



DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-5190

PERSUPPACTSANDIEGOINST 5100.2F
Code NO05
1 May 1995

PERSUPPACT SAN DIEGO INSTRUCTION 5100.2F

Subj: NAVY OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) PROGRAM

Ref: (a) OPNAVINST 5100.23 Current Series

Encl: (1) Sample Designation Letter for Detachment Safety
Coordinator
(2) Safety Check List

1. Purpose. To implement requirements of reference (a), promulgate occupational safety and health regulations pertinent to Personnel Support Activity, San Diego and ensure compliance with Navy and Federal regulations for a safe and healthful workplace for all personnel. This instruction has been substantially revised and should be reviewed in its entirety.

2. Cancellation. PERSUPPACTSANDIEGOINST 5100.2E.

3. Discussion. Requirements for shore activity NAVOSH programs are provided in reference (a), which specifically direct compliance with the standards established in the Occupational Safety and Health Act of 1970 (OSHA) which have been adopted by the Department of the Navy.

4. Policy. It is the policy of the Commanding Officer to provide and maintain a safe and healthful working environment for all personnel in compliance with the requirements of reference (a). The command requirements shall be accomplished through the application and enforcement of comprehensive, effective, and continuous safety and industrial hygiene programs and through development of abatement programs and Host-Tenant servicing agreements. This instruction delineates responsibilities, duties, and the procedures for Personnel Support Activity, San Diego NAVOSH Program.

5. Background. The provisions of reference (a) establish the NAVOSH program; including Mishap Investigation and Reporting Procedures. Detachment Safety Coordinators shall be assigned as special assistant to the Officer in Charge (Code NO05).

6. Duties and Responsibilities

a. NAVOSH Official. The PERSUPPACT San Diego NAVOSH Manager has responsibility for overall NAVOSH program coordination and monitoring, and shall be the single point of contact for safety and health matters. Each PERSUPPDET Safety Coordinator shall

ensure the tasks of reference (a) are performed as appropriate and applicable.

b. Supervisors. Supervisors are responsible for ensuring their employees are properly instructed in safe work practices; injuries or occupational illnesses promptly reported, treated, and investigated; inspections of work spaces under their cognizance are made and hazards promptly reported; appropriate corrective actions are taken on safety violations in their work areas; and safety awareness is properly promoted and encouraged among their employees. The supervisor's safety performance is a positive objective factor to be used in performance appraisals.

c. Employees. Each employee shall abide by NAVOSH regulations and any supplemental instructions, verbal or in writing, given by the cognizant supervisor. Each employee is responsible for prompt reporting to his/her immediate supervisor injuries or occupational illnesses, property damage resulting from a work accident, and any hazard observed in the workplace which could affect the health or well being of employees. Willful violations of safety regulations/instructions or imprudent, unsafe behavior will result in disciplinary action in accordance with Federal personnel regulations.

7. OSH Program Implementation

a. Employee Hazard Reporting. Reference (a) requires an employee hazard reporting system be established at all naval activities. Pursuant to this reference the following additional procedures are provided for this command.

(1) Routine Reports. An employee observing a workplace hazard shall report the incident verbally and/or by filling out a Safety Hazard Report (5100/11 (REV 4-83)) and ensure his/her supervisor has been apprised of the problem. The supervisor shall take action to fix/correct the hazard. Where a question exists concerning the hazard, or if the hazard is believed to be serious or where imminent danger may exist, the Detachment Safety Coordinator shall be immediately notified.

(2) Formal reports. The procedures in chapter 10 of reference (a) shall be followed. Written reports shall be submitted to the Detachment Safety Coordinator, with a copy forwarded to the Command NAVOSH Manager. Reports may be submitted anonymously, however, responses can only be made to all hands. All reviews shall be forwarded to the Commanding Officer once completed. The Safety Hazard Report (OPNAV 5100/11 (REV 4-83)) may be submitted as a formal Hazard Report.

(3) Appeals. Use procedures prescribed in reference (a), paragraph 1005 a through c.

(4) Posting requirements. A statement concerning the reporting of an unsafe or unhealthful condition/practice shall be posted and maintained on official bulletin boards. The Detachment Safety Coordinator is responsible for the preparation of these documents.

b. Injury and Illness Investigation, Reporting, and Recording. Refer to reference (a) chapter 14 for guidance. All records shall be retained for five years following the end of the FY in which they relate.

c. Inspections and Hazard Correction. Annual OSH Inspections of all PERSUPPACT San Diego workplaces required by reference (a) shall be conducted by competent safety and health personnel in accordance with host-tenant agreements. Copies of all safety inspection reports shall be forwarded to Command NAVOSH Manager and maintained by the Detachment Safety Coordinator for a minimum of five years. The cognizant supervisor will initiate corrective action upon notification of a hazard. Supervisors shall initiate work requests and maintain appropriate records. The Commanding Officer/Officer in Charge is responsible for assuring required hazard abatement records are maintained.

d. Deficiency (Hazard) Abatement. Compute and report in accordance with reference (a) Chapter 12.

e. Training. Basic new employee, supervisory, and management OSH training shall be provided by each Detachment Safety Coordinator. Specialized training, when required, shall be coordinated through PERSUPPACT San Diego, Code N005. The Command NAVOSH Manager shall meet the minimum training required by reference (a) and this instruction.

f. Committees. PERSUPPACT San Diego Occupational Safety and Health council shall be established and chaired by the Commanding Officer, Executive Officer, or equivalent. Members shall be appointed in writing and include civilian and military personnel representing key organizational elements at the activity, as well as safety and health professionals.

g. Injury/Compensation. Injury compensation administration is coordinated by the Civilian Position Manager, Code N01PM. Employees sustaining an occupational injury or illness must file a claim with their respective officer in charge/staff supervisor

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and prepare Form CA-1 or CA-2. Assistance in filing claims may be obtained from Code N01PM.

h. Safety References. Each Safety Coordinator shall maintain a basic NAVOSH reference library, including a copy of reference (a) as well as any pertinent local instructions.

i. Protective Equipment. Employees shall obtain and use appropriate personal protective equipment if and when entering hazardous work areas. Criteria for use of and availability of equipment shall adhere to the host command's hazardous work area requirements.

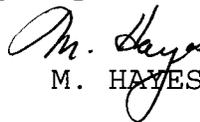
8. Action

a. All PERSUPPACT San Diego personnel shall comply with the requirements of this instruction and instructions referenced herein, as they pertain to their respective areas of cognizance.

b. Safety Awareness Training Program shall be aggressive and meet the special needs of each detachment.

c. Detachment Safety Coordinators shall attend host command NAVOSH Safety Council meetings and maintain copy of minutes. A library of current NAVOSH instructions, books, publications, and periodicals will be maintained.

d. The Command NAVOSH Manager shall conduct periodic (at least triennial) management evaluations of detachment records, work spaces, operations, equipment, and facilities for NAVOSH compliance; initiate a systematic follow-up to track deficiencies; and document and retain the results of all inspections/surveys for review by higher authorities.


M. HAYES

Distribution:
PERSUPPACTSANDIEGOINST 5216.1H LIST II

PERSUPPACTSANDIEGOINST 5100.2F
1 May 1995

5400
Ser OO/

From: Officer in Charge, Personnel Support Activity Detachment
To:

Subj: DESIGNATION AS DETACHMENT SAFETY COORDINATOR

Ref: (a) PERSUPPACTSANDIEGOINST 5100.2F
(b) OPNAVINST 5100.23 Current Series
(c) PERSUPPACTSANDIEGOINST 11320.1A

1. Per references (a) and (b), you are designated the collateral duty detachment Safety Coordinator. As such, you are special assistant to the Officer in Charge. You are responsible for the overall coordination and monitoring of the Navy Occupational Safety Health Program (NAVOSH), and shall be the single point of contact for safety and health matters.

2. In the course of your duties, you should thoroughly familiarize yourself with references (a) through (c).

a. Ensure that all employees, military and civilian are properly instructed in safe work practices, and that mishaps and or occupational illnesses are promptly reported, treated and investigated in accordance with reference (b) chapter 14.

b. Maintain a detachment safety bulletin board, to include the Safety Hazard Report reference (b) Appendix 10-A and a statement ~~concurring~~ the reporting of an unsafe or unhealthful condition/practice. **CONCERNING**

c. Maintain mishap and illness logs and prepare and submit an annual civilian injury summary, as well as other mishap reports required by reference (b), via the Officer in Charge, to PSA San Diego, Code N005.

d. Coordinate with the host command Safety Manager to arrange for an annual NAVOSH Inspection. Initiate corrective action on any/all inspection discrepancies.

e. Provide periodic training on safety related topics to detachment personnel, to include biweekly five minute blurbs at quarters. Coordinate with the detachment Training Officer/NAVOSH Safety Office to arrange for new employee training.

Enclosure (1)

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8. Attend Host Command Safety Committee meeting whenever held.

9. Fire Prevention Program Manager. As such you will comply with guidance provided in reference (c).

3. Any questions may be referred to the PERSUPPACT San Diego Safety Manager, Code N005.

I. B. SAFE

Copy to:
PERSUPPACT San Diego Code N005
Service Record

SECTION 1 - COMMAND SUPPORT FOR THE NAVOSH PROGRAM

REFERENCE	NAVOSH PROGRAM ELEMENT	YES	NO	REMARKS
OPNAVINST 5100.23D sec. 0303.a.	Is the OSH Office organizationally placed on the immediate staff of the commander, commanding officer, director or the officer in charge?			
OPNAVINST 5100.23D, sec. 0209.e.	Has the activity commander stated the location(s) where personnel can review copies of the NAVOSH standards, records of safety and health committees and their actions and recommendations, and various documentation on the command/activity/unit OSH Program?			
OPNAVINST 5100.23D, sec. 0209.c.	Have DD Forms 2272 "Department of Defense Occupational Safety and Health Protection Program" been posted in prominent locations such as all official bulletin boards?			
OPNAVINST 5100.23D, sec. 1412.	Is the CO reviewing all lost time mishaps with five or more lost workdays with cognizant first line supervision and/or the next level of management involved?			
OPNAVINST 5100.23D sec. 0207.k.	Has the command developed procedures to measure and recognize superior or deficient OSH performance for civilian supervisors?			
OPNAVINST 5100.23D sec. 0207.k.	Do evaluations for civilian supervisors reflect OSH performance and personal accountability that are consistent with the duties of the position?			

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SECTION 2 - OSH OFFICE ORGANIZATION STAFFING AND FUNCTIONS

REFERENCE	NAVOSH PROGRAM ELEMENT	YES	NO	REMARKS
	<p><u>Most activities including bases and activities with industrial operations</u></p> <ul style="list-style-type: none"> n. Confined Space Entry o. Asbestos p. Respiratory Protection q. Radiation Safety (ion., nonion., lasers, RFR) 			

SECTION 4 - OSH INSPECTION PROGRAM

<u>REFERENCE</u>	<u>NAVOSH PROGRAM ELEMENT</u>	<u>YES</u>	<u>NO</u>	<u>REMARKS</u>
OPNAVINST 5100.23D, sec. 0903.a.	Are all workplaces inspected at least annually?			
OPNAVINST 5100.23D, sec. 0903.h.	Are written reports of workplace inspections provided to the official in charge of the operation inspected NLT 15 working days after the inspection?			
OPNAVINST 5100.23D, sec. 0903.j.	Are follow-up workplace inspections conducted to verify corrections have been made or to focus on specific problem areas?			

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SECTION 5 - NAVOSH DEFICIENCY ABATEMENT PROGRAM

REFERENCE	NAVOSH PROGRAM ELEMENT	YES	NO	REMARKS
OPNAVINST 5100.23D, sec. 1202.b.	Have copies of OPNAV Form 5100/12 for RACs 1, 2 and 3 deficiencies been posted in the area of the deficiency until the hazard was abated?			
OPNAVINST 5100.23D, sec. 1202.b.	<p>Does the official in charge of the operation take prompt action to correct the deficiency within 30 days of the date of the notice, complete Section B of OPNAV Form 5100/12 and return a copy to the activity OSH office?</p> <p>Does Section B of OPNAV Form 5100/12 indicate the status of the deficiency as follows:</p> <ul style="list-style-type: none"> - the deficiency has been corrected, or - specific abatement action taken 			
OPNAVINST 5100.23D, sec. 1202.c.	<p>Are deficiencies assigned RACs 1, 2 and 3 requiring more than 30 days for correction, recorded in a formal installation hazard abatement plan?</p> <p style="text-align: center;">AND</p>			
OPNAVINST 5100.23D, sec. 1204.c.	<p>Does the formal installation hazard abatement plan include the following standard data for <u>each</u> deficiency?</p> <ol style="list-style-type: none"> (1) Date of hazard identification. (2) Location of the hazard(s). (3) Description of the hazard(s) including reference to applicable standards. (4) Estimated RAC (with hazard severity, probability of single occurrence, and annual personnel exposure cited separately) or calculated RAC. (5) Interim control measures in effect. (6) Description of the abatement action, including estimated cost and completion date. (7) Abatement priority. (8) Close out statement, indicating: completed abatement action and actual cost, with date of completed action; or process discontinued or worksite vacated. (for archive record on file.) 			

SECTION 5 - NAVOSH DEFICIENCY ABATEMENT PROGRAM

REFERENCE	NAVOSH PROGRAM ELEMENT	YES	NO	REMARKS
OPNAVINST 5100.23D, sec. 1202.b.	Are projects to correct hazards which are beyond the funding capability of the local commander submitted, via the chain of command, to respective major claimants?			
	AND			
OPNAVINST 5100.23D, sec. 1203. a. (3)	Are active projects reviewed, prioritized, and maintained current?			
OPNAVINST 5100.23D, sec. 1202.b.	Are OSH deficiencies reported by higher echelons (including NOIU Oversight Inspections and OSH Management Evaluations) transcribed to OPNAV Form 5100/12 and processed by the OSH office?			
OPNAVINST 5100.23D, sec. 1203.	Are <u>interim controls documented on the NAVOSH Deficiency Notice</u> and measures in effect for more than 60 days reviewed and approved by the activity OSH office and revised as appropriate?			
OPNAVINST 5100.23D sec. 1206.	Are all funds (local) expended for correction of NAVOSH deficiencies reported to CNO (N4), via the chain of command, through use of existing reporting systems?			

SECTION 6 - OSH TRAINING PROGRAM

REFERENCE	NAVOSH PROGRAM ELEMENT	YES	NO	REMARKS
OPNAVINST 5100.23D, sec. 0608.e. (2)	Has the activity established and implemented a local, written training plan for OSH and HAZCOM consistent with activity needs?			
	<u>Management personnel</u>			
OPNAVINST 5100.23D, sec. 0602.a. & App. 6-A	Do Management personnel receive OSH training to enable them to actively and effectively support OSH programs in their specific areas of responsibility?			
	<u>Supervisors and Employee Representatives</u>			
OPNAVINST 5100.23D, sec. 0602.b. & App. 6-A	Is OSH training conducted annually for supervisors?			
OPNAVINST 5100.23D, sec. 0602.b.	Do newly appointed supervisors receive OSH training within 120 days of their appointment?			
	<u>Nonsupervisory Personnel</u>			
OPNAVINST 5100.23D, sec. 0602.c. & App. 6-A	Are nonsupervisory personnel receiving specialize job safety and health training appropriate to the work performed by the employees?			
	<u>New Employees</u>			
OPNAVINST 5100.23D, sec. 0602.c.	Are all new (military and civilian) personnel provided initial OSH training close to the time of assuming their duties and does it include:			
	___ (1) Local policy on occupational safety and health?			
	___ (2) Work unit policy on occupational safety and health?			
	___ (3) Individual responsibility for safety and health?			
	___ (4) Employee reporting procedures for hazardous operations/conditions?			

SECTION 6 - OSH TRAINING PROGRAM

REFERENCE	NAVOSH PROGRAM ELEMENT	YES	NO	REMARKS
	___ (5) Awareness of hazards common to the individual's worksite, trade, occupation, or task?			
	___ (6) Specific hazards of chemicals/materials used in the workplace and the activity's hazard communication plan?			
	___ (7) An introduction to the local occupational health program and procedures to follow in case of occupational illness or injury?			

SECTION 7 - EMPLOYEE REPORTS OF UNSAFE/UNHEALTHFUL WORKING CONDITIONS

REFERENCE	NAVOSH PROGRAM ELEMENT	YES	NO	REMARKS
OPNAVINST 5100.23D, sec. 1005.a.	Does the activity publicize (e.g., posting, training) the existence of the employee hazard reporting program and notify personnel regarding their rights and obligations in reporting hazardous situations?			
OPNAVINST 5100.23D, sec. 1002.b.	Are blank copies of forms (such as OPNAV 5100/11) and procedures for employees to report unsafe/unhealthy working conditions located in areas convenient to all workplaces, e.g., bulletin boards, time clocks, etc.			
OPNAVINST 5100.23D, sec. 1002.c.	Upon receipt, does the OSH office log in the hazard report, contact the originator by telephone to acknowledge receipt and discuss the seriousness of the reported hazard, and advise the cognizant supervisor that a hazard has been reported?			
OPNAVINST 5100.23D, sec. 1002.d.	Does the OSH office investigate all reports brought to its attention? <input type="checkbox"/> Imminent danger - 24 hours <input type="checkbox"/> Serious - 3 days <input type="checkbox"/> Health - cognizant medical authority			
OPNAVINST 5100.23D, sec. 1002.e.	Does the OSH office provide an interim or complete response in writing to the originator of the report within 10 working days of <u>receipt</u> ?			
OPNAVINST 5100.23D, sec. 1002.e. & f.	Does the response include: <input type="checkbox"/> Interim - expected date of complete response? <input type="checkbox"/> Complete - summary of action taken for abatement and the basis for negative determination when no hazard exists? <input type="checkbox"/> - encourage the originator to informally contact the OSH office if he/she desires additional information or is dissatisfied with the response?			

SECTION 7 - EMPLOYEE REPORTS OF UNSAFE/UNHEALTHFUL WORKING CONDITIONS

REFERENCE	NAVOSH PROGRAM ELEMENT	YES	NO	REMARKS
OPNAVINST 5100.23D, sec. 1003.b.	— - state or provide the reference for procedures for making appeals and appeal levels? Does the CO, or his/her representative, respond to the originator of an appeal within 10 working days?			

SECTION 8 - MISHAP INVESTIGATION AND REPORTING PRACTICES

REFERENCE	NAVOSH PROGRAM ELEMENT	YES	NO	REMARKS
OPNAVINST 5100.23D, sec. 1404.a. and 1406.	Has the activity established guidelines delineating roles and responsibilities for reporting and investigating all classes of mishaps and have personnel conducting class A, B, and C mishap investigations completed formal mishap investigation training?			
OPNAVINST 5100.23D, sec. 1404.a.	Is a safety investigation of every mishap, major or minor, conducted? Do investigators complete a written report with firm, factual findings and recommendations for specific corrective action(s) to be taken to prevent recurrence?			
OPNAVINST 5100.23D, sec. 1409.h. (2) (b) 2.	Are reportable mishaps mailed to COMNAVSAFECEN within 30 calendar days of the date the mishap becomes reportable by SR format (Appendix 14-E)?			
OPNAVINST 5100.23D, sec. 1409.h. (3) (a)	Are priority telephone reports to NAVSAFECEN and cognizant headquarters made within 24 hours when any of the following occupationally related events occurs: (1) fatality, or permanent total disability, (2) hospitalization of 5 or more Navy and non-Navy personnel/or permanent partial disability?			
OPNAVINST 5100.23D, sec. 1410.a. (1)	Does the activity maintain Local Form 5102/7 or equivalent "Log of Navy Injuries and Occupation-al Illnesses" accurately and properly?			
OPNAVINST 5100.23D, sec. 1410.b.	If the activity has military personnel attached, is a log maintained similar to the one described in par. 1410.a.(1) for on-duty military personnel mishaps?			
OPNAVINST 5102.1C, ch. 7 par. 702.	Is a separate log maintained for recording military personnel off-duty mishaps?			

SECTION 12 - ERGONOMICS PROGRAM

REFERENCE	NAVOSH PROGRAM ELEMENT	YES	NO	REMARKS
OPNAVINST 5100.23D, sec. 2305.c. (2)	<p><u>Supervisors</u></p> <p>Do supervisors (who supervise employees that are potentially exposed to ergonomic hazards) receive training which includes:</p> <p>(1) recognizing hazardous work conditions/practices and symptoms of CTD;</p> <p>(2) steps needed to remove ergonomic hazards, to reinforce the ergonomics program; and</p> <p>(3) understanding job hazard analysis and its use as a formal instruction tool?</p> <p style="text-align: center;">AND</p>			
OPNAVINST 5100.23D, sec. 2305.c. (3)	<p><u>Employees</u></p> <p>Do employees who are potentially exposed to ergonomic hazards receive formal training in</p> <p>(1) hazards associated with their jobs and equipment; (2) varieties of CTD, and</p> <p>(3) the means of prevention, causes, early symptoms, and treatment of CTDs?</p>			

SECTION 16 - HAZARDOUS MATERIAL CONTROL AND
 MANAGEMENT PROGRAM

REFERENCE	NAVOSH PROGRAM ELEMENT	YES	NO	REMARKS
OPNAVINST 4110.2, par. 8.i.(1)	Does the activity have a written Hazardous Material Control and Management (HMC&M) Program?			
AND				
OPNAVINST 5100.23D, sec. 0702.e. (2)	Has the OSH office developed a written Hazard Communication (HAZCOM) plan that addresses the key elements contained in Enclosure (3) of OPNAVINST 4110.2?			
Key elements are:				
OPNAVINST 4110.2, encl. (3)	(1) list of hazardous chemicals.			
and	(2) Material Safety Data Sheets (MSDS)			
29 CFR 1910. 1200(e)	(3) labels and other forms of warning			
	(4) training			
	(5) hazards of non-routine tasks			
	(6) contractor operations			
	(7) host/tenant command relationships			
	(8) location of program information			
OPNAVINST 5100.23D, sec. 0702.b. (2)	Is HM uniquely identified on the master inventory for reference, retrieval, and cross-reference between the inventory and its corresponding MSDS?			
OPNAVINST 5100.23D, sec. 0702.b. (3)	Do OSH functions include ensuring all routine and non-routine uses of HM are evaluated by experienced health/safety professionals and assessed using industrial hygiene and risk assessment guidelines to establish authorized HM use?			
AND				
OPNAVINST 5100.23D, sec. 0702.b. (5)	Do OSH functions include providing reports and recommendations resulting from evaluations of routine and non-routine uses to line supervisors, managers and the activity Hazardous Material Control Committee as appropriate?			

SECTION 16 - HAZARDOUS MATERIAL CONTROL AND
MANAGEMENT PROGRAM

REFERENCE	NAVOSH PROGRAM ELEMENT	YES	NO	REMARKS
OPNAVINST 5100.23D, sec. 0702.j. (3)	Does the OSH office perform random, periodic spot checks to verify that HM is approved for use, and the conditions of use are appropriate and included in OSH surveillance, industrial hygiene baseline surveys, and the workplace monitoring plan?			
29 CFR 1910. 1200(g) (1)	Does the activity have an MSDS for each hazardous chemical which is used?			
OPNAVINST 5100.23D, sec. 0702.e. (5)	Do OSH office functions include developing a program to ensure MSDSs for all HM in local use are readily accessible to employees during each work shift?			
29 CFR 1910. 1200(f) (5)	Are containers of hazardous chemicals in the workplace labeled, tagged or marked with the following information?: (1) identity of the hazardous chemical(s). (2) appropriate hazard warnings.			
OPNAVINST	Has the OSH office developed and implemented a program to ensure employees receive required HAZCOM training and appropriate HAZCOM courses are available? AND			
5100.23D, sec. 0702.e. (7) and APP- 6-B	Does the program include: (1) requirements of the HAZCOM standard? (2) any hazardous operations in their work area where hazardous chemicals are present? (3) location and availability of the written HAZCOM program, including the required list(s) of hazardous chemical and MSDSs? Employee training shall include: (1) Methods and observations that may be used to detect the presence or release of hazardous chemicals in work area. (2) Physical and health hazards of chemicals in work area.			

SECTION 16 - HAZARDOUS MATERIAL CONTROL AND
 MANAGEMENT PROGRAM

REFERENCE	NAVOSH PROGRAM ELEMENT	YES	NO	REMARKS
29 CFR 1910. 1200(h)	(3) Protective measures employees can take such as appropriate work practices, emergency procedures and PPE. (4) Details of the HAZCOM program including explanation of labeling system, MSDSs and how to obtain and use hazard information. Is training provided at time of initial assignment and whenever a new hazard is introduced into their work area?			
OPNAVINST 5100.23D, sec. 0702.i. (2)	Do OSH functions include providing technical assistance and consultation during formulation of response plans and actual emergency responses?			
29 CFR 1910. 120(p)(7)	<u>Treatment, Storage, and Disposal (TSD) Facilities</u> Have employees conducting operations at HW TSD facilities received the 24 hour initial training as required?			
29 CFR 1910. 120(p)(7) (ii)	Have employees conducting operations at TSD facilities received 8 hours annual refresher training?			
29 CFR 1910. 120(f)(2)(i)	Has a medical surveillance program been instituted for all employees who work at TSD facilities who are or may be exposed to hazardous substances or health hazards at or above the permissible exposure limit, without regard to the use of respirators, for 30 days or more per year, or who wear a respirator for 30 days or more per year.			
29 CFR 1910. 120(f)(3)	AND Are such workers receiving the appropriate examinations? Preplacement, Annual and Termination or Reassignment.			
29 CFR 1910. 120(f)(7)(i)	Has the activity obtained and furnished the employees with a written opinion from the attending physician?			

CHAPTER 17 - INDUSTRIAL HYGIENE SURVEY PROGRAM

REFERENCE	NAVOSH PROGRAM ELEMENT	YES	NO	REMARKS
OPNAVINST 5100.23D, sec. 0802.2	Have all Navy workplaces been evaluated initially (baseline) by an industrial hygienist in order to identify and quantify all potential health hazards?			
	AND			
OPNAVINST 5100.23D, sec. 0802.3	Were all workplaces with potential health hazards evaluated at least annually by the cognizant medical industrial hygienist? During the periodic evaluation, was a determination made on the status of the workplace?			
OPNAVINST 5100.23D, sec. 0802.3	Have all workplaces with potential health hazards been evaluated within the past year?			
OPNAVINST 5100.23D, sec. 0802.3	Has the cognizant industrial hygienist established procedures to ensure he/she is notified of any change which could affect worker exposure to potential health hazards and are changes in the workplace re-evaluated?			

SECTION 18 - WORKPLACE MONITORING PLAN

REFERENCE	NAVOSH PROGRAM ELEMENT	YES	NO	REMARKS
OPNAVINST 5100.23D, sec. 0802.2 c.	If the exposure assessment conducted as part of the industrial hygiene survey indicated potential employee exposure above the action level, to toxic chemicals and/or harmful physical agents:			
OPNAVINST 5100.23D, sec. 0802.2 d.	Is all workplace monitoring conducted by industrial hygienists, industrial hygiene technicians, or certified monitors under technical direction of an industrial hygienist?			