearing Conservation Program. Elements of the formal program are as follows:

(1) All industrial work environments shall be surveyed at least annually by the IH to identify noise hazardous areas, operations and personnel at risk of exposure to hazardous noise. Accurate noise measurements in each environment are taken during these surveys and documented to support program requirements.

(2) Where economically and technologically feasible, environments or operations that produce hazardous noise shall be modified to reduce the noise levels to acceptable levels. Where such engineering controls are not feasible, administrative controls and/or the use of hearing protective devices shall be used.

(3) Periodic hearing testing shall be accomplished in accordance with reference (a) for all personnel identified as being at risk of exposure to hazardous noise. Scheduling is accomplished between department/supervisor and the Occupational Health Clinic, Naval Hospital, Oak Harbor. Routine audiometric exams are required annually for those persons identified as being at risk to noise induced hearing loss on a regular basis.

(4) All persons identified for inclusion in the Hearing Conservation Program shall receive a minimum of 1 hour of initial instruction in the requirements of the program and refresher training annually thereafter. Records of such training shall be made a part of the command training records.

c. Record Keeping

(1) Results of hearing tests performed for hearing conservation purposes as well as for exposure documentation shall be recorded and shall be a permanent part of an employee's health record.

(2) All personnel who routinely work in designated noise areas shall be identified and a current roster of such personnel shall be maintained and updated annually by work center supervisors. Updated information shall be provided to the OSH Office at least annually for inclusion in command records.

d. Labeling of Noise Hazardous Areas and Operations/Equipment. Designated noise hazardous areas and equipment which produce sound levels greater than 84 decibels shall be appropriately labeled.

(1) Noise hazardous area. Noise hazardous areas are those work areas where it has been shown that hazardous levels of noise exist on a regular and continuous basis. These areas must be posted as noise hazardous areas.

(2) Noise hazardous operations/equipment. Some operations or equipment may produce noise above acceptable levels on an intermittent basis. In this case, only the specific operational areas, machines, or equipment must be posted.

e. Personal Hearing Protective Devices

(1) Hearing protective devices shall be worn by all personnel when they must enter or work in an area where the operations generate noise levels greater than 84 decibels.

(2) The determination of which hearing protective devices or combination of devices is suitable for use in each situation is the responsibility of the IH or NAVOSH officials.

(3) A combination of insert type and earmuff type devices shall be worn in all areas where noise levels exceed 104 decibels of sound level.

(4) All personnel exposed to gunfire for training purposes shall wear hearing protective devices.

f. Noise Control Methods. The primary means of protecting Navy personnel from hazardous noise shall be through the application of engineering controls. Administrative controls are also effective but may result in loss of productivity.

g. Policy Regarding Use of Portable Personal Entertainment Devices

(1) Portable personal entertainment devices with private headphones shall not be worn in the vicinity of flight operations, operating machinery, any type of industrial operation, on watch, or during any evolution where they present a potential hazard. They are also prohibited while operating government owned vehicles or private vehicles on Navy property, and while jogging, biking, or hiking on Navy property.

(2) All personnel shall be advised that such devices contribute to hearing loss if they are played too loudly and for too long. Personnel included in an occupational hearing conservation program shall be warned that the use of these devices may contribute to hearing loss due to interaction with occupational exposures.

h. Policy Regarding Off-Duty Exposures to Hazardous Noise. Employees shall be encouraged to separately obtain their own hearing protective devices to use when they are exposed to hazardous noise levels during off-duty activities.

10. Arm and Hand Protection

a. General. Wearing gloves and gauntlets for the protection of arms and hands of Navy personnel involved in potential arm or hand hazardous activities or occupations is required. Typical activities in this area are those where there is a probability of hand/arm injury caused by rough or abrasive materials, sharp edges, heat, electricity, cutting, machinery, or skin hazardous chemicals.

b. Procedures. Department and activity heads shall analyze their operations to determine arm and hand hazards. The following general recommendations apply.

(1) For general light work, cotton or canvas gloves are recommended as satisfactory.

(2) For rough abrasive type work, leather or leather reinforced gloves are satisfactory.

(3) For cutting operations and the use of sharp tools, metal reinforced gloves are satisfactory.

(4) For hot work, aluminized cloth gloves are recommended.

(5) For acids, caustics and other chemicals, hand and arm protection in the form of rubber gloves and gauntlets are required. NOTE: Regular rubber gloves may not be applicable to all chemical products. Check with the OSH Office. Surgical type gloves are NOT effective against any chemical products in the industrial setting and must not be used for such purposes.

(6) Heavy leather gloves are necessary for hot, abrasive and splintery materials.

(7) A specifically tested rubber glove is designed for electrical work. Only gloves certified for this application shall be used for electrical work.

(8) Lined, loose fitting and easily removable leather gloves are recommended for protection against cryogenics such as liquid oxygen.

11. Body Protection. PPE clothing shall be available and provided as required by all departments and activities at government expense. Such hazardous environments shall be determined by supervisors with the assistance of the OSH Office.

12. Foot Protection

a. General Requirements. Safety footwear is required of all personnel working in or entering areas that have a high potential for foot or toe injury or in trades classified as high risk for reasons other than heavy falling objects.

b. Safety Footwear Types. ALL footwear must be approved and labeled per reference (f).

c. Issue and Distribution. The following procedures apply to the issue of protective footwear for military and civilian employees. Cost of footwear must be absorbed within department funds for new issue and applicable replacements. All procurement actions must go through supply channels.

(1) Military officers will be provided standard stock safety footwear when required. Enlisted personnel will be issued safety footwear at boot camp. Clothing Maintenance Allowances (CMA) include provisions for replacements. Personnel who work in areas and operations where accelerated deterioration occurs to footwear due to the nature of the work shall be provided replacements out of department funding as needed, similar to foul weather gear or work required coveralls.

(2) All civilian workers will be provided safety shoes as required out of department funding when assigned to foot hazardous areas and operations.

(3) Flyer's boots are authorized for issue to pilots and aircrew members.

(4) Aircraft maintenance workers and ordnance handlers shall be issued safety boots in the 8430-01-105-2332 series.

(5) Personnel with special foot problems related to a medical condition may procure safety footwear specially designed for them upon endorsement by the OSH Manager and the medical department or a private physician. Procedures are available for such procurements through safety and supply channels.

d. Record Keeping and Control

(1) Department heads will ensure issue of safety footwear to military personnel is recorded on a custody card in the department files and for civilians in the employees personnel record.

(2) Reissue or replacement of safety footwear due to wear or occupational damage shall be on a pair-for-pair basis. Replacement of lost or stolen safety footwear shall be the responsibility of the user.

CHAPTER 4 REFERENCES

- (a) 29 CFR 1910.133, OSHA Standard for Personal Protective Equipment
- (b) OPNAVINST 5100.23D, Navy Occupational Safety and Health (NAVOSH) Program Manual
- (c) ANSI Z89.1-1986, Head Protection
- (d) ANSI Z87.1-1989, Practice for Occupational and Educational Eye and Face Protection
- (e) ANSI Z358.1-1981, Emergency Eyewash and Shower Equipment
- (f) ANSI Z-41-1983, Foot Protection

CHAPTER 5  
MISHAP REPORTING PROGRAM

1. References. Chapter 5 references appear at the end of this chapter.

2. Purpose. To publish the requirements and procedures for investigation and reporting of mishaps and occupational injuries/illnesses per references (a) and (b).

3. Scope. The following areas are within the scope of this instruction:

a. Accidental injuries, occupational illnesses, and fatalities to:

(1) Navy military personnel (on- or off-duty).

(2) Navy civilian employees when resulting from the course of their employment.

(3) Certain Marine Corps and non-DOD military personnel.

b. Accidental damage to government material (property) involving a repair or replacement cost of \$10,000 or more as a result of a mishap.

c. Explosive mishaps.

d. Motor vehicle mishaps that result in one or more of the following:

(1) Government Motor Vehicle Mishap:

(a) At least \$2,000 property damage.

(b) A fatality or lost time injury that meets the definition of paragraph 4.e.

(c) A fatality or injury requiring treatment greater than first aid to non-DOD personnel.

(2) Private Motor Vehicle Mishap. A traffic mishap regardless of the identity of the operator, which does not involve a GMV but results in a fatality or lost time injury to military personnel, or to on-duty DOD civilian personnel, or \$2,000 damage to DOD property.

e. Identification of hazardous conditions that may cause damage, injury, or occupational illness as listed above.

4. Definitions

a. First Aid Case. A nonfatal traumatic injury or occupational illness/disease that requires one or more visits to

a medical facility for examination or treatment during working hours beyond the day of injury or onset of illness as long as no medical expense is incurred and no leave or continuation of pay (COP) is charged to the employee. Also, cases that require two or more visits to a medical facility for examination or treatment during non-duty hours are included, again as long as no leave or COP is charged and no medical expense is incurred.

b. Hazardous Condition. A condition which, if allowed to go unchecked or uncorrected, has the potential to cause a mishap.

c. Injury. Traumatic bodily harm, such as a cut, fracture, burn, or poisoning, caused by a single or one day exposure to an external force, toxic substance, or physical agent.

d. Lost Time Case. A nonfatal traumatic injury that causes any loss of time from work beyond the day or shift it occurred; or a nonfatal nontraumatic illness/disease that causes disability at any time. Disability is defined as the result of any illness, temporary or permanent, which prevents a person from carrying on his/her duties. Restricted or light duty workdays are not counted as lost time days.

e. Lost Workday Case. Any impairment resulting from an accident or occupational disease which prevents a military person from performing scheduled duty or work for a period of 24 hours or more, subsequent to 2400 on the day of injury or onset of illness; or prevents a civilian employee from performing work for a full shift on any day subsequent to the day of injury or onset of illness.

(1) For military personnel, this applies for either on-duty or off-duty mishaps.

(2) For civilian personnel, this applies only to occupationally related mishaps.

(3) The number of lost workdays does not include the day of injury or onset of illness, or any days which the person was not scheduled to work, e.g., Saturdays, Sundays, or holidays.

(4) Medical documentation for lost workdays is required for justification of reportable lost workdays. If a person is returned to work by a physician and the person elects on his or her own to take sick or annual leave, this is not a lost workday case.

f. Mishap. Any unplanned or unexpected event causing personal injury, occupational illness, death, material loss or damage, or an explosion of any kind whether damage occurs or not.

g. Mishap Investigation. The investigation, conducted per this instruction, into the facts surrounding the causes of a mishap.

h. Motor Vehicles

(1) Government Motor Vehicle (GMV). A motor vehicle that is owned, leased, or rented by a DOD component member primarily designed for highway use to transport cargo or personnel.

(2) Private Motor Vehicle (PMV). Any motor vehicle not a GMV and primarily designed for highway use to transport cargo or personnel. Under this definition, a MOPED is considered a motor vehicle. Although not designed primarily for highway use operations, the following are included in this category: All Terrain Vehicles (ATVs), trail bikes, snowmobiles, dune or beach buggies, and similar vehicles.

i. Navy Employees. For the purpose of this chapter, Navy employees include all military personnel on active duty, Naval Reserve personnel on active duty or in a drill status, and civilian personnel (Federal and Non-Appropriated Fund civilians). This instruction does not apply to contractor personnel.

j. Near Mishap. An act or event in which injury or damage was avoided merely by chance. These situations should be reported to the supervisor.

k. No-Lost Time Case. A nonfatal traumatic injury or occupational illness/disease that does not meet the definition of Lost Time Case or First Aid Case.

l. Occupational Illness. A physiological harm or loss of capacity produced by systemic infection; continued or repeated stress or strain; exposure to toxins, poisons, fumes, etc.; or other continued and repeated exposures to conditions of work environment over a long period of time. For practical purposes, an occupational illness/disease is any reported condition not meeting the definition of occupational injury.

m. Occupational Injury. A wound or other condition of the body caused by external force, including stress or strain. The injury is identifiable as to time and place of occurrence and member or function of the body affected and is caused by a specific event or incident, or series of events or incidents within a single day or work shift. The injury must arise out of or in the course of employment or performance of duty.

n. Off-Duty. Off-duty activities typically include recreation/physical training, part-time employment, hobby shop activities, and home projects. Navy personnel are off-duty when they:

(1) Are not in an on-duty status, whether on or off installations ashore;

(2) Have departed official duty station, temporary duty station, or ship at termination of normal work schedule;

(3) Are on leave/liberty;

(4) Are traveling before and after official duties, such as driving to and from work;

(5) Are participating in voluntary station team sports;

(6) Are on permissive (no cost to government other than pay) temporary duty;

(7) Are on lunch or other rest break engaged in activities unrelated to eating or resting.

o. On-Duty. Navy military and civilian personnel are on-duty when they are:

(1) Physically present at any location where they are performing, or are to perform their officially assigned work. This includes those activities incident to normal work activities that occur on the installation, such as lunch, coffee, or rest breaks.

(2) Being transported by DOD or command conveyance to perform officially assigned work. This includes reimbursable or non-reimbursable travel in private motor vehicles for performing temporary duty, but not routine travel to and from work.

(3) Participating in compulsory physical training activities (including compulsory sports or command-directed activities). Navy civilians participating in voluntary command-sponsored events during normal working hours are on-duty, but not reportable. Refer to reference (a) for mishaps resulting from an activity-approved wellness program.

p. Reportable Mishap. Any mishap as described in this instruction. These criteria should not be considered to be all-inclusive. If there is a "lesson to be learned," whether or not it meets the criteria, then a report should be submitted. Note that mishap reporting required by this instruction may also be required by other instructions.

5. Discussion. Mishaps that result in damage to Navy facilities and equipment, and/or injuries and occupational illnesses among Navy employees, seriously degrade operational readiness and increase operational costs. Investigations of such mishaps to identify causes and preventive actions, as well as establishing accurate record keeping, are essential to the success of the NAVOSH program. Mishap investigations aimed at determining how and why the event occurred are necessary to prevent future occurrences of similar events. Accurate records are necessary to establish trends that lead to further investigation and to assess the effectiveness of the overall NAS Whidbey Island NAVOSH program. Furthermore, certain records are necessary to comply with Department of Labor (DOL) federal agency record keeping and reporting requirements.

6. Action

a. Personnel shall report any mishap to their supervisors immediately, if possible, but no later than 24 hours from the time of occurrence.

b. Any mishap that results in one or more of the following shall be investigated by the responsible supervisor to determine the basic cause and to formulate corrective action to prevent recurrence. A written report, NASW 5102/1, shall be forwarded, via the department head, to the OSH Office within 5 working days after the date of the mishap. Department heads will be notified when the mishap reports are not submitted in a timely manner.

(1) Fatality (must be reported to the OSH Office immediately).

(2) Lost workday case.

(3) First aid/no lost time case.

(4) Electrical shock resulting from equipment design deficiency.

(5) Chemical or toxic exposure or oxygen deficiency--all cases requiring medical attention or examination.

(6) Fatalities and lost workday injuries which result from explosive mishaps.

(7) Fatalities and lost workday injuries that result from motor vehicle mishaps.

(8) Any interruption or cessation of formal training where at least one day of training is lost or the student is rolled back or disenrolled from the course.

(9) Any on-duty mishap which results in the inpatient hospitalization of three or more personnel.

(10) Material (property) damage involving a repair or replacement cost of \$10,000 or more.

(11) Special cases. A mishap causing injury or death to any person not otherwise defined which occurs because of Navy operations on or off a Navy installation.

c. All Navy civilian employees, except where necessary to avoid delay in treatment which might be harmful to an employee, shall first report to the Occupational Health Clinic or Naval Hospital, Oak Harbor, for administrative purposes. The upper half of OPNAV 5100/9, Dispensary Permit, will be completed in duplicate by the supervisor and furnished to Navy civilian employees who need treatment. Navy civilian employees will not

be treated at the Occupational Health Clinic or Naval Hospital, Oak Harbor, without the form, except where necessary to avoid delay in treatment to the detriment of an employee. In this case, the form may be completed after the person has been taken to the Occupational Health Clinic or Naval Hospital, Oak Harbor. The employee may then choose to be treated at the Naval Hospital facility, a private hospital, or by a private physician. Those employees who elect to be treated at private facilities shall meet this administrative requirement. In such cases, the Occupational Health Clinic Physician's Assistant or Naval Hospital, Oak Harbor, personnel will note "Other" under degree of injury on the Dispensary Permit. From that point on, the employee will use the appropriate compensation forms. The Physician's Assistant or Naval Hospital, Oak Harbor, personnel shall fully complete the lower portion of the Dispensary Permit including comments, findings and disposition. Whether treatment is rendered by the military medical facility or a private physician/hospital, the military medical facility shall forward the carbon copy to the OSH Office. The original of the Dispensary Permit shall be returned to the supervisor by the employee.

d. For Navy civilian employees who are covered by the Federal Employees Compensation Act (FECA), any occupational injury, including first aid cases, which is reported to the Office of Workers' Compensation Programs (OWCP) on CA-1, CA-2, or CA-6 is recordable on a "Log of Navy Injuries and Occupational Ill-nesses." Mishaps for NAF and Navy civilian employees who are covered by the Longshoreman and Harbor Workers' Compensation Act on forms LS-201 or LS-202, shall also be recorded on the log. Injuries to Navy civilian employees will be reported per reference (c) and applicable Department of the Navy headquarters instructions for NAF employees. In addition, a Personal Injury/Death/Material Property Damage Mishap Report, NASW 5102/1, is to be submitted directly to the OSH Office.

e. All explosive mishaps, as defined in reference (b), will be investigated and reported to the Naval Safety Center by the NAS Whidbey Explosive Safety Officer.

f. The Occupational Health Clinic will notify the OSH Office, in writing, of all injuries/occupational illnesses treated/evaluated so follow-up investigations can be conducted.

g. The OSH Office will submit required reports for NAS departments to the Naval Safety Center, CINCPACFLT (Code N466), and COMNAVBASE SEATTLE (Code N311), within 30 calendar days. Additionally, the OSH Office will maintain the official Log of Navy Injuries and Occupational Illnesses (OPNAV 5102/7) for NAS departments.

h. Tenant commands/detachments stationed at NAS Whidbey Island will investigate and report all mishaps involving their personnel and material/equipment to their parent command per

references (a) and (b). NAS Whidbey Island OSH Office will provide assistance as requested.

7. Forms. DOL forms CA-1, CA-2, and CA-6, are available from HRO Bangor, DSN 744-6578/4726. DOL forms LS-1, LS-202 and LS-210 are available from MWR Personnel, NAS Whidbey Island, extension 7-1804.

8. Command Mishap Review Board

a. Purpose. To determine compliance with and adequacy of established NAVOSH standards and procedures, identify the underlying cause(s) of the mishap and to take corrective action to prevent recurrence.

b. Discussion. These reviews will heighten awareness of safety responsibilities, identify what can be done to prevent mishap recurrence, and emphasize aspects of leadership necessary for a safe environment. The review should involve management, safety and, as appropriate, medical and compensation personnel.

c. Responsibilities

(1) Commanding Officer shall review all on-duty lost time mishaps of five or more lost workdays with the cognizant first line supervision and/or the next level of management involved.

(2) OSH Office shall screen all on-duty lost time mishaps and schedule Mishap Review Boards for those mishaps of five or more lost workdays.

(3) First Line Supervisors and/or the next level of management (Department Heads, Division Officers, Division CPOs) shall attend the Mishap Review Board when scheduled. Attendees shall be prepared to discuss the circumstances of the mishap, lessons learned, recommendations for prevention of a similar mishap, and a plan of action to implement recommendations.

CHAPTER 5 REFERENCES

- (a) OPNAVINST 5100.23D, Navy Occupational Safety and Health (NAVOSH) Program Manual
- (b) OPNAVINST 5102.1C, Mishap Investigation and Reporting
- (c) NASWHIDBEYINST 12000.1, Civilian Personnel Operating Procedures and Program Manual

CHAPTER 6  
OCCUPATIONAL SAFETY AND HEALTH TRAINING PROGRAM

1. References. Chapter 6 references appear at the end of this chapter.

2. Discussion

a. Adherence to safe operating practices and procedures can normally be assured, with the full cooperation of all personnel, only when there is a clear and defined know-ledge of job-related potential hazards and a practical understanding of the strategies necessary to prevent them. This goal can be reached most effectively through a well-developed and coordinated training effort.

b. Per reference (a), OSH training shall be developed appropriate to the responsibility level of the individual; however, as a minimum, training must provide personnel with sufficient information for their effective participation in the NAS Whidbey Island NAVOSH program.

3. Personnel Training Requirements. Records must be maintained by departments to indicate training provided, list of attendees with signatures, social security numbers, and the date of the training. The Training Attendance Record, form NASW 5103/4, may be used for this purpose. Individual employee personnel records shall also be annotated to reflect the training received. Retention and disposal of training records will be accomplished per references (a) and (b).

a. Management Personnel. Management personnel shall receive OSH training to enable them to actively and effectively support OSH programs in their specific areas of responsibility. In addition to coverage of appropriate statutes, regulations, and applicable Navy safety and health standards, management level training shall include:

(1) An in-depth examination of management's responsibilities in relation to the activity's OSH program. The general emphasis shall be aimed at ensuring an aggressive and continuing OSH program is implemented throughout the activity.

(2) A review of Navy policy on all relevant aspects of the NAVOSH program.

(3) A comprehensive examination and analysis of activity program objectives and goals.

b. Supervisors and Employee Representatives. Training shall include introductory and specialized courses and materials, which will enable them to recognize unsafe or unhealthful working conditions and practices in the workplace. For supervisory personnel, training shall also include the development of skills necessary to manage the activity's OSH program at the work unit

level. These management skills require the eventual training and motivation of subordinates in the development of safe and healthful work practices, and involve the integration of occupational safety with job training. Training for supervisory personnel shall also include OSH performance measurement, enforcement of NAVOSH standards, accident investigation and the use and maintenance of personal protective equipment. Newly appointed supervisors shall receive OSH training within 120 days of their appointment. All supervisors shall receive annual refresher training.

c. Non-supervisory Personnel

(1) OSH training for non-supervisory personnel shall include specialized job safety and health training appropriate to the work performed by the employees. This specialized training shall be directed to the individual's work site and shall include an examination of the relevant NAVOSH standards, and an analysis of the material and equipment hazards associated with the work site. Employee training shall be conducted with input and direction from the workplace supervisor and shall include instructions on employee rights and responsibilities pursuant to relevant OSH statutes, regulations, and the NAVOSH program. Arrangements shall be made to provide training to all new personnel as close to the time of assuming their responsibilities as possible. Initial training for new employees is provided during New Employees Indoctrination.

(2) To maintain a high level of employee safety and health awareness, regularly scheduled standup safety and health meetings will be held by all shop supervisors. These meetings are one of the most effective means of promoting on-the-job safety and health. Department heads shall ensure that first line supervisors conduct standup safety and health meetings that not only relate to general safety and health matters but to the work hazards encountered by the specific crews attending these meetings. Each immediate or first line supervisor will assemble the employees under his/her supervision for a standup safety and health meeting twice monthly for a minimum of five minutes each meeting. Records of standup safety and health meeting are to be maintained by departments. Retention and disposal of these records will be accomplished per references (a) and (b).

d. First Aid and Cardiopulmonary (CPR) Training. First aid and CPR training shall be provided to personnel who will be exposed to electrical shock, hazardous materials, or operations that could result in loss of heart or lung function. Refresher training shall be conducted annually in order to maintain the qualifications of the trained personnel.

e. Collateral Duty Personnel. These personnel shall receive training required for the performance of duties specified by Navy programs within the nature and scope of NAS Whidbey Island operations.

4. Training Courses. The OSH Office publishes a quarterly NAVOSH training schedule, listing NAVOSH course offerings, class schedules, and instructions for obtaining course quotas.

a. All activity and tenant personnel are eligible to attend NAVOSH courses sponsored by the OSH Office. Training officers and activity NAVOSH education representatives shall submit nominees according to target audience or prerequisites contained in quarterly NAVOSH training schedule.

b. All departments and tenant activities must submit their requests for enrollment to N7, extension 7-1673, in order to receive guaranteed student seating for NAVOSH training.

c. Any NAVOSH job specific training conducted by qualified individuals within NAS departments or tenant activities in the subjects listed in the training schedule shall be recorded on NAVOSH Training Attendance Record, form NASWI 5103/4, and forwarded to the OSH Office.

d. VHS videotapes containing many of the NAVOSH required courses are available from the OSH Office for checkout.

e. Recommended minimum NAVOSH training requirements are contained in Appendices 6-A and 6-B of reference (a).

CHAPTER 6 REFERENCES

- (a) OPNAVINST 5100.23D, Navy Occupational Safety and Health (NAVOSH) Program Manual
- (b) SECNAVINST 5212.5C, Disposition Manual Navy and Marine Corps Records

CHAPTER 7  
REPORTS OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS

1. Reference. (a) OPNAVINST 5100.23D, Navy Occupational Safety and Health (NAVOSH) Program Manual

2. Purpose. To provide procedures for the submittal and evaluation of Navy military and civilian personnel reports of unsafe or unhealthful working conditions aboard NAS Whidbey Island.

3. Background. Reference (a) encourages Navy military and civilian personnel participation in NAVOSH program activities. Furthermore, reference (a) requires workplace hazard reporting and appeal procedures be developed which include safeguards to ensure that Navy military and civilian personnel are not subject to restraint, interference, coercion, discrimination, or reprisal for their participation in the installation's OSH Program. The OSH Office will contact all personnel who submit Navy Employee Reports of Unsafe or Unhealthful Working Conditions, NASW 5100/40, to ensure they have not been subjected to such action.

4. Discussion. Early detection of unsafe or unhealthful working conditions and prompt correction of related hazards at the lowest possible working level, are essential elements of mishap prevention. Accordingly, all NAS Whidbey Island personnel are strongly encouraged to participate in the station OSH Program by using the reporting and appeal procedures set forth in this chapter.

5. Hazard Reporting

a. Any Navy military or civilian personnel working aboard NAS Whidbey Island who observes unsafe and/or unhealthful work practices or conditions shall advise the workplace supervisor of the condition either orally or in writing. Supervisors may contact the OSH Office for assistance, as necessary, and shall inform reporting personnel of actions taken.

b. Any Navy personnel, military or civilian, may submit a written report of an unsafe or unhealthful working condition to the OSH Office. Blank copies of the Navy Employee Report of Unsafe or Unhealthful Working Conditions with Appeals Process and reporting procedures, shall be located in areas convenient to all workplaces and may be used for this purpose. Personnel desiring anonymity shall check the appropriate block on this form.

c. When the OSH Office receives a hazard report, the originator will be contacted to acknowledge receipt of the report and discuss the seriousness of the hazard. The OSH Office will also advise the workplace supervisor that a hazard has been reported.

d. The OSH Office will investigate all reported hazards. Alleged "imminent danger" situations will be investigated within

24 hours. Potentially serious situations shall be investigated within 3 days. If the situation involves a health hazard, it will be referred to the Industrial Hygiene Branch, Naval Hospital, Oak Harbor.

e. The OSH Office will provide a written response to the originator of a written report within ten working days of receipt of the report. The reply will explain the hazard evaluation and actions taken for correction. If no hazard exists, the reply will provide the rationale for this determination. If the action will not be complete, a written interim response will be sent to the originator and will include the expected date of a complete response.

f. The completed response will encourage the originator to contact the OSH Office if he or she desires additional information or if dissatisfied with the response. It will also give guidance on appeals procedures.

g. If the hazard report also involves a grievance action, the report will not be processed unless it indicates a need for immediate action in the interest of safety or health.

h. Follow-up inspections and investigations, as appropriate, shall be conducted by the activity OSH Office to ensure that corrective measures have been taken.

## 6. Appeals

a. If the originator of a report of unsafe or unhealthful work practices or conditions is dissatisfied with the determination made by the workplace supervisor, the department head, or the activity OSH Office, that person is encouraged to confer with the OSH Manager to discuss the matter further and attempt resolution.

b. If, after discussion with the OSH Manager, the report originator remains dissatisfied, an appeal to the activity Commanding Officer may be made. The appeal (or report) shall be in writing and contain at least the following information:

(1) A description of the hazardous condition, including its location and the OSH standard violated (if known).

(2) How and to whom the report on the condition was given previously.

(3) What actions, investigations and determinations were made as a result of the report.

c. The activity commander or his representative shall review and investigate the appeal promptly, and the originator notified of a decision within 10 working days of receipt of the appeal by the reviewing activity.

d. Subsequent appeals may be submitted if the originator is not satisfied with the action taken or disposition resulting from the previous appeal. Each appeal shall include appropriate information on actions taken by the reviewing authority on the previous appeal and reasons why the originator is not satisfied with those actions.

e. The first appeal by all personnel is to the cognizant Commanding Officer or Officer-in-Charge. The sequence of appeals shall be through echelon 4, 3, 2; the Chief of Naval Operations; the Assistant Secretary of the Navy; Supply and Logistics; and the Assistant Secretary of Defense, Manpower, Reserve Affairs, and Logistics (MRA&L). Addresses for echelon 3 and subsequent appeals are as follows:

- (1) Commander, Naval Base Seattle  
Code N1  
1103 Hunley Rd.  
Silverdale, WA 98383
- (2) Commander in Chief  
U.S. Pacific Fleet  
Pearl Harbor, HI 96860-7000
- (3) Chief of Naval Operations  
Director, Environmental Protection and  
Occupational Safety and Health (OP-45)  
Washington, DC 20350-2000
- (4) Assistant Secretary of the Navy (S&L)  
Navy Department  
Washington, DC 20350-1000
- (5) Assistant Secretary of Defense (MRA&L)  
Department of Defense  
Washington, DC 20350
- (6) Office of Federal Agency Safety Programs  
Department of Labor  
Washington, DC 20210

f. If a civilian employee is not satisfied with the final DOD disposition of his/her complaint, the originator may contact, in writing, the Office of Federal Agency Safety Program. This final appeal must describe, in detail, the entire processing of the report and must set forth his/her objections.

g. The sequence of appeal for military personnel is via the chain of command. The final appeal authority is the Assistant Secretary of Defense (MRA&L).

h. If, at any time during the appeal process, the originator does not receive a reply within 20 working days, the appeal may be submitted to the next higher reviewing authority.

7. Notices. In all cases where NAS Whidbey Island employees are exposed to serious unsafe or unhealthful working conditions which are verified by the safety official as being serious, a notice advising employees of the unsafe or unhealthful working condition (see paragraph 8 of chapter 3) shall be posted by the workplace supervisor in the immediate vicinity of the hazardous condition. Information on abatement actions may be posted also. These notices shall not be removed until the condition has been corrected and only then by the activity OSH Office.

8. Retention of Reports. Copies of reports of unsafe and unhealthful working conditions and records of action taken shall be retained for at least five years following the end of the calendar year to which they relate.

9. Adherence to Procedures. Strict adherence to the above-specified reporting procedures and chain of command appeal procedures is absolutely essential. Reports or appeals, which bypass the established procedures, will be returned to the originator, thereby delaying prompt action on the report.

CHAPTER 8  
SAFETY AWARDS PROGRAM

1. Reference. Chapter 8 references appear at the end of this chapter.

2. Background. These awards provide recognition to individuals and groups for attaining excellent records in safety. The awards also recognize safety consciousness and are not to be confused with recognition for safety improvements under the provisions of the incentive awards program.

3. Policy. Secretary of the Navy policy encourages civilian and military personnel to apply safe work practices in all their daily operations. To stimulate and maintain interest in accident prevention, NAS Whidbey Island has developed criteria for group and individual safety awards, which are presented as official recognition of commendable safety records.

4. Types of Awards

a. Accident Prevention Award (Supervisor). This award is granted to supervisors (civilian and military) who complete one year without a disabling work/duty injury to themselves or to personnel under their supervision. The award is based on a fiscal year. It consists of a letter and a wallet-size card, signed by the NAS Whidbey Island Commanding Officer, and a lapel emblem. Both the card and the lapel emblem show the cumulative number of times the award has been granted. In addition to the lapel emblem and wallet-size card, certificates of commendation (suitable for framing) are granted to supervisors for completing "milestone" periods (5, 10, 15 and 20 years) of safe work performance.

(1) Criteria for Eligibility

(a) A supervisor is in charge of and responsible for at least seven persons engaged in production, construction, shipping, warehousing, or duties of a comparable nature. Supervisors in administrative and staff positions are not eligible for this award.

(b) A supervisor is eligible for recognition when he/she and all employees at every level under his/her supervision do not experience a disabling work/duty injury within a fiscal year. The supervisor next qualifies for cumulative award recognition for each fiscal year during which neither he/she nor any of the personnel under his/her supervision sustains a disabling injury. If a supervisor is charged with a disabling injury during a fiscal year, he/she is disqualified for the year and must wait until the beginning of the next fiscal year to again start accruing a year of injury-free performance. When a supervisor fails to qualify for an award during the fiscal year, all higher echelons in the line of supervision of his/her position are disqualified for the same period.

(c) Awards are granted only to those supervisors who are directly responsible during an entire fiscal year for the safety of personnel performing duties of a nature qualifying them for this award. Those supervisors who have had their supervisory duties interrupted by the action of higher authority or by a break in federal service will not lose their accumulated eligibility.

(2) Interpretations

(a) A disabling work/duty injury shall be charged against the record of the supervisor if the injured employee was under his/her jurisdiction at the time of the injury.

(b) If the injured employee is under the jurisdiction of someone other than the regular supervisor (during periods of leave, special assignments, etc.) the Occupational Safety and Health (OSH) Manager shall decide whether the accident will be charged to the regular supervisor or the temporary supervisor after considering (1) whether the injury was caused by an existing hazard or practice which the regular supervisor knew about and had not corrected, and (2) whether the injury occurred as a result of instructions issued by the temporary supervisor which were unusual or departed from established practice in the area of work of the regular supervisor.

(c) A supervisor is responsible and charged for disabling injuries incurred by personnel assigned to work under his/her supervision. He/she may also be responsible for others not under his/her direct supervision if some act or decision on his/her part precipitated the injury. Thus, a supervisor of work underway on an extra or extended shift is charged with disabling injuries occurring to personnel in his/her absence when such work is being accomplished under instruction which he/she had previously issued.

(d) Supervisors are charged with disabling injuries occurring to personnel under their supervision regardless of whether they are performing work on a full-time, part-time, or temporary basis.

b. Accident Prevention Award (Group). This award is issued to work groups which are engaged in sufficiently hazardous work and which have completed one year without a disabling work/duty injury. The award is based on a fiscal year and consists of a group certificate and individual wallet-sized cards signed by the NAS Whidbey Island Commanding Officer. The OSH Manager will determine which work groups are eligible for award considerations. The group must meet the following criteria to be eligible for this award.

(1) The group is an autonomous unit having an average of seven or more military and/or civilian personnel, including the supervisor, assigned during the period under consideration.

Group awards may also be issued to entire shops or departments which perform hazardous operations, e.g., maintenance crews, crash crews, damage control crews, fire departments, fire school training personnel, police security forces, ordnance handlers.

(2) The group must have completed one fiscal year without a disabling work/duty injury. The occurrence of a disabling work/duty injury during the fiscal year in any component automatically disqualifies the subdivision and the group of which it is a part for that award period.

(3) Work assignments must have been "grouped" for at least a fiscal year. Temporary working parties and other temporary work assignments are non-qualifying.

c. NAS Whidbey Island Safe Driving Award. This award (lapel emblem and wallet-size card signed by the NAS Whidbey Island Commanding Officer) is issued to drivers of Navy motor vehicles who have completed 12 consecutive months of safe driving. The award indicates the number of years of safe driving.

(1) Definitions

(a) Motor Vehicle. In connection with safety awards, the term "motor vehicle" includes any non-combat, mechanically or electrically powered device, not operated on rails, upon which or by which any person or property may be transported or drawn upon a highway, and all trailers suitable for use in conjunction therewith. It includes ambulances, fire trucks, trucks, buses, tractors, bus trailers, semi-trailers and all types of passenger vehicles. It does not include bicycles, vehicles designed primarily for use on rails, construction equipment, materials handling equipment, amphibious vehicles, or vehicles (with or without armor) designed for active participation in combat.

(b) Preventable Accident. A preventable accident on the part of a Navy vehicle driver or operator is any occurrence involving a Navy-owned or operated vehicle which results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent, or where it occurred, in which the driver in question failed to do everything he/she reasonably could have to prevent the occurrence.

(c) Traffic Violation. A chargeable traffic violation is any violation of traffic rules or regulations, on or off a government reservation, while driving a government-owned vehicle (or leased or private vehicle on official business) for which the driver is cited and for which he/she has been found guilty, has forfeited collateral, or has been disciplined under civilian or military regulations. When a traffic violation involves parking regulations, only unsafe parking shall be considered. Examples of unsafe parking are parking by a fireplug, double parking, parking too far from curb, or parking too close to an intersection.

(d) Safety Rule Violation. A chargeable operating safety rule violation is any violation of a published rule or regulation governing the use of equipment, on or off a government reservation, for which the operator is cited and for which he/she has been disciplined under the provisions of civilian or military regulations.

(e) Motor Vehicle Accident. For award purposes, a motor vehicle accident is any occurrence involving a Navy-owned or operated motor vehicle, which results in death or injury or property damage of \$2,000 or more. The death or injury or property damage must be attributable directly or indirectly to the motor vehicle in transport. In transport means in motion, in readiness for motion except in a designated parking area, or on a roadway, but not in a designated parking area.

(f) Eligible Driver. An eligible driver for a Safe Driving Award is any military or civilian person attached to or employed by a Navy unit whose regular daily assignment includes the driving of a Navy-owned or operated motor vehicle, and who drives for 12 consecutive months without being involved in a preventable motor vehicle accident and without being found guilty of a traffic or safety rule violation (as defined in this instruction). Examples of eligible drivers include those involved in transportation of passengers or cargo, or acting as couriers. Those not eligible are building inspectors or public works maintenance employees whose use of government vehicles may be required, but is incidental to their principal duties.

(g) Proving Period. A driver's proving period is 36 successive months of driving without a preventable accident and without being found guilty of a traffic or safety rule violation (as defined in this instruction).

(h) Anniversary Date. The date on which a driver successfully completes the proving period and earns the 3-year award. It is on this date of the driving career that he/she enters into the penalty period.

(i) Penalty Time. A driver is penalized 12 months of driving time for EACH PREVENTABLE ACCIDENT (including chargeable traffic and safety rule violations) which occurs following the proving period. A penalty is figured from the anniversary date and NOT from the date of an accident.

Example: A driver earned a 3-year award on 8 July. If he/she drives 12 months without a preventable accident, he/she will earn a 4-year award on the following July 8. But if the driver has a preventable accident or other record charge before earning the 4-year award, he/she is penalized 12 months of driving time.

Thus, he/she will earn the 4-year award 24 months from the date of earning the 3-year award. For each preventable accident or other record charge, the date of the next higher award is delayed one more year as a penalty.

(2) Criteria for Eligibility

(a) Proving Period. During the proving period, a 1-year award is made for the first 12 months of safe operation, a 2-year award for 24 consecutive months of safe operation, and a 3-year award for 36 consecutive months of safe operation. If a driver has a preventable accident or other record charge during this proving period, he/she starts over from the date of the accident in an attempt to accumulate 36 consecutive months of safe operation to complete his/her proving period. A driver may accumulate 1 and 2 year awards several times before completing this phase. The driver can earn the 3-year award only once. Having achieved a 3-year award, he/she is penalized as described in paragraph 4d(1)(i) should he/she thereafter be assessed for a chargeable accident.

(b) Absences from Work. A driver shall be allowed to accumulate an absence of 15 working days, exclusive of authorized leave, for any award period based on his/her anniversary date. This non-driving "grace period" may be composed of absence due to illness, temporary non-driving assignments, etc. An absence in excess of 15 working days changes the driver's anniversary date.

(c) Credit for Individual Previous Safe Driving Time. Safe driving time accumulated under previous employers using accredited National Safety Council safe driving award criteria and that of other federal agencies utilizing comparable standards is creditable provided such prior record is fully substantiated.

(d) Personal Vehicles. Accidents sustained by a driver operating his/her own vehicle on official business are chargeable if considered preventable. Reimbursement mileage should be a guide to determine the factor of personal use or official business.

(e) Accidents Involving More Than One Navy Driver. When two or more Navy-owned or operated vehicles are involved in the same accident, each driver may be charged with a preventable accident, regardless of which one was primarily responsible for the occurrence.

(f) Standby Time. This award requires that an individual's daily assignment include "the driving of a Navy-owned or operated motor vehicle." Standby time and time to operate emergency vehicles "when needed" are not considered actual operation and so do not qualify under this award program.

(g) Reckoning Period. The reckoning period for this award begins on the day of the driver's employment or use as a motor vehicle operator. This date is subject to adjustment if a previous period of a safe operation, meeting the criteria for this award, is fully substantiated to the satisfaction of the OSH Manager.

d. NAS Whidbey Island Materials Handling and Construction Equipment (MH-CE) Operator's Safety Award. This award (lapel emblem and wallet-size card, signed by the NAS Whidbey Island Commanding Officer) is issued to military and civilian personnel for 12 consecutive months of safe operation of materials handling and construction equipment. The award indicates the number of years of safe operations.

(1) Definitions

(a) Materials Handling Equipment. Includes all self-propelled weight lifting and materials handling equipment, including attachments when used in conjunction therewith.

(b) Construction Equipment. Includes all self-propelled equipment used in the construction, alteration, repair and maintenance of buildings, bridges, roads, or other kinds of real property, and includes all attachments used in conjunction therewith.

(2) Types of Equipment. Awards are available for the safe operation of the following types of equipment: fork trucks, warehouse cranes, elevating platform trucks, ram trucks, industrial tractors, wheel or crawler tractors (other than "over the road" freight handling), automotive cranes, portal tower cranes, overhead (traveling bridges) cranes, aircraft ground handling and servicing ("white") equipment, drag lines, scrapers, bulldozers, road rollers, graders (patrol), and power shovels. Operators of jib cranes, deck winches, overhead bridge cranes, hoists, tiering machines, derricks, lawn mowers, floor washers and waxers, are not eligible for this award.

(3) Criteria for Eligibility. Provisions and procedures governing the Safe Driving Award also apply for MH-CE Awards.

5. Responsibilities

a. The OSH Manager is assigned the responsibility of executing the administrative details of the safety award programs for civilian and military personnel employed by NAS Whidbey Island. The OSH Manager will:

(1) Ensure those all-deserving persons and work groups are considered for the awards.

(2) Maintain injury records per references (a) and (b) and charge lost time injuries against the records of appropriate work groups, supervisors, and higher echelons in the line of supervision.

(3) Determine work groups and persons eligible for award consideration, and prepare appropriate awards.

b. Upon request, department heads will submit a current list of work groups and persons, recommended by division heads, to the

NAS OSH Office for processing. To maximize the incentive value of the safety awards, the NAS OSH Office will ensure that awards presentations are made promptly and with appropriate ceremony and publicity at the highest command level practicable.

6. Incentive for Safe Supervision. The NAS Whidbey Island safety awards are considered when qualifying and selecting civilian supervisors for promotion. Fitness reports of military personnel should reflect achievements in safety.

CHAPTER 8 REFERENCES

- (a) OPNAVINST 5100.23D, Navy Occupational Safety and Health (NAVOSH) Program Manual
- (b) OPNAVINST 5102.1C, Mishap Investigation and Reporting

CHAPTER 9  
HAZARDOUS MATERIAL CONTROL AND MANAGEMENT (HMC&M) PROGRAM

1. References. Chapter 9 references appear at the end of this chapter.

2. Introduction. There is thousands of hazardous materials (HM) used in industry and at this activity. Reference (a) is the federal Hazardous Communication (HAZCOM) Program that applies to all Americans who procure, use, work with, store, or supervise the use of HM. Reference (b) is the Navy's regulation for the HMC & HMC program and applies to all Navy activities and personnel. Both references are intended to implement program requirements that protect the safety and health of personnel, property, and the environment. This chapter includes the federal HAZCOM Program for NAS Whidbey Island.

3. Applicability. References (a) and (b) are similar in language, but reference (b) is Navy specific. Both apply fully to all personnel on this station who are involved with HM as listed paragraph 2 above with the exception of the Hazardous Waste Management Program (HWMP). OSHA and NAVOSH regulations apply to hazardous waste (HW) management, procedures, and storage only to the limits of ensuring personnel safety and health. The Environmental Affairs Office administers the HWMP. The OSH Office has jurisdiction over the HM Program until the materials become excess, contaminated, or otherwise not usable.

4. Discussion. The requirements prescribed herein are the minimum safeguards necessary to ensure an acceptable level of employee safety and health. They are to be used as a ready reference in determining correct procedures to follow when requisitioning HM and the minimum safe procedures to follow when working with or supervising their use.

5. Definitions

a. Chemical Manufacturer. An employer with a workplace where chemicals or HM are produced for use or distribution.

b. Container. Any bag, barrel, bottle, box, can, cylinder, drum, vessel, tank, or the like that contains a hazardous material to be used in workplace operations. (For the purpose of this definition, pipes, engines, and vehicle or aircraft fuel tanks are not considered containers.)

c. Distributor. A business, other than chemical manufacturer or importer, which supplies hazardous chemicals or materials to employers.

d. Employee. Any worker (military or civilian) who may be exposed to hazardous chemicals or materials under normal operating conditions or in foreseeable emergencies. Workers such as office workers or cashiers who encounter hazardous chemicals

or materials only in non-routine, isolated instances are not included.

e. Employer. A person or business where HM is procured, used, or worked with. Also, a business where HMs are distributed or produced for use or distribution, including contractors.

f. Hazardous Material. Any chemical or material that is a physical hazard or health hazard per reference (a) or other applicable NAVOSH standards. In general, HMs are described as any material possessing one or more of the following characteristics:

- (1) Toxic or poisonous
- (2) Flammable, combustible, or explosive (except ordnance)
- (3) Reactive with other materials
- (4) Caustic or corrosive
- (5) Materials that can affect the oxygen levels in breathing air

NOTE: For clarity hazardous material, including the acronyms HM and HAZMAT, do not include hazardous waste.

g. Hazardous Waste. Any substance or material considered hazardous by all applicable regulations that is contaminated, to be disposed of, leftover after use, has been substituted with safer materials, has gone past shelf life and cannot be renewed, can cause a hazard through normal disposal techniques, i.e., empty aerosol cans or contaminated speedidry, and HM that is excess and no longer needed or required.

h. Hazardous Material Inventory. A written inventory of all HM actually present in any department listed by workplace or storage area. This inventory is to be completed and submitted to OSH using NASW 5100/83.

i. Authorized Use List. A list of HM authorized for procurement and use in the activity. The command HMCM Committee shall periodically review HM inventory lists and make recommendations for additions to, or deletions from, the Authorized Use List. This procedure allows the committee to delete HM from inventories that are not required, authorized, or that can be substituted with less hazardous materials; and to add materials to the list as required and approved.

j. Material Safety Data Sheet. OSHA Form 174. The required form containing material safety data and information for all HM. The MSDS shall be received fully completed from chemical manufacturers, distributors, importers, or vendors with the material or the material shall not be accepted on the station.

The format of OSHA Form 174 is contained in Federal Standard 313C. While a vendor may submit an MSDS formatted differently, it must contain all the data elements and information required on OSHA Form 174.

k. Hazardous Material Information System (HMIS). A program established by DOD to acquire, store, and disseminate manufacturer's data on HM. The system provides a means to share and communicate information on HM with other DOD commands, activities, and units within the entire DOD. While the HMIS contains the same basic information as MSDSs, they are NOT intended for individual use.

l. Situations Not Applicable. Work situations where employees handle only sealed containers of HM and, under normal conditions of use, would not open the containers and would not expect to experience any measurable exposure to the HM. Examples are warehousing, retail sales, cargo handling, and transportation.

6. Policy. In order to ensure compliance with references (a) and (b), and to ensure the safety and health of Navy personnel and property, the following conditions are mandatory under the HMCM Program before any HM will be used at NAS Whidbey Island.

a. This chapter shall be made available to all personnel at this activity, including employees, supervision, management, their designated representatives, or other government officials upon request.

b. An HMCM Committee shall be established to advise the Commanding Officer on HM authorized for local use, procedures to control and manage HM, and implementation of the HAZCOM Program.

c. Only HM that has been added to, or included in, the Authorized Use List by the command HMCM Committee shall be used on this station.

d. All users of HM must receive HAZCOM training as listed in reference (a) on the hazardous properties of HM they work with and shall include a review of the MSDS for each HM to be used. Review of the MSDS shall include training in required personal protective equipment, health hazard data, first aid response information, precautions for safe handling, and emergency spill or fire procedures.

e. Contractors working aboard the station are required to be informed of the HMCM Program. This will be accomplished during preconstruction conferences and contract negotiations. The Navy is not responsible for training contractor personnel in the HMCM Program.

NOTE: OSH is legally bound NOT to offer assistance in this area except to government contracting officials.

f. All command/activity/department officers, managers, and work center supervisors shall ensure that each workplace maintains a current MSDS for each HM used in the workplace and that they are readily available to workers at all times. Also, workplace supervisors shall ensure that all workers are trained in understanding the MSDS sufficiently to work with the HM safely and under all conditions of use.

g. NAS Whidbey Island shall comply with all federal, DOD, Navy, state, and local standards, laws, and regulations related to HM in acquisition, procurement, supply, storage, use, and disposal.

## 7. Responsibilities

### a. Occupational Safety and Health Manager shall:

(1) Develop and implement written instructions and procedures for the HMCM Program that meets the policy and direction of references (a) and (b) with the goal of minimizing quantities of HM in use at NAS Whidbey Island. The ultimate result will be a safer workplace and will minimize the amount of hazardous wastes that are generated.

(2) Serve as technical authority for the HMCM Program and Committee.

(3) Provide overall HMCM Program management.

(4) Ensure contractor personnel are informed of the HMCM Program at NAS Whidbey Island to include the HM aboard the station that they may be exposed to and the location of the applicable MSDS.

(5) Provide initial training in the HAZCOM Standard for all Navy personnel at the activity.

(6) Report all HM incidents or mishaps, which involve the safety and health of Navy personnel or property or are a potential risk to the environment.

(7) Maintain an Authorized Use List for the command that identifies and quantifies all HM approved for use at NAS Whidbey Island.

(8) Maintain a central MSDS library for the activity and provide MSDS interpretation where needed from the OSH staff and Industrial Hygienists.

### b. Commanding Officers and OICs of Tenant Commands shall:

(1) Ensure that the NAS Whidbey OSH Office receives a copy of each MSDS received.

(2) Report all HM related incidents or mishaps which involve personnel safety or health to the cognizant NAVOSH Officer, and those which are at risk to the environment to the NAS Whidbey Island Environment Affairs Office.

c. Supply Officer shall:

(1) Limit open purchases of HM, regardless of the method employed, to purchases for which a stock numbered product is unavailable from the supply system. Ensure that all open purchase requisitions are routed through the OSH Office before processing.

(2) Refuse acceptance of unlabeled, incompletely labeled, or improperly labeled HM received from vendors or distributors. Additionally, identify to Naval Supply Systems Command any unlabeled shipments or shipments of HM without accompanying MSDS via the Quality Deficiency Reporting System.

(3) Establish and implement procedures to control, track, and minimize the variety and quantities of HM in procurement, use, and storage.

(4) Limit requisitions of HM through the supply system to only the materials listed on the NAS Whidbey Island Authorized Use List.

(5) Participate in developing and maintaining a system for acquiring only those authorized HM which will integrate shore activity Authorized Use Lists into a Navy-wide Authorized Use List of HM.

(6) Obtain MSDSs for HM purchased through open purchase methods or purchase contracts and forward one copy of each to the Navy Environmental Health Center and the OSH Office. MSDSs will be required as part of the Request for Quotation or Invitation to Bid processes. When purchasing HM, the MSDS contract requirements in the Federal Acquisition Regulations 52.233-3 will be included in purchase documents for all items in Federal Supply Classes listed in Federal Standard Number 313C.

(7) Develop an Authorized Use List using a command HMCM Committee review of the total HM inventory for the command.

(8) Ensure that HM is stored in minimum required quantities and in facilities that conform with references (a) and (c). MSDSs and HMISs provide useful information on warehouse storage and storage compatibility codes for HM. All locations for temporary and permanent storage of HM, including bulk storage and tanks, must be approved by OSH and the Fire Department. Unidentified HW shall NOT be stored or disposed of.

(9) Prepare Reports of Deficiency or Quality Deficiency Reports (SF364 or 368) in cases where standard stock items are deemed inferior.

(10) Serve as a member of the HMCM Committee.

(11) Ensure that all HM shipped by NAS Whidbey Island and tenant commands to other installations or businesses conform to DOT, Postal, or other regulations as necessary, referring to MSDS or HMIS for labeling guidance and insert a copy of the appropriate MSDS in the shipping container.

d. Industrial Hygiene Division, Naval Hospital, Oak Harbor shall:

(1) Provide technical assistance through workplace evaluations and monitoring of the use of HM in the workplace that includes recommendations for precautionary or corrective measures.

(2) Develop, maintain, and distribute as necessary to NAS Whidbey activities technical information on the health effects and physical hazards of HM used in station workplaces and operations.

(3) Serve as a member of the HMCM Committee as a technical consultant.

(4) Assist the OSH Office in the development of the HM Authorized Use List.

(5) Review new systems and equipment, contract specifications, participate in preconstruction conferences as technical advisor when HM or other health hazardous factors are involved, and provide guidance on the use of engineering controls to minimize personnel exposures to HM.

(6) Provide technical training presentations to activity departments and commands within the scope of IH techniques and methods when requested and as workload constraints allow.

e. Environmental Affairs Office shall:

(1) Administer the HWMP to ensure that all HW materials are collected, stored, transported, and disposed of per current DOD, OSHA, DOT, EPA, and other applicable federal, state, and local regulations and directives.

(2) Serve as advisory member on the HMCM Committee.

f. Supervisors of Personnel Using HM shall:

(1) Receive HAZCOM training through OSH and be completely knowledgeable of the contents of this chapter.

(2) Ensure that all personnel who use or are exposed to HM in the workplace are informed of the contents of this chapter and receive HAZCOM training and workplace training that is

specific to the HM used in the workplace. HAZCOM training must meet OSHA standards and is not workplace specific; therefore, all training shall be accomplished through OSH or through workplace supervisors or safety personnel who are fully trained in the program themselves. Short briefs in HAZCOM, such as in monthly standdowns or General Military Training (GMT) sessions are not adequate. Workers may be quizzed by NAVOSH inspectors at any time to ensure they understand the material contained in the MSDSs. Workplace specific training shall include as a minimum:

- (a) MSDS for each HM.
  - (b) Required PPE and precautionary measures to avoid overexposure.
  - (c) Health hazards data and first aid actions.
  - (d) Emergency procedures for spills, fires, etc.
- (3) Document supervisor and employee training in personnel training jackets and maintain a workplace training schedule and list for inspection purposes.
- (4) Develop written SOPs for all operations involving HM. Ensure that deviations from the SOP do not occur and that HM listed in the SOP is not substituted with other materials without written permission from OSH.
- (5) Maintain MSDSs in the workplace for only those HM actually present for use in the workplace and keep them readily available to all personnel at all times.
- (6) Develop and maintain a workplace specific guide on actions to be taken in the event of an HM spill, mishap, or other emergency involving HM to include, as a minimum, a list of required notifications along with applicable phone numbers.

g. Employees/Users of HM shall:

- (1) Before using or being exposed to any HM, ensure that you have received HAZCOM training and training specific to the actual HM used in the workplace or operation(s). Training shall include, as a minimum, the information listed in paragraph f(2) above.
- (2) Never deviate from workplace SOP regarding HM operations or other instructions and never substitute HM listed in the SOP with any other material without written permission from OSH.
- (3) Immediately notify the supervisor in the event of any mishap, incident, or spill involving HM.

(4) Be aware that using HM properly and safely is an individual responsibility to protect your own health and wellbeing.

8. Hazardous Material Control and Management Committee. This committee is established to advise the Commanding Officer on the policies and procedures to implement the HMCM Program and to provide assistance in the operation of the station program as required herein.

a. Purpose. To provide multidisciplinary and interdepartmental participation in the HMCM Program and to advise the Commanding Officer on the implementation and status of the HM and HW programs.

b. HMCM Committee Membership

- (1) Executive Officer - Chairperson
- (2) OSH Manager
- (3) Industrial Hygienist, Naval Hospital
- (4) Environmental Affairs Officer
- (5) Chief, Fire Department
- (6) Supply Officer
- (7) Public Works Officer
- (8) Other persons as requested by the Committee.

c. Responsibilities of the HMCM Committee

(1) Formulate recommendations to the Commanding Officer on all aspects of the HMCM Program, such as problems within the program, controls implemented for problem areas, controls implemented for routine safe practices, personnel safety and health concerns, and environmental concerns.

(2) Review the command program involving HM and recommend additions or deletions to the Authorized Use List. Advise the Commanding Officer on procedures involved in the development, review, approval, and maintenance of the HM Authorized Use List.

(3) Conduct at least semiannual reconciliation between the Authorized Use List and actual HM on hand in the command and activities aboard the station and report discrepancies to the Commanding Officer along with recommendations for corrective actions.

(4) Recommend limitations on quantities of HM used and stored for operations and processes based on the above-discussed reviews.

(5) Review, discuss, and identify possible substitutes to operations or HM, which would reduce, minimize, or eliminate HM and HW wherever feasible.

(6) Meet quarterly or upon the call of the Chairperson.

(7) Keep minutes and records of all meetings and actions.

(8) Review and distribute, as appropriate, comments or corrective actions necessary for all proposed storage sites and facilities for HM or HW.

(9) Review and modify, as required, elements of the HMCN Program.

(10) Monitor overall trends of HM and HW quantities and program elements. Make appropriate recommendations to improve program effectiveness wherever possible.

(11) Provide goals and objectives to the Commanding Officer as appropriate with regard to the reduction of HM and HW.

(12) Make recommendations for worker access to MSDSs and for local exemptions and exclusions in workplaces such as administrative offices, etc.

## 9. Labeling Requirements

a. General Requirements. Labeling requirements in this section supersede previous requirements involving NFPA labeling.

(1) Reference (a) requires that manufacturers or distributors label all containers of HM with the identity of the material(s), the name and address of the manufacturer, distributor, or other responsible party, and appropriate hazard warnings clearly indicating the potential dangers of the material. All containers (as described in paragraph 5b) of HM that arrive at the activity without proper labeling shall not be accepted by the Supply Department or any activity/command in the event of open purchase or any other method of procurement.

(2) In the event that warning labels are inadvertently removed or damaged in shipping, the supplier is required to provide HAZCOM compliant replacement labels prior to acceptance. Activities are not required to put warning labels on new containers because of the manufacturer/distributor responsibility. Additionally, activities are not required to re-label containers already on board that are in compliance with HAZCOM requirements. Containers already on board that are not labeled in compliance with HAZCOM requirements shall be labeled to include required information. OSH can assist in this to ensure proper labeling.

(3) Where special labels are required under such agency requirements as EPA, FDA, Consumer Product Safety Commission (CPSC), and Bureau of Alcohol, Tobacco and Firearms (BATF), labeling requirements under the OSHA HAZCOM Standard are not applicable. DOT labels and placards apply only to the shipping or transportation of HM or HW.

b. Specific Labeling Requirements

(1) The Supply Department is designated to ensure that all HM centrally received are properly labeled and will initiate action with the manufacturer or distributor to obtain proper labels or properly labeled replacement products as necessary.

(2) All labels attached to, or affixed on, HM containers shall be consistent with the manufacturer's MSDS, the DOD HMIS, and HAZCOM Standard requirements including storage compatibility requirements.

(3) All activities and departments shall place visible labels or markings on all HM containers that contain a unique identifying number that relates the HM to an MSDS with the same identifying number. This requirement specifically includes secondary containers such as dip tanks, safety cans, plastic containers, or other containers used in work operations that the materials were not shipped in. Drums, barrels, or other approved containers of HW are not included in this requirement due to unique labeling requirements and variable mixtures in such containers. All users MUST be aware of the location of the appropriate MSDS before using the materials.

(4) OSH personnel, command/department NAVOSH personnel, Hazardous Material Control Coordinators (HMCCs), safety representatives, and supervisors are responsible for performing routine periodic inspections to ensure that all HMs are properly used and labeled and MSDS precautionary measures are properly heeded.

(5) The Public Works Officer is responsible for ensuring that pipes and piping systems that contain HM, chemicals, or gases shall be labeled as required by Military Standard 101B or other effective means of identification.

10. Storage of Hazardous Materials

a. Reference (c) shall be used to determine correct storage of HM.

b. Containers approved for storage, use, or handling of HM shall be used when the original container is no longer used as listed in reference (d).

c. Approved metal safety cans that are properly labeled shall be used wherever possible and particularly in the case of flammable and combustible liquids.

d. Flammable storage lockers and cabinets shall be designed and constructed in compliance with reference (d).

e. Flammable storage lockers and cabinets must be placed in locations approved by the Fire Department.

f. Conex boxes or other lockers used for flammable storage that do not meet the design and construction requirements of reference (d) shall be used for temporary use only. The approved lockers shall be procured as soon as possible. Temporary storage lockers or boxes shall be subject to deficiency notices in formal inspections if used for extended periods of time.

g. Corrosive materials require storage that is isolated from ALL other materials. Approved cabinets shall be used for corrosives. They are similar in design and construction to the cabinets mentioned in paragraph 10(d), but shall be painted blue and have a label or sign on the front in red letters on white that are at least four inches high that say "Corrosives."

NOTE: Corrosive materials include acids and caustics. Examples: Sulfuric acid and sodium hydroxide. Both shall be stored in corrosive cabinets but NEVER store acids and caustics in the same corrosives cabinet.

h. HM that is neither flammable, combustible, or corrosive need not be stored in the cabinets mentioned above. They must be stored in separate container storage areas as approved by OSH standards.

i. In any storage cabinet, storage room, or storage building used for HM, reference (d) assigns stringent limitations on quantities allowed to be stored.

j. The quantity of HM available in the workplace WILL NOT EXCEED the amount necessary to complete operations within the day's work shift. HM may not be stored in the workplace unless stored in an approved container.

## 11. Special Notes

a. Due to budgetary constraints, most activities are now participating in self-help programs to accomplish needed work while saving money and labor that may not be available to the Public Works Department. Serious mishaps have occurred due to unqualified personnel using HM such as paints, solvents, and other materials. Supervisors have the direct responsibility to examine self-help projects and ensure that personnel are issued the correct materials for the task to be done and are informed of the hazards involved and precautionary methods or requirements. OSH will assist any department supervisor in this area.

b. Extremely Hazardous Materials

(1) Due to the complexity of the HMCM Program throughout the Navy and at this command, it is not practical to list specific procedures for all HM. To ensure the safety and health of all personnel it is that commands, departments, and activities inform OSH personnel when extremely hazardous materials are in their areas for use. These materials can be used safely but they require special attention and special procedures. Examples of some of these materials are:

- (a) Lead
- (b) Mercury
- (c) Polyurethane Paint
- (d) Asbestos
- (e) Zinc Chromate Paint and Primer
- (f) Methylene Chloride (in paint strippers, etc.)
- (g) Liquid Oxygen and Liquid Nitrogen.

(2) The above listed materials are a few of those known to be on the station. It is critical that department supervisors contact OSH whenever any doubts or questions arise concerning any HM in their inventories. All of these materials will be reviewed by the HMCM Committee and will be considered for deletion or substitution if possible, but if they are required, special precautions must be established and followed.

CHAPTER 9 REFERENCES

- (a) 29 CFR 1910.1200, OSHA Standards, Hazard Communication Program
- (b) OPNAVINST 4110.2, Navy Hazardous Material Control and Management (HMC&M)
- (c) DOD 4145.19-R-1, Storage and Materials Handling
- (d) 29 CFR 1910.106, OSHA Standards for Hazardous Liquids, Containers, Storage

CHAPTER 10  
ENERGY CONTROL PROGRAM (LOCKOUT/TAGOUT)

1. References. References appear at the end of this chapter.
2. Purpose. To establish a program in accordance with references (a) and (b) and utilize procedures for affixing appropriate lockout/tagout devices to energy isolating mechanisms, and to otherwise disable machines or equipment to prevent unexpected energizing, start up, or release of stored energy in order to prevent injury to employees.
3. Scope and Application. The requirements of this program apply to the control of energy during servicing and maintenance of machinery and equipment at NAS Whidbey Island. These requirements apply only when the unexpected energizing or movement of machinery or equipment or the release of energy during maintaining or servicing of such machinery/equipment could cause injury to personnel and/or property damage. It is applicable to all military and civilian personnel. Contractor personnel will be required to follow procedures detailed in reference (a).

a. Routine production operations are not included in this program unless:

(1) Workers are required to remove or bypass a guard or other safety device.

(2) Workers are required to place any part of their bodies into an area of the machine or equipment where work is actually performed upon the material being processed (point of operation) or where an associated danger zone exists during the machine operating cycle.

b. The requirements of this program do not apply to the following:

(1) Shipboard operations which are covered under references (c) and (d).

(2) Minor tool changes and adjustments and minor servicing activities, which take place during normal production operations if they are routine, repetitive, and integral to the use of the equipment for production purposes. Alternate actions must be implemented to provide the same degree of protection afforded by lockout/tagout.

Note: Certain servicing operations involve troubleshooting energized circuits on equipment/machinery in a power-on condition. Effective protection shall be provided to employees performing such operations.

(3) Work on cord and plug connected electrical equipment where exposure to the hazards of unexpected startup of the

equipment is controlled by unplugging the equipment, and the plug is under the exclusive control of the worker performing the servicing or maintenance.

(4) Hot tap operations involving transmissions and distribution systems for substances such as gas, steam, or water performed on pressurized pipelines if:

(a) Continuity of service is essential.

(b) Shutdown of system is impractical.

(c) Documented procedures are followed and special equipment utilized to protect personnel.

(5) Equipment under the exclusive control of electrical utilization installations for the purpose of power generation, transmission, and distribution, including related equipment for communication or metering.

(6) Exposure to electrical hazards from work on, near, or with conductors or equipment in electrical utilization installations.

(7) Danger Tags shall be used on machines/equipment as a warning to inform machine or equipment operators of dangers to personnel or equipment in the event the machine/equipment is energized.

#### 4. Definitions

a. Affected Employee. An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

b. Authorized Employee. A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. Their line supervisors shall designate authorized employees. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance included in this program.

c. Capable of Being Locked Out. An energy isolating device is capable of being locked out if it has a clasp or other means of attachment to which or through which a lock can be affixed, or it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy-isolating device or permanently alter its energy control capability.

Note: Whenever replacement or major repair, renovation, or modification of a machine or equipment is performed, and whenever new machines or equipment are installed, energy isolating devices for such machine or equipment shall be designed to accept a lockout device.

d. Energized. Connected to an energy source or containing residual or stored energy.

e. Energy Isolating Device. A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: A manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy. Push buttons, selector switches, and other control circuit type devices are not energy isolating devices.

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

g. Lockout. The placement of a lockout device on an energy isolating device in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

h. Lockout Device. A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in a safe position and prevent the energizing of a machine or equipment. Included are chains, blocks, blank flanges, pins, wedges, self-locking fasteners, etc.

i. Normal Production Operations. The utilization of a machine or equipment to perform its intended production function.

j. Servicing and/or Maintenance. Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energizing or start-up of the equipment or release of hazardous energy.

k. Setting up. Any work performed to prepare a machine or equipment to perform its normal production operation.

l. Tagout. The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

m. Tagout Device. A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

5. Responsibilities

a. Department Heads shall:

(1) Designate a lockout/tagout officer. Ensure that equipment-specific lockout/tagout procedures are developed, updated as necessary, and available to authorized employees at all times. The procedure shall include measures to provide for continuity of lockout/tagout protection during shift and/or personnel changes, and shall include procedures for notification of affected employees.

(2) Ensure a periodic inspection of the entire department's energy control procedures is conducted at least annually to verify that the procedures and the requirements of this program are being followed.

(a) An authorized employee other than the one(s) utilizing the energy control procedure being inspected shall perform the periodic inspection.

(b) The periodic inspection shall be conducted to correct any deviations or inadequacies identified.

(c) Where lockout is used for energy control, the periodic inspection shall include a review by the inspector and authorized employee of the employee's responsibilities under the energy control procedure being inspected.

(d) Where tagout is used for energy control, the periodic inspection shall include a review between the inspector and each authorized and affected employee, of those employees' responsibilities under the energy control procedure being inspected, and the limitations of tags.

(3) Ensure records are maintained to certify that the periodic inspections have been performed. The certification shall identify the machine or equipment on which the energy control procedure was being utilized, the date of the inspection, the employees included in the inspection, and the person performing the inspection. A copy of these records shall be sent to the OSH office.

b. Supervisors shall:

(1) Designate and maintain a current list of authorized employees.

(2) Ensure proper lockout/tagout procedures are followed in their area of responsibility.

(3) Provide training of authorized, affected, and all other employees whose work operations are or may be in an area where energy control procedures may be used.

(4) Ensure all training is documented per the requirements of Chapter 6 in this instruction. Documentation of training shall be forwarded to the OSH Office, NAS N45, and a copy maintained in the employee's department.

(5) Provide and document retraining for all authorized and affected employees whenever there is a change in their job assignment, a change in machines, equipment, or processes that present a new hazard, or when there is a change in energy control procedures. Retraining shall also be provided whenever periodic audits reveal that there are deviations from or inadequacies in energy control procedures.

(6) Provide an inventory of energy control procedures upon request by the Occupational Safety & Health office.

(7) Ensure that whenever replacement or major repair, renovation or modification of a machine or equipment is performed or whenever new machines or equipment are installed, energy-isolating devices are designed to accept a lockout device.

(8) Ensure that the continuity of lockout or tagout protection is maintained during shift or personnel changes. See general policy.

(9) Receive authorized employee training if authorized employees are under his/her cognizance.

(10) Report all instances of non-compliance with this program to the Occupational Safety & Health office.

c. Affected Employees shall:

(1) Attend affected employees' training and understand the purpose and use of the lockout/tagout program.

(2) Comply with lockout/tagout program requirements.

(3) Stay away from the "danger zone" or "point of operation" while equipment is locked or tagged out.

(4) Immediately report workplace deviations from this program to supervision.

d. Authorized Employees shall:

(1) Attend authorized employee training and understand the recognition of applicable energy sources, the type and

magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.

(2) Fully comply with all provisions of the lockout/tagout program.

(3) Immediately report all instances of non-compliance with this program to supervision.

e. The Occupational Safety and Health (OSH) Office shall:

(1) Annually review NAS departments' compliance with this program and all equipment specific procedures developed as a result of this program.

(2) Approve the equipment or applications where tagout may be used in place of lockout. A list of such approvals shall be maintained at the OSH office.

(3) Maintain documentation of affected and authorized employee training.

f. Public Works Contract Team shall:

(1) Require contractors to follow procedures detailed in reference (a).

(2) Require contractors to submit to the OSH office a copy of instructions explaining the company's lockout/tagout program.

(3) Provide the contractor with a copy of NAS Whidbey Island's Energy Control Program instruction.

## 6. Training

a. Each authorized employee and his/her supervisor shall receive training on the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.

b. Each affected employee shall receive training in the requirements of the lockout/tagout program, the purpose and use of energy control procedures, and shall be prohibited from attempting to defeat lockout/tagout systems applied to machines and/or equipment.

c. All other employees whose work operations are or may be in an area where energy control procedures may be used, shall be instructed about the procedure and shall be prohibited from attempting to defeat lockout/tagout systems applied to machines and/or equipment.

d. All authorized and affected employees and employees whose work operations are or may be in an area where energy control procedures may be used shall:

(1) Be instructed to immediately report any noted deviations from the Energy Control Program procedures to supervision.

(2) Be instructed that any employee, other than the original person(s) who installed the lockout/tagout device(s) or that person(s) supervisor, who removed a lockout/tagout device shall be subject to disciplinary action.

e. When contractors or other outside workers are performing service or maintenance in NAS Whidbey Island work spaces, any NAS employee in that work area must be trained to understand the other company's energy control program and to be alert for new types of lockout/tagout devices.

f. All authorized and affected employees shall be retrained whenever there is a change in their job assignment, a change in machines, equipment, or processes that present a new hazard, or when there is a change in energy control procedures. Retraining shall also be provided whenever periodic audits reveal that there are deviations from or inadequacies in energy control procedures, or when employees are found not to be following the procedures.

## 7. General Policy

a. Before any employee performs any servicing or maintenance on a machine or equipment where the unexpected energizing, start up, or release of stored energy could occur and cause injury, the machine or equipment shall be isolated and rendered inoperative through the use of a lockout device whenever the machinery or equipment is capable of being locked out.

b. If an energy isolating device is not capable of being locked out, a tagout procedure consistent with the requirements of this program that provides full employee protection equivalent to that of a lockout procedure shall be utilized.

c. Authorized employees only shall perform lockout and tagout of machinery, equipment, or systems.

d. No person(s) other than the original authorized person(s) or that person's supervisor may remove a lockout/tagout device.

e. There shall be continuity of lockout/tagout protection during shift or personnel changes. A changeover period will be established for shift or personnel changes so the authorized employees may exchange their assigned locks/tags. Authorized personnel assuming control of lockout/tagout equipment will be fully briefed in the scope and stage of the work by those who are being relieved.

f. Lockout devices, where used, shall be affixed in a manner that will hold the energy isolating devices in the "safe" or "off" position.

g. Tagout devices, where used, shall clearly indicate that the operation or movement of energy isolating devices from the safe or "off" position is prohibited.

(1) Whenever possible, tagout devices shall be affixed to the energy isolating device(s).

(2) Where a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.

h. Lockout devices and tagout devices shall be singularly identified, be the only devices used for controlling energy, and not be used for other purposes.

i. No two locks shall be keyed the same and no more than two keys shall exist for any lock.

j. Lockout devices shall be substantial enough to prevent removal without the use of excessive force or unusual techniques, such as the use of bolt cutters or other metal cutting tools.

k. Tagout device attachment means shall be of a non-reusable type, attachable by hand, self-locking, and non-releasable with a minimum unlocking strength of no less than 50 pounds and having the general design and basic characteristics of being at least equivalent to a one-piece, all-environment-tolerant nylon cable tie.

l. Lockout and tagout devices shall indicate the identity of the employee applying the device(s). Tagout devices shall indicate the employee's code, work telephone number, supervisor, the date applied, and the machine, equipment, or system component that is deenergized. Tagout devices shall warn against hazardous conditions if the machine or equipment is energized and shall be of a material type or otherwise protected so they will not deteriorate in their environment and so the message on the tag will not become illegible.

8. Sequence of Lockout or Tagout. Equipment-specific procedures shall include the following elements and actions, and be performed in this sequence:

a. Preparation for Shutdown. Before an authorized or affected employee turns off a machine or equipment, the authorized employee shall have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to notify all affected employees that a lockout or tagout system is going to be utilized

and the reasons why. Notification of affected employees must be completed prior to the application of lockout/tagout.

b. Machine or Equipment Shutdown. The machine or equipment shall be turned off or shut down using the normal stopping procedure established for the machine or equipment.

c. Machine or Equipment Isolation. All energy isolating devices that are needed to control the energy to the machine or equipment shall be physically located and operated in such a manner as to isolate the machine or equipment from the energy source(s).

d. Lockout or Tagout Device Application. Authorized employees shall affix lockout or tagout devices to each energy-isolating device.

e. Stored Energy. Following the application of lockout or tagout devices to energy isolating devices, all potentially hazardous stored or residual energy e.g. (capacitors, springs, elevated machine members, flywheels, etc.), shall be relieved, disconnected, restrained and otherwise rendered safe. If there is a possibility of reaccumulation of stored energy to a hazardous level, verification of isolation shall be continued until the servicing or maintenance is completed or until the possibility of such accumulation no longer exists.

f. Verification of Isolation. Prior to starting work on machines or equipment that have been locked out or tagged out, the authorized employee shall verify that isolation and deenergization of the machine or equipment have been accomplished.

## 9. Group Lockout or Tagout

a. If the lockout/tagout sequence requires more than one individual to lockout or tagout equipment, each employee shall place his/her own assigned lockout/tagout device on the energy isolating device(s).

b. When an energy-isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used.

c. If lockout is used, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it. Each employee will then use his/her own assigned lock to secure the box or cabinet. As each person no longer needs to maintain lockout protection, that person will remove his/her lock from the box or cabinet.

d. During group lockout or tagout, primary responsibility shall be vested in an authorized employee for a set number of

employees working under the protection of a group lockout or tagout device (such as an operations lock).

(1) Provisions shall be included for the authorized employee to ascertain the exposure status of individual group members with regard to the lockout or tagout of the machine or equipment.

(2) When more than one crew, craft, department, etc., is involved, overall job-associated lockout or tagout control responsibility shall be assigned to an authorized employee who shall be designated to coordinate affected work forces and ensure continuity or protection.

10. Release from Lockout or Tagout. Before lockout or tagout devices are removed and energy is restored to the machine or equipment, procedures shall be followed by authorized employees to ensure the following actions are performed.

a. Machine or Equipment. The work area shall be inspected to ensure that nonessential items have been removed and to ensure that machine or equipment components are operationally intact.

b. Employees. The work area shall be checked to ensure that all employees have been safely positioned or removed from the area. Before lockout or tagout devices are removed and before a machine or equipment is started, affected employees shall be notified that the lockout or tagout device(s) are about to be removed.

c. Lockout or Tagout Device Removal. The employee who applied the device shall remove each lockout or tagout device from each energy-isolating device. An authorized employee's supervisor may remove lockout or tagout devices only when all of these conditions are met:

(1) The employee's supervisor has verification that the authorized employee who applied the device is not at the facility.

(2) The employee's supervisor has made a reasonable effort to contact the authorized employee to inform him/her that the lockout or tagout device has been removed.

(3) The employee's supervisor ensures that the authorized employee is informed of the lockout/tagout device removal before he/she resumes work at the facility.

11. Testing or Positioning of Machines, Equipment, or Components. In situations in which lockout or tagout devices must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position the machine, equipment, or component thereof, the following actions will be performed in sequence:

- a. Clear the machine/equipment of tools and materials.
- b. Remove employees from the machine or equipment area.
- c. Verify all affected employees are in a safe location.
- d. Remove the lockout or tagout device.
- e. Energize and proceed with testing or positioning.
- f. Deenergize and reapply energy control measures.

CHAPTER 10 REFERENCES

- (a) 29 CFR 1910.147, The Control of Hazardous Energy  
(Lockout/Tagout)
- (b) OPNAVINST 5100.23D, Navy Occupational Safety & Health  
(NAVOSH) Program Manual
- (c) OPNAVINST 3120.32C, Standard Organization and Regulations of  
the U.S. Navy
- (d) OPNAVINST 5100.19C, Navy Occupational Safety & Health  
(NAVOSH) Program Manual or Force Afloat, Vol. I and II

CHAPTER 11  
CONFINED SPACE ENTRY PROGRAM (CSEP)

1. References. References appear at the end of this chapter.
2. Purpose. To provide procedures and guidelines for the implementation of a Confined Space Entry Program (CSEP). The goal of this program is to control or eliminate, as far as possible, the potential safety and health hazards associated with working in or adjacent to confined or enclosed spaces.

Note: This instruction is intended for Naval Air Station personnel use only. Under no condition will this instruction be modified without the written approval of the Naval Air Station Whidbey Island (NASWI) Confined Space Entry Program Manager. This instruction is valid only within the confines of NASWI.

3. Discussion

- a. All Navy and Navy civilian personnel are prohibited from entering, working in/on, performing hot work adjacent to any compartment, tank, void, or other confined or enclosed space until that space has been tested, inspected, and certified as safe by the Confined Space Entry Program Manager (CSEPM). The CSEPM or designated representative is the only person who shall certify hot work permits as related to the CSEP. Upon detection of an unsafe condition, the CSEPM or his/her representative has the authority to stop all work in the area, order the area evacuated and take any steps required to ensure the safety of personnel and equipment.

- b. Reference (a) establishes the Aviation Gas Free Program and is not a part of the Confined Space Entry Program.

4. Definitions. Definitions for the Confined Space Entry Program are listed in references (b) and (c).

5. Hazards of Working in Confined Spaces

- a. Personnel entering or working in or adjacent to confined or enclosed spaces may encounter a number of potentially serious hazards. Such hazards may include:

- (1) A lack of sufficient oxygen to support life, or excessive oxygen levels which increases the danger of fire or explosion.

- (2) Presence of flammable or explosive atmospheres and/or materials.

- (3) Presence of toxic (poisonous) atmospheres and/or materials.

(4) Presence of general safety/health hazards such as: slip, trip, or fall hazards; electrical or thermal burn hazards; asbestos; etc.

(5) Any combination of (1) through (4) above.

6. Classification of Confined or Enclosed Spaces. All enclosed or confined spaces are considered permit required confined spaces (Class I, II, and III) until evaluated and tested by the CSEPM, ACSEPM, or competent person. A confined space or enclosed space cannot be tested and evaluated by contractors for Navy and Navy civilian personnel.

7. General Procedures. The following procedures are required for entry into any confined or enclosed Class I, II, or III space, regardless of the time period to be spent or the nature of work to be performed within or adjacent to the space. If hot work is involved, all work operations involving plumbing, pipes, tanks, or containers that contain, or have contained, fuels or other flammable or combustible liquids shall follow procedures in references (a) and (d) to ensure the safety and security of personnel and equipment. All lockout/tagout procedures shall be adhered to. All initial tests shall be from the outside of the space and, when entering the space for test, a temporary permit is to be written and posted.

a. The station CSEPM or his/her representative shall be contacted to perform evaluation and testing of all confined or enclosed spaces.

(1) During the hours of 0730 to 1500 on Monday through Friday, the CSEPM may be contacted at the OSH Office, extension 7-8737, 24 hours in advance of entry. Information required will include the space to be tested, location, job to be performed, the estimated start and completion time, previous and/or current contents of the space, and a contact name and phone number.

(2) Emergencies requiring confined space services may be referred directly to the OSH Office during normal working hours, or to the Command Duty Officer, extension 7-2631, during non-working hours.

b. When situations demand rescue, stand-by personnel shall not enter the confined space but shall remain outside and act as communications links to rescue personnel. At least one stand-by person stationed outside the space shall maintain continuous communication with the confined space occupant.

c. The NAS fire department rescue teams shall be alerted before confined space entry (CSE) work begins.

d. Other Confined/Enclosed Spaces. All confined or enclosed spaces not specifically mentioned in this instruction shall be tested and inspected by CSEP personnel prior to entry or hot work. If there is doubt as to whether a particular space is

considered a confined or enclosed space, the CSEPM shall be contacted for clarification.

8. Permits. Once the conditions of a space have been determined to be safe, the CSEPM or representative shall issue and post a permit for entry requirements for the entry supervisor at the entrance to the space. The entry supervisor shall ensure compliance with permit requirements prior to entry by signing the permit. Normally a permit will not certify a safe condition for a period exceeding that day's work shift, but a space may be certified for a period longer than one work shift as determined by the CSEPM. In addition to the copy of the certificate posted at the entrance to the space, all other usable personnel entry points will be posted as applicable.

NOTE: The terms of the permit are valid for conditions prevailing at the time of permitting, and entry is based on those conditions. The CSEPM or his/her representative is/are the only person(s) authorized to permit spaces as safe for personnel entry and to post the permit.

9. Emergency Entry and Rescue. Only in extreme emergencies such as rescue efforts or emergency repairs to prevent major loss of property is entry allowed without a permit issued by the CSEPM or his/her CSEP representative. No other entry without permitting is authorized. Without permitting, it must be assumed that the atmosphere within the confined or enclosed space is Immediately Dangerous to Life and Health (IDLH). In an extreme emergency, where such entry or work without permitting is necessary, personnel entering the space shall be restricted to the following provisions:

a. Personnel entering the space shall be equipped with a National Institute of Occupational Safety and Health (NIOSH) approved Self Contained Breathing Apparatus (SCBA), a harness of a type suitable to permit extraction of the person(s) from the space, a lifeline securely attached to the harness, and other necessary personal protective equipment suitable to the condition and potential exposure.

b. Emergency rescue personnel, equipped with the above listed apparatus and any additional equipment that may be necessary to effect a rescue, will be stationed immediately outside the entrance to the confined or enclosed space. Communications will be established and maintained between the person(s) entering the space and attendant personnel outside the space. If personnel inside a space require emergency removal, the rescue will be attempted by use of the lifeline only. If rescue personnel are required to enter the space, all PPE and equipment listed in paragraph 11.a shall be used.

c. Only approved explosion-proof, spark-proof, or intrinsically safe equipment will be used. All other potential ignition sources shall be prohibited from being used in any space, or in the immediate vicinity outside the space, during

these operations. This also applies to emergency hot work in the near vicinity of pipes, tanks, or containers that contain, or have contained, flammable liquids, gases, or materials. The CSEPM shall make the determination when questions or doubts arise.

d. In an emergency entry, the CSEPM shall be notified immediately after the rescue is made, or at the earliest opportunity, but no later than the next normal workday.

NOTE: In all entries in all areas and under all situations, all systems and energy sources shall be locked and tagged out of service before entry.

#### 10. Responsibilities

a. NAS Fire Department shall:

(1) Perform rescue where and when needed from confined spaces.

(2) Perform on-site rescue standby when Class I spaces are entered; perform and submit documentation to CSPM of one practice rescue from a confined space at least annually. For all other confined space entry, list the location of the entry and be ready to respond to a rescue if needed.

(3) Ensure all fire rescue personnel are trained and equipped as needed in accordance with references (b) and (c) and this instruction.

(4) Coordinate with the CSEPM or his/her representative for the issuance of hot work permits when hot work is to be performed on or in a confined space area involving station personnel where fire or explosions could occur.

b. All Navy Personnel (military or civilian) shall not, under any circumstances, enter confined or enclosed Class I, II, or III spaces (except as noted for emergency rescue operations) until the space is permitted safe by the CSEP personnel as required.

c. Supervisory Personnel. Supervisors shall be familiar with the provisions of this chapter as they relate to personnel or operations under their supervisory control. They shall act positively to eliminate any potential hazards existing in operations under their control and shall:

(1) Ensure that all employees under their immediate supervision are aware of the hazards associated with confined spaces and the precautions necessary to control such hazards.

(2) Strictly enforce observance of the safety and health requirements of this chapter and the specific instructions issued

by the CSPM (or the qualified assistant under the direction of the CSPM) on entry permits.

(3) Promptly report to cognizant management any unsafe conditions or procedures and, where warranted by the severity of such conditions, cease all operations until corrective action has been effected.

(4) Prohibit unauthorized entry into confined spaces under their control.

d. Entry Supervisors. The supervisor of the employee(s) authorized entry into a PRCS, as listed on the permit, is responsible for:

(1) Knowing the hazards that may be faced during entry.

(2) Verifying, by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin.

**NOTE:** The supervisor must check to see that the atmosphere was tested before entry and that the gas detection equipment specified on the permit is ready to go.

(3) Signing the permit prior to personnel entry to ensure that he/she is aware of the entry requirements.

(4) Complying with requirements of references (b) and (c).

e. Resident Officer-in-Charge of Construction (ROICC) and Public Works Contracting (PWC) shall govern the actions of all contractor personnel to ensure safety compliance of all applicable standards.

(1) In all cases involving contractor operations aboard Navy activities, the ROICC and/or PWC shall inform the appropriate contractor that the contractor's confined space personnel shall be adequately qualified. All operations are to be conducted in accordance with references (b) and (e) through (f) in addition to all other statutory or regulatory requirements, since Navy personnel, aircraft, and facilities may also be at risk.

(2) When changes occur in the location of confined spaces, PWC shall provide accurate and updated prints to contractors and the NASWI CSEPM.

(3) The contractor shall file the following information with the NAS Fire Department:

- (a) a copy of the contractor's site specific confined space entry plan
- (b) location of confined space entry, i.e., fuel farm #1.
- (c) type of confined space (i.e. tank, manhole).
- (d) hazards present (chemical, physical, atmospheric, etc.).
- (e) name of the Qualified/Competent Person (certified marine chemist, certified industrial hygienist).
- (f) list of attendants, supervisors, and entrants (training documented).
- (g) type of work being conducted (hot work, painting, etc.).
- (h) daily work start and quit times (duration of project).
- (i) test equipment (calibration certificates).

11. PPE

a. Personnel entering confined or enclosed spaces to conduct testing, cleaning, or repair operations shall be provided with and required to use appropriate personal protective clothing as directed by the CSEPM. If respiratory protection is required, chapter 15 of reference (c) applies. No personnel may use respirators unless qualified to do so.

b. In the event HAZMAT is in enclosed/confined spaces (i.e. lead or asbestos) applicable regulations for PPE and effective work hygiene practices apply.

12. Weather. No entry shall be permitted during "Thunder Storm Condition One" except during extreme emergency. The stand-by person shall monitor the weather conditions and ensure that all personnel are removed from the space during thunderstorms.

CHAPTER 11 REFERENCES

- (a) NAVAIR 01-1A-35, Aircraft Fuel Cells and Tanks Manual
- (b) 29 CFR 1910, OSHA Standards for Industry
- (c) OPNAVINST 5100.23D, Navy Occupational Safety and Health (NAVOSH) Program Manual
- (d) NAVSEA S6470-AA-SAF-010, Naval Sea Systems Command Gas Free Engineering Program
- (e) ANSI Z117.1-1977, Standards for Confined Space Entry Program Manual
- (f) 29 CFR 1926, OSHA Standards for Construction
- (g) EM-385-1-1, US Army Corps of Engineers Safety and Health Requirements manual

CHAPTER 12  
ERGONOMICS PROGRAM

1. References. References appear at the end of this chapter.
2. Purpose. To implement a program to reduce or eliminate injuries and illnesses by applying ergonomic principles to identify, evaluate and control ergonomic hazards to Department of Navy personnel as directed by reference (a).
3. Definition. Ergonomics is the study of the design of work in relation to the physiological and psychological capabilities of people. In the workplace, following ergonomic principles helps reduce stress and eliminate many potential injuries and disorders associated with overuse of muscles, Cumulative Trauma Disorders (CTDs), bad posture and repetitive motion. The objective of ergonomics is to accommodate workers through design of tasks, work stations, controls, displays, safety devices, tools, lighting and equipment to enhance the efficiency and effectiveness with which work and other activities is carried out.
4. Principles of Ergonomics. The following are basic principles of ergonomics to make work more user friendly and provide the basis for conducting ergonomic work site analyses.
  - a. Keep everything in easy reach. Keep products, parts and tools frequently needed within easy reach. This will prevent twisting, bending and strain which can make work more difficult and less comfortable.
  - b. Work at proper heights. A common workplace problem is mismatch in heights between the employees and the work they are doing. This can lead to poor posture and back stress.
  - c. Reduce excessive force. Excessive force puts stress on muscles, creating a potential for fatigue and injury.
  - d. Reduce excessive repetition. Minimizing the number of motions required to do a task can reduce the wear and tear on your body.
  - e. Minimize direct pressure. Direct pressure can affect the palm of the hands, forearms and thighs by inhibiting nerve function and blood flow.
  - f. Minimize fatigue. Holding the same position for a period of time can cause pain and fatigue. Help eliminate fatigue by rotation between jobs and take frequent short breaks instead of fewer long ones. Reduce environmental extremes.
  - g. Provide adjustability and change your posture. Customize your workstation to fit your needs. Adjustability can help you to maintain better heights and reaches and to avoid pressure

points and awkward postures. Alternate between sitting and standing.

h. Provide clearance and access. Ensure there are no obstructions between you and items needed to accomplish your task. Clearance is needed for your head, arms, feet, torso and knees. Reorganize equipment, shelves, etc. Increase the size of openings and eliminate barriers.

i. Maintain a comfortable environment. Provide appropriate lighting. Avoid temperature extremes. Minimize exposure to vibration.

j. Improve work organization. Balance the flow of work when possible. Anticipate, think ahead and prepare. Don't just focus on physical issues such as proper heights and good lighting. Improvements can also be made in the system in which your work is organized.

## 5. Back Injury Prevention

a. The purpose of the back is to support the upper body, protect your spinal cord and allow flexibility. Most of the stress when lifting and bending is absorbed by the lower back. Causes of back injury can include improper lifting technique, overexertion, poor posture, medical factors, slips and falls, excessive weight, lack of exercise and stress.

b. Symptoms of back pain vary depending on the injury and the person. Symptoms can include pain and tightness, spasms, decreased range of motion, numbness in the legs and limited ability to sit or stand.

c. Use proper body mechanics when lifting, bending, or pushing. Plan the lift and test the load. Ask for help if necessary. Get a firm footing. Bend your knees. Tighten your stomach muscles. Lift with your legs. Keep the load close. Keep your back upright. Pivot, don't twist to move objects. Push, don't pull heavy objects. Move, don't over stretch to reach items.

6. Back Belts. In concurrence with reference (b) NAS Whidbey Island does not recognize back support belts or wrist splints as personal protective equipment, or support the use of these devices in the prevention of back or wrist injuries. These devices are considered medical appliances, and may be prescribed by a creditable health care provider who will assume responsibility for medical clearance, proper fit of device, and treatment monitoring and supervision.

## 7. Responsibilities

a. Occupational Safety and Health (OSH) Office shall:

(1) Analyze mishap data to identify numbers, frequency, type, location and cost of ergonomic injuries.

(2) Establish goals for the reduction of CTD cases.

(3) Conduct work site analyses to identify ergonomic hazards in the workplace. Review processes and recommend changes to reduce ergonomic stressors.

(4) Establish supervisor-training programs on ergonomics and back injury prevention.

(5) Implement engineering, work practice and/or administrative changes to reduce ergonomic stressors.

(6) Present ergonomic injury data at OSH Policy Council meetings in order to foster a strong management policy to control and reduce ergonomic injuries.

b. Department Heads/Supervisors shall:

(1) Establish a job analysis program to review work assignments and operations to modify or eliminate repetitive motion tasks.

(2) Establish control measures such as employee rotation and work/rest schedules.

(3) Train all employees on the hazards associated with their specific tasks, including ergonomics.

(4) Establish limits for the normal maximum lift an unassisted individual can make, design lifting operations to require assistance, or use mechanical handling equipment. A generally recognized limit for unassisted lifting is 40 pounds.

(5) Provide assistance to Human Resources Office in returning injured employees to light duty through job restructuring or temporary assignments.

c. Human Resources Office shall:

(1) Provide a comprehensive pre-placement program to identify personnel who have a history of back injuries, and to assure personnel meet the physical requirements for the position in which they are placed. As part of this program, they will:

(a) Research local records, medical records, injury compensation claims, and any other injury records for past injuries or claims before placing personnel in jobs that may aggravate an existing condition.

(b) Assure appropriate medical support is available to perform the pre-placement physical examination.

(c) Assure adequate and reasonable physical requirements are established for each position. Where analysis of mishap data has resulted in the identification of positions that involve a significant risk of back injury, the presence and/or adequacy of existing physical standards should be examined.

(2) Establish procedures to assure adequate management review of an effective return-to-work program. This shall include recommending suitable work for light duty candidates, job restructuring and rehabilitation.

(3) Establish an aggressive, comprehensive, and integrated program to manage and control compensation claims, assuring proper review, processing and administration of such claims. Any employee on injury compensation or assigned to light duty, for whom the facility has identified a position which is reasonably believes the employee can perform, can be required to report for medical evaluation.

d. Occupational Health Clinic, Naval Hospital, Oak Harbor shall:

(1) Assure medical support is available for medical examinations, treatment and case reviews.

(2) Provide medical support in the form of development of therapy and treatment programs, including provision of a physical therapist, if available, who will perform in-house physical therapy to injured employees. The physical therapist will serve as part of the education team providing training to prevent injuries, and ergonomically evaluate return-to-work capabilities.

(3) Coordinate, as requested by Human Resources, the development of physical requirements for positions.

(4) Assist in determining and implementing limited or light duty programs.

(5) Place special emphasis on pre-placement and periodic examinations of employees, where physical demands exceed a sedentary environment; as an example, firefighters, security personnel and warehousemen.

(6) Provide follow-up medical care for employees with occupational injuries/illnesses.

e. All Employees shall:

(1) Become familiar with the ergonomic program and be able to identify early symptoms of ergonomic injuries/illnesses.

(2) Evaluate individual work areas for ergonomic hazards and correct or make recommendations for correction.

(3) Work in an ergonomically safe manner.

CHAPTER 12 REFERENCES

- (a) OPNAVINST 5100.23D, Navy Occupational Safety and Health (NAVOSH) Program Manual
- (b) Office of the Under Secretary of Defense memo dated 7 Feb 97

CHAPTER 13  
RADIO FREQUENCY RADIATION (RFR)

1. References. Chapter 13 references appear at the end of this chapter.

2. Purpose. This section complies with references (a) through (e) and provides guidance for the protection of Navy personnel, civilian and military, who may be exposed to RFR while at or in the vicinity of NAS Whidbey Island. Patients undergoing diagnostic or therapeutic procedures are excluded.

3. Policy. Navy policy and the policy of this command is to avoid any unnecessary exposure of personnel to RFR and to keep all exposure within the permissible exposure limit (PEL) as established in Tables 1, 2, and 3. The derived PELs for unrestricted areas shall not be exceeded except where specifically permitted in this section consistent with unique exclusions. The Navy will identify and eliminate or control through various methods undesirable RFR. This policy shall be emphasized during all phases of equipment design, acquisition, installation, operation, and maintenance.

NOTE: This chapter is highly technical in nature and designed for those personnel who are involved with RFR technology, equipment, and terminology. All other personnel need not attempt to understand contents herein. All personnel not involved in RFR operations are advised to heed all caution/warning signs and simply stay away from all such equipment or work sites. Personnel not assigned to RFR producing operations shall NOT enter or linger in any such area unless accompanied by qualified personnel who shall ensure that no exposure to RFR can occur that exceeds the PEL.

4. Definitions

a. Electric Field. A fundamental component of electromagnetic waves, which exists when a voltage potential differences, exists between two points in space.

b. Far Field (Fraunhofer Region, Plane Wave Region). The region far from an antenna, compared to the size of the antenna and the wavelength of the radiation, where the power decreases with the square of the distance from the source. In this region, the radiation has the properties of a plane wave.

c. Field Strength. The magnitude of the electric field (in volts/meter) of magnetic field (in amps/meter).

d. Magnetic Field. A fundamental component of electromagnetic waves produced by a moving electric charge.

e. Near Field. The electromagnetic field, which exists relatively near the radiation source. In this area, the electric and magnetic fields do not exhibit a plane wave relationship, and

the power does not decrease with the square of the distance from the source. The near field region is further subdivided into the reactive near field region, which is closest to the antenna and contains most or nearly all of the stored energy associated with the field of the antenna, and the radiating near field region, where the radiation field predominates over the reactive field but lacks substantial plane wave character and is complicated in structure.

f. Plane Wave. An electromagnetic wave characterized by mutually orthogonal electric and magnetic fields, which are related by the impedance of free space (377 ohms).

g. Power Density. The amount of power per unit area in an electromagnetic field usually expressed in milli-watts per square centimeter or watts per square meter.

h. Radio frequency Radiation. Electromagnetic radiation at frequencies between 3 kHz and 300 GHz.

i. RFR Permissible Exposure Limit. The maximum level expressed in Specific Absorption Rate (SAR) or derived equivalent power density, electrical field strength, or magnetic field strength to which an individual may be exposed which, under the conditions of exposure, will not cause detectable bodily injury according to current medical knowledge.

j. Controlled Environment. Areas where exposure levels may exceed the values in Table 2, but do not exceed the values in Table 1. Exposures associated with a controlled environment include the following.

(1) Exposure that may be incurred by personnel who are aware of the potential for RF exposures as a concomitant of employment of duties.

(2) Exposure of individuals who knowingly enter areas where higher levels can reasonably be anticipated to exist.

(3) Exposure that may occur incidental to transient passage through such areas.

k. Uncontrolled Environment. Locations where exposure levels are less than the values given in Table 2. Such environments include living quarters, workplaces, or public areas where there are not expectations that higher RF levels should be encountered.

l. Specific Absorption Rate. The time rate at which RFR energy is imparted to an element of biological body mass. It is usually measured in W/kg or normalized to incident power density in W/kg/mW/cm (squared).

## 5. Discussion

a. Continuing biomedical research has shown that the PELs for personnel should account for frequency dependence and body resonance which are functions of physical size and characteristics. Additionally, the biological effects have been determined to be a function of SAR. The threshold for adverse biological effects is now recognized to be 4 Watts per kilogram (W/kg), and with a safety factor of 10 added, the accepted threshold level, or personal exposure limit, is 0.4 W/kg for whole body exposures, averaged over any 6-minute period.

b. In addition to causing biological changes, RFR can generate electrical currents/voltage large enough to cause:

(1) Life threatening electrical shocks and burns.

(2) Premature (unwanted) activation (interference) of Electro-Explosive Devices in ordnance.

(3) Sparks and arcs which may ignite flammable materials.

NOTE: Additional information on the hazards of electromagnetic radiation to ordnance, personnel, and fuels is available in references (c) through (e).

#### 6. RFR Biological Threshold and Permissible Exposure Limit

a. The threshold for adverse biological effects to RFR is 0.4 W/kg for the whole body averaged over any 6-minute period. PEL criteria and exposure situations based on this threshold are contained in Tables 1, 2 and 3. In summary, all NAS and tenant command personnel shall adhere to this criterion at all times.

b. With regard to RFR exposure and pregnancy, reference (b) notes that sufficient evidence exists to indicate that a fetus is at no greater risk than the mother is during pregnancy since it will not receive any greater exposure and has not been shown to be more radiosensitive.

7. Exclusions. No practice shall be adopted or operation conducted which may involve potentially hazardous radiation exposure unless in an emergency for critical mission accomplishment. The following additional exclusions are permitted:

a. Personnel who, as patients, undergo diagnostic or therapeutic procedures in medical or dental treatment.

b. Devices operating at or below 1 GHz with an output power of 7 watts or less.

c. Personnel are adequately protected from electric shock and RF burns through the use of electrical safety matting, protective equipment, or isolation techniques.

d. Special circumstances where, through actual measurement of RFR levels, it can be shown that exposures to personnel do not exceed the limits given in reference (b). It MUST be noted that equipment required to make actual measurements is not normally available at this command. Where required, personnel properly qualified and equipped must be brought in from Naval Command, Control and Ocean Surveillance Center, In-Service Engineering, East Coast Division (NISE East) to perform such measurements or surveys.

## 8. Operating Procedures and Controls

a. As previously noted, the adverse biological threshold for all personnel is 0.4 W/kg SAR averaged over any 6-minute period. Exposures separated by more than 6 minutes are considered separate physiological events. For determining compliance with the 0.4 W/kg SAR, the derived equivalent PELs are provided in Tables 1, 2 and 3.

b. The derived equivalent power density PELs in Tables 1, 2 and 3 are for far field (plane wave) conditions and apply only where a strict far field relationship exists between the electric and magnetic fields. In radiating near field and reactive near field conditions or at low frequencies (10 kHz to 3 MHz) both the electric and magnetic field strength limits (not power density) in Tables 1, 2 and 3 must be used to determine compliance with the PELs.

NOTE: Magnetic field measurement capability above 200 MHz does not exist at this time; therefore, only electric field measurements are required above 200 MHz.

c. All exposures shall be limited to a maximum (peak) electric field intensity of 100 kV/m in a single pulse.

d. For mixed or broad band fields at a number of frequencies for which there are different values of PELs, the fraction of the PEL incurred within each frequency interval must be determined. The sum of all such fractions should not exceed unity. When multiple transmitters are in use in the same frequency interval, the total field from all transmitters emitting simultaneously shall not exceed the PEL.

e. The determination of exclusion (paragraph 6 above) and the use of PELs greater than those in Tables 1, 2 and 3 shall require:

(1) Measurement and evaluation of RFR levels by specially trained personnel.

(2) Documentation of the evaluation findings (maintained locally).

(3) Briefings of management, employee personnel, and employee representatives on the findings of the evaluation,

reasons for exception to the PELs, and what additional protective measures must be taken.

(4) Posting of the affected area(s) to notify all personnel of the exception.

9. Measurement and Evaluation. Competent personnel using the recommended procedures in references (c) and (d), and subsequent revisions shall evaluate sources of RFR hazards. A repository consisting of surveys, reports and theoretical calculations for each standard system shall be retained by the activity for a period of no less than five years at which time a determination should be made as to its usefulness. The Radiation Safety Officer shall be notified in writing prior to any changes (i.e., removal, relocation, and reinstallation) to RFR producing equipment.

#### 10. Medical Surveillance and Reporting Requirements

a. Medical Surveillance. Procedures in MEDCOMINST 6260.3 (with DOD 6055.5-M attached) shall be followed and shall include:

(1) Preplacement or baseline medical surveillance of ALL production personnel and maintenance/service personnel who work with RFR equipment capable of creating an exposure level greater than the PELs listed in Tables 1, 2 and 3.

(2) Periodic or situational medical surveillance of personnel who may have been exposed to RFR levels that exceed five times the PEL.

#### b. Reporting of RFR Exposure Incidents

(1) Investigation of incidents involving alleged or actual RFR exposure which are five times the PEL or greater shall include, as a minimum, measurements of RFR exposure levels, appropriate medical examination, a detailed description of the circumstances surrounding the incident, recommendations for more detailed medical follow up (if necessary), and recommendations to prevent any further occurrence of the incident. Refer to Appendix 22-C of reference (a) for medical evaluation procedural guidance.

(2) For each exposure incident which is five times the PEL or greater, the Chief, Bureau of Medicine (BUMED) and Surgery (Code 212) Washington, D.C. 20372-5120 must be notified within 48 hours after the incident is discovered.

(3) BUMED shall maintain a repository of all such incident reports.

#### 11. Warning Signs and Labels

a. The recommended DOD design for RFR warning signs and labels is provided in Figure 1.

b. Warning signs and labels, which comply with Figure 1, may be obtained from the Defense Logistics Agency, DOD General Service Center. Additional ordering information/guidance will be provided as it becomes available.

c. RFR hazard warning signs are required at all access points to areas where the RFR levels may exceed the PEL. Competent OSH professionals may waive this requirement when military operational considerations prevent the posting of such signs.

d. Warning signs by themselves will not provide adequate protection in areas where the RFR levels may exceed 10 times the PEL and other warning devices and controls such as flashing lights, audible signals, or fences and interlocks may be required, depending on potential risk for exposure.

12. Training and Education. RFR training shall be provided to all Navy personnel who work with RFR sources or work in an area(s) where the potential may exist for exposure to RFR above the PELs cited in Tables 1, 2 and 3. General awareness training shall be provided as a part of all basic training and in conjunction with the more detailed technical training associated with a particular RFR source. Such training is to be given prior to any assignment to an RFR area. Annual refresher training as required shall be provided to reinforce and reemphasize command-training objectives. All training shall be documented appropriately and placed in the individual's service record or personnel training jacket.

13. Protective Clothing. RFR shielded protective clothing is NOT authorized for the routine protection of personnel who may be exposed to hazardous levels of RFR.

14. Responsibilities

a. The Radiation Safety Officer shall:

(1) Establish and implement an effective Non-Ionizing Radiation Safety Program that complies with reference (c).

(2) Provide surveys and inspections as required by this section. Ensure that surveyed/inspected workplace personnel are informed of the results of such surveys/inspections.

(3) Investigate RFR incidents that involve personnel exposures.

(4) Coordinate the Radiation Health Medical Surveillance Program with Naval Hospital, Oak Harbor.

(5) Report to the Commanding Officer any incident involving exposure to personnel exceeding five times the PELs.

(6) Maintain a repository of all surveys, reports, and theoretical calculations for each standard system at this activity for a period of no less than 5 years.

b. Commanding Officer, Naval Hospital, Oak Harbor shall administer the Radiation Health Program.

c. Department Heads shall:

(1) Establish and control access to areas in which RFR exposures above the PELs could occur.

(2) Ensure that all production/maintenance/service personnel are appropriately trained and qualified with regard to real or potential exposure to RFR.

(3) Ensure that all RFR workers receive required medical examinations as indicated in paragraph 9 of this section.

(4) Ensure that all RFR workers are knowledgeable of, and comply with, all safety regulations and directives pertaining to RFR.

d. Supervisors of RFR Workers shall:

(1) Maintain a current inventory of equipment capable of producing RFR.

(2) Post appropriate warning signs and labels shown in Figure 1.

(3) Ensure that RFR workers have received thorough training and instruction prior to participating in RFR producing operations.

(4) Maintain supervisory control of operations to minimize personnel exposures to levels within the PEL.

(5) Maintain required documentation as indicated within this section.

(6) Enforce compliance with all safety regulations and requirements.

(7) Report to the RSO, NAS OSH Office, as soon as possible any incident, injury, or suspected overexposure to RFR.

CHAPTER 13 REFERENCES

- (a) OPNAVINST 5100.23D, Navy Occupational Safety and Health (NAVOSH) Program Manual
- (b) DODINST 6055.11, Protection of DOD Personnel from Exposure to Radio Frequency Radiation (NOTAL)
- (c) IEEE Standard C95.1-1991, 3 kHz - 300 GHz Standard for Safety Levels with Respect to Human Exposure to Radio Frequency Electromagnetic Fields
- (d) IEEE Standard C95.3 - 1991, Recommended Practice for the Measurement of Potentially Hazardous Electromagnetic Fields - RF and Microwave
- (e) NAVSEA OP 3565/NAVAIR 16-1-529/NAVELEX 0967-LP-624-6010, Volume II, Technical Manual, Electromagnetic Radiation Hazards (Hazards to Ordnance)

CHAPTER 14  
RESPIRATORY PROTECTION PROGRAM

1. References and Appendices. Chapter 14 references and appendices appear at the end of this chapter. The most current revision of each reference will be the ruling document.

2. Purpose. To implement a comprehensive and effective Respiratory Protection Program (RPP) to ensure that personnel are protected from occupational exposure to harmful air contaminants or oxygen deficiencies as required by references (a) through (e).

3. Discussion. Industrial Hygiene surveys and Occupational Safety and Health (OSH) inspections identify operations where the use of respiratory protection is mandatory due to the presence of one or more of the following:

a. Airborne Contaminants. The air in the breathing zone of workers may be contaminated by gases, vapors, dusts, mists, or fumes that result from industrial and/or occupational operations. Air contaminants may produce harmful effects in relatively low concentrations, or cause permanent effects from chronic (long-term) exposure.

b. Oxygen Deficiency. Breathing air is composed of nitrogen, oxygen, and trace amounts of other natural gases. Oxygen deficiency may occur in some situations and require the use of air supplying respiratory protection equipment. Usually, these situations will occur in confined or enclosed spaces, by displacement of oxygen by gases/vapors, or where the presence of large amounts of air contaminants exist, such as sandblasting, smoke, or chemical spills.

c. Nonhazardous Irritants. Some airborne materials may or may not be hazardous even though irritation to eyes or respiratory systems of personnel may occur. Nuisance dusts or airborne particulates may irritate people and not be health hazardous. Odors, by themselves, are not necessarily an indication of the presence of hazardous atmospheres. If situations such as these arise, immediate consultation with the OSH Office is the proper course of action.

4. Respiratory Protection Equipment. The term "respirator" means a personal device designed to protect the wearer from the inhalation of hazardous materials and includes all support equipment such as Rhineair pumps, hoses and fittings. Respirators are further categorized into air purifying and air supplying systems.

a. Air Purifying Respirators. These are facemasks that attach snugly to the face. They may cover the face from the chin to just above the nose, or they may be the "full face" type that cover the entire face. All use specially designed charcoal based cartridges and/or filters to purify the breathing air in the

mask. The Respiratory Protection Program Administrator (RPPA) will approve all respirators, cartridges, and filters.

b. Air Supplying Respirators. These are facemasks that fit either snugly to the face or loosely over the head. They provide breathing air via pump and hose or by self-contained breathing apparatus (SCBA). Breathing air must be Type I - Grade "D" breathing air as described by ANSI G-7.1-1989. These respirators are used only in situations where air-purifying respirators are not sufficient due to the levels of contamination. Fill stations for SCBAs must have quarterly tests of air by a certified laboratory.

c. Disposable/Single Use Respirators are permitted where approved by the RPPA, dust masks are not allowed.

## 5. Program Requirements

a. Workplace Evaluation. All workplaces and work operations shall be evaluated by OSH and Industrial Hygiene (IH) personnel to determine the requirement for respiratory protection equipment and shall be documented in annual IH workplace surveys.

### b. Medical Surveillance

(1) Per reference (d) and in accordance with Navy Environmental Health Center TM 91-5, all personnel designated to be placed in the RPP shall be medically evaluated to determine if there are any medical reasons why they cannot use the equipment. This exam is required and certified on Medical Evaluation Memorandum, form NHOAKHARBOR 6120/19 or Appendix 14-D of reference (b), shall be filled out by the prospective wearer with assistance of the work center supervisor and signed by the cognizant Occupational Health professional prior to any person being placed in the program.

(2) The Naval Hospital Oak Harbor will determine follow-up exams.

(3) Humanitarian/Morale Respirator Use. Users of respirators for humanitarian or morale purposes shall be medically qualified, fit tested and issued respirators per all program requirements. Industrial Hygiene will determine the perceived hazard and select the type of respirator equipment for use.

### c. Equipment

(1) The government, as required, to protect the health of workers and shall be listed in reference (e) or have NIOSH approval shall provide all respirator equipment. All purchases/acquisitions of respiratory protection equipment shall be approved in writing by the station RPPA. Wherever possible, equipment shall be issued for exclusive use by individuals.

Users are responsible for proper use, care, cleaning, and storage of equipment.

(2) Purchasing Respirator Protection Equipment.

Acquisition or purchase of any respiratory protection equipment shall be approved by the RPPA, or his/her representative by signature.

d. Fit Test. Individual fit testing is required in all cases where air purifying respirator equipment is to be used including those used for humanitarian/morale purposes. Fit testing will determine whether leakage can occur due to poor fit or obstacles interfering with proper seal to the face. Fit testing is required for air supplied respirator equipment if it is a face-piece-to-face sealing type respirator. Factors that may interfere with proper fit and facial seal include medical conditions, growths of facial hair, eyeglass temple bars that protrude through the seal of full face masks, dentures (or lack of), or other physical features. Personnel who cannot be properly fitted for these reasons shall be disqualified from performing tasks requiring respirators until and unless these conditions can be corrected, and where a proper facial seal can be maintained. Fit test and training for all users shall be documented on Respirator Issuance and Training, form NASW 5100/48 (see appendix 14-A). The forms shall be maintained and readily available in the workplace by a designated person. Fit test and training shall be repeated annually for all persons except asbestos workers who will be retested semiannually.

e. Contact Lenses. Wearing contact lenses with respirator equipment is permitted if it has been determined the cognizant health professional that the individual is not at risk while wearing the respirator.

f. Training. Workers required to use respirators shall be thoroughly trained and instructed in the hazards they are exposed to and the selection, proper use, fit, limitations, maintenance, cleaning, and storage of respirator equipment. Training shall be provided by the RPPA or designated representative. Fire Department instructors shall provide training for users of SCBA, such as in Fire Departments. When employees use equipment such as ambient air breathing pumps (i.e., Rhineair) or compressors and hoses and couplings, they shall be trained in the use of this equipment (this training must be scheduled through the Corrosion Control representative at NAESU). All training and fit testing shall be documented using form NASW 5100/48.

g. Inspections. Users shall inspect respirator equipment frequently to ensure proper condition and function capability. Users of air purifying equipment shall inspect their equipment prior to each use. A logbook shall be kept to verify respirator function and condition. The logbook will document dates used, repairs made (if authorized), cleaning and disinfecting, and signature of respirator user or designated representative.

(1) If any malfunction or improper condition exists, the respirator shall be repaired and determined safe prior to using.

(2) SCBAs shall be formally inspected once every 30 days, regardless of use, and a record of such inspections maintained. Records shall include date of inspection, serial number of unit, and name of inspector. Copies of such inspections shall be forwarded to the OSH Office monthly. SCBAs shall also be inspected after each actual use and returned to ready condition.

h. Central Control Point. Each department/command where respirator equipment is used shall have a central control point where respirators are stored, cleaned, and maintained. A person shall be assigned to monitor the department program and maintain the records for each person on all required forms. No person shall use respirator equipment without these documents being readily available.

i. Work Site Specific Procedures (WSP). An WSP, form NASW 5100/87 (see appendix 14-B), for all workplaces where respirator equipment of any kind is used shall be visibly posted in the workplace at all times and shall include operations performed, hazards likely to be present, respiratory protection equipment used, and emergency information. All users shall read and sign the WSP. The RPPA shall approve all work center WSPs by signature.

## 6. Responsibilities

a. Commanding Officers, OICs, Department Heads of Commands, or Departments Where Respiratory Protective Equipment is used shall ensure that all command/department personnel understand and comply with the policies, procedures and requirements of this chapter.

b. Respiratory Protection Program Administrator shall establish and maintain the RPP for NAS Whidbey Island. Specifically, the RPPA will:

(1) Monitor the program on a periodic basis in all departments.

(2) Screen all work operations, and interview personnel to ensure that personnel are properly placed on the program.

(3) Ensure that all personnel are trained, fit tested as necessary, and approved the proper equipment for the hazards involved in each user's operations.

(4) Maintain a database file of personnel on the program for monitoring and inspection purposes.

(5) Provide an annual audit of the program to the command as necessary.

(6) Act as final authority on the program.

(7) Designate qualified personnel to perform these duties where needed.

(8) Provide technical guidance and assistance to tenant activities, squadrons, or commands, as requested. Individual respirator programs are the responsibility of each tenant activity, squadron, or command.

c. Supervisors of Respiratory Protective Equipment Users shall:

(1) Be aware of the contents of this chapter and inform their employees of the content.

(2) Ensure their personnel subjected to real or potential hazardous air contaminants are screened through the RPPA for program placement.

(3) Ensure all personnel are placed on the formal program and issued all required equipment, and ensure employees use and maintain the equipment as instructed.

(4) Ensure employees who cannot maintain physical qualifications for respirator use, including facial seal problems due to hair or other facial features, are not assigned work which requires the use of respirators until and unless such conditions are corrected.

(5) Ensure all respirator equipment users receive periodic medical examinations as required above. Initial exams shall be completed prior to an employee being assigned duties requiring respirators.

(6) Ensure personnel permanently leaving the work center/department check out through the Respiratory Protection Program Administrator in the OSH office. All respirators shall be returned to supervisors at that time.

(7) A record shall be kept of respirator equipment inspections and repairs to verify proper working condition of any respirators used.

d. Employees Required to Wear Respiratory Protective Equipment shall:

(1) Participate in the formal program exactly as indicated in this chapter.

(2) Use the equipment, at all times of real or potential exposure, exactly as instructed.

(3) Inspect the equipment prior to use and promptly have the equipment repaired or replaced, as necessary, before using

the equipment in a contaminated or perceived contaminated atmosphere.

(4) Keep the face piece stored in a self-sealing plastic bag to protect against damage or contamination when not in use. Store bags in a clean, centralized location. Store contaminated cartridges separately or dispose of them.

(5) Clean and maintain personally assigned equipment each time it is used or more frequently if necessary.

(6) Immediately advise the cognizant supervisor of any special problems that arise that may prevent proper use of the equipment, i.e., glasses, vision, facial hair, dental problems, or conditional problems with the equipment itself.

(7) Take any actions possible to correct physical problems with facial seal to respirators, such as facial hair, etc. If proper facial seal cannot be maintained, the employee is disqualified from work requiring the use of respiratory protection equipment.

(8) Remove themselves from a contaminated atmosphere whenever comfortable breathing is impaired or any odor, taste, or irritation has been detected. When any of these conditions arise, cartridges and filters must be changed and a new **fit check** performed prior to re-entry into a contaminated atmosphere.

e. Fire Division. Upon request, provide employee training in the proper use, donning, inspection, and operation of SCBA.

f. Supply Division. Ensure personnel who are requesting respirator equipment have written approval for the acquisition. Written approval will come directly from the NAS RPPA or his/her representative, documented on the request form.

CHAPTER 14 REFERENCES

- (a) 29 CFR 1910.139, OSHA Standard
- (b) OPNAVINST 5100.23D, Navy Occupational Safety and Health (NAVOSH) Program Manual
- (c) ANSI Z88.2-1992, Respiratory Protection
- (d) ANSI Z88.6-1984, Respirator Use - Physical Qualifications for Personnel
- (e) NIOSH Certified Equipment List

APPENDIX 1

FULL FACE RESPIRATOR CLEANING SOP

The following directions must be followed to properly clean respiratory protection equipment.

(1) If applicable, remove prefilter cover and prefilter; dispose of filter.

(2) Remove cartridges and set aside; discard if covered with heavy contaminants.

(3) Remove speaking diaphragm (when applicable). Do not wash the diaphragm.

(4) Remove exhalation valve and cover and set aside.

(5) Remove inhalation valve and set aside.

(6) Place respirator body into a solution of mild soapy water (dishwashing liquid) not greater than 110 degrees F.

(7) Gently scrub respirator with a stiff bristle brush; especially clean under the rim and valve seat. Don't be concerned with any paint that may have dried on the exterior of the mask.

(8) Place respirator body in a sanitizer solution no hotter than 110 degrees F. Respirator must soak for at least 2 minutes, but no harm will be done if soaked longer.

(9) Place respirator body in a clean rinse no hotter than 110 degrees F.

(10) Place into another clean rinse no hotter than 110 degrees F.

(11) If possible, place into a third rinse no hotter than 110 degrees F.

(12) Place respirator on a clean, dry surface for air-drying.

(13) Place respirator valves, inhalation valves, exhalation cover, and prefilter covers in a mild soapy solution. Repeat cleaning and rinsing as you would for the body of the respirator.

(14) At the end of the day, discard all washing, sanitizing, and rinsing solutions.

(15) After respirators are dry, take a lint-free cloth and wipe off the inhalation valve and exhalation valve seats. This is to eliminate water residue so the valves will seat

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properly. Reassemble without cartridges and place them in a ziplock bag.

(16) Store in a position that will not distort the shape of the respirator.

(17) Protect from heat, extreme cold, sunlight, excessive moisture, dust and contaminating chemicals.

APPENDIX 2

HALF-MASK RESPIRATOR CLEANING SOP

The following directions must be followed to properly clean respiratory protection equipment.

(1) If applicable, remove prefilter cover and prefilter; dispose of filter.

(2) Remove cartridges and set aside; discard if covered with heavy contaminants.

(3) Remove all straps and set aside.

(4) Remove exhalation valve and set aside.

(5) Remove inhalation valve and set aside.

(6) Place respirator body into a solution of mild soapy water (dishwashing liquid) not greater than 110 degrees F.

(7) Gently scrub respirator with a stiff bristle brush; especially clean under the rim and valve seat. Don't be concerned with any paint that may have dried on the exterior of the mask.

(8) Place respirator body in a sanitizer solution no hotter than 110 degrees F. Respirator must soak for at least 2 minutes, but no harm will be done if soaked longer.

(9) Place respirator body in a clean rinse no hotter than 110 degrees F.

(10) Place into another clean rinse no hotter than 110 degrees F.

(11) If possible, place into a third rinse no hotter than 110 degrees F.

(12) Place respirator on a clean, dry surface for air-drying.

(13) Place respirator valves, inhalation valves, exhalation cover, and prefilter covers in a mild soapy solution. Repeat cleaning and rinsing as you would for the body of the respirator.

(14) At the end of the day, discard all washing, sanitizing and rinsing solutions.

(15) After respirators are dry, take a lint-free cloth and wipe off the inhalation valve and exhalation valve seats. This is to eliminate water residue so the valves will seat

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properly. Reassemble without cartridges and place them in a ziplock bag.

(16) Store in a position that will not distort the shape of the respirator.

(17) Protect from heat, extreme cold, sunlight, excessive moisture, dust and contaminating chemicals.

CHAPTER 15  
TRAFFIC SAFETY PROGRAM

SECTION 1. MOTOR VEHICLE ACCIDENT PREVENTION PROGRAM

1. References. Chapter 15 references appear at the end of this chapter.

2. Purpose. To publish instructions and procedures to reduce motor vehicle accidents through a continuous Traffic Safety Program.

3. Background. Motor vehicle accidents involving Navy and Marine Corps personnel as drivers, passengers, or pedestrians result in unnecessary deaths, injuries and property damage. As a consequence, available manpower is reduced, hospitalization requirements are increased, insurance costs are inflated, and many hardships are experienced. Positive continuing action by management and supervisors at all levels is necessary to reduce accidents.

4. Scope. This section applies to motor vehicle operators, passengers, and pedestrians as follows:

a. All Navy military personnel at all times (on and off station).

b. All Navy civilian personnel in a duty status (on and off station).

c. All persons in/on any Navy motor vehicle (on or off station).

d. All persons, at any time, on station.

5. Education

a. A continuing program in driver education shall be offered to all personnel to improve driving ability, expose drivers to useful driving information, and develop a favorable driving attitude and sense of responsibility. The program will include formal instruction, division level counseling, dissemination of information in station newspaper/publications, and use of poster, slogans and other suitable devices. Curriculum will include review courses designed to cover good driving practices, refresher driver training programs for instruction or indoctrination of individuals referred by division officers and motorcycle courses designed to teach riders safe practices and to familiarize them with NAS Whidbey Island instructions and authorized riding areas.

b. Operators who have been determined to have been at fault in a traffic mishap while operating a Navy motor vehicle, or who have been convicted of a serious moving traffic violation, shall

be required to attend a driver improvement course scheduled by the OSH office.

c. Each operator of a motorcycle, as defined by reference (a), shall successfully complete a Naval Safety Center approved motorcycle safety course. Motorcycle safety courses are scheduled periodically by the NAS Whidbey Island OSH office.

## 6. Motor Vehicle Inspections

a. Every Navy motor vehicle shall be inspected per reference (a). Vehicles found to be unsafe shall be removed from service until necessary repairs or adjustments have been made.

b. Per reference (b), NAS Whidbey Island Automobile Inspection Form, NASW 5560/20 (8-90), will be completed by the base Security Department upon registration of all privately owned vehicles.

c. Activities to which a Navy vehicle is assigned shall be responsible for obtaining correction of safety deficiencies by taking the vehicle to the BOS Contractor, Transportation Division, Building 18. Vehicles returned for safety violations shall not be operated until these violations are corrected.

d. The Security Department shall make random safety inspections of Navy and privately owned motor vehicles aboard NAS Whidbey Island and will issue citations for safety deficiencies on any vehicle that is deemed unsafe to operate. Owners receiving citations will report to the Security Department within 7 days with deficiencies corrected.

e. An operator of a Navy motor vehicle involved in an accident may be required to pay for damage occurring because of negligent operation. Mechanical conditions (internal or hidden) are excluded from this requirement.

7. Maximum Driving and On-Duty Time. This section pertains only to full-time motor vehicle operators, such as over-the-road truck and bus drivers, school bus drivers, security patrol vehicle operators, and operators of vehicles carrying explosives or other hazardous cargo.

a. No person shall drive a motor vehicle during any duty period if the duty period was not preceded by at least eight consecutive hours off duty.

b. In any duty period, a person may not drive a motor vehicle for more than a total of ten hours, after having been on duty for 15 hours, or after eight hours if the vehicle is carrying explosives or other hazardous cargo. If a vehicle carrying explosives or other hazardous cargo makes an off-station trip requiring more than 8 hours driving time, two drivers will be assigned. Assigned drivers shall relieve each other of driving

responsibility and may drive no more than eight hours each. Total driving time for both drivers shall not exceed ten hours.

c. Fire truck and crash and rescue vehicle drivers who are assigned to 24-hour rotating shifts with sleeping accommodations are exempt from the above duty time restrictions.

#### 8. Uniform Traffic Control and Marking

a. Traffic control devices shall conform to the standards of the Uniform Traffic Control Devices for streets and highways (ANSI D6.1). The Security Department will investigate reported traffic hazards and recommend action, as appropriate. A copy will be provided to the OSH office.

b. Security patrol will require strict compliance to traffic regulations. Violators will be cited to appear at the station Traffic Court.

9. Responsibility. The principles of prevention applicable to the Traffic safety Program include education, engineering, enforcement and the overall concern and cooperation of all hands.

a. A Traffic Safety Manager will be designated in writing and will have overall responsibility for the direction and coordination of the Traffic Safety Program as required by reference (a).

b. The Public Works Officer has the responsibility for engineering functions related to station roadways, traffic flow and parking. The Public Works Officer shall maintain liaison with the OSH office to ensure that all safety features are programmed/planned.

c. The Security Officer is responsible for traffic law enforcement of personnel under Navy jurisdiction and shall:

(1) Ensure magistrate develops and implements a monthly report for accidents involving alcohol, drug abuse and DWIs. A copy will be provided to the OSH Manager.

(2) Maintain liaison with local civil traffic authorities.

#### 10. Action

a. Traffic Safety Program Manager shall: Develop, maintain, and/or review all formal educational presentations. Plan budget requirements, procurement of training aids and supplies, instructor training, and coordination of training schedules. Ensure that editorials, articles, slogans, statistics, photographs and driving tips are available for publication. Assist in the reduction of traffic accidents and make recommendations for educational programs during holiday periods. Procure American Automobile Association driving material, which

can assist department heads in their own programs. Obtain reports of traffic accidents involving station personnel. Maintain liaison with local civil traffic authorities and solicit their cooperation/help in controlling or eliminating hazardous conditions adjacent to the station. Maintain records of traffic accidents for identifying trends and problem areas and developing statistical reports. Forward all reportable motor vehicle accident reports per reference (c) to Naval Safety Center (NAVSAFECEN) with copies to CINCPACFLT (Code N466) and COMNAVBASE Seattle (Code N354) within 30 calendar days of the accident.

b. Department Heads and Special Assistants shall:

(1) Schedule appropriate training with Personal Responsibility and Values Education and Training (PREVENT) for all personnel in their departments to eliminate serious driving hazards resulting from fatigue, alcohol/drug consumption, high speed and emotional upset.

(2) Make recommendations for planning travel or trips to ensure ample time for absorbing unforeseen delays when returning from leave or liberty.

(3) Refer individuals who are chronic traffic violators or have been convicted of a serious driving offense to the OSH office, extension 7-2426, for enrollment in the Driver Improvement Program.

(4) Make particular effort to counsel chronic traffic offenders and try to develop more favorable driving attitudes.

(5) Track alcohol/drug offense driving violations. Divert offenders to PREVENT.

SECTION 2. SEATBELTS

1. Purpose. To publish policy and regulations per reference (a) concerning the Navy's seatbelt program and establish the requirements for wearing seatbelts in government and privately owned vehicles.

2. Background. The National Traffic and Motor Vehicle Safety Act of 1966 requires that all automobiles manufactured after 31 Dec 68 be equipped with upper torso (shoulder) belts in the two outboard front seats. And lap belts in all other passenger positions. Light trucks manufactured between 1 Jul 71 and 1 Jan 76 must have lap belts, as a minimum. If built after 1 Jan 76, they must have lap/shoulder belts for the driver and right front passenger seat. Reference (a) established policy, which will prevail at naval activities concerning motor vehicle seatbelts (including available shoulder harnesses). This policy is as follows:

a. Seatbelts will be maintained in a serviceable condition and will be readily available for driver and passenger use.

b. Navy vehicles shall be equipped with occupant restraint devices and rollover protection, when appropriate, and shall meet all other applicable requirements of Federal Motor Vehicle Safety Standards.

c. All persons operating or riding in or on a private or Navy motor vehicle shall wear a seatbelt when seated in positions where safety belts have been installed by the vehicle manufacturer. Individuals shall not ride in seating positions where seatbelts have not been installed, have been removed, or rendered inoperative. Additionally, passengers shall not ride in the cargo areas of motor vehicles, except when the vehicle has an approved modification for such purposes and seatbelts have been installed per manufacturer's recommendations.

d. Additionally, operators and passengers of a Navy or private motor vehicle shall ensure that infants, toddlers and children are restrained in either an infant or toddler safety seat. In the case of children who have reached the age of four weigh under 40 pounds and do not fall into the infant or toddler categories, they MUST at least be secured with a lap seatbelt. Infant/toddler vehicle safety seats must be properly restrained with an installed seatbelt (lap and shoulder strap) restraint system. This will apply at all times while the motor vehicle engine is running.

Note: At no time are infants/toddlers or children to be left unattended in a motor vehicle, engine running or not. It is not recommended that toddlers be placed in the front seat of vehicles equipped with airbags.

3. Scope. All NAS Whidbey Island personnel, military and civilian, operating or riding in a Navy or private vehicle onboard the station shall use motor vehicle seatbelts when on the station. Further, operators of a motor vehicle have a moral obligation to ensure that children and infants are securely restrained in an approved restraint system BEFORE the ignition is engaged on any motor vehicle. Since children and infants are not able to fully exercise their freedom of choice with regard to seatbelt use, the Commanding Officer of NAS Whidbey Island shall require the use of approved restraint devices for all children under age five, reference (d). The Family Shopping Guide to Car Seats provides a current listing of child safety seats as recommended by the American Academy of Pediatrics and the Washington Traffic Safety Commission.

#### 4. Action

a. Traffic Safety Program Manager shall:

(1) Monitor progress and effectiveness of the motor vehicle seatbelt program.

(2) Conduct a continuing seatbelt education program to acquaint all drivers and passengers with the value of using seatbelts.

b. Department Heads and Special Assistants shall ensure that a decal is provided by the BOS Contractor, Transportation Division, to be affixed to the dashboard of each Navy vehicle. The decal shall read, in effect, "This vehicle will not be placed in motion until all seatbelts are properly fastened."

c. Security Officer shall conduct inspections, as appropriate, to ensure compliance; advise the OSH Manager of noncompliance.

SECTION 3. PORTABLE HEADPHONES. Wearing portable headphones, earphones, or other listening devices while operating a motor vehicle or while jogging, walking, bicycling, or skating on roads and streets on any naval installation is prohibited. (Road is defined as that part of a traffic way, which includes both the roadway and any shoulder alongside the roadway.) This does not negate the requirement for wearing hearing protective equipment where conditions dictate their use, or when communications type equipment is being used for official Navy business.

SECTION 4. JOGGERS. Personnel are not authorized to jog on roads and streets during peak traffic periods or at nighttime aboard NAS Whidbey Island. (Peak traffic periods are from 0630 to 0800 and 1530 to 1700.) The use of "Walkman" or similar listening devices is prohibited in all areas with the exception of the jogging track located on the corner of Saratoga and Yorktown. Runners and joggers may utilize jogging areas designated by the MWR department. Personnel shall use sidewalks or, when using roadways, jog facing traffic, wear light colored clothing, or, during reduced visibility, reflective gear. Caution is advised for vehicular traffic entering the roadway from cross streets or driveways.

SECTION 5. BICYCLES

1. Every bicycle, when in use on the station, shall meet the following minimum standards which are strongly recommended for compliance in military housing areas per reference (e).

a. A lamp on the front, which shall be used from dusk to dawn that emits a white light visible from a distance of at least 500 feet to the front. Also, a red reflector on the rear of a type approved by the state commission on equipment, which shall be visible from 100 feet to 600 feet to the rear when directly in front of lawful lower beams of headlamps on a motor vehicle.

b. Two-wheeled bicycles shall be equipped with at least one properly operating brake.

c. All bicyclists shall wear a properly fastened, under-the-chin protective bicycle helmet approved by ANSI or SNELL. All

bicyclists will wear a vest or other outer garment that is brightly colored, with a minimum of 100 square inches of reflective material. The outer garment must give the rider visibility such that he/she is easily seen from the front and rear by the low beams of headlamps on motor vehicles approaching the rider (the vest required for motorcycles meets this standard). This requirement is in effect while riding on government streets aboard NAS Whidbey Island. A backpack or other outer garment must not obstruct the vest.

2. Bicyclists must comply with all traffic regulations.

SECTION 6. MOTORCYCLE SAFETY. Per reference (a), requirements for operation of privately owned motorcycles on and off station for both operators and passengers are as follows:

- a. Headlights shall be turned on at all times.
- b. When operating or riding a motorcycle, individuals shall properly wear or use the following personal protective equipment:
  - (1) A properly fastened (under the chin) protective helmet that meets U. S. Department of Transportation (U. S. DOT) standards. It is recommended a minimum of four (4) square inches of retro-reflective material be attached to each side and back of the helmet.
  - (2) Properly worn eye protective devices which are defined as impact or shatter resistant eyeglasses, goggles, or face shield attached to the helmet. A windshield or fairing is not considered to be proper eye protection.
  - (3) Properly worn long-sleeved shirt or jacket, long-legged trousers and full-finger leather or equivalent gloves.
  - (4) Properly worn hard-soled shoes with heels. (Riders are encouraged to properly wear over the ankle shoes or boots).
  - (5) Properly worn as an outer garment, a commercially available, brightly colored mesh or fabric safety vest with retro-reflective vertical, horizontal, or diagonal strips front and back with a minimum of 130 square inches of reflective area; 65 square inches on the front and 65 square inches on the back. A backpack or other outer garment must not obstruct the vest.
- c. An operator of a privately owned motorcycle authorized to operate on station shall have a current license with a state motorcycle endorsement, if required by the issuing state.
- d. License and equipment requirements for motorcycles shall conform to Washington State and local traffic codes and DOT standards for safety equipment.
- e. Motorcycles will be equipped with two rearview mirrors.

f. Motorcycles will not be modified to alter or deplete safety equipment installed by the manufacturer, i.e., turn signals, horn, and muffler system.

g. Motorcycles operated aboard NAS Whidbey Island will have minimum liability insurance as required for automobiles in Washington State.

#### SECTION 7. MOTOR VEHICLE ACCIDENT REPORTING PROCEDURES

1. Investigation Reports of Motor Vehicle Accidents. Per reference (a), the Security Department will investigate all motor vehicle accidents occurring on station and promptly provide the OSH office with copies of the investigation reports.

2. Motor Vehicle Mishap. Per reference (c), a report is required when the mishap results in at least \$2,000 damage to DOD property, or there's a fatality or lost-time injury to military personnel or on-duty DOD civilian personnel. For additional information on reporting requirements, see Chapter 5 of this instruction.

#### SECTION 8. PEDESTRIANS' RIGHTS AND RESPONSIBILITIES

1. Requirements. Pedestrians are subject to traffic regulations per reference (f). Pedestrians shall be subject to traffic control signals at intersections.

##### 2. Pedestrians' Right-of-Way in Crosswalks

a. When traffic control signals are not in place or not in operation, the driver of a vehicle shall yield the right-of-way. The driver will slow down or stop to yield the right-of-way to a pedestrian crossing the roadway within a crosswalk when the pedestrian is on the half of the roadway upon which the vehicle is traveling, or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger.

b. No pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield.

c. Whenever a vehicle is stopped at a marked crosswalk or at any unmarked crosswalk at an intersection (as defined in reference (f)) to permit a pedestrian to cross the roadway, the driver of any other vehicle approaching from the rear shall not overtake and pass the stopped vehicle.

3. Crossing at Other than Crosswalks. No pedestrian shall cross a roadway other than in a marked crosswalk (or intersection without a marked crosswalk) on board the station per reference (a).

##### 4. Pedestrians on Roadways

a. Where sidewalks are provided, it shall be unlawful for a pedestrian to walk along and upon an adjacent roadway.

b. Where sidewalks are not provided, a pedestrian walking along and upon a highway shall, when practicable, walk only on the left side of the roadway or its shoulder, facing traffic that may approach from the opposite direction. Upon meeting an oncoming vehicle, the pedestrian shall step clear of the roadway.

## SECTION 9. TOWING VEHICLES

### 1. Towing Vehicles

a. No emergency towing ropes, straps, or chains are authorized to tow a vehicle onto NAS Whidbey Island. Emergency use means pulling a vehicle from a ditch or removing it from a traffic lane.

b. Towing a vehicle onto the station by a non-commercial vehicle requires a three-point hitch (tow bar). Lights on the towed vehicle must be hooked up and working. The vehicle being towed must not be any more than 40 percent larger than the vehicle towing it. Tow dollies, flat bed car carrier trailers, or tow trucks may be used. Any commercial or private tow truck may be used.

## SECTION 10. OPEN CONTAINERS

1. It is prohibited to drink any alcoholic beverage in a motor vehicle on any street/road aboard NAS Whidbey Island this includes housing areas.

2. It is also prohibited for any person driving or riding in a motor vehicle on any street or road aboard NAS Whidbey Island, including housing areas to have a bottle, can, or other receptacle containing an alcoholic beverage that has been opened, or a seal broken, or the contents partially removed, unless the container is kept in the trunk of the vehicle or in some other area of the vehicle not normally occupied by the driver or passengers if the vehicle does not have a trunk. A utility compartment or glove compartment is deemed to be within the area occupied by the driver and passenger.

SECTION 11. RADAR DETECTORS. It is prohibited while on any street or road aboard NAS Whidbey Island including housing areas to have an operating detection device that detects radar or laser signals used for traffic enforcement.

SECTION 12. MOTOR VEHICLE FINANCIAL RESPONSIBILITY IN CANADA. Financial responsibilities for motor vehicles are substantially higher in all the provinces/territories of Canada. Each province/territory has a set single minimum as outlined in reference (g). Following is a list of financial responsibility.

FINANCIAL RESPONSIBILITY - CANADA

<u>PROVINCE/TERRITORY</u>	<u>FINANCIAL RESPONSIBILITY MINIMUM</u>	<u>*REG/CARD</u>
ALBERTA	200,000	1
BRITISH COLUMBIA	200,000	1
MANITOBA	200,000	1
NEW BRUNSWICK	200,000	3
NEWFOUNDLAND	200,000	2
NOVA SCOTIA	200,000	3
ONTARIO	200,000	1
QUEBEC	50,000 PROPERTY DAMAGE	3
SASKATCHEWAN	200,000	3
NORTHWEST	200,000	2
YUKON	200,000	2
PRINCE EDWARD	200,000	3

- \*CODE: 1. Do not need card if nonresident of Canada.  
2. Need proof of U. S. insurance.  
3. Card required from U. S. insurance—meet financial limits of territories.

CHAPTER 15 REFERENCES

- (a) OPNAVINST 5100.12F, Issuance of Navy Traffic Safety Program
- (b) OPNAVINST 5580.1, Navy Law Enforcement Manual
- (c) OPNAVINST 5102.1C, Mishap Investigation and Reporting
- (d) NASWHIDBEYINST 5500.11B, Command Security Plan
- (e) OPNAVINST 5100.25A, Navy Recreation, Athletics and Home Safety Program
- (f) Motor Vehicle Laws, State of Washington, (Revised Codes of Washington (RCW)), Chapter 46
- (g) Canadian Criminal Code, British Columbia Motor Vehicle Act

GLOSSARY OF ACRONYMS

ACGIH	AMERICAN CONFERENCE OF GOVERNMENTAL INDUSTRIAL HYGIENISTS
ACO	ADMINISTRATING CONTRACTIVE OFFICER
AFGE	AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
AGFET	AVIATION GAS FREE ENGINEERING TECHNICIAN
ALSSO	ASSISTANT LASER SYSTEMS SAFETY OFFICER
ANSI	AMERICAN NATIONAL STANDARDS INSTITUTE
ARSO	ASSISTANT RADIATION SAFETY OFFICER
ATV	ALL TERRAIN VEHICLE
BATF	BUREAU OF ALCOHOL, TOBACCO, & FIREARMS
BOS	BASE OPERATING SUPPORT
CINCPACFLT	COMMANDER-IN-CHIEF, U.S. PACIFIC FLEET
CMA	CLOTHING MAINTENANCE ALLOWANCE
CMMI	CIVILIAN MANPOWER MANAGEMENT INSTRUCTION
CNO	CHIEF OF NAVAL OPERATIONS
COMNAVAIRPAC	COMMANDER NAVAL AIR FORCE, U.S. PACIFIC FLEET
SPAWARSYSCOM	SPACE AND NAVAL WARFARE SYSTEMS COMMAND
COP	CONTINUATION OF PAY
CPO	CHIEF PETTY OFFICER
CPR	CARDIOPULMONARY RESUSCITATION
CPSC	CONSUMER PRODUCT SAFETY COMMISSION
CTD	CUMULATIVE TRAUMA DISORDERS
DAP/MIS	DEFICIENCY ABATEMENT PROGRAM/MANAGEMENT INFORMATION SYSTEM
DOD	DEPARTMENT OF DEFENSE
DOE	DEPARTMENT OF ENERGY
DOL	DEPARTMENT OF LABOR
DON	DEPARTMENT OF THE NAVY

DOT	DEPARTMENT OF TRANSPORTATION
ENV	ENVIRONMENTAL
EPA	ENVIRONMENTAL PROTECTION AGENCY
FDA	FOOD AND DRUG ADMINISTRATION
FECA	FEDERAL EMPLOYEES COMPENSATION ACT
GFCI	GROUND FAULT CIRCUIT INTERRUPTER
GFE	GAS FREE ENGINEER
GFET	GAS FREE ENGINEERING TECHNICIAN
GMT	GENERAL MILITARY TRAINING
GMV	GOVERNMENT MOTOR VEHICLE
HAZCOM	HAZARD COMMUNICATION
HAZMAT or HM	HAZARDOUS MATERIAL
HMCC	HAZARDOUS MATERIALS CONTROL COORDINATOR
HMC&M	HAZARDOUS MATERIAL CONTROL & MANAGEMENT
HMIS	HAZARDOUS MATERIAL INFORMATION SYSTEM
HW	HAZARDOUS WASTE
HWMP	HAZARDOUS WASTE MANAGEMENT PROGRAM
IDLH	IMMEDIATELY DANGEROUS TO LIFE OR HEALTH
IH	INDUSTRIAL HYGIENE/HYGIENIST
LASER	LIGHT AMPLIFICATION BY SIMULATED EMISSION OF RADIATION
LEL	LOWER EXPLOSIVE LIMIT
LOX	LIQUID OXYGEN
LSSO	LASER SYSTEMS SAFETY OFFICER
MCON	MILITARY CONSTRUCTION
MPE	MAXIMUM PERMISSIBLE EXPOSURE
MSDS	MATERIAL SAFETY DATA SHEET
NAF	NON-APPROPRIATED FUND

NAS	NAVAL AIR STATION
NASWI	NAVAL AIR STATION WHIDBEY ISLAND
NAVFACENGCOM	NAVAL FACILITIES ENGINEERING COMMAND
NAVOSH	NAVY OCCUPATIONAL SAFETY AND HEALTH
NAVSEADDET	NAVAL SEA SYSTEMS COMMAND DETACHMENT
NDI	NON-DESTRUCTIVE INSPECTION
NDN	NAVOSH DEFICIENCY NOTICE
NEC	NATIONAL ELECTRIC CODE
NFPA	NATIONAL FIRE PROTECTION ASSOCIATION
NIOSH	NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH
OIC	OFFICER-IN-CHARGE
OM&N	OPERATION AND MAINTENANCE, NAVY
OPN	OTHER PROCUREMENT, NAVY
OPNAV	OFFICE OF THE CHIEF OF NAVAL OPERATIONS
OSH	OCCUPATIONAL SAFETY AND HEALTH
OSHA	OCCUPATIONAL SAFETY AND HEALTH ACT
OWCP	OFFICE OF WORKERS' COMPENSATION
PEL	PERMISSIBLE EXPOSURE LIMIT
PLANO	NONPRESCRIPTION GLASSES
PMV	PRIVATE MOTOR VEHICLE
PPE	PERSONAL PROTECTIVE EQUIPMENT
RAC	RISK ASSESSMENT CODE
RADIAC	RADIATION DETECTION BRAND NAME
RASO	RADIATION AFFAIRS SUPPORT OFFICE
RASP	RADIATION AFFAIRS SUPPORT PROGRAM
RCRA	RESOURCES CONSERVATION & RECOVERY ACT
RFR	RADIO FREQUENCY RADIATION

ROICC	RESIDENT OFFICER-IN-CHARGE OF CONSTRUCTION
RPP	RESPIRATORY PROTECTION PROGRAM
RPPM	RESPIRATORY PROTECTION PROGRAM MANAGER
RPPO	RADIATION PROTECTION PETTY OFFICER
RSO	RADIATION SAFETY OFFICER
SAR	SPECIFIC ABSORPTION RATE
SCBA	SELF-CONTAINED BREATHING APPARATUS
SLMM	SPECIFIED LOCATIONS MINOR MCON
SOP	STANDARD OPERATING PROCEDURES
TLD	THERMALUMINESCENT DOSIMETER
TWA	TIME WEIGHTED AVERAGE
UCMJ	UNIFORM CODE OF MILITARY JUSTICE
UL	UNDERWRITER'S LABORATORIES
WHE	WEIGHT HANDLING EQUIPMENT