1. **Purpose.** This instruction establishes policy and procedures for the Navy and Marine Corps Public Health Center (NMCPHC) Activities’ Safety and Occupational Health (SOH) Program. The Department of the Navy (DON) requires a safe and healthful workplace and optimal safety culture for all personnel where a mishap-free environment is attainable. The Navy has historically maintained safety and health programs to protect personnel and property. Mishap prevention is an inherent factor of the overall Navy mission.

2. **Cancellation.** NAVMCPUBHLTHCENINST 5100.23E.

3. **Applicability.** This instruction applies to all military, government service, and contract personnel assigned to the NMCPHC and its Field Activities (FA).
4. Action. All NMCPHC and FA personnel shall comply with this instruction and foster a command climate that results in a continuation of safety awareness and mishap prevention away from work for command personnel and their family members. All personnel will become aware of their rights and responsibilities pertaining to the Navy Safety and Occupational Health (NAVSOH) program. Likewise, all personnel will be held accountable for implementing applicable portions of the program.

5. Discussion

a. References (a) through (h) establish organizational responsibility and provide implementing guidance for the NMCPHC SOH Program.

b. This instruction avoids redundancy as much as possible with cited references, while addressing the roles, rights, and responsibilities for the NMCPHC SOH program.

c. Functions at the NMCPHC and some FAs are primarily administrative in nature and therefore SOH program application is minimal. Basic SOH support services may be provided by the host command. NMCPHC and FAs must be familiar with support agreements between themselves and their host installation.

6. Enterprise Safety Applications Management Systems (ESAMS). Per reference (a), safety, emergency management, and occupational health are inherent responsibilities of the command. ESAMS is the Bureau of Medicine and Surgery’s primary database to facilitate recordkeeping, performance monitoring and measurement, data analysis, and multi-level echelon metrics. ESAMS is a management tool that provides a mechanism for the centralized collection of data with a core repository of information utilizing integrated applications and standardized responses for data accountability and evaluation.

7. Navy SOH Policy. It is the Navy’s policy to provide a safe and healthy workplace for all personnel. These conditions shall be ensured through an aggressive and comprehensive NAVSOH program fully endorsed by the Secretary of the Navy and implemented through the appropriate chain of command.

8. NMCPHC SOH Policy. The command’s policy statement on SOH shall be executed through an aggressive and comprehensive SOH program
fully endorsed by the commanding officer and implemented at all levels of the command and field activities.

9. Enforcement. Any person who fails to follow the strict safety guidelines as directed by all applicable references may be subject to disciplinary action or administrative action per the Uniform Code of Military Justice or appropriate civilian personnel instruction.

10. Forms

a. The following forms are available via the Navy Forms Online website at https://navalformsdocumentservices.dla.mil:

   (1) OPNAV 5100/9 (Rev. Feb 2005), Medical Referral

   (2) OPNAV 5100/11 (Rev. Nov 1992), Navy Employee Report of Unsafe or Unhealthy Working Conditions


   c. The following forms are available via the United States Department of Labor website at http://www.dol.gov/owcp/dfec/regs/compliance/forms.htm.

      (1) CA-1 U.S. Federal Employees' (Notice of Traumatic Injury and Claim for continuation of Pay/Compensation)

      (2) CA-2 U.S. Department Of Labor (Notice of Occupational Disease and Claim for Compensation)

11. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of January 2012.

Distribution is electronic only via the NMCPHC Intranet at http://nmcpeh-spweb1/lists/Instructions/AllItems.aspx.
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CHAPTER 1: RESPONSIBILITIES

1. Activity Heads. The Commanding Officer (CO), NMCPHC and COs/Officers in Charge (OICs) of the Field Activities (FAs) shall:

   a. Serve as the Safety and Occupational Health (SOH) designee and ensure full implementation of a comprehensive SOH program.

   b. Eliminate or control safety and health hazards in their area(s) of responsibility.

   c. Motivate employees toward safe and healthful work practices. Encourage employees to notify their supervisor of any and all unsafe and unhealthful work practices.

   d. Ensure pertinent safety training and information is provided to all personnel.

   e. Appoint a Collateral Duty Safety Officer (CDSO) in writing.

   f. Ensure all mishaps and near misses are immediately reported to the Command Safety Manager/CDSO and ensure the mishap investigation process is conducted in accordance with reference (e).

   g. Enforce strict compliance with occupational safety and health standards shall be enforced.

2. NMCPHC Command Safety Manager and FA CDSOs

   a. Serve as the safety point of contact for reporting directly to the CO/OIC and ensure effective management of the safety program.

   b. The NMCPHC Command Safety Manager will be the FA CDSOs point of contact on matters concerning the Navy’s safety and occupational health program.

3. Command Personnel. All NMCPHC and FA personnel shall:

   a. Comply with this and other DON SOH Program instructions, policies and procedures.

   b. Immediately report hazardous conditions, occupational injuries and illnesses, other mishaps, and near misses to their immediate supervisor. This includes off duty mishaps for military personnel.
c. Review DD 2272, Department of Defense (DOD) SOH Protection Program and the CO’s SOH Policy Statement located on official safety bulletin boards. Personnel may review other command SOH program documentation located on the command SharePoint under Command Safety documents.
CHAPTER 2: TRAINING

1. SOH Training Requirements. The following are specific mandatory SOH training requirements for all NMCPHC and FA personnel. Other requirements are listed in Chapter 6 of reference (b). Additionally, FAs may have more specific SOH training requirements, based on the mission and inherent hazards of various processes and operations. The site industrial hygiene survey will identify hazards, if any, associated with each worksite as well as hazards identified during safety or zone inspections.

2. Initial Requirements

   a. New employee SOH orientation will be provided or coordinated by the Command Safety Manager/CDSO during the check-in process.

   b. Worksite-specific new employee SOH orientation will supplement the training provided by the Command Safety Manager/CDSO during the check-in process. As it is worksite-specific, it shall be provided to all new employees by their immediate supervisor within seven days of assignment to the worksite.

   c. Management and supervisory safety training is provided to all newly-appointed management and supervisory personnel, initially within 180 days of their appointment. It will be provided by either the supervisor, Command Safety Manager/CDSO, or the host installation SOH office and includes criteria specified in Chapter 6 of reference (b).

3. Ongoing Requirements

   a. Monthly SOH topics, automatically assigned in ESAMS Monthly Safety Talks, will be provided by the supervisor to all personnel as a means to promote on-going safety awareness. This training addresses a variety of topics, including but not limited to: Ergonomics, hazardous materials, lifting/materials handling, recreation and home safety and health, seasonal and holiday concerns, and motor vehicle operation.

   b. Annual SOH training shall be conducted by the supervisor or the Command Safety Manager/CDSO, enabling active and effective support of established SOH programs. This training will include, but not be limited to: mishap prevention strategies, proper mishap reporting procedures, and fire evacuation drills.
c. ESAMS mandatory annual and one-time training shall be completed as assigned. The ESAMS website can be located at https://esams.cnic.navy.mil/esams_gen_2/loginesams.aspx. Some course assignments are based on billet or position held and will be listed under “Needed Training” upon login. This training will include, but not be limited to: Globally Harmonizing System, Fire Prevention, Motorcycle Safety (for motorcycle drivers only), Occupational Reproduction Hazard Awareness, and General Safety Orientation.

4. CDSOs will be trained prior to assuming their duties. At a minimum, the individual must satisfactorily complete the NAVSAFENVTRACEN course, Introduction to NAVOSH (Ashore), A-493-0050. Periodic refresher training will be provided as required. Additional training can be obtained by attending NAVSOH Professional Development Conferences and/or related courses offered by host the SOH officer or other entity such as the DoD or private sector.
CHAPTER 3: HAZARDOUS MATERIALS CONTROL AND MANAGEMENT (HMC&M)

1. NMCPHC and FAs will implement policy, procedures, actions, and guidance as required by reference (b).

2. NMCPHC and each FA shall comply with Chapter 7 of reference (b) and host command requirements.

3. When applicable, HMC&M training shall be provided by the supervisors, Command Safety Manager, or CDSOs to all employees upon initial assignment to their work area annually, or whenever new hazards are introduced. Training shall include elements of the Hazard Communication program, labeling of hazardous materials, use and location of Safety Data Sheets and use of personal protective equipment, when necessary.
CHAPTER 4: WORKPLACE SAFETY INSPECTIONS

1. Supervisors will conduct a walk-through inspection of their respective work areas at least monthly and report any concerns to the Command Safety Manager/CSDOs. Document the monthly inspections and maintain for at least one year. Documentation may be accomplished using ESAMS.

2. An annual safety inspection of the NMCPHC and FAs will be conducted by the NMCPHC Command Safety Manager or the FAs host installation, if available. Documentation of annual SOH inspections will be completed in ESAMS with all deficiencies tracked until closed.
CHAPTER 5: OCCUPATIONAL HEALTH

The host installation’s occupational health clinic will provide treatment and referral (if necessary) of work-related injuries and illnesses to command civilian personnel, and provide other occupational and environment medicine services when appropriate per reference (b).
Industrial Hygiene (IH) Survey. An IH survey will be conducted once every three years in all command occupied spaces. Additional IH support will be provided, as necessary, per reference (b). Each command will review their IH surveys, comply with recommendations, and maintain the survey until replaced with a more current survey.
CHAPTER 7: REPORTS OF UNSAFE/UNHEALTHY WORKING CONDITIONS

1. Personnel should verbally report unsafe and unhealthful working conditions to their immediate supervisor resolution.

2. OPNAV 5100/11, Navy Employee Report of Unsafe or Unhealthy Working Conditions, is also available as a reporting mechanism. OPNAV 5100/11 and instructions for completing the form shall be available to employees on the command’s safety bulletin board.

3. ESAMS allows for submitting an unsafe and unhealthful working conditions report along with instructions for completing the report.
CHAPTER 8: HAZARD ABATEMENT

Abatement of unsafe and unhealthy working conditions will be coordinated with the command’s facility staff and host command as appropriate (e.g., facility hazards, certain ergonomic hazards, and indoor air quality deficiencies), per references (b) and (d). Abatement of hazards that are work process-related is the responsibility of the supervisor who manages the relevant operation and personnel involved.
CHAPTER 9: MISHAP

1. Mishap Investigation, Reporting, and Recordkeeping. Mishaps will be investigated, reported, and recorded per references (a), (b), and (e), as follows:

   a. ESAMS will be used for internal reporting of all mishaps.

   b. OPNAV 5100/9, Medical Referral Form, will be used for civilian employees reporting to occupational medicine clinics for medical treatment. Supervisors shall not permit civilian employees to report to occupational health clinics without OPNAV 5100/9, except where necessary to avoid delay in treatment. In this case, supervisors will ensure completion of the form as soon as possible.

   c. The Command Safety Manager/CDSO will ensure comprehensive mishap investigation, reporting, and recordkeeping is accomplished per the cited references.

2. Worker’s Compensation. Worker’s compensation for Federal employees is submitted through the Office of Workers’ Compensation Programs, Division of Federal Employees’ Compensation. All contractors must contact their contract company for their worker’s compensation program specifics.

   a. Federal employee worker’s compensation questions will be directed to BUMED’s representatives at CNRSW HRO by supervisors. BUMED points of contact can be found on the CNRSW website at https://www.cnic.navy.mil/about/feca.html.

   b. Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation and Form CA-2, Federal Employee's Notice of Occupational Disease and Claim for Compensation will be completed by the injured employee and their supervisor no later than 30 days after the injury.
CHAPTER 10: FIRE AND LIFE SAFETY

Fire and life safety is the responsibility of the host installation which maintains ownership of the building. Fire drills shall be conducted annually. The host command or base Federal fire department is responsible for conducting annual fire drills.
CHAPTER 11: TRAFFIC SAFETY PROGRAM

1. Discussion. DOD and DON policy requires implementation of an effective traffic safety program that is designed to reduce deaths, injuries, damage to property, and other losses caused by motor vehicle mishaps and accidents.

2. Responsibilities

a. COs and OICs shall:

   (1) Ensure a comprehensive traffic safety program is implemented at all respective commands.

   (2) Designate in writing a military service member, E-5 or above, to serve as the command traffic safety coordinator and motorcycle safety representative.

b. Command Traffic Safety Coordinator and Motorcycle Safety Representative shall:

   (1) Be familiar with reference (f) and coordinate implementation of the command traffic safety program.

   (2) Attend host installation traffic safety council meetings and training and/or conferences as necessary, to remain current on traffic safety issues.

   (3) Use ESAMS as a motorcycle safety management tool database for command personnel who own a motorcycle.

c. Command Safety Manager and CDSO shall assist the command traffic safety coordinator and motorcycle safety representative as necessary to ensure effective traffic safety program management.
CHAPTER 12: RECREATION AND OFF-DUTY SAFETY (RODS) PROGRAM

1. Discussion. DON policy requires implementation of an effective RODS program to reduce or minimize the probability of mishap and accident occurrence during both off-duty and/or recreational activities, particularly those that are deemed high-risk. Reference (h) includes specifics on the RODS program and risks associated with off-duty and recreational activities.

2. Responsibilities
   
a. COs and OICs shall:
      
      (1) Ensure a comprehensive RODS program is implemented per reference (h).

      (2) Ensure military personnel who engage in high-risk off-duty recreational activities are aware of the hazards, and are properly trained to identify and mitigate risks of those activities.

      (3) Ensure subordinate personnel are provided appropriate RODS information and training per reference (h).

   b. Command Safety Manager/CDSOs shall serve as the command RODS program manager and coordinate associated mishap prevention efforts.
CHAPTER 13: ERGONOMICS PROGRAM

1. Discussion. This program seeks to prevent injuries and illnesses by applying ergonomic principles that identify, evaluate, and control ergonomic risk factors for work-related musculoskeletal disorders (WMSD).

2. Responsibilities

   a. COs and OICs shall:

      (1) Ensure command occupational injury and illness records are analyzed annually as one means to determine the need for ergonomic improvements and corrective actions.

      (2) Ensure other ergonomic program requirements are implemented per Chapter 23 of reference (b).

   b. Command Safety Manager and CDSOs shall:

      (1) Coordinate with host installation safety office to ensure ergonomics is addressed during safety inspections.

      (2) Coordinate ergonomics training for HQ, NMCPHC and FA personnel.

   c. Directors, Department Heads, and Supervisors shall:

      (1) Take necessary action to prevent ergonomic-related injuries and illnesses.

      (2) Ensure subordinate personnel are knowledgeable of ergonomic risk factors and apply relevant work practices within their control to reduce or eliminate the likelihood of a WMSD.

   d. All employees shall:

      (1) Report any suspected ergonomic-related hazards to his or her immediate supervisor.

      (2) Apply appropriate work practices that help control ergonomic risk factors and avoid WMSD.
CHAPTER 14: SAFETY AWARDS PROGRAM

1. Discussion. DON policy requires civilian and military personnel to apply safe work practices in all daily operations. To recognize outstanding efforts in mishap prevention, the command has developed a Safety Awards Program to officially recognize individuals, groups, and activities that have made significant contributions to the command SOH Program.

2. Categories of Awards. Safety awards will be given annually in the following categories:

   a. Individual Safety Award
   
   b. Supervisor Safety Award

3. Criteria for Eligibility. All military, civil service, and personal services contract personnel may be selected for an award.

   a. An individual is eligible for recognition when:

      (1) A serious safety hazard for correction is identified.

      (2) The risk of a hazardous job by using an alternate method is reduced.

      (3) A safety or health hazard is eliminated without being directed to do so.

      (4) The use of alternate and less hazardous materials that result in reduced risk of injury or a reduction in volume of hazardous materials is researched and recommended.

      (5) Any other action is performed, which significantly improves safety or occupational health at the command.

   b. A supervisor is eligible for recognition when he or she exhibits outstanding safety traits such as:

      (1) Ensures all personnel under their charge complete required safety training.

      (2) Completes safety inspections with no hazards being observed.

      (3) Demonstrates positive safety awareness by using problem focused approach during mishap investigations.
(4) Has the smallest number of lost-time mishaps.

4. Nomination Procedures. Individuals and supervisors with overall exemplary safety performance can be nominated by anyone. Nominations will be submitted to the Command Safety Manager and CDSO. The Command Safety Manager and CDSO will present the nominations to the Command SOH Policy Council for review. For nominations meeting award criteria, the Council will recommend approval by the CO, NMCPHC.

5. Responsibilities

a. COs, OICs, Directors, Department Heads, and Supervisors shall:

   (1) Promote an active safety awareness program in their areas of responsibility.

   (2) Recognize those individuals who strive for a safe and healthful workplace.

   (3) Nominate individuals or groups under their supervision who deserve recognition for their support of the Command SOH program.

b. Individuals Shall:

   (1) Incorporate safety and occupational health principles into their daily decision-making process and work habits.

   (2) Nominate individuals or groups who deserve recognition for their support of the command’s safety program.
1. Discussion. The overall success of the NMCPHC command-wide SOH program depends heavily on the concerted efforts of all FA leaders, managers/supervisors, and non-supervisory personnel.

2. Responsibilities

   a. The CO/OIC at each FA shall implement an effective SOH program as an integral part of the operations and processes under his or her control. Each CO/OIC shall follow the policies and procedures set forth in this instruction, its cited references, and applicable local or host requirements.

   b. Each FA shall have additional written SOH Program procedures or instruction specific to their mission. FA SOH Program procedures or instructions should avoid redundancy with this instruction and its cited references, while providing clarity to personnel for optimal SOH Program implementation.
CHAPTER 16: RESPIRATOR PROGRAM

1. Discussion. Various operations may expose personnel to air contaminants that can be dangerous if inhaled. Respirators are required when neither elimination of the air contaminant nor use of engineering controls is wholly effective.

   a. Currently, no respiratory protection is required for routinely performed operations at NMCPHC Headquarters. Any plans for operations that could require the use of respirators must be first evaluated by the command safety manager to reduce exposure by substituting or eliminating toxic materials from the process or by using engineering controls.

   b. Some NMCPHC personnel may need to wear respirators while providing services for other commands. Depending on the operation, the required respiratory protection may range from air-purifying half-mask respirators to full-face pressure demand self-contained breathing apparatus. The site IH survey will identify where and when respiratory protection is required and if enrollment in the medical surveillance program is required.

   c. Purchasing, maintaining, and storing all possible respirators that could be needed by NMCPHC personnel while working at other commands is not feasible. When NMCPHC personnel are required to perform such services the host commands shall be requested to provide: Respirators; fit testing; worksite standard operating procedures; maintenance; and training. Supervisors of affected personnel will ensure that they are medically evaluated for wearing respirators prior to arriving at the host command.

   d. Respiratory protection needs at NMCPHC FAs will be determined locally by each activity.

2. Responsibilities. COs/OICs shall ensure a comprehensive respiratory protection program is in place at the activity or host command for personnel requiring respiratory protection. The respiratory protection program shall be inclusive of requirements specified in Chapter 15 of reference (b) and paragraph 6.h(3) of reference (c).
CHAPTER 17: COUNCILS AND COMMITTEES

1. Discussion. DON policy requires implementation of a safety policy council to identify, define and assess issues, problems and needs, and to recommend corrective measures. Improvements to the command’s SOH program may include new or revised policies, procedures and practices.

2. Responsibilities

   a. COs/OICs of units of more than 100 people shall:

      (1) Ensure a comprehensive safety policy council program is implemented at all respective commands.

      (2) Designate members in writing. Members shall include civilian and military personnel representing key organizational elements, as well as safety and health professionals. Civilian employees shall be represented on the council.

   b. Command Safety Manager/CDSOs shall:

      (1) Be familiar with Chapter 4 of reference (b) and coordinate implementation of the command’s safety policy council.

      (2) Attend the host installation safety policy council as scheduled to remain current on installation safety concerns and policy changes. Obtain copies of the installation’s safety council minutes for review with the CO/OIC and notify employees of important and relevant safety issues.

      (3) Ensure the safety policy council:

          (a) Creates and maintains an active interest in safety.

          (b) Serves as a means of communications regarding safety.

          (c) Provides program assistance to commanding officers, including proposing policy and program objectives.

      (4) Hold safety policy council meetings at least annually.

          (a) Field activities holding safety policy council meetings are to submit minutes to the NMCPHC Command Safety Manager within 30 days following the scheduled meeting.

          (b) File and retain minutes for a minimum of 3 years.