



## WORKPLACE SAFETY

Injuries put service members on the sidelines, derailing their productivity and threatening their readiness for duty. If proper safety measures are not followed in the workplace, you risk injuring yourself and potentially those around you. Developing a culture of beliefs, attitudes, and behaviors that promote workplace safety can improve your work environment and reduce the potential for injury and other safety concerns.

### Who is responsible for workplace safety and what can you do to stay safe at work?

When safety precautions are neglected, you are not only putting yourself at risk, but also your shipmates, fellow Marines, and the mission. An injury in the workplace can affect your duty status and also keep you from participating in your favorite recreational activities outside of work. Whether afloat, ashore, or in the aviation community, workplace safety measures must be in place and all staff should create and maintain a safe environment. It is everyone's responsibility, not just your safety officer or industrial hygienist. Here are some safety measures you can take on your own:

- Always use appropriate personal protective equipment (PPE) for your environment and exposure such as protective safety goggles, masks, hearing protection, hard hats, gloves, close-toed shoes/boots, and protective clothing.<sup>1</sup>
- Make it a point to get the recommended seven to eight hours of sleep every night.<sup>2</sup> It is important to develop good sleep habits so you can perform your job safely and come to work well-rested.<sup>2</sup>
- To avoid unintentional falls at the workplace, keep cabinet and desk drawers and doors closed, remove electrical and phone cords from high traffic walking areas, and check the condition of steps and walkways for potential tripping hazards. Ensure high traffic areas are free of hazards in your surrounding area.<sup>3</sup>
- If there is a spill on the floor, clean it immediately and stay off recently mopped floors.<sup>3</sup>
- Wear shoes with slip-resistant soles and practice good safety at the workplace by never standing on a wheeled chair, table, or other surface to reach something.<sup>3</sup>
- Be familiar with the risks in your area and know your command safety policy.<sup>4</sup> Review and implement these safe tips for work and play from the Naval Safety Center.



## Where can I go for more information?

General and job-specific Department of the Navy resources and information are available on workplace safety policy, training, consultation, resources, and best practices. You can access the following resources from the Navy and Marine Corps Public Health Center (NMCPHC) and Naval Safety Center:

- For technical services in the fields of occupational and environmental medicine, radiation health, and occupational audiology visit the [NMCPHC's Occupational and Environmental Medicine](#) Web page.
- For information about NMCPHC's Industrial Hygiene (IH) program, including technical evaluations by the Consultative Assistance Team, visit the [NMCPHC IH Web page](#).
- For practical tools, educational resources, and evidence-based prevention strategies that help keep Sailors and Marines performing at their peak — on and off the job — visit the [NMCPHC Injury and Violence Free Living](#) page.
- The method used by the Navy for identifying and decreasing risk is called Operational Risk Management, or ORM. ORM is a process of recognizing potential hazards and evaluating the level of risk for all tasks.<sup>5</sup> Visit the [Naval Safety Center's ORM website](#) to learn more about ORM and how you can implement ORM principles at your workspace.
- To learn more about workplace safety specific to your platform and code, check out the [Naval Safety Center's](#) website.
- For information on safety and environmental training courses offered to military and civilian Navy and Marine Corps personnel worldwide, visit the [Naval Safety Center's training page](#).
- If you have been designated as the Safety Officer at your command and want to learn more about your responsibilities, as well as find the required training for your role, visit the [Naval Safety Center's Command Safety Officer](#) and the [NMCPHC Education and Training](#) pages.



## References

- <sup>1</sup> Naval Safety Center. Safety Training Personal Protective Equipment.  
<http://www.public.navy.mil/navsafecen/Documents/safety-gouge/SafetyGouge12.pdf>. Published February 2013. Accessed April 2016.
- <sup>2</sup> How Much Sleep is Enough? National Heart, Lung, and Blood Institute.  
<http://www.nhlbi.nih.gov/health/health-topics/topics/sdd/howmuch>. Updated 22 February 2012. Accessed 9 May 2016.
- <sup>3</sup> National Safety Council. Slips, Trips and Falls.  
[http://www.nsc.org/NSCDocuments\\_Advocacy/Fact%20Sheets/Slips-Trips-and-Falls.pdf](http://www.nsc.org/NSCDocuments_Advocacy/Fact%20Sheets/Slips-Trips-and-Falls.pdf). Accessed 9 May 2016.
- <sup>4</sup> Naval Safety Center. Command Safety Officer.  
<http://www.public.navy.mil/navsafecen/Pages/OSH/SafetyOfficer/Index.aspx>. Updated December 2013. Accessed April 2016.
- <sup>5</sup> Chief of Naval Operations. OPNAV Instruction 3900.9C Operational Risk Management.  
<http://www.public.navy.mil/airfor/nalo/Documents/SAFETY/OPNAVINST%203500.39C%20OPERATIONA%20L%20RISK%20MANEGEMENT.pdf>. Published July 2010. Accessed April 2016.