Requirements

This training is required for all federal civilian and military personnel.

References:
- OSHA law (29 CFR 1910)
- Executive Order (12196)
- OPNAVINST 5100.23 Series
- COMNAVREGSWINST 5100.11 Series

Objectives

Upon completion of training, the student should understand:

1. Their role and responsibilities under the Regional Occupational Safety and Health Program.
2. Workplace Inspections and Surveys
3. Unsafe or Unhealthful Working Conditions Reporting
4. Mishap / Injury Reporting
5. Other NAVOSH Program Elements:
   - Hearing Conservation
   - Respiratory Protection
   - Ergonomics
   - Lead Hazards
   - Bloodborne Pathogens
   - Energy Control (Lockout/Tagout)
   - Sight Conservation
   - Personal Protection Equipment (PPE)
   - Reproductive Hazards
   - Asbestos/Man-made Vitreous Fibers
   - Confined Spaces
   - Hazard Communication (HAZCOM)
6. The Process Review and Measurement System (PRMS)

Additional information:
- DOD Safety and Occupational Health Protection Program
- CNRWS Admiral’s NAVOSH Policy Statement

Our Mission: To enhance the quality of life throughout the Southwest region by creating a customer-focused, safe and healthful environment free of mishaps.

Our Vision / Operating Philosophy: Our customer’s satisfaction is our primary focus. We continuously seek creative and cost effective solutions with our customers to increase service excellence.

This training is not intended to be a comprehensive look at each element, but rather an overview to orient/refresh your awareness of the many aspects of the OSH Program and to provide you with updated information.

You may be required to attend more specific workplace training related to these subjects based on your job functions. All personnel need to be aware, however, that these program elements do exist and they need to understand how their actions can affect or effect the safety and health of those working around them.

This course is designed to help indoctrinate and familiarize you with the Navy Occupational Safety and Health (NAVOSH) Program.
Workplace Inspections and Surveys

Workplace Inspections:

- It is your supervisor's responsibility to perform day-to-day workplace inspections and to make corrective actions for hazards in your work environment.
- However, it is also your responsibility if you observe something that is not "just right" in your work environment to inform your supervisor so that he can take appropriate corrective action to fix it.
- Annual or Periodic Inspections conducted by safety inspectors to identify and recommend corrective actions of potential or existing hazardous conditions, unsafe work practices and violations of standards.
- Annual Industrial Hygiene Surveys conducted by Navy Industrial Hygienists (IH) to assess potential health risks to employees and document, and monitor any exposure levels for those employees, recommending enrollment in applicable medical surveillance programs.
- Special Request Inspections are usually requested by commands or their employees to ensure that a process or work practice is safe for employees and to identify any potential or existing hazardous conditions in the workplace.
- NAVOSH Oversight Inspections:
  a. Inspector General (IG) periodically reviews and assesses the effectiveness of the command safety program.
  b. Federal OSHA conducts investigations of employee fatalities or when 3 or more employees are hospitalized from a single mishap.

Remember: All occupational injuries and illnesses are preventable.
Employee Reports of Unsafe/Unhealthful Working Conditions

- By law, all employees have the right to report unsafe/unhealthful working conditions in their workplace.
- Identification and reporting of potentially unsafe or unhealthful conditions is the responsibility of all personnel, both military and civilian.
- Personnel are encouraged to report unsafe or unhealthful conditions orally to their supervisor who shall promptly investigate the situation and take appropriate action.
- Any Navy Employee (or employee representative) may submit a written or oral report of an unsafe or unhealthful working condition directly to the site Safety Office using their name or, if they prefer, anonymously.
- Personnel have the right to decline a task if they have a reasonable belief that there is an imminent risk of serious injury or death and there is insufficient time for normal hazard reporting and abatement actions.
- Telephone reports are accepted by the servicing site Safety Office.

Paper copies of the 5100/11 form should be available on command bulletin boards or from the site Safety Office.

Any Navy employee (or employee representative) may submit a written or oral report of an unsafe or unhealthful working condition directly to the site Safety Office using OPNAV Form 5100/11.
Mishap/Injury Reporting

In the event you become injured while at work, the first thing you need to do is contact your supervisor. Your supervisor will issue a Medical Referral Form OPNAV Form 5100/9.

The Medical Referral Form records the injury (recordkeeping purposes) and allows you access to the Branch Medical Clinic. With the Medical Referral Form, go to the Medical Treatment Facility where you will be evaluated by the Navy's Occupational Physician.

A civilian employee does not have to accept treatment from the Navy's Physician, but there is a requirement for you to at least be evaluated. Once you return from the Navy's Occupational Physician, you need to notify your supervisor. You should have with you a copy of the Medical Referral Form completed by the Navy’s Occupational Physician.

If no further treatment is necessary, you are done. You may still want to have your supervisor provide you a copy of the applicable CA-1 (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation) or CA-2 form (Notice of Occupational Disease and Claim for Compensation). If you are not satisfied with the assessment provided by the Navy's Occupational Physician, want a second opinion, or want to see your own physician, you can This is your right. However, prior to seeing your own physician for work related injuries, you must first obtain the proper CA Forms from your servicing HRO Compensation Office.

These forms authorize an outside physician to be paid and the CA-17 (Duty Status Report) form provides a mechanism for guiding people back to work who have medical conditions or limitations.

If you experience a work-related injury, your supervisor will tell you who to contact for assistance and additional information. To protect your rights and receive benefits as quickly as possible, please do not delay in reporting work-related injuries.

Military employees must report on-duty and off-duty mishaps / injuries to their supervisor as soon as possible.

Motor vehicle (GOV/POV) mishaps with or without injuries must be reported to the supervisor.

Supervisors will immediately conduct a mishap investigation of their employee's injury and report the mishap to the site Safety Office by the end of the next business day.

Deaths or hospitalization of three or more people resulting from a mishap must be reported within 8 hours.

Call 9.111* in case of serious mishaps or injuries.

* El Centro & Fallon, call 911

If you are injured at work, you may be entitled to injury compensation benefits provided under the Federal Employees' Compensation Act (FECA).
Hearing Conservation

Key Point:

Hearing loss compensation claims account for a majority of the compensation money paid by the Navy.

Hearing loss has been, and continues to be, a source of concern within the Navy, both ashore and afloat. Occupational hearing loss resulting from exposure to hazardous noise, the high cost of related compensation claims, and the resulting drop in productivity and efficiency highlight a significant problem that requires considerable attention.

Continuous or intermittent exposure to loud noises over a period of time may result in temporary or even permanent hearing loss. The goal of the Navy's Hearing Conservation Program is to prevent occupational hearing loss and ensure auditory fitness for duty in the military and civilian workforce.

This program includes the following elements:

- Work environments shall be surveyed to identify potentially hazardous noise levels (>80 dBA) and personnel at risk.
- The use of personal hearing protective devices is considered an interim measure. Engineering control methods must be implemented to attempt to reduce noise levels. Where engineering controls are not feasible, administrative controls and if necessary, hearing protection devices shall be employed.
- Personnel determined at risk or exposed to hazardous noise need hearing protection and must have annual audiograms from the Medical Treatment Facility.
- Those personnel determined to need hearing protection shall participate in the Hearing Conservation Program and complete annual training and medical surveillance evaluations.
Key Point:

Naval personnel exposed to eye hazardous areas or operations shall be provided adequate eye protection, including prescription eyewear.

- Eye hazards are often created by machines, processes, or procedures which produce high impact particles, burns, acid or caustic splashes, or other effects which may produce an eye injury.
- Eye hazardous areas are determined by the existence of eye hazardous equipment and may also be designated as such due to environmental conditions.
- Personnel exposed to eye hazardous areas or operations shall be provided adequate eye protection including prescription protective eyewear, if required.
- Those personnel determined to need eye protection shall participate in the Sight Conservation Program and complete annual training and medical surveillance evaluations. Sight Conservation training is accomplished by completing the on-line Personal Protective Equipment (PPE) training course provided by the Regional Safety Office.
Respiratory Protection

**Key Point:**
The best means of protecting personnel from exposure to potentially hazardous materials is to eliminate the air contaminant at its source.

Sometimes breathing what is in the air can be hazardous to our health. Breathing hazardous dusts, vapors, gases, or fumes can cause health problems such as lung or respiratory diseases or even cancer. In some cases, it can kill you.

Many occupational activities expose personnel to air contaminants which can be dangerous, if inhaled.

The best means of protecting personnel from exposure to potentially hazardous materials is to eliminate the air contaminant at its source.

When elimination of the air contaminant is not possible, the preferred protection method is engineering controls.

The air is also a problem when it does not contain enough oxygen (an Oxygen Deficient Atmosphere). Respirator selection is critical based upon the environment and the job being performed.

For these reasons, it is necessary to know when to use a respirator and the basics of how to select, fit, use and maintain them.

It is imperative that users use the correct respirator and that it is used in accordance with the manufacturer’s instructions. Correct usage of the respirator will provide the protection for which it was designed.

For example, surgical masks do not provide protection against air contaminants and shall NEVER be used in place of a respirator.

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**Key Point:**

The Respiratory Protection Program requires that anyone who uses any air purifying respirator equipment be medically certified, trained and fit-tested.
Based on the Industrial Hygiene (IH) survey report, which assesses workplace hazards, decisions are made to control worker exposures. The report will identify for the supervisor those job functions that require respiratory protection.

Supervisors are then required to ensure that their personnel receive a medical evaluation, initial training and fit testing and annual refresher training and fit testing. Medical evaluations are based on age not annually, unless over age 45 or the physician deems it more often.

When respirators are not required, voluntary use of respiratory protection is allowed (meeting strict criteria and guidelines). However, personnel cannot bring from home a respirator to use on the job.
Personal Protective Equipment (PPE)

It is the Navy's policy that personal protective equipment (PPE) be provided, used, and maintained when it has been determined by safety inspection and IH reports that its use is required and that such use will lessen the likelihood of occupational illnesses and/or injuries.

PPE is used to reduce or eliminate personnel exposure to hazards when engineering controls cannot eliminate or minimize those hazards. It should be noted, however, that PPE does not reduce or eliminate the hazard itself. PPE provides a last line of defense. Any equipment failure or misuse immediately exposes the individual to the hazard. PPE is not a desirable substitute for administrative controls.

The selection and use of the appropriate PPE are essential. Training is required for all personnel who use PPE. Supervisors are responsible for training workers on the following PPE: head; eye and face; hand; foot; hearing; and protective clothing. The training will prepare the individual to know:

1. When PPE is necessary
2. What PPE is necessary
3. How to properly don, doff, adjust, and wear PPE
4. The limitations of the PPE
5. The proper care, maintenance, useful life and disposal of the PPE
6. Defective or damaged PPE shall not be used and shall be replaced immediately

Key Point:

PPE does not reduce or eliminate the hazard itself.
Ergonomics is the study of the relationship between people and their work environment.

"Adapt the job to the person, not force the person to adapt to the job."

Ergonomics shows the link between injuries and the way jobs are performed.

Ergonomics seeks to eliminate awkward or unnatural positions and stressful, repetitive tasks.

CNRSW conducts annual analysis of injury and illness records to screen ergonomic risk factors.

Ergonomics seeks to eliminate hazards through training, medical surveillance and engineering studies.

**Key Point:**

Ergonomics seeks to adapt the job to the person.

Work-Related Musculoskeletal Disorders (WMSDs) include:

- Cumulative Trauma Disorder (CTD)
- Tendinitis
- Carpal Tunnel Syndrome
- Trigger Finger (tenosynovitis)
- Disk injuries
- Over exertion injuries (strains and sprains)

Most facilities have administrative missions, and therefore, are subject to most workstation risks.
12 Tips to assist you in properly adjusting your Workstation:

1. Use a good chair with a dynamic chair back and sit back in it
2. Top of monitor casing 2-3" (5-8 cm) above eye level
3. No glare on screen, use an optical glass anti-glare filter where needed
4. Sit at arms length from monitor
5. Feet on floor or stable footrest
6. Use a document holder, preferably in-line with the computer screen
7. Wrists flat and straight in relation to forearms to use keyboard / mouse / input device
8. Arms and elbows relaxed close to body
9. Center monitor and keyboard in front of you
10. Use a negative tilt keyboard tray with an upper mouse platform or downward tiltable platform adjacent to keyboard
11. Use a stable work surface and stable (no bounce) keyboard tray
12. Take frequent short breaks (stand, walk, stretch)

Tips on using a Computer Mouse

- **Best** arrangement for a mouse is a platform over the number keypad and just above the keyboard.
- **Good** arrangement is a pad on an angled platform to the side of the keyboard.
- **Poor** arrangement is a flat surface to the side of the keyboard.
- **Worst** arrangement is on the desk out to the side of the keyboard.
Reproductive hazards are clearly an element of hazard communication training. Reproductive hazards are very serious matters and are identified in the BUMED IH report. If reproductive hazards are used in their workplace, supervisors are responsible to, like other hazards, communicate the hazards to employees. Information about the specific reproductive hazards in your workplace can be found on the MSDS for hazardous material used and by reviewing the BUMED IH report.

The Navy’s policy is to provide safe and healthful working conditions for all employees which will not damage or affect their fertility or their offspring. This includes protection of employee’s reproductive capacity and their future or developing offspring from two tward effects of employee exposure.

A reproductive hazard is defined as any occupational stressor (biological, chemical, or physical) that has the potential to adversely affect the human reproductive process.

Chemical reproductive stressors are identified in Navy workplaces through several methods. Table 8 of REPRODUCTIVE AND DEVELOPMENTAL HAZARDS: A GUIDE FOR OCCUPATIONAL HEALTH PROFESSIONALS (NEHC-TM-OEM 6260.01A April 2006) provides a list of common chemicals that may be present in general Navy workplaces. This list contains chemical substances known to cause reproductive/developmental toxicity in animals by mechanisms of action directly applicable to humans. It generally does not include agents considered “possible” hazards. Sources used to compile this list include those published by state and federal agencies and the recognized scientific literature. The list contains chemical reproductive/developmental hazards to which Navy personnel may be exposed.

Personnel are encouraged to:

1. Inform their supervisor as soon as possible of their pregnancy.
2. Occupational Exposures of Reproductive or Developmental Concern - Supervisor’s Statement is a form that may be used to help evaluate workers for potential reproductive/developmental hazard exposures. As necessary, they may be modified to suit the needs of a particular worksite. It is to be filled out by the Supervisor of the individual of concern. THE NECESSITY TO MAINTAIN CONFIDENTIALITY IN MATTERS OF PERSONAL HEALTH MUST BE EMPHASIZED.
3. Exposures of Reproductive or Developmental Concern - Worker’s Statement is a form that may also be used to help evaluate workers for potential reproductive/developmental hazard exposures. As necessary, they may be modified to suit the needs of a particular worksite. It is to be filled out by the individual of concern and the individual will take the completed form to the health professional evaluating the exposure. THE NECESSITY TO MAINTAIN CONFIDENTIALITY IN MATTERS OF PERSONAL HEALTH MUST BE EMPHASIZED.
4. In consultation with their private physician, follow the recommendations provided by the Navy Occupational Health professionals.

**Key Point:**

Individuals, both men and women, who suspect that they are working in an area that has an occupational reproductive stressor should report the concern to his/her supervisor and request an industrial hygiene survey of the work area.
Lead Hazards

Most Department of Defense buildings constructed before 1978 contain lead products.

Lead is a metal that has been used in the manufacture of paints, coatings, and solder. Lead-containing paint is found primarily in older structures, both inside and outside. As with asbestos, if left undisturbed, lead-containing paint and other substances do not pose a significant hazard. When the lead containing materials are disturbed (as in grinding, cutting, or burning), there is a danger of personnel exposure.

Do not perform any work to Region buildings without first contacting the facility building manager/office. When in doubt, presume lead is present.

Supervisors are responsible for determining hazards in their work environment. Lead has been determined to be hazardous. Therefore, supervisors must be aware of the presence of lead and communicate the information to their personnel.

Only properly trained workers are authorized to work with lead containing materials.

All lead work operations and processes must be evaluated for potential lead exposure. If the Action Level of 30 micrograms per cubic meter of air over eight hours is found at the worksite, and the workers handle lead at least 30 days per year, they are classified as lead workers and placed in the surveillance program.

Key Points:

- Lead-based paints have been banned as consumer products, but industrial use products containing lead may still be manufactured.
- Lead can be absorbed into your body by inhalation and ingestion.
Asbestos and Man Made Vitrious Fibers (MMVF)

Amosite asbestos fibers seen under electron microscope appear as tiny, fine, straight images.

Most Department of Defense buildings constructed before 1978 contain asbestos products.

Although the Navy no longer installs asbestos thermal insulation, many older buildings still contain certain quantities of asbestos material.

This material is used for such things as lagging in heating systems, power plants, floor tiles, gaskets, brake and clutch pads.

In recent years, asbestos has been linked to certain health hazards such as lung cancer. The danger occurs when the asbestos fibers become airborne and are inhaled into the lungs. Due to the size and shape of some asbestos fibers, they can enter small lung passages and become lodged.

When asbestos is left undisturbed and encased, there is little danger of the fibers becoming airborne and creating a health hazard. It is important that any suspected asbestos material not be disturbed or damaged.

The Navy's asbestos exposure control program has been developed to prevent any future exposures to dangerous asbestos fibers, and to medically follow people with previous or current asbestos exposures who meet the NAVOSH criteria for inclusion in the asbestos medical surveillance program (AMSP).

Man-Made Vitreous Fibers (MMVF) are replacing the previous asbestos applications in the Navy and are considered less hazardous than asbestos.
Asbestos and Man Made Vitrious Fibers (MMVF)

The three common types of asbestos which are of commercial importance:

1. Chrysotile: most frequently used, much mined in Canada

2. Amosite: used for heat insulation, considered the most hazardous
3. Crocidolite: used in acid-resistant cement pipe

Common types of MMVF include:

- Glass Fibers: fiberglass
- Mineral Wools: rock wool and slag wool
- Refractory Ceramic Fibers (RCF)

Do not perform any work to Region buildings without first contacting the facility building manager/officer. When in doubt, presume asbestos is present.

Typical asbestos applications found in Region buildings are floor tile and pipe insulation.

Only properly trained workers are authorized to handle asbestos containing materials.

Supervisors are responsible for determining hazards in their work environment. Asbestos has been determined to be hazardous.

Therefore, supervisors must be aware of the presence of asbestos and communicate the information to their personnel.
Bloodborne Pathogens

In December of 1991, the Occupational Safety and Health Administration (OSHA) issued the Bloodborne Pathogens Standard which applies to employees whose duties include the possibility of an occupational exposure to bloodborne pathogens. The intent of the standard is to limit the employee exposure to blood or Other Potentially Infectious Materials (OPIM) and prevent transmission of bloodborne pathogens in the workplace.

The transmission of diseases resulting from exposure to blood and bloodborne pathogens is of extreme concern and must be controlled through appropriate personal protection and precautions.

Education is the cornerstone of a successful Bloodborne Pathogen Program. The diseases associated with these pathogens are preventable when the appropriate precautions are taken.

Examples of jobs having bloodborne pathogen exposure are:

- police/security
- fire department
- emergency response
- child care
- lifeguards

Supervisors and workplace personnel having exposure risks are required to participate in annual training.

They may also be required to be enrolled in a medical surveillance program.

Hepatitis B series immunizations will be provided at no cost.

**Key Points:**

The intent of the standard is to limit the employee exposure to blood or OPIM and prevent transmission of bloodborne pathogens in the workplace.

The Hepatitis B Vaccination series is to be offered free of charge to employees at risk.

**Note:** Employees who decline the HBV series must sign a declination form.
The principal bloodborne pathogens of concern are human immunodeficiency virus (HIV) and hepatitis virus (HBV). Many others exist, but are not occupationally transmitted in significant numbers.

CNRSW Exposure Control Plan (ECP) sets forth procedures, engineering controls, personal protective equipment, work practices and other methods designed to protect employees, and meets requirements stipulated in the OSHA Bloodborne Pathogens Standard.

Program Managers and CNRSW commands can adapt this ECP for their specific work situations.

The OSHA Bloodborne Standard requires that Bloodborne Pathogens training include a question and answer session with the trainer. Since this training is online, in order to fulfill this aspect of training, the links below are provided. The first link is from OSHA's web page and contains a compilation of frequently asked questions received by OSHA. Use the table of contents contained therein to aid in locating a question within a subject area, or feel free to scroll through the entire document in order to see other questions that have been generated regarding the Bloodborne Standard.

Key Point:
The ECP must be accessible to employees and must be updated at least annually and when alterations in procedures create new occupational exposure.
Confined spaces are enclosures not designed for routine occupancy which personnel may need to enter to perform work. In general, such spaces have poor ventilation, have limited means of entry or egress and contain potential and/or known hazards.

Numerous confined spaces can be found on most Navy shore installations. Examples include storage tanks, process vessels, pits, vats, boilers, fuel cells, sewers, underground utility vaults, tunnels and manholes.

Personnel entering such spaces may encounter a variety of hazards. Most confined spaces have signs such as the one below for personnel notification.
Some are not signed due to their location such as is shown with the man entering a street utility vault. In spaces that have no sign, entry is by special tool, lock or other secure method that does not allow entry of unauthorized personnel.

Navy policy is that activities shall consider all confined spaces hazardous and prohibit entry into or work on the boundaries of such spaces until a Confined Space Program Manager (CSPM) or Assistant Confined Space Manager (ACSPM) evaluates the space to establish appropriate safety precautions.

When questions arise, contact your Site Safety Office.
Energy Control (Lockout/Tagout)

The purpose of lockout and tagout procedures is to prevent injuries and deaths that result from the accidental release of energy.

A lack of respect for the hazards of energy could cost you or your co-worker's life.

It is important that you follow the proper procedures for lockout/tagout. If unsure of any situation during the lockout/tagout procedure, check with your supervisor.

Specific training must be given to all employees authorized to apply energy control procedures and all employees affected by the application of those procedures.

Many systems and pieces of equipment can present a hazard to operators and other workers that must perform maintenance on the equipment. To protect these workers, the hazardous energy sources must be made safe.

While the worker is performing the required activities, he/she will place a tag and/or a lock to isolate the controls of the equipment or system.

Lockout/Tagout procedures are typically required during the performance of service and maintenance of machinery and equipment, and locks and/or tags must be applied when the unexpected energization or movement of machinery or equipment could cause personal injury or property damage.

Examples of LOTO devices
Energy Control (Lockout/Tagout)

Operations

Examples of activities or operations that require Lockout/Tagout are erecting, installing, constructing, repairing, adjusting, inspecting, operating, maintaining equipment, etc.

Energy Sources

Examples of energy sources where the application of Lockout/Tagout are appropriate are electrical, mechanical, hydraulic, pneumatic, chemical, gravitational, and thermal.

Who can remove?

The individual who placed the energy control device in operation is the ONLY one who can remove it.

Key Points:

The purpose of lockout and tagout procedures is to prevent injuries and deaths that result from the accidental release of energy. Lockout or tagout devices shall be affixed to each energy isolating device by authorized employees. Unauthorized personnel shall never remove Lockout/Tagout devices.
The Federal HAZCOM Standard

Navy personnel have the right to be aware of hazardous materials to which they may be exposed in the workplace.

OSHA requires the Navy to provide personnel with information so they are able to make decisions with respect to personal risks and the need for safe work practices.

OPNAVINST 5100.23 Series requires supervisors to provide job specific training for their workers with exposure to or the potential for exposure to hazardous materials.

It is the supervisor’s responsibility to train/educate their personnel on all hazardous materials used in their workplace.

The following are the three goals of the HAZCOM Standard.

1. Reduce injury/illness caused by hazardous chemicals in the workplace.
2. Identify and evaluate chemical hazards.
3. Establish uniform requirements for communication of hazardous chemical information.

This is accomplished through promulgation of MSDS*, training, accurate inventory maintenance and labeling.

Chemical Manufacturer’s Responsibilities

1. Conduct hazard determinations.
2. Label containers of HM (Hazardous Material): Any chemical, used in the course of employment, which can cause harm to an employee.
3. Obtain/prepare material safety data sheets (MSDSs)
4. Update MSDSs as needed.

*The MSDS identifies key information and identify of hazardous ingredients to health hazard data and precautions for safe handling and use.

Key Points:

The purpose of the HAZCOM Standard is to ensure that workers who are occupationally exposed to hazardous chemicals understand the hazards of the chemicals with which they work.

Job specific chemical hazard training shall be conducted and documented by the supervisor.

Chemical manufactures must prepare and update MSDSs.
The Federal HAZCOM Standard

Employers’ Responsibilities

1. Ensure MSDSs are "readily available" for HM, to provide assurance that MSDS can be obtained when needed.
2. Ensure HM containers are labeled.
3. Maintain list of HM. Employees should be aware of the HM on the list.
4. Inform and train workers.
5. Maintain a written HAZCOM Program.

Employees who work with hazardous chemicals or materials must complete the on-line Hazard Communication (HAZCOM) Initial training course provided by the Regional Safety Office before using HM for the first time.

Employers are responsible for developing a Written HAZCOM Plan, informing their employees about its contents, and complying with its requirements.

CNRSW’s Written HAZCOM Plan can be found in Appendix 7-A of CNRSWINST 5100.11 Series.

The Written HAZCOM Plan contains information regarding the authorized use list (AUL), labeling of HM, accessibility of MSDSs and training of employees consistent with guidance contained within this training program.

Activities can provide supplemental information in order to customize it to their activity. For example, activity point(s) of contact regarding HM and location(s) of MSDSs can be added in.

Key Point:

Employers must ensure that MSDSs are "readily available."
The Process Review and Measurement System (PR&MS)

PR&MS is a management system which recognizes the weaknesses of traditional management theories. Traditional management theories fail to recognize the importance of interrelationships within systems.

PR&MS:
- is a new protocol for Safety program implementation
- its purpose is Mishap Reduction
- it ensures Safety is integrated throughout Command Safety Program
- it strives for Continuous Improvement

PR&MS management in practice is really very simple. It requires implementation and interaction between six "models". These models guide how personnel can manage different elements of the Safety program.

The PR&MS models are:
- Regulatory Compliance Process Model
- Supervision Process Model
- Mishap Prevention Process Model (most important model)
- Training Process Model
- Self-Assessment Process Model
- Customer Focused Support Model

Key Points
PR&MS is a management system for Safety programs. PR&MS consists of six models which aid in managing a Safety program.
The Process Review and Measurement System (PR&MS)

PR&MS management may seem unfamiliar, but it is similar to other modern management tools. The basic concept can be summed up by plan, do, check and act.

1. **PLAN:** All the models require identifying your needs. For example:
   - Training model – identify training requirements for each person or process.
   - Regulatory model – identify standards to be met.
   - Mishap model – identify/analyze mishap data to find trends or high risk exposures.
   - Supervision model – identify hazards of specific work processes.

2. **DO:** Implement the actions to satisfy requirements determined at the planning stage. For example:
   - Training model – get people trained.
   - Regulatory model – comply with standards (e.g. before beginning a process, determine and comply with requirements).
   - Mishap model – formulate corrective actions based on analyzed data.
   - For example – Perform a Job Hazard Analysis (JHA’s) or form/participate in Focus Groups.
   - Supervision model – ensure employees are aware of identified hazards.

3. **CHECK:** Make modifications and implement.
   - Training model – check the percent of identified personnel trained.
   - Regulatory model – spot check compliance with standards as project continues.
   - Mishap model – check mishaps to determine if corrective actions have been effective.
   - Check total number of mishaps, severity and root causes of mishaps.
   - Supervision model – Spot check employees’ awareness of hazards by periodically asking them questions.

4. **ACT:** Follow up on implemented actions.
   - Training model – Ensure any personnel still requiring training receive that training.
   - Regulatory model – Correct remaining deviations from the regulatory standards.
   - Mishap model – Modify corrective actions as determined based on review of mishaps.
   - Supervision model – Ensure personnel who are not aware of hazards receive training and/or other instruction.

**Key Points**

PR&MS at the “plan” stage requires identifying needs.
PR&MS at the “do” stage consists of implementing actions to satisfy requirements.
PR&MS at the “check” stage requires making further modifications and implementation.
PR&MS at the “act” stage requires further follow up of implemented actions.
The Process Review and Measurement System (PR&MS)

The other PR&MS models are implemented in similar fashions. Also important under PR&MS is the formation of Focus Groups. These groups are organized in order to find solutions to problems which exist in a process and often times include several different departments or workcenters.

All employees are eligible for inclusion in focus groups. Proper utilization of PR&MS principles can help result in better running and more efficient programs.

The following is a brief explanation of the Supervision Process Model:

- The Supervision Process Model requires analysis of specific work tasks, performance appraisals of personnel assigned these tasks, and integration of Occupational Safety and Health (OSH) throughout the command. These are three different, but interrelated and complementary, components of successful implementation of PR&MS by supervisors.
- This is accomplished through analysis and evaluation of assigned tasks, assessment of employee performance as compared to established standards, and integration of OSH principles into all core business processes at every level of the command.
- Each employee is a "process owner" and gains from improvement by the system as a whole.

Key Points

Focus groups help find workable solutions to problems.
Under the Supervision Process Model, each employee is a process owner.
PR&MS relies on many sources of information in order to determine control alternatives.
For more information or to contact the NPS Safety Office

Visit:
http://my.nps.edu/web/safety/
or ESAMS via: