Scope: An informative brief and forum for command leadership to discuss command safety related injury stats, goals, policy changes, prevention methods, issues, inspection and assessment results, committee summaries, and environmental concerns.

Frequency: semi-annual

Members: President’s council members, OSHE personnel, and special guest as needed.

Agenda:
1. Program Status Overview.
2. Safety Self-Assessments.
3. Identify NAVOSH program needs.
NAVAL
POSTGRADUATE
SCHOOL

Safety Self-Assessments
& Program Status
## Program / Functional Area Status

<table>
<thead>
<tr>
<th>Core Program / Function</th>
<th>2013 (%)</th>
<th>2014 (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asbestos (NAVFAC)</td>
<td>78</td>
<td>NA</td>
</tr>
<tr>
<td>Bloodborne Pathogens (BBP)</td>
<td>87</td>
<td>NA</td>
</tr>
<tr>
<td>CBRNE (NSAM)</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Confined Space Entry Program (NAVFAC)</td>
<td>27</td>
<td>39</td>
</tr>
<tr>
<td>Councils &amp; Committees</td>
<td>18</td>
<td>94</td>
</tr>
<tr>
<td>Energy Control (LOTO) - Electrical</td>
<td>14</td>
<td>36</td>
</tr>
<tr>
<td>Ergonomics (NSAM assist)</td>
<td>62</td>
<td>24</td>
</tr>
<tr>
<td>Fall Protection (NAVFAC assist)</td>
<td>60</td>
<td>100</td>
</tr>
<tr>
<td>Federal &amp; State OSHA Inspections &amp; Investigations</td>
<td>89</td>
<td>100</td>
</tr>
<tr>
<td>Hazard Abatement (NSAM)</td>
<td>38</td>
<td>91</td>
</tr>
<tr>
<td>Hazardous Materials Control &amp; Management - Chemical Hygiene</td>
<td>35</td>
<td>71</td>
</tr>
<tr>
<td>Hearing Conservation &amp; Noise Abatement (IH assist)</td>
<td>85</td>
<td>88</td>
</tr>
<tr>
<td>Indoor Air Quality</td>
<td>80</td>
<td>100</td>
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<tr>
<td>Lead</td>
<td>100</td>
<td>76</td>
</tr>
<tr>
<td>Material Handling Equipment (NAVFAC assist)</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Mishap Investigation, Reporting &amp; Record Keeping (NSAM assist)</td>
<td>93</td>
<td>93</td>
</tr>
<tr>
<td>Non-Ionizing Radiation - RF - Lasers</td>
<td>Data not complete</td>
<td>84</td>
</tr>
<tr>
<td>Occupational Health - Heat Stress (NSAM)</td>
<td>82</td>
<td>97</td>
</tr>
<tr>
<td>Occupational Safety &amp; Health Standards</td>
<td>16</td>
<td>100</td>
</tr>
<tr>
<td>Organization &amp; Staffing</td>
<td>68</td>
<td>65</td>
</tr>
<tr>
<td>PCBs</td>
<td>25</td>
<td>100</td>
</tr>
<tr>
<td>PPE (IH assist)</td>
<td>55</td>
<td>67</td>
</tr>
<tr>
<td>Prevention &amp; Control of Workplace Hazards - Contracting Oversight</td>
<td>5</td>
<td>64</td>
</tr>
<tr>
<td>Reproductive Hazards</td>
<td>29</td>
<td>55</td>
</tr>
<tr>
<td>Respiratory Protection (NSAM assist)</td>
<td>75</td>
<td>80</td>
</tr>
<tr>
<td>Responsibilities</td>
<td>2</td>
<td>53</td>
</tr>
<tr>
<td>RODS</td>
<td>74</td>
<td>75</td>
</tr>
<tr>
<td>Safety Awards</td>
<td>32</td>
<td>14</td>
</tr>
<tr>
<td>Sight Conservation</td>
<td>19</td>
<td>46</td>
</tr>
<tr>
<td>SOH Inspections Program (NSAM and IH assist)</td>
<td>80</td>
<td>86</td>
</tr>
<tr>
<td>Traffic Safety (NSAM) - Motorcycle Safety (NPS)</td>
<td>Traffic</td>
<td>No data</td>
</tr>
<tr>
<td>Training</td>
<td>6</td>
<td>31</td>
</tr>
<tr>
<td>Unsafe/Unhealthful Working Conditions (NSAM assist)</td>
<td>73</td>
<td>97</td>
</tr>
<tr>
<td>Weight Handling Equipment (NAVFAC assist)</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>

### LEGEND
- **Green** = Covered Fulltime / full compliance, ≥90%.
- **Yellow** = Partly covered / partial compliance, 75% ≤ 89%.
- **Orange** = Bare coverage / minimal compliance, 51% ≤ 74%.
- **Red** = Not covered / non compliance, <50%.
- **Grey** = No current requirement.
Purpose & Background

Safety Self-Assessments mandated by OPNAV 5100.23G, Chapter 5, “Prevention and Control of Workplace Hazards.”

- Regions and field activities shall annually perform a command safety self-assessment using guidance developed by their headquarters or the Process Review and Measurement System Self Assessment Model.
- The safety council shall annually review the progress achieved in implementing self-assessment improvement actions.

Areas To Improve & Focus Based on Assessments

<table>
<thead>
<tr>
<th>Energy Control (LOTO) Program</th>
<th>PPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Electrical and Lock-out/Tag-out program management, training, SOPs, eSOPS, inspections, &amp; employee protection.</td>
<td>- Training and awareness</td>
</tr>
<tr>
<td>- Explosives Safety</td>
<td>- Proper PPE selection, procurement, use, inspection, cleaning, and maintenance (i.e. eye, face, foot, and electrical glove protection)</td>
</tr>
</tbody>
</table>

- Fall Protection Program
  - NPS program management, training, item/space inventory, & SOPs.
  - training, instructions, employees protection (NAVFAC provides).

- Hazardous Materials Control & Management
  - Individual Lab Chemical Hygiene Plans and SOPs
  - HMIMS implementation
  - Employees following correct processes
  - HAZWASTE and Environmental Coordination

- High Pressure Systems

- Organization & Staffing
  - Manage and Administer Program
  - Adequate Staffing
  - ISSAs & MOUs
  - Conducting Job Hazard Analysis

- Prevention & Control of Workplace Hazards
  - Contract oversight and processes needed for OSHE related items

- Reproductive Hazards
  - Occupational Health Counseling
  - Training and Awareness

- Research Project Proposal Reviews
  - Resources needed to conduct research proposal and white paper reviews
  - Capture lab recap projects before funding is awarded

- Safety Awards (individual and command)

- Sight Conservation (eyewash station maintenance and training)

- Training (lesson plans, professional certification, education & reference materials, IDPs, formal SOH training)

- Watercraft and & Dive Safety
Committee Overviews
<table>
<thead>
<tr>
<th>Meeting (Frequency): Attendance</th>
<th>Top 3 Topic Concerns</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Safety Committee (Monthly): COS, DOR, Head of Research Safety, OSHE Director, Dean of Students, All Deans of Schools, Military Assoc. Deans, all Safety Officers, NPS Senior Enlisted Lead, NPS Facilities Management Rep, NPS Contracting Rep, Supply Management Rep</td>
<td>• Safety Committee: HAZMAT, Explosives, and Resources</td>
</tr>
<tr>
<td>• Safety Coordinator &amp; Representative Committee (Quarterly): OSHE Director, OSHE Office Personnel, Safety Coordinators and Representatives.</td>
<td>• Safety Coordinator &amp; Representative Committee: Training, Changes to Regulations, and eSAMS Management</td>
</tr>
<tr>
<td>• HMC&amp;M Committee (Quarterly, going to monthly): OSHE Director, CHO, NPS and NSAM HMC&amp;M, NPS HM Reps, NSAM HW Program Manager, NSAM Environmental.</td>
<td>• HMC&amp;M Committee: HMIMS implementation, HAZWASTE, Inventory &amp; AUL Addition Processes</td>
</tr>
<tr>
<td>• Radiation Safety Committee (Quarterly): DOR, RSO, ARSO, knowledgeable PIs (by invitation)</td>
<td>• Radiation: SOP Review, Best Practices, and Upcoming Historical Radiological Survey</td>
</tr>
<tr>
<td>• Laser Safety Committee (Quarterly): DOR, LSO, Laser Custodians and knowledgeable PIs (by invitation)</td>
<td>• Laser: Inventory Changes, SOP Review, and Resources</td>
</tr>
<tr>
<td>• NSAM Environmental Steering Committee (Quarterly): NSAM CO, NSAM Facilities Management, Installation Natural Resource Manager, Installation Environmental Program Director, Emergency Management Officer, Public Works Officer, EMS Management Rep, Tenant Representatives</td>
<td>• NSAM Environmental Steering Committee: Environmental Policy, EMS Training, and HMIMS</td>
</tr>
</tbody>
</table>

**Distribution of Information**

Minutes of all Committee Meetings are uploaded to Intranet at: [http://intranet.nps.edu/safety2008/Meetings/Index.html](http://intranet.nps.edu/safety2008/Meetings/Index.html)
Basic eSAMS Training Elements

- eSAMS assigned Duties/Tasks assigns and tracks appropriate medical surveillance and training.

<table>
<thead>
<tr>
<th>Major Categories</th>
<th>Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td>Industrial/Non-Industrial, Operational Risk Management (ORM), HAZCOM, Job specific</td>
</tr>
<tr>
<td>Employee</td>
<td>Industrial/Non-Industrial, Operational Risk Management (ORM), HAZCOM, Job specific</td>
</tr>
<tr>
<td>Safety Coordinators &amp; Representatives</td>
<td>Intro to NAVOSH Ashore</td>
</tr>
<tr>
<td>HAZMAT (HM) Representative</td>
<td>Intro to Hazardous Materials Ashore, Job specific</td>
</tr>
</tbody>
</table>

Existing Efforts

- JUL & SEP 2014:
  - eSAMS Admin training for 25 Safety Coordinators and 10 Safety Reps, who:
    - Perform OJT/Monthly Safety Talks
    - Update safety boards for their departments
  - Safety INDOC training at New Student Orientation.

- AUG & OCT 2014: HMIMS training conducted for 21 HM reps.

- Updating eSAMS duties, tasks, training, and medical surveillance to match NPS faculty and staff needs.

- OSHE Training Program is being established in coordination with the NPS TRAINO and NSAM.

eSAMS Training Totals Jan 14 - Nov 14

- NAVOSH training compliance is 80% (1st time in 10 years).

<table>
<thead>
<tr>
<th></th>
<th>FY13</th>
<th>Current (FY14)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>% Compliance</td>
<td>Completed /Required</td>
</tr>
<tr>
<td>Safety OJT/WEB</td>
<td>69</td>
<td>1930/2810</td>
</tr>
<tr>
<td>SOH classroom Training</td>
<td>72</td>
<td>36/52</td>
</tr>
</tbody>
</table>

Needs /Issues

- Hire a Safety Specialist for eSAMS program management.

- NKO/eSAMS training database bridge needed. (i.e. communication of ORM completion in NKO is needed).
  - NKO uses Explorer 7; NPS computers use Explorer 10.
  - Interim solution: provide ORM training via PowerPoint through safety coordinators or mass training.

- Obtain and keep 90% completion rate for all OSHE training activities.
Explosive Safety
### Summary

- 15 Explosives Safety Programs (4 are Pillar Programs).
  - Program 1: Command Administration
  - Program 2: Qualification – Certification
  - Program 3: Standard Operations Procedures
  - Program 15: Inventory Management
- 10 of 15 Programs apply to NPS operations.
- 4 of 4 Pillar Programs apply to NPS operations.

### Past Events & Results

- OCT 2014 ESO follow-up site visit:
  - 15 deficiencies corrected, 16 additional deficiencies found = 20 total deficiencies (12 pillar deficiencies)
- AUG 2014 ESO follow-up site visit:
  - 15 deficiencies corrected, 16 additional deficiencies found = 19 total deficiencies (11 pillar deficiencies)
- DEC 2013 NPS Annual Explosives Safety Self-Assessment (internal review):
  - 18 deficiencies identified (14 pillar deficiencies)

* Deficiencies for programs in the infancy stages were not itemized but rather written as one collective finding. Also, findings pertaining to two or more sites were grouped.

### Ammunition Hazardous Materials Review Board Exemption

- Monterey CNO Exemption E1-11 authorizes explosives handling and storage at Bldg. 217 (encumbers the Monterey Airport explosives prohibited zone).
- 17 October 2014 Visit Results: The Board recommended the exemption be extended to March 2020.
- Status: Exemption renewal request is in process and will be submitted by NSAM NLT 05 DEC 2014.

### Upcoming Events

- JAN 2015: NSAM and NPS Annual Explosives Safety Self-Assessment – Internal Audit
- OCT 2015: Navy Ordnance Safety and Security Activity (NOSSA) Explosives Safety Inspection – Major CNO External Assessment
### Progress

- Some SOPs have been reviewed / approved.
- Rocket Motor propellant users at ~ 10% program Compliance.
- Local Qual / Cert instruction (NPSINST 8023.24) is being written.
- Monterey Airport Explosives Exclusion Exemption for Bldg 217 to allow small amounts of explosives to be stored or intentionally detonated on site. Expires 31 March 2016.
- NPS ESO is writing an NPSINST for HERO.
- NPS-wide Inert Ordnance Inventory created and items inspected, certified, marked, and recorded by EOD personnel.

### Areas of Concern

- ESTES Rocket and Model Rocket Program initialization:
  - Both programs have commercial explosives in inventory.
  - Until the Qual/Cert and SOP programs are compliant, the material shall not be handled or transported.
- Ordnance Inventory System-Retails (OIS) transition from NSAM to NPS for NPS assets only.
  - Primary and Alternate OIS Administrators are assigned.
  - Assigned OIS Administrators need to complete requirements for gaining access, receiving training, and inputting the NPS explosive’s inventory.
- The NPS designated ESO (Laurie Morales) support is temporary; she is assigned to Navy Region SW and operates out of San Diego. Consequently, NPS must hire an ESO.
<table>
<thead>
<tr>
<th>Major Program Pillar Issues</th>
<th>Other Program Issues (Non-Pillar)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Qual-Cert program is not established for the Estes or Model Rocket programs.</td>
<td>• AA&amp;E Accountability Officer is not designated in writing.</td>
</tr>
<tr>
<td>• SOPs have not been developed for the Estes or Model Rocket programs.</td>
<td>• 2014 AA&amp;E Physical Security Survey has not been completed for all sites.</td>
</tr>
<tr>
<td>• Bldg. 217 does not have a sufficient number of personnel in the Qual-Cert program needed to manage a compliant program.</td>
<td>• A visitor log for access to restricted areas has not been implemented.</td>
</tr>
<tr>
<td>• Access list for Bldg. 217 Key and Lock Custodian is not designated.</td>
<td>• 2 person rule for checking out/in AA&amp;E keys is not in compliance.</td>
</tr>
<tr>
<td>• Personnel in the Qual-Cert program have not completed all the required training.</td>
<td>• Personnel authorized to certify and verify MPPEH material as MDAS are not designated in writing.</td>
</tr>
<tr>
<td>• Command does not have a compliant Inventory Management program in place to include, OIS accounting, a Location Survey Program, and Monthly Performance records.</td>
<td>• The Golan at Bldg. 217 does not have a second ground installed and tested.</td>
</tr>
<tr>
<td>• Ammunition container markings do not contain all required information, and MILTSD 129 Condition Code tags are not affixed to all containers.</td>
<td></td>
</tr>
</tbody>
</table>
HAZMAT & Chemical Hygiene
Basic Program Elements

- Ensure Life-Cycle Control & Management of Hazardous Material (HM) Required for Acquisition, Use, Storage, Handling, etc.


- Comply with the Various Laws and Regulations Enforced by the Federal, State & Local Agencies, as well as DOD and Navy Policies.

Previous Efforts

- JUL – OCT 2014: HMIMS database was imported with 1,930 NPS line items and associated SDS PDF Files.


- SEP 2012: HM Representatives trained on HMIMS.

- OCT 2014: HM Representative refresher training conducted by NPS staff. HM Representatives assigned to verify HMIMS inventory data and assign HM users.

Existing Efforts, Needs, & Issues

- 1 DEC 2014: HM Representative refresher and AUL submission training scheduled.

- 15 DEC 2014: Full implementation of HMIMS by NPS Staff.

- JAN 2015: HMIMS data expected to be 100%.

- Some issues with initial AUL, inventories, and HM processes—corrective actions are being taken.

- Continued communication improvements are needed.

- Training & Transparency are key for success.
### Program Progress

- NPS INST 5100.6 Chemical Hygiene Plan completed
- NPS Laboratory CHP developed and distributed
- HMIMS online database launched
- AUL Chemical Approval Process -> part of HMIMS
- Leadership Briefings initiated
- Departmental Briefings with PI’s initiated
- Lab SOP’s -can integrate HM, HW, Air Requirements
- Nationally certified Chemical Hygiene Officer (CHO)
- Coming Soon! : Training and Forms on NPS OSHE Website

### Standard Operating Procedures

- **STOP!**
  - If you’re not wearing these, you should not be working in a lab.

- **Principal Investigators (PI’s)**
  - Set the example for Lab Safety and be involved!
  - Use least toxic materials and/or surplus materials
  - New Chemicals or Locations -> Pre-Approved
  - Ensure all students and staff are trained
  - Binders with CHP, SDS, HW training in each Lab
  - Access control, only trained students log in at Lab
  - Appropriate PPE has been evaluated and is Available
  - Fume Hoods - Logs for Air Permits
  - SAA- Satellite Accumulation Areas - in each HM Lab

- **Needs / Issues**
  - Accurate Inventory and Chemical Tracking
  - Training and Documentation for Everyone in the Labs
  - Support HazMat Reps – Time, Resources
  - *** HMIMS - ipad, iphone, android compatible for higher efficiency and less time required
  - Leadership:
    * Chemical Safety is part of our Professional Skill Set
    * NPS will have Chemical Safe Labs
    * Set the expectation, maintain Accountability
    * Notify SAFETY@nps.edu of fieldwork, lab changes
Radiation Safety
## Program Elements

- Broad Scope Radioactive Materials Permit (NRMP)-control of licensed materials –storage only.
- Analytical Measurement Instruments (AMI) -electron microscopes and X-ray diffraction
- Particle Accelerators-Flash X-ray and Free Electron Laser
- Exempt from Licensing Radioactive Materials-uranium ore, check sources and radioactive legacy items
- Decommissioning of Broad Scope License
- Procurement review and SEOP development for additional analytical measurement instruments
- Support of Prof. Brewer’s Ship Stress Analysis Research
- Technical Advisement for Re-start of Flash X-ray particle accelerator.
- Radiation safety training Monterey Fire Department

## Funding of Decommissioning

**NRMP, Amd 3, Condition 21:** “The command shall fund and complete decommissioning activities at Naval Postgraduate School by the dates specified in the alternate schedule for decommissioning.”

- **Per condition 21, NPS is required to fund the radiological surveys, remediation (cleanup) and documentation.**
- Should the plan require removal and remediation of the radiochemistry waste tanks and support piping at Spanagel Hall, removal and remediation of the linear accelerator (LINAC) located under Halligan Hall, and other identified issues, this could easily become a **multi-million dollar project**.

## NRMP Decommissioning: Completed Milestones

1. In December 2009, the permittee (NPS) provided notification that they had ceased all principal activities under the type B broad scope permit, No. 04-62271-F1NP Submission and approval of HRA report by RASO and the Naval Radiation Safety Committee (NRSC).

2. On 17 September 2010, NRMP 04-62271-F1NP was converted to 04-62271-D1NP, that only authorizes storage of radioactive materials pending decommissioning.

3. On 21 September 2012, a two year contract was awarded to Aleut World Solutions(AWS) to research and write a HRA.

4. The contractor commenced research in December 2012.

## NRMP Decommissioning: Process

**The Decommissioning Alternate Schedule - remaining variables include:**

- Completion of the Historical Radiological Site Assessment (HRA) by Aleut World Solutions (AWS)
- Submission and approval of HRA report by RASO and the Naval Radiation Safety Committee (NRSC)
- Review and approval of the HRA by the U. S. Nuclear Regulatory Commission (NRC)
- Determination of areas of interest for survey, remediation and final decommissioning report (all contingent on the HRA findings)
- **Action: include Decommissioning Funding in POM-18 process.**
Environmental
Environmental Management System: (EMS)

ENV EMS: Follows ISO 14001 – an industry and university wide, systematic approach to:
- Communicate leadership commitment to environmental management – CO’s ENV Policy
- Identify aspects of our activities that may have impacts on the environment
- Communicate how we control these impacts, and
- How to reach for continual improvement in our programs – best practices in university environments

Post the CO’s ENV Policy, and Distribute and Discuss the Briefing Attachments:
- CAPT Faller’s Environmental Policy
- NSAM EMS Awareness pamphlet
- Top EMS Topics
- NSAM NEPA pamphlet

We Can All Help to Reduce the Impacts to the Environment While Accomplishing Our Facility Mission:
- Buy Green Products (less toxic or recycled products)
- Recycle!!!
- Minimize Solid Waste produced – purchase only what you need or what you have use for
- Keep Hazardous Material and Hazardous Waste OUT of the trash
- Manage consumer products carefully, as well as Hazardous Material items
- Coordinate project review early in its planning stages
Priorities
1. Be safe and have a safe working environment.

2. Recruit and retain qualified staff.

3. Fully Implement the HMIMS.

4. Resolve all Explosive Safety deficiencies.

5. Closeout IG Item 118 (Build a safety culture and 5100 instruction).

6. Develop eSAMS to fit NPS duties and tasks.

7. Resolve Hazards Assessment and Safety Self Assessment deficiencies.

8. Develop a Command NAVOSH Training Plan in coordination with NSAM (eSAMS is part of a total training plan).

9. Obtain 90% in NAVOSH training and eSAMS.


11. Update OSHE website, and develop Wiki and JIRA sites for better communication.
Installation (NSAM) NAVOSH Program Updates
## Staffing & Support

- **Staffing:** (1) OSH Manager, (2) OSH Specialists ~ >70 yrs. OSH Exp.
- **Tenants:**

<table>
<thead>
<tr>
<th>Tenants</th>
<th>NPS</th>
<th>NEX</th>
<th>FNMOC</th>
<th>CSD</th>
<th>NAVSUP</th>
<th>NRL</th>
<th>DRMI</th>
<th>CIDU</th>
<th>NWC</th>
<th>PMOSSP</th>
<th>BDC</th>
<th>PW</th>
</tr>
</thead>
</table>

## Mission

The mission of the NSAM N35 NAVOSH organization is to facilitate mishap prevention and regulatory compliance efforts throughout the installation through the implementation and oversight of a comprehensive OSH Program.

1. Responsible for managing / implementing all NAVOSH Programs for CNIC Commands.
2. Responsible for managing / facilitating the following for NPS: Traffic / Motorcycle Safety, Ergonomics, Respirator Control, Mishap Reporting & Investigation, Unsafe / Unhealthful Working Conditions Reporting, Workplace Inspections.

## Current Issues

- Installation Tobacco Policy Implementation.
- Motorcycle Safety Training contract.
- NSAM Hazardous Materials Inventory Management System (HMIMS) Implementation.

## Primary Customer Services

- American Red Cross (CPR, 1st Aid, AED) cert. training
- Ergonomic Workplace / Workstation Assessments
- Workplace Inspections & Hazard Identification / Abatement
- Unsafe / Unhealthful Working Condition Report & Evaluation & Coordination
- Motorcycle Safety Training
- OSH Consultation
- Installation ESAMS Administration
- Mishap Investigation, Reporting & Prevention
- Respiratory Protection
• CNICINST 5100.3 defines the process of determining needed safety program elements at each command and how those needs or services are to be met i.e., BOS NAVOSH Staff (NSAM N35 as supplier) vs. Tenant (as receiver with in-house OSH professionals) vs. other means.

• NSAM CO: Sole management authority for BOS safety common-service support functions to all Navy appropriated fund receiver activities on a non-reimbursable basis.

• BOS safety support is subject to supplier’s (NSAM N35) ability to provide requested safety services without jeopardizing its core ability.

• BOS safety funding does not provide common-service support for:
  ✓ Facility management functions for maintenance, construction, utilities, building services, transportation, environmental support.
  ✓ Depot maintenance activities
  ✓ R&D activities
  ✓ Transportation activities
  ✓ Defense Health Care or Medical Treatment Facilities
  ✓ Strategic Systems Program
  ✓ Public-Private Venture projects

• End Result: A signed agreement establishing NAVOSH Support Services

• Initiation: NSAM CO letter to Tenants CO’s with listing / description of safety services. POC: Michael Berry, NSAM NAVOSH IPD.

• CNRSW N35 Team to assist with NPS BOS Safety Needs Assessment (Nov. 17-21,2014).
Current Policy

1. State Law / SECNAV Inst.: Tobacco usage at least 50 ft. from building entrances. NOTE: SECNAV requires designated areas.
2. EPA classifies Environmental Tobacco Smoke as a known carcinogenic.
3. Issues: 50 feet is somewhat arbitrary; “butt-cans” at building entrances encourages policy violation, visual pollution & numerous complaints.

Draft Policy

1. NSA Monterey Instruction
2. Designated areas only: 7 sheltered (2 gazebos & 5 enclosures) and 3 unsheltered. To be constructed as resources become available. Areas TBD.
3. Construction: Decomposed granite, 2 benches, trash can, tobacco product urns & signage.
4. “Butt-Cans” outside building entrances are unauthorized.
5. Includes e-cigarettes.
Motorcycle Safety Training

**Basic Program Elements**

- **Level I training** (Basic Rider Course) required for all military prior to owning / operating a motorcycle.
- **Level II training** (ERC, MSRC, ARC) required within 60 days of BRC completion.
- Motorcycle safety training not required for civilians.
- CO shall designate Traffic Safety Coordinators and Motorcycle Safety Representatives.
- Refresher MC training every 3 years.

**Installation MSR’s**

- **NPS Students:** LT Jerome Uselman
- **NPS Staff:** PO2 Brandon Meyerdirk
- **PMOSSP:** LT Jason Allnut
- **FNMOC:** LT Jason Gerontes
- **CIDU:** EM2 Matthew Kardasiewicz
- **NRD SF:** Donald Worden

**Metrics (FY14)**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Total Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-Day BRC (Level I) Course</td>
<td>130</td>
</tr>
<tr>
<td>1-Day ERC / ARC/ MSRC(Level II) Course</td>
<td>66</td>
</tr>
<tr>
<td>Total</td>
<td>190</td>
</tr>
<tr>
<td>Military</td>
<td>91%</td>
</tr>
<tr>
<td>DOD Civilian</td>
<td>5%</td>
</tr>
<tr>
<td>Other</td>
<td>4%</td>
</tr>
<tr>
<td>NPS</td>
<td>40%</td>
</tr>
<tr>
<td>CIDU</td>
<td>35%</td>
</tr>
<tr>
<td>Dependents</td>
<td>8%</td>
</tr>
<tr>
<td>Misc.</td>
<td>17%</td>
</tr>
</tbody>
</table>

**Notes**

1) Max capacity of 6 students per class implemented FY14.
2) Number of Rider Coaches assigned to NSAM: 1 full time (Vacancy). New Navy contract established 3 Nov. Courses scheduled thru 2014.
3) Number of Operable Training Bikes: 6
4) Ranges are shared and coordinated with U.S. Army (POM/DLI)
5) Number & Condition of Motorcycle Training Ranges in Use: 1 full size, 1 modified. All ready for use.
6) Not every tenant has military motorcycle riders and therefore do not require an MSR.
## FY 2014 NPS MISHAP TREND ANALYSIS
(30 September 2014)

### NPS MISHAP METRICS

<table>
<thead>
<tr>
<th>MISHAP RATES</th>
<th>FY12</th>
<th>FY13</th>
<th>FY14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Military and Civilian Case Rate:</td>
<td>0.39</td>
<td>0.32</td>
<td>0.39</td>
</tr>
<tr>
<td>Total Cases:</td>
<td>12</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>Total Lost Time Case Rate:</td>
<td>0.10</td>
<td>0.18</td>
<td>0.19</td>
</tr>
<tr>
<td>Total Lost Time Cases:</td>
<td>3</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Lost Days:</td>
<td>190</td>
<td>26</td>
<td>45</td>
</tr>
<tr>
<td>Military Mishaps:</td>
<td>2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Civilian Mishaps:</td>
<td>10</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Operational Mishaps:</td>
<td>2</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

### SUMMARY TOTALS

<table>
<thead>
<tr>
<th>Incident Types</th>
<th>Number of Incidents</th>
<th>Types of Injuries Associated with Incident Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slip, Trip and/or Fall</td>
<td>3</td>
<td>Sprains, Strains, Fractures and/or Bruises</td>
</tr>
<tr>
<td>Bodily Reaction and/or Exertion</td>
<td>1</td>
<td>Sprain/Strain/Bruises</td>
</tr>
<tr>
<td>Contact w/object</td>
<td>2</td>
<td>Strain/Bruises/Contusions</td>
</tr>
<tr>
<td>Burn</td>
<td>1</td>
<td>Hot water scalding</td>
</tr>
<tr>
<td>Vehicle accident</td>
<td>1</td>
<td>Strain</td>
</tr>
<tr>
<td>Recreation/Bicycle Fall</td>
<td>1</td>
<td>Fracture</td>
</tr>
<tr>
<td>PRT/PT Bodily Exertion</td>
<td>1</td>
<td>Strain</td>
</tr>
</tbody>
</table>

### FY14 NPS NARRATIVE MISHAPS

NPS employee slipped/fell on wet floor from rain in Spanagel Hall and injured knee and lower back.

NPS employee ran into wall while walking through basement of building 220, striking chest.

NPS employee spilled hot water while walking to her office and burned her hand.

NPS Machine Shop employee injured his finger while attempting to catch a falling part *

NPS employee fell down stairs walking down from the mezzanine in building 220.

NPS employee injured arm while hanging mirror in Library, mirror fell and struck his bicep muscle.

NPS employee fell down stairs of Ingersoll Hall injuring her ankle.

SM was involved in a POV accident on HWY 1, straining her neck.

SM injured his arm/elbow when he fell off of his bicycle.

SM experienced bursitis in his shoulder after PT/PRT.

* Operational Mishaps
Closing