



## DEPARTMENT OF THE NAVY

NAVY MEDICINE EAST  
620 JOHN PAUL JONES CIRCLE  
PORTSMOUTH, VIRGINIA 23708-2106

NAVMEDEASTINST 5100.2A  
M4

### NAVMEDEAST INSTRUCTION 5100.2A

Subj: COMMAND SAFETY AND OCCUPATIONAL HEALTH PROGRAM

Ref: (a) OPNAVINST 5100.23G  
(b) BUMEDINST 5100.13D  
(c) COMNAVREGMIDLANTINST 5400.1  
(d) OPNAVINST 5100.12H

1. Purpose. To establish policy and procedures and to outline applicable responsibilities and management of the Naval Safety and Occupational Health (SOH) Program at Navy Medicine East (NME). The NME SOH Program includes provisions to prevent injuries and illnesses, protect equipment, materiel, facilities, and to support the overall mission by conserving resources.

2. Cancellation. NAVMEDEASTINST 5100.2

3. Background. SOH is an inherent responsibility of the command. The Navy has historically required aggressive SOH programs to prevent and abate hazardous conditions. SOH programs have worked through regulatory processes to presently encompass a large body of laws, rules, standards, and record-keeping. This instruction directs this command in the implementation of applicable requirements outlined in references (a) through (d).

4. Policy. The provisions in this instruction apply to all personnel, both military and civilian assigned to NME. The internal SOH Program management rests with NME for areas and personnel under its cognizance, except as specifically covered by host-tenant agreements. This SOH Program will maintain and enhance a safe and healthful working environment for all personnel. Each individual plays a vital role in the SOH Program and must share in the responsibility for mishap prevention. There will be no coercion, discrimination, or reprisals against those participating in the SOH Program.

5. Responsibilities

a. Commander. Occupational safety and health is a command responsibility. The Commander shall issue the policy and goals of the NME SOH Program. The Commander is ultimately responsible for ensuring full SOH Program implementation in accordance with references (a) through (c).

b. Safety Manager shall:

(1) Receive appropriate training to prepare the individual to perform the duties of the position.

(2) Assist in managing and coordinating a comprehensive SOH Program.

(3) Coordinate necessary action to abate identified hazards.

(4) Perform and coordinate support for mishap investigation, reporting, and record-keeping requirements.

(5) Coordinate investigation of all reports of unsafe or unhealthful working conditions.

(6) Coordinate annual safety inspections with Naval Medical Center (NMC), Portsmouth.

(7) Coordinate SOH training and educational programs at required frequencies. This will include management, supervisory, and non-supervisory personnel. Types of training/education include NAVSOH Program requirements and responsibilities, motor vehicle accident prevention, recreational and holiday activities, and fire prevention/protection.

(8) Conduct an annual self-assessment of the command SOH Program. This self-assessment will include, at a minimum, a review of mishap statistics and analysis data, inspection reports, hazard reports, risk assessments, and an evaluation of compliance posture. For areas identified as needing improvement, develop strategies which include performance or measurement standards and target completion dates. Results of the self-assessment and improvement initiatives will be shared and coordinated with the Commander and Board of Directors.

(9) Disseminate SOH policies and program information. This information will be posted on the Safety Bulletin Board.

(10) Coordinate Industrial Hygiene Surveys with NMC Portsmouth.

(11) Serve as point of contact for SOH Council and Traffic Safety Council concerns.

c. Deputies Chief of Staff shall:

(1) Enforce and promote command SOH policies and procedures as stated in this instruction and as otherwise directed.

(2) Initiate corrective actions to eliminate SOH deficiencies.

(3) Immediately report all mishaps and near misses to the Command Safety Manager so an appropriate mishap investigation can be initiated. This includes military and civilian occupational injuries and illnesses, military off-duty injuries, and mishaps resulting in property damage, and near misses.

(4) Ensure proper evacuation procedures are followed during an emergency evacuation or drill.

(5) Ensure their employees receive required SOH training.

(6) Assist the Command Safety Manager as needed to ensure compliance with references (a) through (d).

(7) Hold personnel accountable for their SOH responsibilities by recognizing superior and deficient performance in employee evaluations.

e. Employees shall:

(1) Comply with all NME SOH Program policies and procedures.

(2) Report all mishaps and near misses, no matter how small, immediately to their director or to the Safety Manager.

(3) Report observed workplace hazards immediately to their supervisor and/or through the command's Employee Reports of Unsafe/Unhealthful Working Condition Program.

6. Annual Safety Inspection. The Command Safety Manager will make arrangements with NMC Portsmouth to have a qualified SOH specialist perform the annual NAVSOH safety inspection, which will include a walk-through of NME spaces and a review of the NAVSOH Program. The inspection will be conducted each September.

7. Training. All personnel will receive basic information about the command SOH Program during check-in processing. In addition to a briefing, each person will be provided with an information sheet defining the command policy, his/her rights and responsibilities, and reporting procedures for injuries/illnesses and unsafe or unhealthful working conditions. Each work center will identify any hazardous materials and handling procedures used in that center. The supervisor will also show the new employee the location of emergency exits, fire alarm stations, and portable fire extinguishers.

8. Hazardous Material Control and Management Program (HMCMP). Implement applicable portions of the host HMCMP.

9. Ergonomics Program. Coordination with host or NMC Portsmouth safety and industrial hygiene staff will be made to perform an ergonomic analysis during workplace safety inspections and industrial hygiene surveys. Additionally, the command will determine if any work-related musculoskeletal disorders and ergonomic risk factors exist during the annual analysis of injury and illness records (in conjunction with the annual self-assessment of the SOH Program).

10. Fire Safety Program. NME will comply with fire prevention and protection requirements specified by NMC Portsmouth.

11. Motor Vehicle and Traffic Safety Program. NME will comply with motor vehicle and traffic safety requirements specified by the NMC Portsmouth and reference (d).

12. Action. All command personnel will comply with the policies and procedures established in this instruction.

  
PETER F. O'CONNOR  
Chief of Staff