NAVAL SUPPORT ACTIVITY MONTEREY INSTRUCTION 5100.1

From: Commanding Officer, Naval Support Activity Monterey

Subj: INSTALLATION SAFETY AND HEALTH PROGRAM

Ref: (a) DODINST 6055.01, DOD Safety and Occupational Health (SOH) Program
     (b) 29 CFR 1960, Basic Program Elements for Federal Employees OSHA

Encl: (1) Naval Support Activity Monterey Installation Safety and Health Program

1. **Purpose.** Per references (a) and (b), to establish and implement the Naval Support Activity Monterey’s (NSAM) Installation Safety and Health Program, enclosure (1).

2. **Cancellation.** This instruction is new and should be read in its entirety.

3. **Applicability.** This Installation Safety and Health Program applies to NSAM and its tenant commands.

4. **Policy.**

   a. All personnel aboard NSAM shall actively participate in the Installation Safety and Health Program and adhere to all safety and health program regulations, rules, policies and procedures, enclosure (1).

   b. Ensure a copy of this instruction, including enclosure (1) is available to all personnel.

   [Signature]

   K. L. BERTELSSEN

Distribution:
Electronic via CNIC Gateway
[https://g2.cnic.navy.mil/tscnrs/NSAMONTEREYCA/N00/default.aspx](https://g2.cnic.navy.mil/tscnrs/NSAMONTEREYCA/N00/default.aspx)
Naval Support Activity Monterey

Installation Safety and Health Program

August 2015

Enclosure (1)
Taking Care of Our People

Installation Safety Program Process

Senior Management
- Management Commitment, Involvement, & CO Policy
  - Follow Safety Incentive Award Policy
  - Follow Personnel Policy

Safety Manager
- Safety Program Planning, Coordination and Implementation
  - Record Keeping, Tracking Safety Performance Measures
  - Lead/Lag Trends on Track?
  - Action Approved?
  - Employee Safety Program Training Given to Supervisors

OSH Policy Council/Committee
- Safety Program Improvement, Promotion and Oversight
  - Establish/Update Written Employee Safety Program

Supervisor
- Annual Self-Assessment
  - Training Given to Employees
  - Willful or Repeated Safety Rule Violation?
  - SOP/USA Consistent With Training?

Employee
- Training (Orientation, Job Specific, etc.)
  - SOP/USA Consistent With Training?
  - Analyze Hazards/Identify Controls
    - Stop Work
    - Non-Routine Task?
  - Update SOP/USA
  - Follow Safe Work Practices?
  - Identify Unsafe/Unhealthful Condition?
    - Mishap or Near Miss Incident?
  - Follow Up Investigation, Reports, and Records
  - Meets Safety Award Criteria?

Circled Number denotes key process indicator used for tracking and monitoring.
Taking Care of Our People

NAVAL SUPPORT ACTIVITY MONTEREY
OCCUPATIONAL SAFETY AND HEALTH COUNCIL
(Base Safety Committee)

Organization

The Naval Support Activity Monterey Base Safety Committee has been established to review mishaps and near-miss incidents, recommend improvements to the safety program, and/or identify corrective measures needed to eliminate or control recognized hazards (e.g., fall protection, traffic safety, etc.). Safety Committee meetings are convened at least quarterly, chaired by installation Commanding Officer or Executive Officer (CO/XO), and facilitated by the Installation Program Director (IPD) for Safety. Periodic Safety Committee meetings are often combined with other formally established Management Board or Council meetings that address safety issues. The schedules, dates and locations of these periodic meetings are available from the NSAM Safety Office. Safety Committee membership includes locally assigned civilian and military members comprised of supervisory, non-supervisory and employee group representatives. Core safety committee membership is comprised of installation host and tenant organizations represented by department heads from Command and Staff, Safety, Environmental, Facility Support, Fleet and Family Readiness; and command-designated, locally assigned tenant command representatives as deemed necessary.

<table>
<thead>
<tr>
<th>Primary Role</th>
<th>Organization</th>
<th>Alternate Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSAM CO (Chair)</td>
<td>Command and Staff</td>
<td>Deputy Director</td>
</tr>
<tr>
<td>N9 Quality of Life Director</td>
<td>MWR</td>
<td>Recreation Director</td>
</tr>
<tr>
<td>N3 Operations Officer</td>
<td>Security / Force Protection</td>
<td>Force Protection Director</td>
</tr>
<tr>
<td>N35 NAVOSH Director</td>
<td>Safety Office</td>
<td>Lead OSH Specialist</td>
</tr>
<tr>
<td>Environmental Director</td>
<td>Environmental Office</td>
<td>Lead Env. Prot. Specialist</td>
</tr>
<tr>
<td>N4 PWO</td>
<td>Facility Support</td>
<td>APWO</td>
</tr>
<tr>
<td>Chief of Staff</td>
<td>Naval Postgraduate School</td>
<td>Director, Facilities Mgmt.</td>
</tr>
<tr>
<td>Executive Officer</td>
<td>FNMOC</td>
<td>Command Safety Rep.</td>
</tr>
<tr>
<td>Executive Officer</td>
<td>Naval Research Lab</td>
<td>Command Safety Rep.</td>
</tr>
<tr>
<td>Local Union President</td>
<td>Employee Representative</td>
<td>Union Local Official</td>
</tr>
<tr>
<td>NPS OSHE Director</td>
<td>NPS OSHE</td>
<td>NPS Research Safety Officer</td>
</tr>
</tbody>
</table>

Responsibilities

- The NSAM Safety Committee identifies corrective measures needed to eliminate or control recognized safety hazards associated with installation on-shore activities.
- The NSAM Safety Committee is responsible for assisting management in reviewing and updating safety rules based on accident investigation findings, any inspection findings, and employee reports of unsafe conditions or work practices; and accepting and addressing anonymous complaints and suggestions from employees.
- The NSAM Safety Committee is responsible for assisting in evaluating employee accident and illness prevention programs, and promoting safety and health awareness and co-worker participation through continuous improvements to the safety program.
- The NSAM Safety Committee members participate in safety training and are responsible for assisting management in monitoring all safety training (workplace, traffic, recreational, and public) to ensure that it is in place, effective, and documented.
Taking Care of Our People

MISHAP INVESTIGATION

Mishap Investigation Procedures

A mishap is any unplanned or unexpected incident or event that can occur while you are working, crossing the street, driving to/from work, or participating in a recreational activity. A near-miss is a type of mishap whereby the incident or event could have resulted in a mishap but it did not actually happen. Mishaps and near-miss incidents sometimes indicate a problem with the safety program. A mishap or near-miss incident could result in:

- Personal injury to yourself or others (or causes you or others to seek medical attention);
- Material loss or damage to property or equipment; or
- A fire or explosion of any kind whether damage occurs or not.

Mishap investigations are an integral part of the safety process. They help determine the cause, uncover contributing factors, identify similar incidents, document the facts, and promote safety through lessons learned. If you are involved in a mishap or near-miss incident or you are witness to the event; you are expected to provide detailed information about the incident within 24-hours. Information that may be helpful in the investigation includes:

- Facts, observations, and steps taken to implement temporary control measures to alert first responders, prevent further injuries to victims, and safeguard other individuals.
- Facts and observations of tools, equipment, or machinery; and the type of operation or process involved in the mishap or near-miss.
- Names of witnesses or any other persons who might provide facts or clues to the cause of the mishap.
- Facts and observations that point to the cause of the incident. These important facts may show employees using equipment without authorization; operating equipment at an unsafe speed, removing and not replacing safeguards or controls; using defective tools, and not following safety rules or specific job instructions. Other factors include faulty tools, working in poorly designed area, or working with substandard materials. Sometimes environmental factors have an influence like weather conditions, chemicals, noise, vibration, extreme heat or cold, material handling, and lighting.
- First-hand recommendations regarding corrective action to prevent the mishap event from recurring in the future. Recommendation may include changes in work procedures
- First-hand recommendations and input regarding the need for updated, refresher, or remedial safety training.

If you are involved in or witness an onsite work-related, traffic, public safety, or recreational mishap; a mishap investigation report must be completed by your supervisor or by the supervisor responsible for the incident. You are required to give details to your supervisor without delay to ensure the timely completion of the mishap investigation report.

Note: Mishap reports shall be submitted via the Enterprise Safety Application Management System (ESAMS).
Taking Care of Our People

SAFETY TRAINING

Orientation

Job safety orientation begins on your first day on the job. This orientation is required for all new hires, job transfers or other assigned employees who are new to the work or work environment. As you become more familiar with your surroundings, you should be informed of all hazards and issues related to workplace safety, traffic safety, public safety, and recreational safety at the command. Your supervisor will answer your questions and then ask questions of you to ensure that you understand the workplace safety rules, policies and job-specific procedures established to protect you and your co-workers. You are required to participate in all job-related safety training and refresher training provided or scheduled for you by your supervisor.

All designated Collateral Duty Safety Officer personnel receive additional training by base safety on NAVOSH program (e.g., confined space entry, fall protection, ergonomics, hazardous material, and exposure monitoring); OSH Act & Exec Order 12196; identifying and using OSH standards; procedures for recognizing hazards and abatement, and for reporting, evaluation and investigating reprisal allegations; and special topic training on local geographic area hazards.

Job-Specific Training

- Your supervisor will provide your initial training and show you how to perform your newly assigned job tasks safely. Your personal Enterprise Safety Applications Management System (ESAMS) account will provide ready access to your safety training records.
- Your supervisor will interactively review all of the job qualifications, specific safety rules, policies and applicable safety procedures and provide answers to your questions.
- Your supervisor will give you verbal instructions and specific guidance on how to perform your assigned work task(s) using safe work practices. Where applicable, specialized training will be provided (e.g., weight handling safety, indoor air quality management, personal protective equipment, hazard communication, medical surveillance, hearing and sight conservation, and other specialized work practices).
- Initially and periodically thereafter, your supervisor will observe you while performing your assigned work. Your supervisor will demonstrate safe work practices and provide appropriate remedial instruction to correct training concerns. You will be permitted to work alone without supervision when you can successfully perform assigned work tasks safely.
- For any new, non-routine, or other specialized procedures, your supervisor will review the current safe work practices with you, provide the necessary training, and ensure that you can do the work without any supervision.

Periodic Retraining

- You will be periodically retrained on safety rules, policies and procedures, and when changes to your safety manual are indicated. Updated training may be provided on corrective actions and preventive measures taken as a result of a mishap or near-miss incident, injury or illness, unsafe act, poor work practice, or unsafe work behavior.
Taking Care of Our People

SAFETY RECORD KEEPING AND REPORTS

Record Keeping

Your Supervisor, Base Safety and Human Resource Offices are responsible for establishing all work-related employee mishap, injury, and illness records. These records are maintained for at least three (3) years. Some records need your input to help document the circumstances surrounding your injury or illness. These records include:

- Notice of Traumatic Injury & Claim for Continuation of Pay/Compensation (Form CA-1)
- Notice of Occupational Disease Claim for Compensation (Form CA-2)
- Authorization for Examination or Treatment (Form CA-16)

When records are used to record your emergency medical treatment; you are responsible to give all of the details asked of you to complete the form(s). You need to be truthful, accurately recall (to the best of your knowledge) what actually happened, and provide all of this information to your supervisor without delay.

Reports

Written reports tell a story about what happened and provide a way of informing the command. Work-related injuries and illness that may be reported include exposure to chemicals and other substances, respiratory conditions associated with exposure to biological agents and hazardous chemicals, poisoning from workplace toxins, injuries that result in the loss of consciousness, death, medical conditions beyond first-aid treatment, hearing loss induced by workplace noise, workplace violence injury, and work-related injury diagnosed by a healthcare professional. A partial list of reports, notifications and safety awareness information that is available to you includes:

- Result of investigation when you either report or you are involved in a mishap or near-miss incident.
- Result of investigation when you submit a notice of a hazardous workplace condition (Navy Employee Report of Unsafe or Unhealthful Working Condition OPNAV 5100-27)
- Region or activity's report of work-related injury or illness (OSHA Form 300, Log of Work-Related Injuries and Illnesses).
- Region or activity's report describing the injury or illness from the mishap (OSHA Form 301, Injury and Illness Incident Report).
- Region or activity's report annual summary of work-related injuries and illness (OSHA Form 300A, Summary of Work-Related Injuries and Illnesses).
- DoD Occupational Safety & Health Protection Program Poster (DD 2272).
- Copies of the safety standards.
- Minutes of the Safety Committees and their actions and recommendations.
- Compliance programs such as hazard communication, fall protection, electrical safety, fire prevention, confined space, lock-out/tag-out, forklifts, hazardous spill cleanup, and workplace violence prevention training.
Taking Care of Our People

FIRST AID, MEDICAL TREATMENT & EMERGENCY CONTACTS
Naval Support Activity Monterey

**Emergency Telephone Numbers**  x911 for Emergency Fire, Police, Ambulance Dispatch

- Base Safety: (831) 656-2822
- NSAM CDO: (831) 392-5651
- Security Non-Emergency: (831) 656-2556
- NPS Safety: (831) 656-7758
- NPS CDO: (831) 656-2442
- CNRSW Dispatch: (831) 656-2555

**Emergency Medical Treatment**

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- Use the emergency telephone numbers listed at the top of the page or posted next to the telephone in your work area to request assistance & transportation to the local hospital.
- Give details to a co-worker or emergency first responder to alert others of potential danger. If you are unable, request someone notify your supervisor for you.
- After you are released from the hospital for return to duty; obtain a medical referral from the medical clinic. Give it to your supervisor before you return to work.

**Minor First-Aid Treatment**

First aid supplies are not readily available on base. However, some organizations within the installation have opted to ensure first aid kits are readily available with their AoR's. Your supervisor will assist with ensuring your first aid needs are attended to. If you sustain an injury or are involved in a mishap requiring minor first aid:

- Inform your supervisor of the mishap, near-miss, injury, or illness.
- Administer minor first aid treatment to the injury or wound.
- Access to first aid supplies are not intended to be a substitute for medical attention.
- Detail any minor first-aid treatment when completing the mishap investigation report.

**Non-Emergency Medical Treatment**

Active duty service members have the option of seeking non-emergency medical treatment thru either the Army Health Clinic (Presidio of Monterey) during normal working hours or through any number of medical clinics and physician offices within the community. Civilian accessibility to the Army Health Clinic for anything other than scheduled medical surveillance exams is not available and will therefore need to seek non-emergency medical treatment within the community. Civilians will need to submit the appropriate Worker's Compensation Program forms as well as a Mishap Report in ESAMS for non-emergency medical treatment.
Taking Care of Our People

OCCUPATIONAL HEALTH CONTACTS
Naval Support Activity Monterey

**Occupational Health Telephone Numbers**

Occupational Health Nurse: 831-242-4842  
Industrial Hygienist: 831-656-1074  
Naval Medical Administration Unit: 831-242-7542

**Occupational Health**

Occupational health deals with insidious health effects, usually produced by long-term (chronic) exposure to toxic chemicals or harmful physical agents (e.g. noise, vibration, etc.) and treatment of work related injuries. Two major specialties comprise the occupational health program: Industrial Hygiene and Medical Surveillance.

**Industrial Hygiene**

Industrial Hygiene is the science and art devoted to the anticipation, recognition, and evaluation and control of workplace environmental factors that may cause injury and illness or significant discomfort. OurBUMED Industrial Hygienist performs the monitoring and analysis necessary to detect the extent of exposure, and develop or recommend the controls necessary to eliminate or reduce exposures to potentially harmful physical, chemical, and biological hazards.

**Medical Surveillance**

A medical screening examination as part of a medical surveillance program is one of several tools aimed at protecting workers who are exposed or potentially exposed to hazardous substances in the workplace. Exam content for performing hazard based medical examinations and certification examinations is established in the Navy and Marine Corps Public Health Center Technical Manual NMCPHC-TM 0M 6260 Medical Surveillance Procedures Manual and Medical Matrix. A medical surveillance program includes establishing exam content, performing occupational medical examinations, documenting results of examinations, informing the employee of the results of examination, following up abnormalities, counseling and education, and evaluating grouped data for trends and sub-clinical effects of exposure. Selection of personnel for medical surveillance programs is based primarily on the results of the industrial hygiene survey and is exposure driven. This is known as "hazard based" medical surveillance. In the absence of industrial hygiene data, medical personnel will make a decision on placement in medical surveillance programs based on knowledge of the workplace processes, job requirements, and occupational history. Your supervisor will inform you of your medical surveillance exam requirements, if any.
Taking Care of Our People

OCCUPATIONAL SAFETY AND HEALTH INSPECTIONS,
EVALUATIONS AND ASSESSMENTS
Naval Support Activity Monterey

The Navy’s OSH Inspection Program is a vital component to ensuring a safe and healthful workplace for all employees. The inspection program as well as NAVOSH Program evaluations and assessments identify deficiencies that need correcting in order to protect personnel and meet regulatory requirements. Besides ensuring personnel safety and regulatory compliance, safety inspections and assessments serve as a platform to engage employees, supervisors and managers in NAVOSH process improvement efforts. The overall inspection program consists of the following inspections, evaluations and assessments:

Workplace Inspections

The NSAM OSH office shall inspect all workplaces for unsafe conditions, unsafe work practices and regulatory compliance and issue NAVOSH Deficiency Notices (NDN’s) for such instances to the officials responsible for unsafe conditions, regulatory violations and unsafe acts. NDN’s are required to be abated within 30 days.

OSH Management Evaluations

Headquarters commands (Command Navy Region South West for NSAM) shall ensure appropriate evaluations of NAVOSH program effectiveness are conducted at subordinate commands at a minimum of every 3 years.

Naval Inspector General

The NAVINSGEN shall periodically conduct shore oversight inspections of headquarters and subordinate commands to evaluate compliance with requirements of the NAVOSH Program.

Federal and State Occupational Safety and Health Administration (OSHA) Inspections

Federal OSH officials, acting as representatives of the Secretary of Labor, may conduct announced or unannounced inspections at all Navy workplaces except military unique workplaces, workplaces staffed exclusively with military personnel, or workplaces located in foreign countries. Such inspections may be in response to a complaint from a Navy civilian employee or employee representative. They may schedule these inspections as part of DOL’s targeted inspection program or as part of an evaluation of the DOD safety program. These inspections may also be solely at the discretion of the Secretary of Labor.

NAVOSH Program Assessments

Command NAVOSH staffs shall perform a self-assessment of the NAVOSH Program at least annually either using self-assessment guidance developed by their headquarters command or the Process Review and Measurement System Self-Assessment Model. The self-assessment shall include as a minimum, incorporation of a review of progress toward implementing the Department of the Navy safety vision, mishap statistics, inspection records, hazard reports and risk assessments, evaluations of compliance posture, and the industrial hygiene exposure assessment and complete review of all NAVOSH Programs.
Taking Care of Our People

SAFETY RULES
Naval Support Activity Monterey

Installation safety rules are a product of our Command Safety Committee. They were developed based on recognized hazards, mishap or near-miss incidents, patterns or trends that have been associated with this installation. Safety rules are provided to ensure all assigned military and civilian personnel are knowledgeable about known hazards and prevention or control measures that are provided to protect personnel from harmful exposure. Rules provide an interim communication measure until formally codified elsewhere (e.g. local instruction, Standard Operating Procedure, etc.).

The Naval Support Activity Monterey Safety Committee has identified the following hazards and control measures to safeguard installation personnel from harmful exposure to known hazards:

AQUATIC SAFETY AND DROWNING PREVENTION

- **DO** visit a local weather website before you go to get beach safety information. They are usually updated several times each day.
- **DO** know about recommended beaches, lifeguarded beaches, closed beaches and active alerts.
- **DO** review beach ratings/hazard alerts prior to departure and, upon arrival, heed safety flags and interpretive signs and current descriptions of shoreline surf conditions for
  - swimming and offshore ocean conditions for kayaking, boating, snorkeling and surfing.
- **DO** choose a beach that best matches your ability and comfort level in the water.
- **DO** heed hazards (e.g., rip currents, dangerous shore breaks), injury prevention tips, surf reports, special alerts (e.g., box jelly fish notices), and beach warnings.
- **DO NOT** enter the water at unguarded or closed beaches.
- **DO NOT** enter the water where active alerts direct otherwise.

ACTIVE SHOOTER RESPONSE FOR BUILDING OCCUPANTS

- **DO** lock and barricade doors.
- **DO** turn off lights.
- **DO** close the blinds.
- **DO** block windows.
- **DO** turn off radios and computer monitors.
- **DO** stay out of sight and take adequate cover/protection.
- **DO** silence cell phones.
- **DO** know all alternate exits in your building.
- **DO** leave the premises, if possible, without compromising your safety or the safety of others and call 911 from any base phone.
- **DO** report your specific location (e.g., building name and office/room number) or any other pertinent information to authorities.
- **DO NOT** stand by doors or windows.
- **DO NOT** engage the shooter(s).
- **DO NOT** attempt to rescue other people unless it can be done without further endangering yourself or others.

Enclosure (1)
Taking Care of Our People

OCCUPATIONAL SAFETY AND HEALTH REGULATIONS AND STANDARDS
Naval Support Activity Monterey

Occupational Safety and Health Administration

The Navy’s OSH program gained special prominence after passage of the Occupational Safety and Health (OSH) Act on 31 December 1970. The President signed E.O. 12196, Occupational Safety and Health Programs for Federal Employees on 26 February 1980, superseding E.O. 11807. The Secretary of Labor revised DOL guidelines (29 CFR 1960) on 21 October 1980 and reissued them as Basic Program Elements for Federal Employee Occupational Safety and Health Programs. OSHA is responsible for promulgating legally enforceable standards that may require conditions, or the adopt or use of one or more practices, means, methods or processes reasonably necessary and appropriate to protect workers on the job. The general duty clause of the OSH Act requires that employers provide a workplace that is free from hazards that are likely to harm employees and is applicable when there is no specific OSHA standard for a given situation. The primary OSHA standards referenced in the Navy’s OSH Program Manual are:

- 29 CFR 1910 General Industry Regulations
- 29 CFR 1926 Construction Industry Regulations

NAVOSH Regulations

The DoD has issued many directives and instructions to implement the Federal guidance provided by 29 CFR 1960. The Navy Occupational Safety and Health Program Manual, OPNAVINST 5100.23G implements the DoD OSH Program.

A few of the more applicable Navy safety and health regulatory manuals, instructions and policies are as follows:

- Navy Occupational Safety and Health Program Manual, OPNAVINST 5100.23G
- Navy Traffic Safety Instruction, OPNAVINST 5100.12J
- Department of the Navy Fall-Protection Guids (May 2015)
- NSAM Instruction 5100.2 Tobacco Policy
- NSAM Instruction 5100.1 Installation Hazard Communication Plan
- COMNAVREGSW Instruction 11320.1 Regional Fire Prevention Regulation
- COMNAVREGSW Inst. 5100.2 Regional Public Access Defibrillation (AED) Program
- COMNAVREGSW Inst. Recreation and Off-Duty Safety (RODS) Program
- NSAM Inst. 8023.1 Testing and Inspection Requirements for Ordnance Grounding Systems at Naval Support Activity Monterey
- NSAM Inst. 11260.1 Weight Handling Equipment (WHE) Management and Qualification Program