NAVAL POSTGRADUATE SCHOOL
OCCUPATIONAL SAFETY, HEALTH, AND ENVIRONMENTAL DIRECTORATE
285 STONE ROAD, QUARTERS N
MONTEREY, CA 93943-5000

02 March 16

MEMORANDUM FOR THE RECORD

From: Director, Occupational Safety, Health and Environmental, Naval Postgraduate School

Subj: INTERIM RISK MANAGEMENT POLICY

Ref: (a) OPNAVINST 3500.39C, Operational Risk Management
    (b) OPNAVINST 5100.23G, NAVOSH Program Manual

Encl: (1) Checklist Form for Occupational Safety, Health, and Environmental Hazards to Consider
    (2) Project Description Outline
    (3) Safety Review Routing Form
    (4) ORM Summary: Hazards Identification and Mitigations (Short Form)

1. Purpose: To establish interim policy at Naval Postgraduate School (NPS), implementing reference (a) and reference (b) in risk management and the protection of health and safety of its personnel. NPS is committed to the identification of hazards and the mitigation of risk, in order to accomplish innovative research and education of its students. To this end, proposals and projects will be reviewed and a risk assessment code will be associated with each.

2. Responsibilities:

    a. NPS Personnel – Identify potential safety and environmental hazards, and possible controls, from the first planning efforts on a proposal or project Encl (1). When submitting a proposal or a project, provide enough information, to allow the Safety Office to perform an initial risk assessment Encl (2).
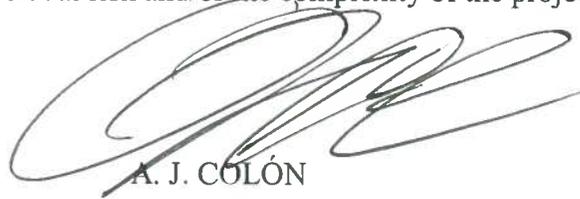
    b. Safety Office - Conduct initial risk assessment in accordance with reference (a). Below actions will be taken for the different (unmitigated) risk assessment codes (RAC):

        A. RAC of 5: no further action by the safety office is required.
        B. RAC 4 and 3: complete follow-up discussions with submitting group to confirm and/or revise RAC code; initiate current version of Safety Routing Sheet, Encl (3) and initiate the short form risk assessment, Encl (4) with the assistance of submitting group.
        C. RAC of 2 and 1; initiate current version of Safety Routing Form, Encl (3), and a deliberate ORM in the form of a medium or long form, will be developed with the assistance of the submitting group.

        Note: A low RAC code could at times necessitate a more in-depth analysis dependent on complexity of project. Copies of risk assessments will be maintained at the safety office as well as with the project package, for further review, if needed.

   c. Approving Authority - It is the responsibility of the Safety Office to communicate risk to leadership and recommend for or against acceptance of risk. The acceptance of this risk, in accordance with ref (a), will reside either with the school Dean, the Provost, the Chief of Staff or the NPS President, depending on the residual risk and/or the complexity of the project and scope of impact.

A. J. COLÓN