NAVAL EDUCATION AND TRAINING COMMAND

QUICK REFERENCE GUIDE

FOR

FULL TIME AND COLLATERAL DUTY

SAFETY OFFICERS

Developed by:

Chief of Naval Education & Training

Safety Office (Code 00X)

October 2000

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CHAPTER 1

Essential Elements, Programs and Processes

References: (a) OPNAVINST 5100.23E
(b) 29 CFR 1960
(c) CNETINST 5100.2H
(d) OP 5, Vol 1, 6th Revision
(e) NAVSEA S0420-AA-RAD-010
(f) CNETINST 1500.20D
(g) NAVFAC P-307
(h) 29 CFR 1926

COMMAND SAFETY POLICY

* CO/OIC/Director OSH Policy Statement [sec 0207.b, ref (a)] must be signed within 90 days of assumption of command. Publicize and post copy on safety bulletin boards. If the activity is a detachment, the OIC may adopt the parent command policy statement. Samples are provided at the end of this section.

* Procedures must be established to protect all Navy personnel from coercion, discrimination or reprisal for participation in NAVOSH program [sec 0207, ref (a)]. This may be part of the policy letter or through command instruction.

COUNCILS AND COMMITTEES

If there are 100 or more assigned personnel, the activity must establish an OSH Policy Council to consider OSH issues and provide the CO/OIC/Director with recommendations for safety policy [sec 0402.e&g., ref (a)].

The OSH Policy Council need not be a separate committee as long as the following criteria is met:

* The OSH Policy Council is chaired by the CO/XO or equivalent and the safety manager/officer is a member. [sec 0207.d, ref (a)]

* The OSH office develops proposed agendas and presentations for the council and maintains minutes of the meeting for a period of 3 years. [sec 0402.e, ref (a)]

* All members are appointed in writing (either by letter or by title or position in a command instruction) and membership

includes civilian and military personnel representing all key elements as well as safety and health representatives. [0402.e, ref (a)]

If the activity has fewer than 100 personnel assigned and chooses not to establish an OSH policy council, an open line of communications must be established to ensure all personnel are advised of OSH issues (captain's call, handouts, newsletters, etc.) [sec 0402.g, ref (a)]

Activity safety personnel are highly encouraged to participate in host activity safety meetings as well as regional and national federal safety and health councils and conferences, whenever they exist. [sec 0403, ref (a)]

EMPLOYEE REPORTS OF UNSAFE/UNHEALTHFUL WORKING CONDITIONS

All Navy activities must implement an employee hazard-reporting program and advise personnel of its existence and their rights and responsibilities under the program. OPNAV form 5100/11 and the appropriate appeal procedure and chain of command relative to the activity must be readily available to all personnel (posted on bulletin boards, in work centers, etc).

The following elements are considered critical:

* Employee hazard reporting program is established and publicized (posting, training, etc) to personnel. [sec 0602 & 1005, ref (a); sec 28, ref (b)]

* The safety office maintains a log of all reports and the status of each. [sec 1002, ref (a)]

* Oral reports are transcribed to OPNAV 5100/11 and treated the same as all other reports. [sec 1002, ref (a)]

* Interim and complete responses include are provided in prescribed timelines and include all essential data. [sec 1002, ref (a)]

* All records are retained for at least 5 years. [sec 1005, ref (a)]

PREVENTION AND CONTROL OF WORKPLACE HAZARDS (REGULATORY COMPLIANCE PROGRAM

All workplaces must be inspected at least annually by qualified safety personnel [sec 0903, ref (a)]. Unless otherwise identified in inter-service or similar support agreements, these inspections are the responsibility of the activity that owns the facility.

REPORTS

The following reports are required:

* Quarterly Injury/Illness Reports must be submitted to CNET (00X) by the 20th of the month following the end of a quarter. An electronic submittal format is provided at www:/cnet.navy.mil/safety/navosh.html. [sec 11, ref (c)]

* Occupational Injury/Illness Log must be provided to Naval Safety Center semi-annually using the electronic format established by COMNAVSAFECEN [sec 1409.a(1), ref (a)]. Mid-year submittals are required no later than 15 April and end-of-year submittals are required no later than 15 October. The INJTRAK database developed by the Naval Safety Center may be downloaded from the Naval Safety Center homepage at http://safetycenter.navy.mil/ashore/OccupationalSafety/INJTRAK/MishapRecKeep.htm or from the CNET Safety homepage at www:/cnet.navy.mil/safety/navosh.html.

* If the activity has 1 or more civilian employees, the activity must complete and post a copy of the "Annual Report of Navy Civilian Occupational Injuries and Illnesses" [sec 1409.a(3), ref (a)]. The report must be posted no later than 45 days following the close of the fiscal year and remain posted for at least 30 days. DO NOT SUBMIT THIS REPORT TO CNET OR COMNAVSAFECEN.

* A copy of the most recent activity NAVOSH Self-Assessment must be submitted to CNET 00X by 15 November of each year, via the chain-of-command [sec 14.a, ref (c)]

* The annual Navy Occupational Safety and Health (NAVOSH) Cost Report must be submitted to CNET (00X) no later than 15 December of each year [sec 1303, ref (a)]

* The annual NAVOSH Training Needs Assessment (TNA) must be submitted to CNET (00X) upon notification by CNET message (typically in the July/August timeframe) [sec 0607, ref (a)]

* Responses to inspections by outside agencies (i.e. NOIU, Navy Crane Center, NAVORDCEN, OSHA, etc.) must be submitted via CNET (00X) with advance copy to the applicable agency [sec 12.e, ref (c)]

LETTERS OF APPOINTMENT/INSTRUCTION DESIGNATION

Letters of appointment or specific designation by command instruction are required for (as applicable to the activity):

* Asbestos Program Manager [sec 1707, ref (a)]
* Collateral duty safety personnel
* Confined Space Program Manager [sec 2709.a, ref (a)]
* Explosives Safety Officer [sec 1-4.2.1, ref (d)]
* Laser Systems Safety Officer [sec 2210, ref (a)]
* OSH Policy Council Members [sec 0402.e, ref (a)]
* Radiation Safety Officer [sec 1.3.8.4, ref (e)]
* Respiratory Protection Program Manager [sec 1503.a, ref (a)]
* Training Safety Officer [SEC 7.E(11), ref (f)]
* Weight Handling Equipment Certifying Official [sec 3.2, ref (g)]

FORMAL CLASSROOM TRAINING

An Individual Development Plan (IDP) must be established for all safety personnel (military and civilian; full time or collateral duty) to identify developmental requirements (formal training, OJT, etc) for accomplishment of assigned duties [sec 0602.d(1) & 0602.e(3)]. If assigned collateral duty responsibilities for any of the following, formal training requirements must be met.

* Asbestos Program Management - *Abatement Project Designer; Asbestos Inspector/Management Planner*; *Navy Asbestos Program Manager*; [sec 1708, ref (a)]
* Collateral duty safety - *Introduction to NAVOSH (Ashore)* [sec 0602.e(2), ref (a)]
* Confined Space Program Manager - *Confined Space Safety* [sec 2704.e(1)]
* Ergonomics Coordinator - *Navy Ergonomics Program* [sec 2306, ref (a)]
* Explosives Safety Officer - *Basic Explosives Safety*

(mandatory*); Electrical Explosives Safety for Naval Facility* (strongly recommended); *Explosives Safety for Naval Facility Planning* (strongly recommended); *Expendable Ordnance Management* (strongly recommended) [Table D-1, ref (d)]

* Laser Systems Safety Officer - *Laser Systems Safety Officer* (Category I or II) [sec 2212, ref (a)]

* Mishap Investigation - *Mishap Investigation & Prevention (Ashore)* (All mishap categories); Mishap Investigation (8 hrs locally developed) (Investigation of class C & D mishaps only)

* Respiratory Protection Program Manager - *Respiratory Protection Program Management* [sec 1512.b(3)]

* Fall Protection Systems Competent Person - *Fall Protection* [Subpart M, Chap 6, sec 0602d(2), ref (h)]

OFFICIAL SAFETY BULLETIN BOARDS

* CO's Policy Statement

* DD Form 2272 (Department of Defense Occupational Safety and Health Program poster) with current information

* Notice of location where safety documents and information can be obtained by all hands.

* Annual Summary of Civilian Injuries/Illnesses (if DoD civilians employed at the activity)

* Other safety information that needs to be disseminated to the activity (OSH Policy Council minutes; mishap data, safety posters, reports of unsafe/unhealthful working conditions, etc.)

INFORMATION TIDBITS

* If the activity has **inert ordnance** used for training, display or ceremony, the inert ordnance must be documented on the inert ordnance inventory (under an Explosives Safety Officer)

* A personal protective equipment evaluation must be conducted for all work processes (including training evolutions) and the PPE requirements identified in writing. These requirements are already part of standard lesson guides for formal training. Industrial hygiene reports and safety surveys will identify other PPE requirements.

DEPARTMENT OF THE NAVY

IN REPLY REFER TO:
5100
Ser 00X/0122
31 Mar 2000

From: Commanding Officer/Officer in Charge/Director, Activity
To: EASC Roger Smith

Subj: APPOINTMENT AS COLLATERAL DUTY SAFETY OFFICER

Ref: (a) OPNAVINST 5100.23E
(b) CNETINST 5100.12F
(c) OPNAVINST 5100.25A

1. You are hereby appointed the collateral duty of Activity Safety Officer. Your primary duties for this assignment are contained in reference (a). However, you are responsible for ensuring that essential safety program elements identified in references (b) and (c) are also in place.

2. You will report directly to me for all matters relating to the effectiveness of command safety programs. You are hereby authorized to sign "By direction" on correspondence necessary to carry out duties identified in references (a) through (c), and others as may apply.

3. I encourage you to meet with me and discuss appointment of collateral duty personnel for department/division safety representatives and any safety program areas that may be necessary.

Commanding Officer

Copy to:
Personnel record

Appendix 1-A

DEPARTMENT OF THE NAVY

IN REPLY REFER TO:
5100
Ser 00X/0129
02 Feb 00

From: Commanding Officer, Naval Air Station, (location)

Subj: SAFETY POLICY

1. Employment of effective safety programs and measures in every phase of daily operations, to include recreational and off-duty activities, is essential to guarantee the most efficient accomplishment of NAS XXXX's mission.

2. In this time of diminishing resources and reorganization, we will not lose our focus in ensuring a safe and healthful environment in both work and leisure activities. Potential hazards must be identified, reported, and promptly removed. Operational risk management principles must be included in all job tasks before the task is undertaken.

3. Each employee, from the most senior military officer to the newest civilian, must actively participate in all safety programs. Under no circumstances will anyone be subjected to restraint, interference, coercion, discrimination, or reprisal by virtue of their participation.

4. The command safety staff is available to assist all managers, supervisors, and employees in maintaining a safe and healthful environment, both on and off the job. Resource materials, occupational safety and health standards, records of safety meetings, and local safety regulations are available for review in the safety office.

5. Mishaps are costly and, in most cases, avoidable. They not only lead to degradation of mission accomplishment and lost man-hours that we cannot afford, but, more importantly, they result in personal hardship, serious injury, or death. There is no task so urgent or important that it must be accomplished at the expense of sound safety practices. The success of our safety programs and the accomplishment of our mission depend on a joint effort by all levels of management, as well as each individual employee.

Commanding Officer

Distribution:
Official bulletin boards
All departments and tenant commands

Appendix 1-B

DEPARTMENT OF THE NAVY

IN REPLY REFER TO:
5100
Ser 00D/0100
05 Jan 00

From: Commanding Officer, Activity

Subj: SAFETY POLICY

1. Mission accomplishment is the ultimate goal of our daily actions. Attaining these goals without compromising the health and well being of the personnel involved, while preserving equipment and resources, is the fundamental goal of our safety program.

2. Regardless of our individual duties, accomplishing our particular mission is magnified by the sophistication and complexity of the systems that we operate and requires a constant emphasis on safety.

3. Stressing the importance of accident prevention is necessary to preserve the operational readiness and effectiveness of this activity. Because mission accomplishment and safety are complementary and compatible objectives, it is my policy that **no evolution at this command shall proceed if it cannot be accomplished safely**. If the proper equipment is not available to do a job safely, work will be delayed until it can be done safely. All personnel have the responsibility to see that command safety policies are strictly observed: letter and spirit. Supervisors are responsible for ensuring compliance with published policies. All those assigned to perform tasks have the responsibility to call their supervisor's attention to unsafe conditions or procedures where they exist.

4. Professionally, we have a responsibility to the Navy to do the job the right way, the first time, and safely every time. We must also exercise care to eliminate unsafe acts or conditions off-duty. Navy personnel are hurt in more mishaps involving recreational activities and at home than in any other type of mishap. It doesn't matter if the time lost is from off-duty mishaps or from on-the-job mishaps; the impact on operations is the same. We must be constantly alert to hazards and unsafe acts in all areas, and use the proper channels to correct them. At no time will any Navy personnel be subjected to coercion, discrimination, or reprisals for participation in the Navy Occupational Safety and Health program. Individually and collectively, we have a responsibility to provide a safe and professional environment for all personnel, military and civilian alike, in our day-to-day operations.

Commanding Officer

Distribution:
All activity personnel
All detachments

Appendix 1-C

5100
Code 00X1/0028
7 Mar 00

FIRST ENDORSEMENT on NAS XXXXX ltr 5100 Ser 00X/0129
of 02 Feb 00

From: Officer in Charge, Detachment

Subj: Safety Policy

1. The safety policy as annotated in the attached policy statement is hereby adopted for this activity.

Officer in Charge

Distribution:
Safety Officer
Official bulletin boards

Appendix 1-D

CHAPTER 2

OSH Performance Review and Measurement

References: (a) OPNAVINST 5100.23E
(b) CNETINST 5100.2H

CONDUCTING THE OSH SELF-ASSESSMENT

Section 0505 of reference (a) requires all Navy activities to conduct an Occupational Safety and Health Self-Assessment and Improvement Plan annually. CNET has developed a self-assessment handbook to walk you through each phase of the self-assessment. The handbook leads you through the assessment process and explains how to identify and publicize your findings and develop your plan of action with milestones (POA&M) to correct any problems you discover. The simple to edit format is written is Microsoft Word and allows you to cut and paste those portions that apply to your activity and then amplify what you find.

The self-assessment handbook may be downloaded from cnet.navy.mil/cnet/safety/prms.html or you can contact the CNET Safety Office for a hard copy. Section 14.a of reference (b) requires each activity to provide CNET (00X) a copy of the completed OSH self-assessment, in the format established in the handbook, by November 15th of each year. By following the guidance contained in the handbook, you'll develop a very effective management tool that identifies any corrective action necessary for your safety programs. (In the next chapter, we'll discuss the essential elements of safety programs).

DEVELOPING A PLAN OF ACTION WITH MILESTONES

After you complete your self-assessment, it's important to identify what corrective action needs to be taken and when it needs to be completed. Assume you discover that the instructional media division (IMD) has installed a new chemical developing system but did not advise the Industrial Hygienist (IH), (or you), of the new process. You identify that; (1) a standard operating procedure to protect personnel needs to be written; (2) the IH must evaluate the process to determine hazardous properties of the chemicals; (3) a personal protective equipment hazard assessment must be conducted; and (4) medical monitoring requirements must be identified.

In the plan of action, you would identify each of the four elements individually and assign action for accomplishment to

the person responsible for the process (i.e. Department/Division head). Next, you must identify the time-line for the action to be accomplished and to whom the action must be reported. Your action item may look something like this:

Action: Schedule IH to review new chemical developing process and obtain copy of results.
Action Officer: Instructional Media Officer, Code XXX
Action Date: 3rd Qtr, 2000
Report action status during quarterly meetings of OSH Policy Council until action is identified as complete.

This process is followed for each shortfall you identify during the self-assessment. The end result is the established Plan of Action with Milestones that is presented; as part of the self-assessment; to the OSH Policy Council or CO, in accordance with section 0505 of reference (a).

TRACKING ACTION STATUS

It's very important to identify who will track the status of all identified action items. Invariably, some of these actions will carry over into the next fiscal year and it's important to identify the carry-over when you develop the next fiscal year self-assessment.

Section 0505 of reference (a) requires the OSH Council or CO to review and concur with self-assessments and improvement plans and review the progress achieved in implementing improvement actions at least annually. How the OSH Council or CO will review the actions is open to debate and needs to be identified in writing to all action officers. For example, the OSH Policy Council may elect to have all action officers report the status of their efforts to the safety officer and then have the safety officer brief the actions at the council meetings. To ensure supervisory accountability required by section 0207.q of reference (a), it's best to have the action officers report the status to the council or CO personally.

INJURY/ILLNESS SUMMARIES

Section 11 of reference (b) requires all NAVEDTRACOM activities to report their injury/illness status to CNET (00X) on a quarterly basis using the Excel spreadsheet developed for you by CNET. It's not difficult to count the numbers and post them on the Excel file. The difficult part, for most, is identifying mishap trends as part of the OSH self-assessment.

Section 0505.a of reference (b) requires that the activity self-assessment include a review of mishap statistics and analysis data. Typically, the current year and two previous years are included in the data analysis.

CNET Safety has developed a tool to help you analyze your mishap data. *MISHAP ANALYSES, A Beginners Guide for Safety Personnel* may be downloaded from www.cnet.navy.mil/cnet/safety/insts.html. Follow the procedures identified in the booklet and you'll have enough information to identify specific trends that might have developed. From that point, it's easy to incorporate the trend information into the self-assessment.

FINALIZING YOUR SELF-ASSESSMENT

In order to meet the submittal requirements of reference (b), you'll need to finalize your self-assessment no later than mid-October of each year. It will take at least a month for review by the CO or OSH Policy Council, changes, etc., so you have a finished product ready for submittal by mid-November.

If you follow the suggestions throughout the CNET handbook, you'll discover that most of the input will come from supervisors throughout the year. You need to actively seek their input on every category discussed in the handbook. As the safety officer, it's then up to you to assess and compile the data provided. Once you've finalized the first self-assessment, it will be much easier the next time.

CHAPTER 3

Program Evaluations - What's Important?

References:
(a) OPNAVINST 5100.23E
(b) CNETINST 5100.2H
(c) OPNAVINST 5090.1B w/CH 1
(d) OPNAVINST 5102.1C
(e) 29 CFR
(f) SPARWARINST 5100.12B
(g) ANSI Z136.1-1993
(h) OPNAVINST 6000.1A
(i) NAVFAC P-307
(j) NAVSEA S0420-AA-RAD-010
(k) NAVSEA OP-5, Vol 1, 6th rev.
(l) OPNAVINST 5100.25A
(m) OPNAVINST 5100.12F
(n) OPNAVINST 3500.39

CONDUCTING PROGRAM EVALUATIONS

As mentioned earlier, the self-assessment handbook contains a wealth of information on conducting program evaluations. However, CNET (00X) has developed still another tool to help you complete this portion of your self-assessment.

The CNET Self-Assessment Checklist is a simplified version of the checklist used by CNET staff when they come to your activity to conduct an Occupational Safety and Health Management Evaluation. The checklist is broken down into program sections and contains key questions that will aid in detecting problems. The checklist can be downloaded from cnet.navy.mil/cnet/safety/navosh.html. It's important for you to remember that programs are compliance driven. Accordingly, program evaluations come under the "Regulatory Compliance Process" and should be addressed accordingly.

Following are some key points to look for in the core and additive programs identified in section 0303 of reference (a). All key points are addressed in the checklist mentioned above. (The important word here is "key". If there are problems with any of the key areas, you might want to dig a little deeper into the references identified in the checklists.)

COMMAND SUPPORT FOR NAVOSH PROGRAMS

* Safety Officer organizationally placed on the staff of the CO/OIC/Director [sec 0303.a, ref (a); sec 7.b(1)(b), ref (b)]

* OSH Policy Statement current [sec 0207.b, ref (a)]

* Self-assessment conducted annually and goals and objectives identified and tracked [sec 0505, ref (a); sec 14.a, ref (b)]

* Funding/resources adequate to accomplish assigned responsibilities [sec 0302.k, ref (a)]

* Does the Inter-Service Support Agreement (ISSA) or Memorandum of Understanding (MOU) **clearly** identify the level of safety support to be provided by, or to, others [sec 0304, ref (a)]

COUNCILS AND COMMITTEES

* OSH Council established, meets quarterly, and all members assigned in writing (activities with 100 or more assigned personnel) [sec 0207.d & 0402.e, ref (a)]

* Is a mechanism in place to ensure dissemination of safety information to all hands (activities with less than 100 assigned personnel) [sec 0402.g, ref (a)]

* Safety office maintains records of all OSH council meetings [sec 0402.e(1), ref (a)]

NAVOSH TRAINING

* The NAVOSH Training Process identifies OSH training requirements for all personnel and the requirements are included in an annual training plan that establishes training topic, personnel who must attend, location of training sites, and dates training will be conducted [sec 0602.b(1)-(3), ref (a)]

* NAVOSH lesson plans include a description of the training, a lesson plan #, and identifies the target audience [sec 0605.b, ref (a)]

* NAVOSH training records include all required data and are retained for 5 years [sec 0605.a & b, ref (a)]

* Collateral duty safety officer has completed mandatory training [sec 0602.e(2), ref (a)]

* Individual development plan (IDP) for safety personnel (collateral duty and full time) are developed using NAVEDTRA 10076-A as a guide [sec 0602.d(1) & e(3)]

* Training effectiveness is evaluated [sec 0605.c, ref (a)]

HAZARDOUS MATERIAL CONTROL & MANAGEMENT (HMC&M)

* Hazardous Material Re-Utilization (HAZMIN) Center established (host/region) or participant (tenants) [sec 0702.f., ref (a); sec 11.b(2), ref (b)]

* Has the CO/OIC appointed a HMC&M Program Manager (in writing) [sec 11.a, ref (b)]

* Hazardous Material (HAZMAT) Authorized Use List (AUL) identifies all hazardous materials in use and which department is authorized to use [sec 0702.f(2), ref (a); Chap 3, sec 3-6.7.e, ref (c)]

* Procedures established to ensure reduction of HAZMAT [sec 11.b, ref (b); Chap 3, sec 3-6.4.j, ref (c)]

* Process in place to ensure personnel do not handle hazardous material until training is received [sec 11.c(2), ref (b)]

OCCUPATIONAL HEALTH

* Baseline survey has been conducted to identify industrial hygiene (IH) monitoring and medical surveillance requirements [sec 0803.a, ref (a)]

* IH survey identifies health hazards, personnel protective equipment requires, and establishes frequency of updates [sec 0803.a&b, ref (a)]

* All personnel receive medical monitoring as identified in survey or required by other standards [sec 0803.b-f, ref (a)]

NAVOSH INSPECTIONS

* All workplaces have been inspected at least annually by qualified OSH personnel [sec 0903.a-c, ref (a); sec 12.f, ref (b)]

* Reports of inspections are provided to the person in charge of area [sec 0903.h, ref (a)]

* OPNAV form 5100/12 (or computer equivalent) is used to document and track deficiencies identified during any type of workplace safety inspection (OSH, Explosives, Weight Handling Equipment, Fire Prevention, etc) [sec 0903.h, ref (a); sec 12.b, ref (b)]

* Deficiencies identified during higher echelon/OSHA inspections transcribed to OPNAV 5100/12 form [sec 12.c & d, ref (b)]

DEFICIENCY ABATEMENT

* Copies of OPNAV form 5100/12 posted at area of deficiency until corrected (Mandatory for RAC 1, 2 & 3; optional for RAC 4 & 5) [sec 1202.b, ref (a)]

* Interim controls identified on OPNAV form 5100/12 and updated as necessary [sec 1202.b, ref (a)]

* Official in charge of the area/operation promptly completes and returns OPNAV 5100/12 to safety office [sec 1202.b, ref (a)]

* Are projects beyond the funding capability of the activity identified for NAVOSH funding [sec 1204.b, ref (a)]

* Hazard Abatement Plan is available for review locally when requested [sec 1202.c, ref (a)]

EMPLOYEE REPORTS OF UNSAFE/UNHEALTHFUL WORKING CONDITIONS

* Employee hazard reporting program publicized to all personnel [sec 1005.a, 0602.b(2) & c(3)(d), ref (a)]

* Employee reports (OPNAV form 5100/11) readily available to all personnel [sec 1002.b&c, ref (a)]

* Appeals procedure identified specific to chain-of-command [sec 1002.e, ref (a)]

* All written and oral reports logged and tracked [sec 1002.b & c, ref (a)]

* Responses provided IAW time-lines [sec 1002.e, ref (a)]

* Records retained for at least 5 years (sec 1005.f, ref (a)]

MISHAP INVESTIGATION, REPORTING AND RECORDKEEPING

* Responsibilities for reporting and investigation of mishaps have been established in writing [sec 1403.a & 1405, ref (a)]

* Personnel conducting Class A, B, C & D mishaps have completed appropriate training [sec 1405, ref (a)]

* A safety investigation is conducted for every mishap, major or minor and firm, factual finds and recommendations are developed [sec 1403, ref (a)]

* Are shore safety investigation reports submitted to Commander, Naval Safety Center for all mishaps described in section 1408 of reference (a)

* Is the COMNAVSAFECEN electronic data base (INJTRAK) (or an equivalent database) used to track injuries and illnesses [sec1409.a(1), ref (a)]

* INJTRAK (or equivalent data base) is submitted to COMNAVSAFECEN by 15 April and 15 October each year [sec 1409.c, ref (a)]

* All off duty recreation, athletic, home, or motor vehicle injuries recorded and reported in accordance with reference (d)

* If Navy civilians are employed; annual report of Navy civilian injuries/illnesses posted on safety bulletin boards no later than 15 November and left for at least 30 days [sec 1409.a, ref (a)]

* Quarterly mishap reports submitted to CNET [sec 11, ref (b)]

* Mishap trend analyses included in self-assessment [sec 0505 & 1413, ref (a)]

* A 72-hour profile is conducted for all "natural cause" deaths [interim CH 2-3 & 2-4, ref (d)]

* Mishap records retained for minimum of five years [sec 1409.a(2), ref (a)]

RESPIRATORY PROTECTION PROGRAM

(This program is required whenever one or more personnel wear respiratory protection equipment of any kind.)

* Trained and qualified Respiratory Protection Program Manager (RPPM) appointed in writing by Commanding Officer/Officer in Charge [sec 1503.a & 1513.a, ref (a)]

* Respiratory protection program established and implemented [sec 1503.a, ref (a)]

* Program includes medical evaluation, fit testing and training [sec 1503.c, ref (a)]

* Only respirators approved by RPPM are authorized for use [sec 1503.f, ref (a)]

* Grade D breathing air tested quarterly [sec 1503.a&b, ref (a); part 1910.134(1), ref (e)]

* Firefighters required to wear SCBA with full face-piece, pressure demand SCBA, equipped with 30-minute air cylinder [sec 1507.e, ref (a); part 1910.134(g)(4), ref (e)]

* Written procedures identify requirements for firefighter entry into structural fires [sec 1507.g, ref (a); part 1910.134(g)(4), ref (e)]

* Medical evaluations for respirators are in accordance with established procedures [sec 1508, ref (a)]

* Work site-specific standard operating procedures posted in areas where respirators are used [sec 1513.a(2), ref (a)]

* RPPM conducts a detailed program audit annually and identify deficiencies in writing to the Commanding Officer and

Safety Officer [sec 1513.a(8), ref (a); part 1910.134(1), ref (e)]

ASBESTOS CONTROL PROGRAM

(This program is required whenever asbestos containing material (or presumed asbestos containing material) is present in any work operations or buildings.)

* Trained and qualified Asbestos Program Manager appointed in writing by Commanding Officer [sec 1707, ref (a)]

* All buildings evaluated or inspected to determine presence of asbestos containing materials (ACM) [sec 2.a, appn 17-c, ref (a); part 1910.1001(j)(1) & (j)(2)(I), ref (e)]

* Asbestos inspections conducted by qualified inspectors [sec 1708, ref (a)]

* All suspect/identified materials labeled or posted [part 1001(j)(8)(ii)(A), ref (e)]

* Asbestos Program Manager has established procedure to ensure compliance with regulatory requirements [sec 1707 & sec 1.b, appn 17-C, ref (a)]

* Asbestos awareness, worker certification, and other mandatory training conducted and documented [sec 1708, ref (a)]

HEARING CONSERVATION/NOISE ABATEMENT

This program required whenever noise hazards exist in the workplace (identified in the IH survey).

* All workplaces surveyed by IH to identify hazardous noise levels and personnel at risk [sec 1804, ref (a)]

* Appropriate personnel included in hearing conservation program and roster of personnel maintained by OSH office [sec 1804.b(3), ref (a)]

* Noise hazardous areas properly labeled and use of hearing protection mandatory [sec 1805, ref (a)]

* Hearing Conservation training conducted annually and records retained [sec 1808.c, ref (a)]

SIGHT CONSERVATION PROGRAM

(This program is required whenever eye hazards are identified in the workplace.)

* All work areas/processes/occupations evaluated by the IH to determine which are eye hazardous and type of eye protection required [sec 1901, ref (a)]

* Plumbed eye wash units present in all areas where employees are exposed to caustic/corrosive materials [sec 1902.a, ref (a)]

* Plumbed eye wash units activated weekly for 3 minutes and records maintained [sec 1902.a, ref (a)]

* Self-contained eye wash units permitted only on temporary basis [sec 1902.a, ref (a)]

* Eye protection provided at government expense [sec 1904, ref (a)]

* All eye hazardous areas properly identified/labeled [sec 1901 & 1904, ref (a); part 1910.133(a), ref (e)]

* Sight conservation training conducted and documentation retained [sec 1901, ref (a); part 1910.132.f(1), ref (e)]

PERSONAL PROTECTIVE EQUIPMENT (PPE)

(This program is required if PPE is necessary for any reason.)

* PPE hazard assessment conducted and verification attached? (Must be conducted for all work processes initially and as processes are changed or new processes added.) [sec 2002, ref (a); part 1910.132(d)(1), ref (e)]

* PPE hazard assessment validated annually [sec 2002.c, ref (a)]

* PPE training conducted and documented [sec 2011.a, ref (a)]

LEAD PROGRAM

(This program is required whenever exposure to lead is expected to exceed the action level as determined by the IH assessment of the workplace)

* All operations involving the use of lead have been evaluated by the IH [sec 2107, ref (a); part 1910.1025.d, ref (e)]

* Controls in place to ensure paint does not contain lead in excess of 0.06% by weight [sec 2104.a, ref (a)]

* Employees notified in writing of results that represent lead exposure within 5 working days of receipt of sampling data [sec 2108, ref (a); part 1910.1025.d(8), ref (e)]

* Lead training conducted and documented [sec 2106, ref (a)]

Applicability of the Construction Lead Standard

WHEN TO ESTABLISH A COMMAND LEAD PROGRAM UNDER THE CONSTRUCTION LEAD STANDARDS

References: (a) OPNAVINST 5100.23E
(b) 29CFR1910.1025
(c) 29CFR1926.62

POLICY: This program is required whenever exposure to lead is expected to exceed the action level as determined by the Industrial Hygiene (IH) assessment of the workplace. The IH assessment should have reviewed the following:

* All operations involving the use of lead [sec 2107, ref (a); part 1910.1025.d, ref (e)]

* Controls in place to ensure paint does not contain lead in excess of 0.06% by weight [sec 2104.a, ref (a)]

* Employees notified in writing of results that represent lead exposure within 5 working days of receipt of sampling data [sec 2108, ref (a); part 1910.1025.d(8), ref (e)]

* Lead training conducted and documented [sec 2106, ref (a)]

In addition to references (a) and (b) requirements, reference (c) (29CFR1926.62 Lead in Construction) applies to all **self-help** operations that involve painting or decorating in the presence of lead based paint. It also applies to any construction, modification, demolition or alteration of facilities or equipment where lead paint may be present.

I. LEAD WORK PROCESSES/POTENTIAL LEAD WORK PROCESSES

(29CFR1926.62(d)(2)(iii)(A)&(B)) covers the following:

a) Removal of lead paint.
b) Using lead containing mortar.
c) Lead burning.
d) Rivet busting.
e) Power tool cleaning without dust collection system.
f) Cleanup activities where dry expendable abrasives are used.
g) Abrasive blasting enclosure movement and removal.

(29CFR1926.62(d)(2)(i)(A)) covers the following:

h) Manual demolition (i.e. removal of drywall, wood or metal).
i) Manual scraping.
j) Manual sanding.
k) Heat gun applications
l) Power tool cleaning with dust collection systems.

(29CFR1926.62(d)(2)(iv)(A)(B)(C)&(D)) covers the following:

m) Abrasive blasting.
n) Welding.
o) Cutting.
p) Torch burning.
q) Spray painting lead containing paint.

If the activity engages in any of these operations (to any extent), the activity must implement a Lead Program. The extent of the implementation will vary according to the following information.

II. REQUIREMENTS

A. It is the employer's responsibility to determine the presence of lead. (29CFR1926.62(d)(1)(i)).

B. Where lead is known to be present, until an employee exposure survey has been conducted to determine otherwise, the employer shall treat the employee as if they were exposed above the PEL and shall implement employee protective measures. (29CFR1926.62(d)(2)(i)); (29CFR1926.62(d)(2)(ii); (29CFR1926.62(d)(2)(iii); and (29CFR1926.62(d)(2)(iv).

III. PROCEDURES FOR CONDUCTING SELF HELP PROJECTS

(a) Check with Base Public Works, Facilities or Environmental for a copy of lead survey results.

1) If survey results are positive for lead, contact the cognizant Industrial Hygiene Department (Navy/Marine Corps), BIO-Environmental Division (Army), or Preventive Medicine Department (Air Force), to determine whether or not the project can be approved for self help; the need for a personal monitoring program/medical surveillance; and the development of safe work practices/procedures.

2) To confirm the absence of lead, suspect lead materials and paint samples should be submitted to the cognizant Industrial Hygiene Department, Navy/Marine Corps), BIO-Environmental Division (Army), or Preventive Medicine Department (Air Force), for analysis. OSHA recognizes that Housing and Urban Development (HUD) and the Environmental Protection Agency (EPA) find X-ray Fluorescence (XRF) analyzers acceptable for analyzing lead in paint at their clearance level of 1.0 mg/cm^2. OSHA also recognizes that some instruments can measure accurately at substantially lower levels. However, please be aware that while XRF analyzers may be an acceptable method of analysis for meeting HUD/EPA requirements, OSHA's concerns are different from those of HUD and EPA and OSHA does not accept XRF results as sufficient to determine the presence of lead.

OSHA's mission is to provide a safe and healthful working environment for American workers. To accomplish this task in the area of lead, **OSHA relies primarily on airborne measurements to determine employee exposure. OSHA does not consider any method that relies solely on the analysis of bulk materials or surface content of lead (or other toxic material) to be acceptable for safely predicting employee exposure to airborne contaminants.** Without air monitoring results or without the benefit of historical or objective data (including air sampling which clearly demonstrates that the employee cannot be exposed above the action level during any process, operation, or activity) the analysis of bulk or surface samples cannot be used to determine employee airborne exposure.

OSHA has recognized, however, that for certain workplace conditions, application of objective data to certain tasks (listed in 29CFR1926 paragraph (d)(2)(i)(A)) may be warranted (specifically, power tool cleaning with dust collection systems, manual demolition of structures, manual scraping, and manual sanding). For these applications only, OSHA has adopted the Consumer Products Safety Commission (CPSC) threshold under a very limited set of conditions. When paint contains trace amounts of lead (e.g., 0.06% and below, as defined by the Consumer Products Safety Commission as non-lead containing, 16 CFR 1303), the employer may determine the concentration of lead in the air (i.e., employee exposure) by multiplying the total airborne concentration of dust times the percentage of lead in the paint. For example, if the concentration of total dust is 15mg/m^3 and the concentration of lead in paint is 0.06%, the airborne lead level will be (0.06%)x (15mg/m^3) x(1000µg/mg)=9µg/m^3. Consequently, the airborne concentration of dust would have to be 50mg/m^3 before the action level of 30µg/m^3 would be reached. Arithmetically, this would read, (50mg/m^3 airborne paint)x (0.06% lead)x (1000µg/mg)=30µg/m^3 airborne lead.

OSHA wants to stress that this does not set 0.06% as a lower threshold for the concentration of lead in paint which would exempt the employer from the requirements of the standard. The employer must still follow all requirements of the standard and conduct an exposure assessment for the tasks involving lead. Additionally, OSHA is not stating that the CPSC level is a "safe" concentration of lead in paint, since all tasks listed under (d)(2) frequently entail exposures above the action level even at extremely low concentrations of lead. OSHA is simply stating that the application of objective data may be applied to the above-specified tasks in paragraph (d)(2)(i)(A), under the conditions stated herein. As these are less aggressive, dust-generating methods of removal, this type of objective data may reasonably be applied.

3) **If the paint or material has not been tested, it must be assumed to contain lead.** All suspect lead materials and paint samples should be submitted to the cognizant Industrial Hygiene support branch 4-6 weeks in advance of the scheduled work processes. Results of sample analysis will determine actual lead content; whether or not the project can be approved for self help; the need for a personal monitoring program/medical surveillance; and the development of safe work practices/procedures.

IV. PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS FOR ABOVE OPERATIONS

a) Low Lead (<0.06% lead by weight):

(1) Impact Tools: Double hearing protection, TYVEK Disposable coveralls, safety shoes, eye protection. Impact tool paint removal is preferred. This involves needle guns, hand held hammers/scrapers, etc. These tools do not create an airborne lead dust hazard to the extent that mechanical grinders and sanders do. Provided that the paint has low lead (<0.06 % by weight) content, impact tool removals may not require respiratory protection. Double hearing protection, eye protection, disposable TYVEK coveralls, and safety shoes will be required.

(2) Mechanical grinding and sanding: Respiratory protection is to be determined by the cognizant IH based upon exposure monitoring. Mechanical sanding and grinding should not be used since excessive levels of respirable lead dust are generated. When mechanical sanding and grinding is absolutely required, shrouded mechanical sanders and grinders should be connected to HEPA filtered exhaust vacuums. Mechanical sanding and grinding will require full-face respirators equipped with HEPA cartridges, double hearing protection, eye protection, disposable TYVEK coveralls, gloves, and safety shoes. Contact with the skin should be avoided.

b) High lead content/unknown lead content (>0.06% lead by weight):

(1) Impact tools: respiratory protection to be determined by the cognizant IH based upon exposure monitoring, TYVEK coveralls, safety shoes, double hearing protection, eye protection.

(2) Mechanical grinding and sanding: respiratory protection to be determined by the cognizant IH based upon exposure monitoring, safety shoes, eye protection, double hearing protection.

c. Clean up of paint debris should be accomplished using HEPA filtered vacuums or wet sweeping. Dry sweeping should be avoided. Compressed air is prohibited for cleaning.

d. Personnel shall not eat, drink, smoke, or chew tobacco products or gum in paint removal areas. Additionally, personnel

must wash and shower prior to eating, drinking, smoking, and entering berthing and mess deck spaces.

e. All TYVEK coveralls should be disposed of as hazardous waste. Personnel should refrain from taking home any paint dust contaminated clothing.

NON-IONIZING RADIATION

(This program is required when lasers (class III, IV & military unique) are present; broadband opticals are used (medical and industrial); and/or radio frequency or electromagnetic fields are present (radar, telecommunication antennae; high voltage transmission lines; video display terminals, etc.)

* Trained/qualified Laser Systems Safety Officer (LSSO) appointed in writing by CO [sec 2210, ref (a); sec 7.e(3), ref (f)]

* Laser inventory submitted to SPAWAR (OOF) annually (by 31 August) [sec 2210, ref (a); sec 7.e(6), ref (f)]

* Safety procedures established and implemented [sec 2203, ref (a); encl (7), sec 1.a, ref (b)]

* Appropriate laser PPE provided to employees [encl (7), sec 1.d, ref (f)]

* Controls implemented for protection against broadband optical sources [sec 2213, ref (a); ref (g)]

* COMSPAWARSYSCOM has conducted baseline and resurveys (as applicable) of all radio frequency radiation sources [sec 2218.a & c, ref (a)]

* All laser and radio frequency radiation exposure incidents reported to COMNAVSAFECEN [sec 1408, ref (a)]

ERGONOMICS PROGRAM

(Reference (a) requires an annual analysis of injury/illness records to determine if workplace musculoskeletal disorders or ergonomic risk factors are present at the activity)

* Injuries and illnesses analyzed to determine if work place musculoskeletal disorders (WMSD) or ergonomic risk factors exist and/or if any trends have developed [sec 2303.a, ref (a)]

* Observations during facility and job site safety inspections to identify WMSDs [sec 2308.b, ref (a)]

* Ergonomic survey conducted [sec 2308.b, ref (a)]

* Ergonomics program manager has completed mandatory training [sec 2306.a, ref (a)]

ENERGY CONTROL PROGRAM

(This program is required when any activity personnel must perform service/maintenance of machinery or equipment ashore.)

* Specific written procedures developed to control potential hazardous energy during servicing/maintenance [sec 2404.a, ref (a); part 1910.147(c), ref (e)]

* Lockout/tagout devices contain required information [sec 2402.d, ref (a); part 1910.147(c)(7), ref (e)]

* Only key locks permitted (no master keys) [sec 2402.c, ref (a)]

* Safety office conducts annual program review and identifies all machines/equipment affected; names of authorized employees included in the review and the name of the person conducting the review [2404.d(1), ref (a); part 1910.147(c)(6), ref (e)]

* Energy control procedures incorporated into training curriculum, as applicable [sec 2404.b(6), ref (a)]

* Training conducted and documented for all authorized and affected employees [sec 2402.e & 2404.d(3), ref (a); part 1910.147(c)(7), ref (e)]

CONFINED SPACE ENTRY PROGRAM

(This program is required if the activity owns or personnel enter confined spaces. Confined spaces are defined as any space not specifically designed for routine and/or continuous occupancy, large enough and configured so an employee can bodily enter to do work, and poorly ventilated and/or has limited or restricted means for entry/exit.)

* Trained/qualified Confined Space Program Manager (CSPM) appointed in writing by commanding officer [sec 2703 & 2709, ref (a)]

* Local instructions published [sec 2709.a, ref (a)]

* All confined spaces identified and classified and current inventory maintained [sec 2704.a(1)&(2), ref (a); part 1910.146(c), ref (e)]

* Training conducted for all entry personnel and supervisors [sec 2704.e(3) & 2709.c-g, ref (a); part 1910.146(g), ref (e)]

* Written emergency plan developed & drills conducted annually [sec 2707, ref (a); part 1910.146(k), ref (e)]

* CSPM conducts annual audit [sec 2704.f, ref (a)]

* Permit issued for each entry [sec 2704.d, ref (a)]

* Records maintained for one year [sec 2704.c(2)(e), ref (a)]

BLOODBORNE PATHOGENS PROGRAMS

(This program is required when any employee is designated as a first responder or may be exposed to blood or other potentially infectious material during performance of duties.)

* Written exposure control plan established [part 1910.1030(c)(1), ref (e)]

* Exposure determination (of all job categories potentially exposed) included in exposure control plan [part 1910.1030(c)(2), ref (e)]

* Annual training conducted [part 1910.1030(g)(2), ref (e)]

* Records maintained for 3 years [part 1910.1030(h)(2)(I), ref (e)]

* All exposure incidents reported to safety office [part 1910.1030(f)(3), ref (e)]

OCCUPATIONAL REPRODUCTIVE HAZARDS

(This program is required when personnel are exposed to reproductive hazards in the work place. Reproductive hazards are any biological, chemical, or physical stressor that has the potential to adversely affect the human reproductive process. Appendix 29-B to reference (a) includes a long list of reproductive chemical stressors.)

* All processes evaluated by IH to determine presence of reproductive hazards [sec 2903.a(2), ref (a)]

* Training conducted as appropriate, including training for pregnant females [sec 2903.c & 2904.a(2), ref (a); ref (h)]

* Female workers advised of notification procedures for pregnancy [sec 2904.a(2), ref (a)]

INDOOR AIR QUALITY MANAGEMENT

* Establish smoke-free buildings and zones [sec 3003, ref (a)]

* Address indoor air quality issues as they develop or new buildings are designed [sec 3004, ref (a)]

* Ensure employee complaints of indoor air quality issues are investigated and resolved [sec 3002.a, ref (a)]

WEIGHT HANDLING EQUIPMENT

(This program is required if the activity owns, or personnel operate, any weight handling equipment (WHE). WHE is material handling equipment such as come-alongs (500# capacity and greater), A-frame chain hoists, overhead hoists and other typical crane-type equipment. The most common WHE in NAVEDTRA is category 3, non-cab operated (overhead hoists).)

NOTE: WEIGHT HANDLING EQUIPMENT USED FOR TRAINING AND MAINTAINED UNDER NAVAIR OR NAVSEA REQUIREMENTS DOES NOT NEED TO BE TESTED AND MAINTAINED PER REFERENCE (i). HOWEVER, OPERATORS OF SUCH EQUIPMENT MUST MEET REFERENCE (i) TRAINING REQUIREMENTS.

* Weight handling equipment certifying official appointed in writing by commanding officer (if equipment owned by the activity) [sec 3.2, ref (i)]

* All weight handling equipment certified annually [sec 3.4.1, ref (i)]

* All weight handling equipment operators' trained/qualified (except students under instruction when a trained operator is present) [sec 15.2, ref (i)]

* Crane mishaps reported to Navy Crane Center/Navy Safety Center, as appropriate [sec 1408, ref (a); sec 12.4, ref (i)]

* Safety office provides oversight of WHE safety program [sec 3103, ref (a)]

IONIZING RADIATION PROGRAM

(This program is required when the activity possesses any type of radioactive materials or x-ray machines (medical or other).)

* Navy Radioactive Materials Permit issued by Navy Radiation Safety Committee [sec 2.3.4, ref (j)]

* Trained/qualified Radiation Safety Officer appointed in writing by CO [sec 1.3.8.4, ref (j)]

* Radiation Safety Officer conducts annual review to identify operations with high exposures and provides copy to activity safety officer [sec 2.6.1.1, ref (j)]

EXPLOSIVES SAFETY/INERT ORDNANCE

(This program is required if the activity possesses any type of explosives or ordnance, including inert explosives and ordnance. These devices are typically used for ceremony, display and training.)

* Trained/qualified Explosives Safety Officer appointed (if explosives are used) [sec 1-4.3.1, ref (k)]

* Activity safety officer provided copies of all explosive safety inspections [sec 12.b, ref (b)]

* All inert ordnance used for display, training and other purposes has been properly certified, labeled and/or marked [sec 2-1.4.2, ref (j)]

* All inert ordnance recorded on record of certification and identification form [sec 2-1.4.5, ref (k)]

RECREATION AND OFF-DUTY SAFETY (RODS)

(This program applies to all activities. Where host activity instructions exist, tenant activities shall comply with host requirements.)

* RAHS Program Manager appointed in writing by CO [sec 5.c, ref (l)]

* RAHS Program Manager conducts/attends quarterly OSH meetings [sec 5.c(1), ref (l)]

* RAHS Program Manager and activity safety officer conduct at least annual inspection of all recreational facilities and equipment [sec 5.c(3), ref (l)]

TRAFFIC SAFETY PROGRAM

(This program applies to all activities. Where host activity instructions exist, tenant activities shall comply with host requirements.)

* Traffic Safety Program established [sec 6, ref (m)]

* Traffic Safety Program Coordinator appointed in writing by CO [sec 6, ref (m)]

* Use of seat belts mandatory [sec 7.b, ref (m)]

* Maximum driving time addressed [sec 10, ref (m)]

* Approved motorcycle safety course available for all personnel who ride motorcycles [HSPS, sec 2.a&b, ref (m)]

* Appropriate fluorescent/retro-fluorescent PPE worn by all personnel exposed to vehicular traffic in assigned duties [HSPS, sec 3.c(1), ref (m)]

CHAPTER 4

Resources

References: (a) OPNAVINST 5100.23E

Resources involve more than just a person assigned to "make sure safety rules are followed." Training materials can sometimes be difficult to obtain, even at an activity where training is our business. Safety training resources such as videos and posters are essential, not just for the safety officer but for all members of the activity. A resource library is also essential and may take on many forms. Following are some helpful hints for obtaining what is needed.

STAFFING

Each shore activity must be supported by an OSH organization [sec 0303, ref (a)] but this need not be at the immediate command level. A host or regional OSH office may support the activity. Section 0303.c of reference (a) provides detailed staffing criteria where OSH offices have been established. However, if staffing becomes an issue, it is best to have a workload analysis or manpower study conducted to determine needs.

SAFETY LIBRARY

A safety library should consist of safety instructions applicable to the activity mission and needs. Instructions need not be in paper format if an electronic library is accessible to all personnel. Unfortunately, some of the documents you will need to have in your library cannot be accessed on the internet. Others can be accessed but not printed. In these cases, you may want to check other local area safety offices to see if they have what you need before you try to get money to buy it. If they do, you can have your people review it in the other safety office, i.e. the region or host, as needed.

Often times, collateral duty safety personnel discover they have to write new instructions or procedures. DON'T REINVENT THE WHEEL! Ask others to send you their versions and change them to fit your needs. You'll also find a wealth of safety program information at http://www.pp.okstate.edu/ehs/LINKS/Univ.htm. This site will connect you to a number of universities that offer excellent examples of safety programs.

TRAINING & INFORMATION

If you need a lesson guide and you can't find one in the files or by contacting the host/region safety office, you can go to the Navy Occupational Safety and Health and Environmental Training Center (NAVOSHENVTRACEN) homepage at http://www.norva.navy.mil/navosh. At the homepage, click on *Training Aids*, and then *NAVOSH Training Guide for Shore Activities* and you'll find generic training guides in *Powerpoint* that you can modify to meet your particular training needs. You can also go to Http://www:cnet.navy.mil/safety/safety.html where you'll find more power point presentations, information bulletins, safety alerts and much more.

A directory of safety personnel, civilian and military, has also been developed by CNET to ensure you know how to reach each others to ask for help or share information. The directory is available by request from the CNET Safety Office. You'll also want to submit your name and activity information for inclusion in the update to the directory.

Above all else, consider the CNET Safety Office your resource for any safety information or materials that we might have at our disposal. You can access the CNET Safety homepage and find the name and contact information for the person assigned to support your activity. Get in touch! You'll find them ready and willing to help with any safety problem or concern.

VIDEOS

Activities can access DoD videos by internet at http://dodimagery.afis.osd.mil to compliment your training needs. You can order by video number, name or category. If all else fails, contact the CNET Safety Office.

DOLLARS

Of all the resources, time and money seem to be in the most demand and are the hardest to obtain in sufficient quantity. Until you have developed a list of your needs (the self-assessment is the first step) and prepared a budget request with valid requirements, you'll have a hard time obtaining your share of either.

An excellent tool to determine what is needed is to prepare a list of your duties; time required to carry them out; necessary tools and equipment (including transportation); mandatory training and travel costs, etc. The end result should provide some excellent documentation for dollars needed to carry out your duties and accomplish mandatory training.