Med-00IG Inspector General

Safety / Industrial Hygiene / Occupational Medicine / Audiology

References: *** OPNAVINST 5100.23G (Ch-1), Safety and Occupational Health (SOH)** *** OPNAVINST 5100.12J, Navy Traffic Safety** *** OPNAVINST 5100.25B, Recreation/Off Duty Safety** *** OPNAVINST 5102.1D, Navy/Marine Corps Mishap Investigation Manual** *** OPNAVINST 5090.1C, Navy Environmental Programs Manual** *** OPNAVINST 3500.39B, Operational Risk Management** *** BUMEDINST 5100.13E, BUMED SOH Manual** *** BUMEDINST 6220.14, Bloodborne Pathogen Control Program** *** BUMEDINST 6224.8, Tuberculosis Control/Prevention** *** BUMEDINST 6260.30A, Mercury Control for Dental Treatment Spaces** *** BUMEDINST 6570.3, Hazardous Drugs Safety and Health Plan** *** BUMEDNOTE 6260, Revised Interim Navy Medicine HCP 24 Apr 2014** *** BUMED ltr M409UM4410, Mandatory Use of DOEHRS** *** BUMED ltr M4/11UM41256, Mandatory Use of ESAMS** *** NMCPHC OM 6260, Medical Matrix Technical Manual** ***Industrial Hygiene Field Operations Manual, NEHC–TM6290.91–2 Rev. B** **DISCLAIMER: This list of references is not all inclusive and the most recent updates may not be reflected. Commands are responsible for all instructions and guidance related to a particular program or inspectable area.**	**Command:** **Date:** **Command POCs:**

Echelon columns stipulate each hierarchal level which has the corresponding required element.

Echelon 1 = Surgeon General / Echelon 2 = Bureau of Medicine and Surgery / Echelon 3 = Regional Oversight

Echelon 4 = Military Treatment, Teaching, Research, Laboratory Facilities / Echelon 5 = Branches of echelon 4 UICs

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Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
	SAFETY AND OCCUPATIONAL HEALTH ORGANIZATION & STAFFING								
OPNAVINST 5100.23G 0303(c)(1)(h)	The command has conducted a comprehensive annual self-evaluation of its SOH program to identify goals and objectives for program improvement in accordance with BUMED/Regional assessment methodologies.			*	*	*	*		
OPNAVINST 5100.23G 0207(b)	The CO's SOH policy statement adopts and enhances the Navy's SOH policy and reflects a commitment to safety.			*	*	*	*		
OPNAVINST 5100.23G 0303(a)(1)	The head of the safety organization (SOH) reports directly to the commanding officer (CO).			*	*	*	*	*	

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Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
BUMEDINST 5100.13E (6)(a)(4)(e)	The SOH Manager/Officer is organized as a special assistant to the command suite.			*	*	*	*		If a Public Health Directorate exists, the SOH office may be organized under for administrative purposes only, at least at the department head level.
OPNAVINST 5100.23G 0303(a)(1)	SOH office is staffed adequately based on functional responsibilities, population serviced and resource requirements.			*	*	*	*	*	
OPNAVINST 5100.23G 0303(b) 0303(c) BUMEDINST 5100.13E (6)(a)(4)(d)	Additional duties (outside of OPNAV5100.23 specific chapters) are safety professional related (e.g. Joint Commission/Environment of Care, Environmental, Fire Prevention, Traffic Safety, FECA, etc.) If so, these duties will carry an additional factor when determine SOH full time equivalent (FTE) controls.			*	*	*	*	*	
OPNAVINST 5100.23G 0303(c)(2)	The command considers geography of a region or activity, number of locations and the distance between them, and tenancy when determining staffing requirements.			*	*	*	*	*	

Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.23G 0207	The CO has stated the location(s) where personnel can review copies of Navy (OPNAV), enterprise (BUMED), and local safety standards, records, meeting minutes, and the activity Hazard Communication Plan.			*	*	*	*	*	
OPNAVINST 5100.23G 1005(e)	The CO has established and communicated procedures to protect all Navy personnel from coercion, discrimination, or reprisals for participation in the SOH Program.			*	*	*	*	*	
OPNAVINST 5100.23G 0207(y)	Copies of the DD Form 2272 (Department of Defense Occupational Safety and Health Protection Program) have posted conspicuously.			*	*	*	*	*	
OPNAVINST 5100.23G 1406	The CO reviews lost time mishaps.			*	*	*	*		
SAFETY AND OCCUPATIONAL HEALTH COUNCILS & COMMITTEES									

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Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.23G 0402(f)	The command has established a safety council/environment of care committee and it meets at least quarterly.						*		
OPNAVINST 5100.23G 0402(f)	The committee is chaired by the Executive Officer or higher.						*		
OPNAVINST 5100.23G 0402(f)(2)	Meeting agenda, minutes, action items are in place and codified.						*		
OPNAVINST 5100.23G 0402(f)(1)	The minutes are maintained for at least three years.						*		
OPNAVINST 5100.23G 0402(f)	The committee multidisciplinary in nature (i.e. military, civilian, union, clinical, non-clinical, and ad hoc).						*		

Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.23G 0402(f)(1)	The SOH Manager briefs top management at regularly scheduled interval on the environment of care/safety council.						*		Joint Commission (EC) briefs are quarterly; OPNAV periodicity ranges.
MISHAP INVESTIGATION, REPORTING, AND RECORDKEEPING PROGRAM									
OPNAVINST 5100.23G 0207(b)(24) OPNAVINST 5102.1D 3008	The command maintains a 300 (or equivalent) log for recordable injuries and illnesses.			*	*	*	*		
OPNAVINST 5100.23G 0207(b)(24)	The required OSHA 300A summary log is signed by the Commanding Officer and posted conspicuously during the 01 February to 30 April prescribed dates.			*	*	*	*		
OPNAVINST 5100.23G 1403(d)	All injury/illness data (fiscal reporting, calendar summaries, region data calls, annual metrics, and incidence rates) reflect the same information.			*	*	*	*		

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Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5102.1D 3004(4)(k)	Occupational illnesses (e.g. significant threshold shifts, workplace musculoskeletal disorders) are accurately reported as an illness (not injury).			*	*	*	*		
OPNAVINST 5100.23G 1405	The command has established guidelines delineating roles and responsibilities for reporting and investigating all classes of mishaps. Formal training has occurred for personnel conducting class A, B, and C investigations.			*	*	*	*	*	
OPNAVINST 5100.23G 1403(c)(2)	A safety investigation of every mishap, major or minor is conducted.			*	*	*	*	*	

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Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.23G 1403(e)	Reportable mishaps are submitted electronically via the Web Enabled Safety System (WESS) to COMNAVSAFECEN within six days of the date of the mishap. Note the Enterprise Safety and Application Management System (ESAMS) effectively communicates with WESS and contains all required data, this is acceptable.			*	*	*	*	*	
OPNAVINST 5102.1D (8)(a)	The command submits priority telephone reports to COMNAVSAFECEN and cognizant headquarters within eight hours when any of the following occupationally related events occurs: fatality or permanent total disability; or the hospitalization or permanent partial disability of three or more Navy/non-Navy personnel.			*	*	*	*		
OPNAVINST 5102.1D 3007(h)	A copy of the Safety Investigation Report (SIREP) (prepared by a Safety Investigation Board) been submitted to the chain of command and COMNAVSAFECEN within 30 days of the mishap date (A/B only).			*	*	*	*		

Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
SAFETY AWARDS PROGRAM ASHORE PROGRAM									
OPNAVINST 5100.23G 3205	The echelon 2 (BUMED) has established and operates a safety awards program.				*				
OPNAVINST 5100.23G 3205	The echelon 3 (regions) have established and operate a safety awards program					*			
OPNAVINST 5100.23G 3205	The echelon 4 (activity/MTF or equivalent) have established and operate a safety awards program						*		
HAZARD ABATEMENT PROGRAM									

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Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.23G 1202(b)	OPNAV Form 5100/12 - RAC 1, 2 and 3 deficiencies been posted by the workplace supervisor in the area of the deficiency until the hazard was abated.			*	*	*	*	*	
OPNAVINST 5100.23G 0903(j)	OPNAV Form 5100/12s are updated and tracked by the SOH office as required.			*	*	*	*		
OPNAVINST 5100.23G 1202(b)	OPNAV Form 5100/12s are closed or adequately addressed within the required 30 days of issuance.			*	*	*	*		
OPNAVINST 5100.23G 1202(c)	RACs 1, 2 and 3 requiring more than 30 days for correction are recorded in a formal installation hazard abatement plan to include the cited standard per line item violation.			*	*	*	*	*	
OPNAVINST 5100.23G 1203	Interim controls documented on the OPNAV Form 5100/12 and have been approved by the SOH office.			*	*	*	*	*	

Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.23G 1204 et al	Projects to correct hazards which are beyond the funding capability of the local commander are submitted, via the chain of command, to the Host installation or major claimant(s).			*	*	*	*	*	
HAZARDOUS MATERIAL CONTROL & MANAGEMENT PROGRAM									
OPNAVINST 5100.23G 0702(g)(10)(g)	The command has a written HMC&M Program.						*		
OPNAVINST 5100.23G 0702(g)(2)	Hazardous (to include infectious) waste is discussed in the HMC&M Program.						*		If not, it is discussed in a local/codified instruction elsewhere.
OPNAVINST 5100.23G 0702(f) 0702(g)	The SOH office has developed a written Hazard Communication (HAZCOM) plan meeting the requirements of OSHA 1910.1200.						*		

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Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.23G 0702(g)(10)(d)	A written standard operating procedure on how to procure hazard material (HM) is in place.						*	*	
OPNAVINST 5100.23G 0702(f) 0702(g)(2)	A written standard operating procedure on how to dispose of hazardous waste (HW) and infectious waste (IW) are in place.						*	*	
OPNAVINST 5100.23G 0702(g)(2)	The command has developed and implemented an "authorized HM use list" using an inventory that identifies and quantifies HM.						*	*	
OPNAVINST 5100.23G 0702(g)(5)	The authorized use list (AUL) is centralized containing unique identifiers to cross reference the inventory for reference and retrieval of the corresponding SDS.						*		Note an online repository matching the chemical name with its corresponding SDS fulfills this requirement.
OPNAVINST 5100.23G 0702(g)(3)	The safety office perform a periodic (at least annual) review to verify that HM is approved for use, and the conditions of use are appropriate.						*	*	

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Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.23G 0702(g)(6)	The activity has a Safety Data Sheet (SDS) for each hazardous chemical authorized/used.						*	*	
OPNAVINST 5100.23G 0702(g)(10)(b)	The SOH office ensures SDS are readily accessible and processes are in place for All Hands during all shifts.						*	*	Examples of readily accessible are: online, via telephone/hotline technical support, and hard copy binders.
OPNAVINST 5100.23G 0702(g)(10)(h)	All staff receive required HAZCOM training annually which includes: • Requirements of the HAZCOM standard • Any hazardous operations in their work area where hazardous chemicals are present • Location and availability of the written HAZCOM program, including the required list(s) of hazardous chemicals and SDSs			*	*	*	*	*	

Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.23G 0602(c)(1) 0602(c)(2)	HAZCOM training is provided at the time of initial assignment and whenever a new hazard is introduced into a work area.			*	*	*	*	*	
EMPLOYEE REPORTS OF UNSAFE / UNHEALTHFUL CONDITIONS PROGRAM									
OPNAVINST 5100.23G 1005(a)	The command publishes (e.g., posting, training) the existence of the employee hazard reporting program and notify personnel regarding their rights and obligations in reporting hazardous situations.			*	*	*	*	*	
OPNAVINST 5100.23G 1005(d)	The command ensures blank copies of forms and procedures for employees to report unsafe/unhealthful working conditions are located in areas convenient to all workplaces.			*	*	*	*	*	

Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.23G 1005(f)	The safety office maintains records of all hazard report received and when necessary, contact the employee making the report and/or advise the cognizant supervisor that a hazard has been reported.			*	*	*	*	*	5 year retention requirement
OPNAVINST 5100.23G 1002(b)	Oral reports made to the safety office are transcribed into a written report or log.			*	*	*	*	*	
OPNAVINST 5100.23G 1002(d)	Does the safety office investigate all reports brought to its attention: • Alleged imminent danger: 24 hours • Potentially serious: 3 days • All other situations: 10 working days • Health hazards, report it to the cognizant medical authority			*	*	*	*	*	
SAFETY AND OCCUPATIONAL HEALTH INSPECTION PROGRAM									

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Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
BUMEDINST 5100.13E (6)(a)(4)(b)	Enterprise Safety Application Management System (ESAMS) is utilized for SOH inspections (surveys) documentation; follow up, deficiency notices, and tracking.					*	*	*	Regions should have specific guidance/POA&M regarding implementation; also look at BUMEDMemorandum,SerM4/11UM41256of12Dec11
OPNAVINST 5100.23G 0903(a)	All workplaces are inspected at least annually.			*	*	*	*	*	
OPNAVINST 5100.23G 0903(a)	Workplaces identified as higher hazard (e.g. patient care, clinical, industrial, maintenance areas, mechanical rooms, etc.) are inspected more than once annually.					*	*	*	
OPNAVINST 5100.23G 0902 et al 0903(b)	SOH office personnel performing inspections are qualified and competent.				*	*	*	*	Note: if not fully qualified, a qualified SOH professional may sign out reports.
OPNAVINST 5100.23G 0903(h)	Written reports of workplace inspections provided to the official in charge of the operation inspected within 15 working days after the inspection.			*	*	*	*	*	The Enterprise Safety Application Management System (ESAMS) – Inspections Repository satisfies this if properly deployed.

Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.23G 0903(h)	OPNAV Form 5100/12s or an equivalent containing the same information is used to document findings.			*	*	*	*	*	The Enterprise Safety Application Management System (ESAMS) – Inspections Repository satisfies this if properly deployed.
OPNAVINST 5100.23G 0903(j)	Follow up workplace inspections conducted to verify corrections have been made or to focus on specific problem areas.			*	*	*	*	*	The Enterprise Safety Application Management System (ESAMS) – Inspections Repository satisfies this if properly deployed.
OPNAVINST 5100.23G 0903(i)	All sections of the OPNAV Form 5100/12 are answered by applicable parties with appropriate documentation per each deficiency.			*	*	*	*	*	The Enterprise Safety Application Management System (ESAMS) – Inspections Repository satisfies this if properly deployed.
SAFETY & OCCUPATIONAL HEALTH TRAINING PROGRAM									
BUMEDINST 5100.13E (6)(a)(4)(b)	Enterprise Safety Application Management System (ESAMS) is utilized for SOH training.					*	*	*	Regions should have specific guidance/POA&M regarding implementation; also look at BUMED Memorandum, SerM4/11UM41256 of 12Dec11

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Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
0602(c)(1) 0602(c)(2)	All Hands receive required initial, annual, and monthly SOH training per OPNAV/23-series training matrices located in chapter 6 appendices.			*	*	*	*	*	The Enterprise Safety Application Management System (ESAMS) – Duties/Tasks and Training modules satisfies this if properly deployed.
OPNAVINST 5100.23G 0602(a)	Management receives initial SOH training to enable them to actively and effectively support SOH programs in their specific areas of responsibility.			*	*	*	*	*	
OPNAVINST 5100.25B	All Hands receive required Recreation/Off Duty Safety Training at least quarterly.			*	*	*	*	*	
OPNAVINST 5100.23G 0602(b)	Supervisors receive SOH training per OPNAV/23-series training matrices located in chapter 6 appendices. Newly appointed supervisors (also those being promoted to E5) receive SOH training within 180 days of the appointment/promotion.				*	*	*	*	

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Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.23G 0602(c)(3)	New staff receives orientation from the SOH office upon check in and/or during command orientation.			*	*	*	*	*	
OPNAVINST 5100.23G 0602(d)(2)	An individual development plan (IDP) has been established and tracked each SOH professional assigned to the SOH office. IDPs are updated at least annually.				*	*	*		
BUMEDINST 5100.13E (6)(c)(2)	All full-time journeyman level and higher industrial hygienists, IHOs, OH nurses, OM providers, OAs, and safety specialists and managers shall receive an equivalent of 4 continuing education units (CEUs) or 40 hours of professional development training annually. All full-time SOH personnel in a training status shall receive an equivalent of 8 CEUs or 80 hours of professional development training annually.				*	*	*		

Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.23G 0605	The command ensures maintenance of SOH training records for five years.			*	*	*	*		The Enterprise Safety Application Management System (ESAMS) – Training/Personnel Transcripts Repository satisfies this if properly deployed as far back as the application is used.
OPNAVINST 5100.23G 0605(c)	A means to determine the effectiveness of the training for each training course has been implemented. The Enterprise Safety Application Management System (ESAMS) – Web-Based Training Presentations satisfies this if properly deployed.				*	*	*		The Enterprise Safety Application Management System (ESAMS) – Web-Based Training Presentations satisfies this if properly deployed.
OPNAVINST 5100.23G 0605(d)	The SOH office maintains current copies of lesson plans for training courses.				*	*	*		The Enterprise Safety Application Management System (ESAMS) – Web-Based Training Presentations satisfies this if properly deployed.
NAVY TRAFFIC SAFETY PROGRAM MOTORCYCLE SAFETY PROGRAM RECREATION / OFF DUTY SAFETY PROGRAM									

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Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.12J (4)	The command has established or participates in a Traffic Safety Program.			*	*	*	*	*	
OPNAVINST 5100.12J (6)(j)(16)	The Traffic Safety Coordinator is appointed in writing.				*	*	*		
OPNAVINST 5100.25B (4)(g)(1)	The command has a Recreation and Off Duty Safety (RODS) Program.			*	*	*	*	*	
OPNAVINST 5100.25B (4)(g)(2)	The RODS Representative is appointed in writing.				*	*	*		
OPNAVINST 5100.12J (6)(j)(16)	A Motorcycle Safety Representative (MSR) is identified and has assumed the collateral duties.				*	*	*		

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Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.12J (6)(l)(4)	The MSR briefs the leadership at least quarterly on the UIC's motorcycle safety compliance via the Enterprise Safety Application Management System (ESAMS)				*	*	*		
OPNAVINST 5100.12J (6)(l)(1)	The MSR has been trained on and is operating the program via the Enterprise Safety Application Management System Application (ESAMS).								
OPNAVINST 5100.25B (5)(c)	Command owned/appropriated MWR equipment is inspected at least annually by the competent person.						*		

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Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.25B (2)(d)	A list of high risk recreation activities are discussed either during command orientation, SOH office check in, or with the supervisor. Checklist questionnaire includes at a minimum the following activities: • White water kayaking/rafting • Boxing • Bungee jumping • Air ballooning • Hunting • Mountain climbing • Parachuting/sky diving • Parasailing			*	*	*	*	*	
OPNAVINST 5100.12J (7)(d)	Staff are restricted from driving a GMV in a duty status more than 10 hours in a 24 hour period.			*	*	*	*	*	Eight consecutive hours off duty should preceed GMV travel.
OPNAVINST 5100.12J (15)(d)	The Host installation or MTF has a policy prohibiting on the wearing of portable ear devices while operating a motor vehicle, jogging, walking, bicycling or skating on DoD property.			*	*	*	*	*	

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Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.12J (14)(b)	The command utilizes a golf cart and has established a local safety protocol.					*	*		MTFs should determine through a risk assessment why these are to be used and who will be transported. The environment of care committee and partnering with Quality Management is encouraged.
OPNAVINST 5100.12J (12)(e)	Motorcycle safety is training available and provided for all personnel operating motorcycles in the command's area of responsibility.			*	*	*	*	*	
OPNAVINST 5100.12J (12)(f)	Motorcycle operators wear the required personnel protective equipment as prescribed in the OPNAV, state department of transportation, and Host Installation regulatory manuals.			*	*	*	*	*	
OPNAVINST 5100.12J (8)(a)	All military personnel under age 26 with a driver's license to operate military vehicles attended at least four hours of classroom instruction in traffic safety.			*	*	*	*	*	
OPNAVINST 5100.12J (8)(b)	A driver improvement course (e.g. AAA Driver Improvement) is used both proactively and reactively as a leadership tool.			*	*	*	*	*	

Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.12J (6)(i)(7)	A Traffic Safety Council been established at the Host Installation (or stand alone MTF).			*	*	*	*	*	
OPNAVINST 5100.12J (6)(i)(7)	The Host Installation (or stand alone MTF) Traffic Safety Council reviews items such as pedestrian, jogging/running, bicycling, and children/school zones			*	*	*	*	*	
PERSONAL PROTECTIVE EQUIPMENT PROGRAM (to include Sight Conservation)									
OPNAVINST 5100.23G 2001(b)	Appropriate personal protective equipment is provide and used during personal and command physical activities.			*	*	*	*	*	
OPNAVINST 5100.23G 2002 et al	All workplaces have been assessed to determine whether or not PPE is required.			*	*	*	*	*	

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Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.23G 2002(c)	Written hazard assessment(s) are on file identifying: the workplace, personnel evaluated, evaluator, and date.			*	*	*	*	*	
OPNAVINST 5100.23G 1901(a)	A complete survey of all activity work areas, processes, and occupations to determine which are eye hazardous and which personnel require eye protection, and what type of eye protection is needed, including personnel in the workplace vicinity potentially exposed has been conducted.			*	*	*	*	*	
OPNAVINST 5100.23G 2004	The command ensures employees are provided adequate eye and face protection equipment at government expense.			*	*	*	*	*	
OPNAVINST 5100.23G 2013 et al	Employees are trained to know when PPE is necessary, the type to use, how to use, limitations, care/maintenance, and who to contact for turn in/re-issuance of PPE.			*	*	*	*	*	

Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
	RESPIRATORY PROTECTION PROGRAM								
BUMEDINST 5100.13E (6)(a)(4)(b)	Enterprise Safety Application Management System (ESAMS) is utilized for SOH respiratory protection program tracking, training, and record keeping.					*	*	*	Regions should have specific guidance/POA&M regarding implementation; also look at BUMEDMemorandum,SerM4/11UM41256of12Dec11
OPNAVINST 5100.23G 1513(a)	The Commanding Officer appointed a RPPM in writing.						*		
OPNAVINST 5100.23G 1512(b)	The RPPM completed the required course work.						*		Acceptable courses include: A-493-0072, NIOSH 593, OSHA 2220, or OSHA 2225
OPNAVINST 5100.23G 1513(a)(8)	An annual audit of the RPP occurs and is completed by the RPPM.						*		

Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.23G 1503(e)(1)	Staff members with facial hair who are required to be in the RPP are addressed or accommodated with positive pressure type devices.						*	*	
OPNAVINST 5100.23G 1503(f)(6)	Employees using respiratory protection where not required are designated "Humanitarian/Morale/Voluntary Use." All equipment is issued and controlled by the RPPM. Employees are provided training.						*	*	
OPNAVINST 5100.23G 1506 et al	If breathing air apparatus are onsite, supplied air meets Grade D requirements and is monitored at least quarterly with compressed air systems having (either) high temperature or continuous carbon monoxide monitor/alarm systems.						*	*	

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Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.23G 1513(a)(2)	Standard Operating Procedures (SOPs) are written and up to date for selection, issuance, maintenance, and cartage change out schedules.						*	*	
OPNAVINST 5100.23G 1510	Inspection, cleaning, and repair of respirators is performed by personnel the competent person as designated by the RPPM.						*	*	
OPNAVINST 5100.23G 1507(e)	Emergency/Rescue type respirators are onsite and included in the RPP.						*	*	
OPNAVINST 5100.23G 1513(a)(3)	All RPR users and (their) supervisors receive initial and annual refresher training.						*	*	
OPNAVINST 5100.23G 1509(a)	All RPP users required to wear respirators with tightly fitting face pieces given a fit test at the time of initial fitting and annually thereafter.								

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Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.23G 1513(a)(5)	RPP users complete a questionnaire: prior to initial use and annually thereafter which includes general health status and emphasis on respiratory conditions.						*	*	
OPNAVINST 5100.23G 1513(b) et al	A qualified health professional reviews questionnaires to determine medical evaluation requirements for respiratory protection.						*	*	
OPNAVINST 5100.23G 1513(b) et al	The command ensures RPP users are evaluated medically to ensure physically fit/able to perform assigned tasks while wearing respiratory protection.						*	*	
NMCPHC TM-OM 6260	Occupational/Environmental Medicine (OEM) ensures a medical statement is on file noting “user qualified” or “user not qualified” with applicable restrictions.						*	*	
OPNAVINST 5100.23G 1513(b)(2)(a)	Industrial Hygiene (IH) includes a written evaluation (independent of the RPPM audit) for the command in the periodic IH survey.						*	*	

Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
	ENERGY CONTROL PROGRAM (LOCK OUT / TAG OUT)								
OPNAVINST 5100.23G 2404(d)(1)	The command has developed specific written procedures to control potentially hazardous energy during servicing and maintenance of equipment/machinery.			*	*	*	*	*	
OPNAVINST 5100.23G 2404(d)(3)	A current roster of trained and qualified employees who are authorized to work on hazardous energy systems and equipment is maintained.			*	*	*	*	*	
OPNAVINST 5100.23G 2402(d)	Both lockout and tag out devices contain required information (i.e. employee identity and specific, warning labels).			*	*	*	*	*	

Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.23G 2404(d)(3)	Each authorized employee has received 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.			*	*	*	*	*	
OPNAVINST 5100.23G 2404(d)(4)	Each affected employee has been instructed on the requirements of the hazardous energy control program.			*	*	*	*	*	
OPNAVINST 5100.23G 2404(e)(4)	The command conducts an annual review of all facility energy control procedures. Typical work center components are (but not limited to) biomedical repair and facilities maintenance.			*	*	*	*	*	
CONFINED SPACE ENTRY (CSE) PROGRAM									

Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.23G 2703(a)	The Confined Space Program Manager (CSPM) been appointed in writing by the Commanding Officer.				*	*	*	*	
OPNAVINST 5100.23G 2703(c)	The CSPM and assistant CSPM (ACSPM) successfully completed Confined Space Safety A-493-0030 (formerly OSH 245E) or equivalent.				*	*	*	*	
OPNAVINST 5100.23G 2703(d)(2)	Qualified Persons (QP) have received classroom instruction conducted by the CSPM of ACSPM.				*	*	*	*	
OPNAVINST 5100.23G 2704(a)(1)	All confined spaces having a reasonable potential for personnel entry have been identified and evaluated.				*	*	*	*	
OPNAVINST 5100.23G 2710 et al	Warning or Danger signs are posted for each permit required confined space in a conspicuous location near likely entry points with general hazard information and entry/response measures.				*	*	*	*	

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Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.23G 27-C(2) et al	Attendants are instructed as to their duties.				*	*	*	*	
OPNAVINST 5100.23G 2705(c)(3)	The CSPM has engaged/ensured a rescue team is aware of potential entry hazards and the necessary precautions.				*	*	*	*	
OPNAVINST 5100.23G 27-C(1) et al	A responsible supervisor has ensured all authorized entrants are aware of likely hazards encountered in the confined space and appropriate safety measures.				*	*	*	*	
OPNAVINST 5100.23G 2721	The command has an emergency plan consistent with the operation and conditions to cover confined space entry.				*	*	*	*	
OPNAVINST 5100.23G 2733(a)	Separate confined space entry permits are issued where Navy and contractor personnel occupy the same space at the same time.				*	*	*	*	

Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.23G 2735	The Confined Space Entry program is reviewed at least annually and whenever there is reason to believe that the program may not be providing adequate protection to employees.				*	*	*	*	
WEIGHT HANDLING SAFETY PROGRAM									
OPNAVINST 5100.23G 3102(c)	All applicable weight handing equipment has been identified with an accompanying maintenance/certification schedule which is centrally located.				*	*	*	*	
OPNAVINST 5100.23G 3102(e)	Incidents or mishaps involving material handling equipment to include injury, damage to property, and near misses have occurred in the last fiscal year.				*	*	*	*	
ERGONOMICS PROGRAM									

Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.23G 2310(g) 2310(h)	An ergonomics program exists and is supported by the Commanding Officer.			*	*	*	*		
OPNAVINST 5100.23G 2308(a)	Ergonomics general awareness training is provided to all personnel.			*	*	*	*	*	
OPNAVINST 5100.23G 2308(b)	Industrial Hygiene and Safety office personnel have been properly trained to conduct ergonomic surveys and make written recommendations.						*		
INDUSTRIAL HYGIENE SURVEY PROGRAM									
OPNAVINST 5100.23G 0802(c)	All workplaces been evaluated initially (baseline) and periodically by an industrial hygienist in order to identify and quantify all potential health hazards.			*	*	*	*	*	

Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.23G 0802(g)	Surveys indicate when evaluations are required more frequently than annually.						*		
OPNAVINST 5100.23G 0802(g)	The number of surveys identified to be reassessed is completed within the prescribed timeframe.					*	*	*	
OPNAVINST 5100.23G 0802(f)(3)	During the periodic evaluations, a determination is made on the changes/frequencies of the monitoring plan.						*		
OPNAVINST 5100.23G 0802(f)(2) 0802(c)(2) 0802(c)(3)	A walk-through survey obtains a description of operations, tasks, work practices, controls, listing of hazardous materials used, and chemical/physical/biological hazards.						*		
INDUSTRIAL HYGIENE – WORKPLACE MONITORING PROGRAM									

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Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.23G 0802(f)(3)	All workplace exposure monitoring is conducted by industrial hygienists, or industrial hygiene technicians under the direction of an industrial hygienist.						*		
OPNAVINST 5100.23G 0802(f)(3)	Workplace monitoring plans are prepared in order to: • fulfill regulatory sampling requirements • statistically validate exposure assessments • track workplace exposures to determine trends • validate professional judgements of unchanged exposure assessments						*		
OPNAVINST 5100.23G 0802(f) et al	Exposure monitoring plans are based on a sampling strategy designed to obtain a representative sample of actual exposures and objectively analyze the data.						*		
BUMEDINST 5100.13E (6)(a)(4)(c)	The command is actively using the DOEHRS-IH application and is meeting the defined (regional) expectations.					*	*		Regions should have specific implementation guidance; also look at BUMED ltr M409UM4410 (3)

Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
	BLOOD BORNE PATHOGENS PROGRAM								
OPNAVINST 5100.23G 2802	The command has employees with who are potentially exposed to BBPs.						*	*	
OPNAVINST 5100.23G 2803	The command has established a written Exposure Control Plan with a detailed listing of the job/duties covering employees in this program and containing all required OSHA elements.						*	*	
OPNAVINST 5100.23G 2804	The Exposure Control Plan is accessible to employees and follows a SOP or flow chart style (easy to read).						*	*	
OPNAVINST 5100.23G 2804	The Exposure Control Plan is reviewed and updated at least annually and whenever new tasks or modifications to existing tasks affect occupational exposures.						*	*	

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Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.23G 2804	All personnel covered under this instruction receive annual training on BBPs.						*	*	
OPNAVINST 5100.23G 2804	BBP training given at the time of initial assignment to tasks involving occupational exposure for new personnel.						*	*	
OPNAVINST 5100.23G 2804	The BBP training program administered by a person knowledgeable in the subject matter as it pertains to the workplace.						*	*	
OPNAVINST 5100.23G 2804	Hepatitis B vaccine is offered within 10 days to all covered personnel when occupational exposure to BBPs can be reasonably anticipated. Follow up examinations occur at the proper intervals and are explained to the employee.						*	*	
OPNAVINST 5100.23G 2804	Medical record documentation occurs for all exposures to blood or OPIM.			*	*	*	*	*	

Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.23G 2804	BBP training records include dates of training sessions, a summary of the session, the names and qualifications of the persons conducting the training and the names and job titles of all persons attending the training sessions.						*	*	
OPNAVINST 5100.23G 2804	Individuals involved in exposure incidents report to the medical department for a medical evaluation and post-incident follow-up.						*	*	
OPNAVINST 5100.23G 2804	The health care professional documents the exposure route and circumstance including the results of the source individual's blood testing and all other medical records appropriate to the treatment of the exposed individual to include vaccination status.						*	*	
OCCUPATIONAL REPRODUCTIVE HAZARDS PROGRAM									

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Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.23G 2903(a)(1)	SOH personnel routinely look for reproductive hazards						*	*	Navy Environmental Health Center Technical Manual NEHC-TM-6260-01 provides a list of common chemicals.
OPNAVINST 5100.23G 2903(a)(2) 2903(a)(3)	Industrial Hygiene personnel identify and annotate reproductive hazards in the workplace						*	*	
OPNAVINST 5100.23G 2903(a)(5)	A reproductive hazard assessment (including negative determinations) was included as part of the routine evaluation and specifically addressed in IH survey reports.						*		
OPNAVINST 5100.23G 2903(b)(1)(a)	Chemicals that are known reproductive hazards are subsitituted with a less hazardous substance if possible.						*	*	This is the preferred control/abatement; recommend a documented risk assessment of why the known hazard must be used.
BUMEDINST 6260.30A (6)(a)(2)	Amalgams containing mercury are pre-encapsulated only.						*	*	

Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
BUMEDINST 6260.30A (6)(a)(3)	Amalgam separators have been installed for all wastewater suction lines in dental treatment rooms.						*	*	
CENTRALIZED TECHNICAL MANAGEMENT INDUSTRIAL HYGIENE/OCCUPATIONAL MEDICINE/AUDIOLOGY									
BUMEDINST 5100.13E (6)(a)(4)(f)	Industrial Hygiene (IH), Occupational Medicine (OM) and Audiology (AO) are aligned under the public health directorate (DPH).						*		If the command does not have a DPH, notate organizational alignment.
BUMEDINST 5100.13E (6)(a)(4)(f)	Medical records review is occurring by qualified practitioners; peer review also occurs for credential/privileging						*		
BUMEDINST 5100.13E (6)(a)(4)(f)	A documented technical review occurs for all IH reports. This technical review is required to be performed by an experience IH who is a Certified Industrial Hygienist (CIH) or eligible for CIH.						*		

Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
BUMEDINST 5100.13E (6)(a)(4)(i)	MTFs ensure OH providers (specifically OM physicians, OM physician assistants, OAs, and OH nurses) visit, at least annually, the DoD workplaces of personnel enrolled in medical surveillance programs. It is encouraged to the maximum extent possible to leverage subject matter expertise of professions that visits be done jointly with industrial hygienists, OAs, and safety specialists.						*	*	
MEDICAL SURVEILLANCE PROGRAMS									
BUMEDINST 5100.13E (6)(a)(4)(b)	Enterprise Safety Application Management System (ESAMS) is utilized for medical surveillance placement, tracking, and record keeping.					*	*	*	Regions should have specific guidance/POA&M regarding implementation; also look at BUMEDMemorandum,SerM4/11UM41256of12Dec11
OPNAVINST 5100.23G 0805(a)(2)(a)	Selection of personnel for medical surveillance examinations based primarily on results of the IH program as interpreted by qualified occupational health professionals.						*	*	

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Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.23G 0805(a)(2)	A department (safety, occupational health, public health) has been designated to manage the medical surveillance program.						*		
NMCPHC TM-OM 6260	The occupational health department screens all incoming (civil service) staff with an employee health questionnaire.						*	*	
NMCPHC TM-OM 6260	The command utilizes a local or Navy Marine Corps Public Health Center matrix listing appropriate medical surveillance and certification programs.						*	*	
OPNAVINST 5100.23G 0805(a)(5)	The occupational health representative actively participates in worksite consultations at its assigned shore base.						*	*	
OPNAVINST 5100.23G 0503(d)(1) 0503(d)(2) Appendix 5-A	A protocol is in place to determine how to handle contractors and/or non-appropriated patients.			*	*	*	*	*	

Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
	HAZARDOUS DRUG SAFETY AND HEALTH PLAN								
BUMEDINST 6570.3 (5)(a)	A Hazardous Drug Officer (HDO) appointed to manage and monitor the Hazardous Drug Safety and Health Plan.						*	*	The HDO must be a pharmacist or nurse.
BUMEDINST 6570.3 (6)(b)(1)	All hazardous drugs (HDs) have a distinct warning label denoting associated hazards.						*	*	It is prudent to list HDs on the AUL for spill response, control, and disposal purposes.
BUMEDINST 6570.3 (6)(a)(7)	The command has determined the handling, control, and surveillance for non-liquid HDs.						*	*	Documenting a negative exposures should be included in this determination to ensure a comprehensive assessment occurred and factored potential staff and HD media (i.e. cream, liquid, pills, etc.).
BUMEDINST 6570.3 (6)(j)	All personnel who may be required to work with (preparation, administration, disposal or spills) HDs are included in a program to include annual awareness training.						*	*	

Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
BUMEDINST 6570.3 (6)(f)(2)	Personnel routinely exposed to chemotherapeutic agents in the course of admixture, compounding and administration included in a medical surveillance program (pre-placement and annually).						*	*	
BUMEDINST 6570.3 (6)(b)(2)	The command has an emergency plan covering spillage and accidents involving hazardous drugs.						*	*	
HEARING CONSERVATION AND NOISE ABATEMENT PROGRAM									
OPNAVINST 5100.23G 1804(a)	All work environments have been surveyed to identify potentially hazardous noise levels as part of the industrial hygiene survey.			*	*	*	*	*	
BUMEDNOTICE 6260 Encl: (1), para (3)	Noise measurement and analysis is conducted per NEHC–TM6290.91–2 Rev. B Chapter 5.						*	*	

Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
BUMEDNOTICE 6260 Encl: (1), para (5)	Routinely exposed and at risk personnel are recommended for inclusion in the Hearing Conservation Program.						*	*	NMCPHC TM 6260.51.99-2 describes "routinely" as "when the TWA exceeds 85 dB(A) on average more than 2 days in any month". For purposes of this guidance the definition of "routinely" will be extended to include, not only individuals exceeding the 8 hour TWA OEL, but also those exceeding the 140 dB(P) OEL.
OPNAVINST 5100.23G 1804(a)(3)	Personal dosimetry is conducted where area monitoring is not appropriate.			*	*	*	*	*	
OPNAVINST 5100.23G 1804(a)(4)	Work environments found to have noise levels at or above 85 decibels (dB) (continuous or intermittent) or 140 dB peak sound pressure level for impact or impulse noise are resurveyed within 30 days of any significant modifications or changes in work routines.			*	*	*	*	*	
OPNAVINST 5100.23G 1804(a)(7)	Noise measurements are recorded on NEHC Forms 5100/17 and 5100/18, or a computer-generated equivalent.			*	*	*	*	*	

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Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.23G 2014(a) **BUMEDNOTE 6260, Revised Interim Navy Medicine Hearing Conservation Program Guidane 24 Apr 2014**	Surveys recommend personnel required to work in designated noise hazard areas or with noise hazardous equipment which produce sound levels at or above 85 dBA or greater (continuous or intermittent) in an eight hour TWA exposure, or 140 dB peak sound pressure levels are entered in a hearing testing program.			*	*	*	*	*	
OPNAVINST 5100.23G 1807(b)	The industrial hygienist, audiologist or other competent individual determines which hearing protection devices are suitable.			*	*	*	*	*	

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Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.23G 1804(b)	Surveys recommend personnel required to work in designated noise hazard areas or with noise hazardous equipment which produce sound levels at or above 85 dB (continuous or intermittent) in an eight hour TWA exposure, or 140 dB peak sound pressure levels are entered in a hearing testing program.			*	*	*	*	*	
OPNAVINST 5100.23G 1806(a)	Audiograms are given annually for as long as the employee remains in a noise hazard environment.			*	*	*	*	*	
OPNAVINST 5100.23G 1806(d)	Personnel exhibiting a significant threshold shift on monitoring hearing tests receive required follow-up hearing testing.			*	*	*	*	*	
OPNAVINST 5100.23G 1806(d)	Significant threshold shifts are reported to the SOH office for entry on the Log of Navy Injuries and Occupational Illnesses/OSHA 300 Log.			*	*	*	*	*	

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Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5100.23G 1809(a)	Hearing tests are recorded on DD 2215, Reference Audiogram, or DD 2216, Hearing Conservation Data as appropriate with the original placed in the heath record.			*	*	*	*	*	
OPNAVINST 5100.23G 1813(c)(2)	All personnel exposed to hazardous noise are identified on a roster for inclusion in the HCP.			*	*	*	*	*	
OPNAVINST 5100.23G 1802(e)	All personnel included in the hearing conservation program receive annual training.			*	*	*	*	*	
OPNAVINST 5100.23G 1804(b)(4) 1806(e)	Recommendations for disenrollment of individuals already included in an HCP are made only by professionals trained to evaluate noise exposure assessments.			*	*	*	*	*	
OPNAVINST 5100.23G 1804(b)(4)	Personnel are disenrolled only after concurrence with an audiologist or physician trained in occupational hearing loss occurs.			*	*	*	*	*	

Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
	ENVIRONMENTAL PROGRAMS								
BUMEDINST 6280.1B	Regulated medical waste is managed, stored, and transported, per BUMED instruction.						*	*	Pathological waste has special storage and management requirements.
40 CFR 260.349a), 261.3, 261.4(b), 261.21-261-261.11	Generators of solid waste must determine if the wastes are hazardous waste.						*	*	Follow up on pharmaceutical HW to ensure that they have done a formulary review to make this determination and have established a program.
OPNAVINST 5090.1C, para 1-5.4 and 10-5.6	In accordance with OPNAVINST 5090.1C, para 1-5.4 and 10-5.6 all installations that own or operate a water system will develop and implement a Cross-Connection Control and Backflow Prevention Program that includes a recordkeeping requirement of five years of records for inspection and maintenance performed.						*	*	

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Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes
OPNAVINST 5090.1C Appendix B	If facility has received a NOV/NON verify it was reported per requirements of OPNAV5090.1C and is closed out.						*	*	

Safety / Industrial Hygiene / Occupational Medicine / Audiology

Reference	Standard	Yes	No	1	2	3	4	5	Comments/Notes

Safety & Occupational Health Office Additional Comments:

Industrial Hygiene Office Additional Comments:

Occupational/Environmental Medicine Additional Comments:

Occupational Audiology Office Additional Comments:

Environmental Programs Office Additional Comments:

Other Additional Comments: