



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 5100.14
BUMED-09C
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BUMED INSTRUCTION 5100.14

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: HEADQUARTERS' NAVY OCCUPATIONAL SAFETY AND HEALTH PROGRAM

Ref: (a) OPNAVINST 5100.23D
(b) OPNAVINST 4110.2
(c) OPNAVINST 5090.1B
(d) 29 CFR 1910.1200, OSHA Hazard Communication Standard
(e) OPNAVINST 5102.1C
(f) BUMEDINST 5100.13A

Encl: (1) OSH Program Manual

1. Purpose. To establish policy and procedures and outline responsibilities for the implementation and management of the Headquarters' Navy Occupational Safety and Health Program (NAVOSH). This instruction includes provisions for maintaining safe working conditions and for conducting a comprehensive accident prevention program within the Bureau of Medicine and Surgery (BUMED) following guidance in references (a) through (f).

2. Discussion. Reference (a) describes organizational responsibilities and provides implementing guidance for the NAVOSH program.

3. Policy. To give proper local emphasis to the Navy Shore Safety Program. To maintain a comprehensive and continuous OSH Program at BUMED to minimize personnel injuries and material losses. Following the provisions of the OSH Act of 1970, Public Law 91-596, every effort will be made to provide a safe and healthful working environment for employees consistent with established OSH standards and other directives distributed by higher authority which may exceed these standards.

4. Scope. Applies to existing and potential OSH problems at BUMED, civilian and military personnel employed by or assigned to BUMED, contractors, residents, guests, and visitors.

5. Action. Accidents and injuries must be investigated and reported as required by chapter 12. Department heads and supervisors must ensure personnel under their cognizance are aware of and adhere to the requirements of this instruction.

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6. Forms

a. The following forms are available per CD ROM NAVSUP PUB 600(NLL):

(1) OPNAV 5100/9 (Rev. 1-92), Dispensary Report, S/N 0107-LF-015-8300.

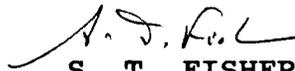
(2) OPNAV 5102/7 (Rev. 10-92), Log of Navy Injuries and Occupational Illnesses, S/N 0107-LF-015-8000.

b. SF 91, Operator's Report of Motor Vehicle Accident, NSN 7450-00-534-4041 is available from the Federal Supply System through normal supply procurement procedures.

c. The following forms are only available through the sponsor (CNO N454C, (703) 602-2579):

(1) OPNAV 5100/11, Navy Employee Report of Unsafe or Unhealthful Working Conditions.

(2) OPNAV 5100/12, NAVOSH Deficiency Notice.


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OSH PROGRAM MANUAL

CHAPTER 1
INTRODUCTION

1.1. Background

1. The following is the OSH Program Manual for BUMED Headquarters, Washington, DC. This manual is composed of chapters correlating with reference (a), which details minimum standards, procedures, and guidelines to assist in establishing activity OSH programs.

2. This manual is intended for use by all cognizant personnel to implement the BUMED OSH Program. It integrates safety-related information and requirements into all operations, facilities, and equipment, and outlines OSH Program responsibilities and training of employees in safe work practices.

3. The OSH Program is designed to safeguard all personnel from injury or health hazards and property damage. The following basic precepts are established under the program:

- a. Safety is an inherent responsibility of BUMED.
- b. Work methods and operating procedures must be designed so personnel will not be unnecessarily exposed to injury or health hazards.
- c. Safety devices are to be provided for personal protection and protective equipment is to be worn by personnel performing hazardous work.
- d. Personnel must be instructed in and required to observe safety rules.
- e. Personnel must be assigned only to jobs they are physically qualified to perform and permitted to work only when physically fit.
- f. All work-related injuries or illnesses, however minor, must be reported, and treatment obtained without delay.

CHAPTER 2
RESPONSIBILITIES

2.1. Chief of Staff (COS). OSH is a command function and responsibility. The COS will establish the policy and goals of the OSH Program.

2.2. OSH Office

1. Plans, directs, and administers the activity OSH Program.
2. Acts in an advisory capacity on OSH matters to the COS and all levels of supervision.
3. Develops and distributes safety policies and directives based on local needs.
4. Organizes, conducts, and documents safety inspections, surveys, and audits of all buildings, operations, and conditions. Identifies unsafe conditions and deficiencies in operations, facilities, and equipment. Initiates actions for correction of identified workplace hazards.
5. Analyzes reports of occupational injuries or illness, property damage, and motor vehicle accidents.
6. Develops, coordinates, and conducts OSH training and educational programs.
7. Coordinates OSH aspects of the Hazardous Material Control Program.

2.3. Department Heads, Managers, and Supervisors

1. Ensure all personnel understand and comply with applicable OSH directives.
2. Correct identified hazards within area of responsibility in a timely manner.
3. Provide a safe work environment.
4. Conduct regular safety and fire protection inspections of assigned area.
5. Notify the OSH Office of all occupational injuries, illnesses, and property damage accidents.

2.4. Individual Responsibilities. Read and comply with all applicable warning signs, posted notices, instructions, and procedures.

CHAPTER 3
ORGANIZATION AND STAFFING

3.1. OSH Office Organization. The safety office is organized and staffed to manage and implement an effective OSH Program at BUMED Headquarters. The Safety Manager (MED-09C) is organizationally placed on the immediate staff of the COS.

3.2. Functions

1. To plan, direct, and administer the activity OSH Program.
2. To organize and conduct OSH inspections and document and initiate corrective action on deficiencies.
3. To conduct investigation of mishaps.
4. To conduct and coordinate OSH training.
5. To coordinate OSH aspects of hazardous material control and management.
6. To conduct or coordinate other program elements as required or needed.

3.3. Staffing. The safety manager must be a safety and health professional. The safety office staff must be individually qualified for their assigned positions under Office of Personnel Management or military equivalent criteria.

CHAPTER 4
OCCUPATIONAL SAFETY AND HEALTH COMMITTEES

4.1. Purpose. Committees provide an opportunity for multiple viewpoints and interests of various groups and individuals at BUMED to be expressed. They identify, define, and assess OSH problems and recommend corrective measures. From these recommendations, new or revised policies and procedures are developed to:

1. Improve effectiveness of the BUMED OSH Program.
2. Meet specific safety-related needs of the individuals and groups.

4.2. Functions. OSH committees have the following functions:

1. Serve as a means of communications to identify and correct OSH hazards.
2. Provide program assistance to COS.
3. Hold meetings on a quarterly and bi-monthly basis.

4.3. Types of Committees

1. OSH policy committee will meet on a quarterly basis to discuss and study major activity OSH policies and issues.
2. Employee OSH committee will meet on a bi-monthly basis to identify employee level OSH issues.

Note: Minutes acquired from meetings must be recorded and maintained by the OSH Office staff.

CHAPTER 5
PREVENTION AND CONTROL OF WORKPLACE HAZARDS

5.1. Background. All military and civilian employees must be provided with a safe and healthful workplace. Per reference (a), each naval activity will establish and maintain an effective hazard control program. BUMED will implement such a program via this instruction.

5.2. Principles of Hazard Control. BUMED safety professionals through training and experience, develop proficiency in recognition, evaluation, and control of workplace hazards. Safety professionals are familiar with potential hazards created by materials, equipment, and operations used in naval facilities and maintain knowledge of designs required by NAVOSH standards to eliminate workplace hazards.

5.3. Application of Hazard Control Principles. Hazardous conditions in the workplace arise as a result of the dynamics of the workplace environment. Once hazards are identified, immediate action should be taken to avoid unacceptable risk.

5.4. Hazard Control Recommendations. The following actions will be considered when recommendations are developed for prevention or reduction of hazards:

1. Isolate hazardous substances, components, and operations from other activities, areas, personnel, and incompatible materials.

2. Incorporate lockout and tagout principles where failures would disable the system or cause a catastrophe through injury to personnel, damage to equipment, or inadvertent operation of equipment.

3. Relocate equipment or components so that personnel access during operation, maintenance, repair, or adjustment will not result in exposure to hazards such as chemical burns, electrical shock, cutting edges, or toxic atmospheres.

4. Control potentially hazardous airborne substances by ventilation.

5. Provide suitable warning in instruction concerning required personnel protection for operation, assembly, maintenance, and repair of equipment and facilities.

6. Train personnel to recognize hazards and take appropriate precautionary measures.

5.5. Responsibilities. Hazard control is the inherent responsibility of the safety office. Specific functions responsibilities are assigned for directing and supervising an effective BUMED Hazard Control Program:

1. The Safety Office

- (a) Develops and administers OSH Program responsibilities in matters of hazard control.
- (b) Reviews BUMED standard operating procedures, instructions, and procedures.
- (c) Conducts specialized training as appropriate.
- (d) Provides professional safety-related consultative assistance to BUMED.
- (e) Reviews plans and specifications for facility renovation and repair projects.

2. Department Heads and Supervisors

- (a) Ensure risks are recognized in equipment, facilities, materials, and operations and initiate effective corrective measures.
- (b) Ensure assigned personnel receive all required safety training.

3. The Facilities Department ensures plans and specifications for facilities modification and construction projects are reviewed by the safety office before issuance.

4. The Supply Department

- (a) Coordinates with the safety office to ensure OSH requirements are considered and contractually addressed in the acquisition of BUMED equipment, facilities, and material and for services performed by contracted personnel.
- (b) Ensures a material safety data sheet (MSDS) is provided for all hazardous materials acquired.

CHAPTER 6
OSH TRAINING

6.1. Discussion. Adherence to safe operating practices and procedures cannot be assured unless there is detailed information provided to identify job-related hazards and a practical understanding of how to control them. To attain this type and level of knowledge, a well-developed and coordinated training effort keyed to all levels and types of personnel is required. BUMED OSH training programs, developed under this program, will be designed in a manner which will instruct individual military and civilian personnel to perform their work in a safe and healthful manner.

6.2. Training Program

1. Management personnel will receive sufficient OSH training to enable them to effectively support the OSH Program in their specific areas of responsibility. Training will cover appropriate statutes, regulations, and applicable NAVOSH standards.

2. Supervisory personnel will receive introductory and specialized courses that will enable them to recognize unsafe and unhealthful working conditions. Training also includes development of skills necessary to manage the activity OSH Program at the work-unit level.

3. Nonsupervisory personnel training includes specialized job safety and health information appropriate to the work performed by the employees. This training will be directed to the individual worksite and must include material and equipment hazards associated with the worksite.

4. The safety office staff will be trained through courses, laboratory experiences, and field study to perform the necessary technical monitoring, consulting, testing, data processing and analysis, inspecting, and other tasks in support of the BUMED OSH Program.

6.3. Responsibilities. Managers, in coordination with the safety office, must establish or obtain appropriate OSH training for assigned personnel.

CHAPTER 7
HAZARDOUS MATERIAL CONTROL AND MANAGEMENT

7.1. Purpose. To implement the Hazardous Material Control and Management (HMC&M) Program for hazardous materials acquired or used by BUMED Headquarters personnel.

7.2. Background. BUMED HMC&M programs must comply with all applicable Federal, State, and local regulations concerning the purchase, storage, and use of hazardous materials and the disposal of hazardous waste. Military and civilian employees may be held personally and criminally liable for violations of the laws regulating these materials.

7.3. Policy

1. At BUMED, hazardous material must be managed and controlled from acquisition through ultimate disposal to protect the user, the general public, and the environment.

2. All employees working with, or routinely coming into contact with, hazardous material will receive training on recommended personal protective equipment (PPE) needed for protection from the hazards of those materials.

3. Managers and supervisors must ensure each work area maintains an MSDS for each hazardous material used in that area and ensure the MSDSs are readily available for employee use.

4. Only hazardous material on the authorized use list (AUL) will be used at BUMED.

5. All hazardous material received will be properly labeled.

6. Where use of hazardous material is required, adequate engineering controls and PPE will be specified, provided, and used.

7.4. Responsibilities

1. The OSH Office

a. Maintains, updates, and distributes hazardous material inventory.

b. Maintains an MSDS master file for all hazardous materials.

c. Ensures all hazardous material requisitions are reviewed and included in the hazardous material inventory.

d. Provides information and guidance on proper storage and labeling.

e. Conducts inspections in hazardous material storage areas.

2. The Supply Department

a. Ensures all hazardous material is properly labeled.

b. Obtains MSDSs for all hazardous materials from the manufacturer or supplier before use in the workplace.

3. The Facilities Department

a. Includes in the "statement of work" of all contracts that involve using hazardous materials the following: "The contractor will have an active hazard communications program in place for all contractor employees before delivery of any material on to BUMED property, an inventory and MSDSs must be provided by the contractor upon request by the safety office."

b. Ensures hazardous materials will only be used when:

(1) The material is authorized for use in the work area.

(2) A current MSDS is on file in the workplace.

(3) Necessary personnel protective equipment and emergency equipment is available.

7.5. Definition of Terms

1. Authorized Use List (AUL). Serves as a tool to control the acquisition of hazardous materials. Any item not on the BUMED AUL cannot be purchased or used until the review is completed.

2. Excess Hazardous Material (EHM). Ready-for-use excess material classified as hazardous material and no longer needed by the user.

3. Hazardous Material (HM). Any material that:

a. Is regulated as a hazardous material.

b. Requires an MSDS.

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c. During end use, treatment, handling, packaging, storage, transportation, or disposal meets or has components which meet or have the potential to meet established requirements.

3. Hazardous Waste (HW). Any discarded or abandoned hazardous substance as defined in 40 CFR 261, or applicable local and State regulations where the State has been granted enforcement authority by the Environmental Protection Agency (EPA).

4. Hazard Communication (HAZCOM). The Occupational Safety and Health Administration (OSHA) Hazard Communication Standard means a requirement or requirements related to the standard. The performance elements of the standard involve a list of hazardous chemicals, MSDSs, labels, and other forms of warning, personnel training, contractor employer and employees, personal accessibility to the list of chemicals and MSDSs, and a hazard communication program plan.

5. Material Safety Data Sheet (MSDS). An MSDS, OSHA Form 174 or equivalent form containing identical data elements, must be used by manufacturers of chemical, physical, and hazardous properties of their product to comply with reference (d). The completed form identifies key information on the product, such as the name, address, and emergency contact for the manufacturer; the identity of the hazardous ingredients; the physical or chemical characteristics; fire and explosion hazard data; reactivity data; health hazard data; precautions for safe handling and use; and spill control measures.

6. Personal Protective Equipment (PPE). OSHA regulations require appropriate PPE be available, maintained, and correctly used. PPE includes: Eye protection, gloves, protective clothing, respiratory protection equipment, and eye wash safety showers.

CHAPTER 8
NAVOSH INSPECTION PROGRAM

8.1. Safety Inspection, Survey, and Correction of Deficiency Program. The OSH Office must schedule and conduct inspections and surveys of the workplace to determine unsafe conditions and evaluate reports received from employees. Through these scheduled surveys and inspections, appropriate actions must be taken to eliminate or abate all conditions found to be unsafe or unhealthful. Through notices, safety meetings, and activities or actions of OSH committees, employees must be kept informed of identified hazards, abatement actions, and adoption of alternative protective measures.

8.2. Inspections and surveys must be conducted in a manner to preclude unreasonable disruption of operations and usually are conducted without prior notice to obtain meaningful assessment of actual operating conditions and practices. In all cases of inspections or surveys, a civilian representative and members of the activity OSH committees must be afforded the opportunity to accompany the inspectors to encourage an exchange of information on existing or potential hazards. However, the inspectors may deny the right to accompaniment to any person whose participating interferes with a fair and orderly inspection. During the course of inspections or surveys, the inspectors must consult with employees on matters affecting their safety and health and offer them the opportunity to identify unsafe or unhealthful working conditions. At the conclusion of an inspection or survey, the inspectors must debrief the workplace supervisor or other representative.

8.3. Responsibilities

1. Supervisors. All supervisors must ensure daily inspections are made of their areas of responsibility, including equipment, tools, vehicles, conditions, and operations over which the supervisor has cognizance. Immediate action must be taken to correct unsafe conditions or practices which may contribute to an accident. Supervisors must also post notices warning personnel of unsafe or unhealthful conditions which may exist until the condition has been corrected.

2. OSH Office

a. Arranges formal inspections and surveys of all BUMED Headquarters' facilities and operations on an annual basis or on receipt of an employee complaint. When an inspection or survey is conducted by a person or persons not assigned to BUMED, the inspector must provide a written report of the inspection or survey to the head of the activity. The report must contain

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references to OSH standards which have been violated, unsafe work practices, any management deficiencies observed, and recommendations on corrective action.

b. Conducts follow-up inspections and investigations, as appropriate, on all deficiencies and violations revealed through inspections, surveys, and employee reports to ensure corrective measures have been initiated.

8.4. Log of Deficiencies. The OSH Office must maintain a log of all OSH deficiencies in facilities equipment and machines which cannot be corrected within 30 calendar days of discovery. Entries in the log must be based on records and results of inspections, surveys, and reports received from employees on unsafe or unhealthful conditions. This log must be updated continuously to reflect new findings and to show current status of actions on correcting the deficiencies. A summary of this log must be presented to the COS, at 6-month intervals, for his or her review and action.

8.5. Risk Assessment Code (RAC). This is an expression of the risk associated with the hazard which combines the hazard severity, mishap probability, and personnel exposure into a single Arabic numeral. Terms and criteria used in conjunction with risk assessment are as follows:

1. Hazard. Any existing or potential condition which can result in a mishap.

2. Mishap. An unplanned event or series of events resulting in death, injury, occupational illness, or the damage or loss of equipment or property.

3. Hazard Severity. A judgement of hazard severity classified by an uppercase Roman numeral according to the following criteria:

a. Category I - Catastrophic. May cause death or loss of a facility.

b. Category II - Critical. May cause severe injury, severe occupational illness, or major property damage.

c. Category III - Marginal. May cause minor injury, occupational illness, or property damage.

d. Category IV - Negligible. Probably would not affect personnel safety or health.

4. Mishap Probability. An assessment of the likelihood, given exposure to a hazard, a mishap will result; it is classified by an uppercase letter according to the following criteria:

- a. Category A - Likely to occur immediately or within a short period of time when exposed to the hazard.
- b. Category B - Probably will occur in time.
- c. Category C - Possibly will occur in time.
- d. Category D - Unlikely to occur.

8.6. Minimum Information for Log Deficiencies

1. Deficiency number is controlled by the OSH Office.
2. Project number applies to projects submitted for correction under the NAVOSH Deficiency Abatement Program.
3. Date of hazard identification, violation, or discovery.
4. Physical location where the violation exists.
5. Brief description of deficiency.
6. Standard violated.
7. Risk assessment code.
8. Interim hazard controls or protective measures in effect or pending abatement.
9. Abatement action required. Brief description of controls planned or actions needed to correct the deficiency.
10. Estimated cost of corrective action.
11. Estimated time required for abatement.
12. Status and comments.

8.7. OSH Management Evaluation. The Commander, Naval Facilities Engineering Command ensures OSH management evaluations are conducted at BUMED Headquarters at least every 3 years.

1. These evaluations must address the adequacy and effectiveness of NAVOSH programs and the degree to which program requirements are met. The evaluation must provide for an objective assessment of program implementation.

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2. The OSH management evaluations must be tailored to the size, mission, and organization of the activity and must be of sufficient depth to enable the appropriate echelon commanders and the Navy's designated OSH officials to monitor the effectiveness of the respective command or activity programs.

3. Written reports of OSH management evaluations must be forwarded to the appropriate commander or commanding officer. These reports contain the following:

- a. An overall evaluation of the OSH Program.
- b. NAVOSH Program deficiencies.
- c. Recommended corrective action.

CHAPTER 9
REPORTS OF UNSAFE OR UNHEALTHFUL CONDITIONS

9.1. Introduction

1. The prevention of accidents, injuries, and occupational illnesses is the primary objective of the BUMED OSH Program. Detection of unsafe or unhealthful working conditions at the earliest possible time and the prompt abatement of related hazards at the lowest possible level are essential elements in meeting the objective. Implementation of the provisions below will provide the means to achieve this end.

2. BUMED employees are encouraged to report unsafe or unhealthful working conditions. Follow specific procedures outlined below. Reports of unsafe or unhealthful conditions may be made without fear of reprisal or other punitive action. Reports of unsafe or unhealthful conditions may pertain to such items as housekeeping, electrical appliances, aisles, working conditions, environmental hazards or any other conditions the employee feels are hazardous to personnel and property.

3. The OSH Office must conduct follow-up inspections and investigations, as appropriate, on all deficiencies and violations revealed via inspections, surveys, and employee reports to ensure corrective measures have been initiated.

9.2. Procedures

1. All personnel are invited to report orally, or in writing, using OPNAV 5100/11, Navy Employee Report of Unsafe or Unhealthful Working Conditions. Personnel should report the hazard and location of the hazard or unsafe practice to the OSH Office or to their supervisor who will:

a. Initiate appropriate corrective action, including notifying the OSH Office of the report.

b. Within 5 working days after notification, the supervisor must also advise the OSH Office, in writing, via the cognizant department head of what action has been taken.

c. Make the appropriate comments if the reported item is not within their scope of responsibility or authority for correction.

2. Personnel who wish to remain anonymous must indicate this desire on the form.

3. Managers and department heads must take appropriate corrective action or make comments, as applicable, and forward them to the OSH Office.

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4. The OSH Office, upon receipt of the supervisor's report of action taken, must conduct investigations and follow-up inspections, as appropriate, to ensure applicable corrective measures have been taken. Within 10 working days thereafter, the safety office must provide a written interim response to the report. If a complete response is not possible, an interim report must be given advising the originator whether the condition has been determined hazardous and action expected or taken. When an inspection or survey is conducted by a person not assigned to the activity, the inspector must provide a written report of the inspection or survey to the head of the activity. The report must contain references to OSH standards which have been violated, unsafe work practices, any management deficiencies observed, and recommendations on corrective action.

9.3. Appeals Process

1. If the originator of the report of an unsafe or unhealthful working condition is not satisfied with the written response, even after discussion with the OSH Office, they may send an appeal to the COS and then to higher reviewing authorities if still not satisfied.

2. Each appeal must be in writing and signed by the originator of the report, unless anonymity is desired and sent to higher reviewing authorities.

3. When anonymity is desired, the OSH Manager will send the appeal on behalf of the originator.

4. The first appeal, and any later appeals on the same matter, must be sent to reviewing authorities in the chain of command.

CHAPTER 10
INSPECTIONS AND INVESTIGATIONS OF WORKPLACE
BY FEDERAL AND STATE OSH OFFICIALS

10.1. Background. Executive Order 12196 granted Federal agency heads the option whether or not to establish certified OSH committees at the national and other appropriate levels of the agency. The Department of Defense (DoD) and the Navy elected not to establish certified committees. Therefore, certain Navy facilities are subject to Department of Labor (DOL) inspections. With few exceptions, contractor operations at Navy activities are subject to DOL inspections.

10.2. Responsibilities

1. Department heads and directors must contact the COS and OSH Manager anytime Federal or State OSH representatives arrive to inspect or investigate safety or health problems.

2. The OSH Manager will:

(1) Contact the facilities department for action relating to contractor workplace.

(2) Submit any reports required by higher authority.

(3) Accompany any OSH officials during inspections or investigations and duplicate notes and photographs taken by these officials.

(4) Keep the COS up to date on matters relating to this chapter.

3. The Security Officer (MED-912) must ensure that Federal and State representatives arriving onboard, for business relating to this chapter, are escorted directly to the OSH Manager's office.

CHAPTER 11
DEFICIENCY ABATEMENT PROGRAM

11.1. Background. Over the past several years, significant dollars and lost-hour expenditures have resulted from injuries, illnesses, and property damage attributed to workplace hazards. It is essential that a program be developed to eliminate or control all identified hazards in a systematic manner.

11.2. Purpose. To provide procedures to follow in abatement of safety-related deficiencies reported during OSH inspections and other serious OSH matters.

11.3. Deficiency Processing and Tracking

1. Hazard Identification Methods

- a. Annual NAVOSH inspections.
- b. Special inspections.
- c. Employee reporting systems (OPNAV 5100/11).
- d. Workplace Monitoring Program.

2. RAC. Each identified or validated hazard must be assigned a RAC by the OSH Manager. The RAC represents the degree of severity and mishap probability.

3. NAVOSH Deficiency Notice (NDN). The OSH Manager will use the NDN (OPNAV 5100/12) to provide the first arm of the NAVOSH Deficiency Abatement Program. Use of the NDN requires the following action:

a. Deficiencies reported by appropriate safety authorities with RAC 1, 2, and 3 must be initiated by the OSH Office by completing section A of the NDN.

b. The completion of the remainder of the NDN is the responsibility of the supervisor of the workplace concerned.

4. Abatement Plans

a. Record deficiencies assigned RAC 1, 2, or 3 that require more than 30 days to correct in a formal installation hazard abatement plan.

b. To ensure compliance with NAVOSH guidance concerning the abatement plan, include the following information on the NDN:

- (1) Dates of hazard identification.

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- (2) Location of the hazards.
- (3) Description of the hazards including reference to be applied.
- (4) Estimated RAC.
- (5) Interim control measures in effect.
- (6) Description of the abatement action.
- (7) Abatement priority.
- (8) Closeout statement indicating completed abatement action.

11.4. Interim Controls. It is recognized that immediate abatement of deficiencies in working conditions may not always be possible and that some temporary deviation from NAVOSH standards may be required. Interim controls:

1. Must be established as soon as the deficiency is noted.
2. Must be documented on the NDN.
3. If in effect for more than 60 days, must be approved by the OSH Manager.

11.5. Responsibilities

1. When department heads or supervisors receive inspection results, the following actions must take place:
 - a. Attempt to resolve the deficiencies identified in the inspection report by the most expeditious means possible.
 - b. Abatement days designated in the inspection report are calendar workdays. Send departmental actions to the OSH Office within the timeframe designated. Departments that do not meet this timeframe must be notified by the OSH Manager. Upon request, timeframes may be extended if approved by the OSH Manager.
 - c. For hazards that cannot be abated within 30 working days, the supervisor of the workplace concerned must develop, in cooperation with facilities department, an abatement plan using the NDN (OPNAV 5100/12). Forward a copy of this notice, with section B completed, to the OSH Manager within the 30-day period.

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d. To abate deficiencies, use work request, trouble calls, and other forms of administrative action.

e. In the case where a deficiency has been identified during an inspection and found to present a serious or imminent danger, the NDN must be posted by the supervisor in the immediate vicinity of the hazard or if not practical post notice in a location visible to employees.

2. The OSH Office

a. Provides department heads with a completed inspection report within 15 working days of the inspection.

b. Assists the department concerned in determining acceptable solutions to correcting the reported deficiencies or developing interim controls until abated.

c. Monitors inspection reports to ensure deficiencies identified are abated by the deadline designated on the report. Contacts the department concerned when the deficiency has not abated or the time period is extended.

d. Maintains a record of the action taken or requested to resolve the deficiencies. For those items requiring more than 30 days to abate, places the deficiency in the abatement log. Entries in this log must consist of inspection results, surveys, and employees reports of unsafe or unhealthful working conditions.

CHAPTER 12
MISHAP INVESTIGATION AND REPORTING

12.1. Background. The procedures for investigating accidents and reporting injuries applies to both civilian and military personnel assigned to BUMED Headquarters.

1. Information concerning mishap investigation and reporting can be found in reference (e) in connection with occupational injuries, illnesses, and fatalities. This applies to:

a. Mishaps involving military personnel on and off-duty.

b. All mishaps to civilian employees arising out of and in the course of their employment.

c. Accidents involving Government motor vehicles.

2. All accidents, major or minor, will be investigated promptly and thoroughly to determine casual factors, thereby preventing recurrence. The investigation must be handled as a search for facts. The extent of the investigation is determined by the severity or significance of the mishap. It is the responsibility of the OSH Office to ensure all mishaps are properly investigated and to review all investigation reports.

12.2. Types of Investigations

1. Naval Safety Center (NAVSAFCEN). NAVSAFCEN may participate in mishap investigations as requested. Independent NAVSAFCEN mishap investigations may also be conducted under the authority of the Chief of Naval Operations (CNO). When an independent NAVSAFCEN investigation is conducted, it will be in addition to any other investigation of the same event. Commands concerned will be advised before a NAVSAFCEN investigation is conducted.

2. Judge Advocate General Manual (JAGMAN) Investigations. JAG investigations, including claims investigations, must be conducted as required by the JAGMAN. The safety investigator and the JAGMAN investigator must not be the same person. Nothing in this chapter prevents the JAGMAN investigator from access to the same nonprivileged factual material or witnesses available to the safety investigator and vice versa. The JAGMAN investigation must be conducted independently and separately from either the limited use, general use, or NAVSAFCEN investigations mentioned above.

3. Headquarters Command Investigations. The cognizant headquarters command must initiate a mishap investigation when a mishap resulting in total cost reportable material property damage is \$1,000,000 or more; an injury or occupational illness which results in a fatality or permanent total disability; or an injury involving the inpatient hospitalization of five or more people which occurs as the result of an operational mishap.

4. The Management Oversight and Risk Tree (MORT) technique must be used in conducting investigations on all "serious accidents" (i.e., accidents which involve a fatality to contractor employees, or five or more employees comprised of both contractor and BUMED or Navy personnel; property damage of \$10,000 or more) within 48 hours of notification and reported to the NAVSAFCEN by telephone or within 24 hours.

12.3. Definitions of Terms

1. Material (Property) Damage. Damage of facilities, equipment, or material (property) to which a dollar expenditure would accrue to repair or replace.

2. Medical Documentation. A written statement from a licensed physician or other appropriate practitioner.

3. Occupational Illness. A physiological harm or loss of capacity produced by Navy owned and maintained facilities. Facilities include aircraft, surface ships, submarines, Government motor vehicles and shore establishments, including service-related facilities.

4. Occupational Injury. A wound or other condition of the body caused by external force, including stress or strain. A function of a body impaired as a result of a specific event or incident, or series of events or incidents within a single day or work shift. The injury must arise out of or in the course of employment or performance of duty. All injuries occurring aboard Navy service craft and small boats are occupational injuries.

5. Occupational Injury and Illness Categories. A lost-time case can consist of one or two categories. One that has resulted from lost time from work not exceeding one full workshift; or one that has resulted from lost timeframe work for more than one full workshift.

a. A non-fatal, traumatic injury that causes any loss of time from work (regardless if the person chooses to use sick, annual leave, or leave without pay instead of continuation of pay, as long as there is medical justification) beyond illness or disease that causes disability at any time. Disability is

defined as the result of any injury or illness, temporary or permanent, which prevents a person from doing his or her duties.

Note: For military occupational injuries or illnesses, lost work results if the military person is sick in quarters, hospitalized, or on convalescent leave.

b. A non-fatal traumatic injury or occupational illness or disease that requires two or more visits to a medical facility for examinations or treatment during non-duty hours beyond the date of injury as long as no leave or continuation of pay is charged and no medical expense is incurred.

6. Recordable Mishap. An on-duty occupational injury or illness that meets the definition in this chapter of fatality, lost-time case, no lost-time case, or first-aid case. Mishaps that occur traveling to and from work (before and after work hours) when on Government installation are recordable but not reportable, per this chapter.

7. Reportable Mishaps. Any mishap as defined in paragraph 5b above. The criteria should be considered all-inclusive; if there is a "lesson to be learned," whether or not it meets the criteria, then a report should be submitted.

12.4. Reporting Occupational Injuries and Illnesses

1. The following reports are required in connection with all injuries:

a. The Safety Report (SR) and Shore Safety Investigation Report (SSIR) for all mishaps meeting the reportable criteria for lost-time cases defined in this chapter must be investigated and reported to the safety manager, in addition to the NAVSAFCEN using the appropriate format. Place the notation "GENERAL USE SAFETY REPORT" at the beginning of the report.

(1) Use the SSIR to report investigations for which headquarters command investigations are required.

(2) Use the SR for reports on personnel injury and material damage when an headquarters investigation is not required. Mail the SR to the NAVSAFCEN, Code 50, within 30 calendar days of the date of mishap.

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b. The Injury Mishap Report will be prepared by the supervisor of applicable employees and forwarded to the OSH Office within 5 days of notification of an injury or occupational illness.

c. Notification of Injury, (CA-1), or Notification of Occupational Illness, (CA-2). Each employee who incurs an injury at work or illness as a result of employment must complete the front page of the Notification of Injury, CA-1, within 2 working days or a Notification of Occupational Illness, CA-2, as soon as they become aware the illness is a result of their employment. Forward the completed report to the Workers Compensation Office, Code 120, for processing and subsequent transfer to the Human Resources Office or transmittal to Department of Labor, Office of Workers Compensation Programs.

d. Dispensary Permit, OPNAV 5100/9. Supervisors will use OPNAV 5100/9 to permit employees to visit the dispensary during the normal working hours for treatment of work injury. Employees treated at a private hospital or private doctor's office must report their duty status to their supervisor. The supervisor will report the mishap to the OSH Office by telephone or mishap report. The supervisor will report the duty status of the employee to the OSH Office within 48 hours.

2. The following additional reports are completed by the OSH Office when:

a. An injury sustained by a civilian results in a disability causing the employee to miss work for full shifts, or prevents a military person from performing regularly established duty or work for a period of 120 hours or more, subsequent to 2400 on the day of the injury or onset of illness; when a mishap to either military or civilian results in loss of function of any part of the body or is a possible charge against BUMED, in case of motor vehicle accidents, if damage to a vehicle is \$10,000 or more.

Note: The number of days lost from work does not include the day of the injury, onset of illness, or any days which the person was not scheduled to work; e.g., Saturdays, Sundays, or holidays.

b. An annual report of the Log of Navy Injuries and Occupational Illnesses, OPNAV 5102/7 will be prepared by the OSH Office and forwarded to the NAVSAFCEN within 30 days following the close of each fiscal year.

12.5. Report of Motor Vehicle Mishaps

1. Government Motor Vehicle Mishaps. This report is used when a mishap involving the operation of a DoD motor vehicle is

involved in collisions with other vehicles, pedestrians, or bicyclists; when struck by a motor vehicle or other objects; personal injury or property damage due to cargo shifting in moving vehicle; personal injury in moving vehicles or by falling from moving vehicles; towing or pushing mishaps; and other injury or property damage when there is one or more of the following:

- a. At least \$2,000 property damage.
- b. A fatality or lost-time case.
- c. A fatality or injury requiring treatment greater than first aid to non-DoD personnel.

2. Private Motor Vehicle Mishap. A traffic mishap regardless of the identity of the operator, which does not involve a Government motor vehicle but results in a fatality or lost-time injury to military personnel, or to on-duty DoD civilian personnel, \$2,000 damage to DoD property. If reporting requirements are met, include collisions involving pedestrians or bicyclists when struck by a motor vehicle or any other object.

3. Special Cases. Report any mishap causing injury or death to any other person not otherwise defined which occurs on a naval installation or as a result of DoD operations.

4. Exceptions. The following mishaps, although reportable and accountable, are not considered motor vehicle mishaps.

a. Personal injuries that occur while loading or unloading, mounting or dismounting a motor vehicle which is not moving.

b. Cargo directly damaged by weather.

c. Damage to a properly parked motor vehicle resulting solely from natural phenomena.

d. Damage to a DoD motor vehicle being handled as a commodity and not being operated under its own power.

e. Damage to a DoD motor vehicle caused by objects thrown or propelled into it.

f. Damage to DoD motor vehicle by fire when no DoD motor vehicle mishap occurred.

5. Submission of Reports. BUMED must release motor vehicle mishap reports following the format in table 14-2 of reference (e) by message, NAVGRAM, or letter to Commander, Naval

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Safety Center, 375 A Street, Norfolk, VA 23511-4399 within 30 calendar days of reportable mishap.

12.6. Report of Material Damage. For damages, including incidental damage to structures, machinery, equipment and for material which costs \$10,000 or more for replacement or repairs, the OSH Office will prepare material and property damage reports which must be submitted to NAVSAFCEN. Report all motor vehicle mishaps involving military or civilian employees to the OSH Office by completing and submitting a copy of the Operator's Report of a Motor Vehicle Accident, SF 91.

12.7. Command Mishap Review Program. This program addresses all incidents within the Command involving mishaps resulting in five or more lost-work days. It was initiated to reinforce the command policy on lost-time, mishap reduction to determine compliance with and adequacy of established NAVOSH standards and procedures.

1. The review is chaired by the COS with the OSH Manager as a member and principal advisor and brings together all organizational elements including the immediate supervisor and the next level of management involved, the Worker's Compensation Office of the Civilian Personnel Department and the investigating safety specialist. The immediate supervisor is responsible for providing information concerning the mishap and corroborating the report of the safety specialist. Actions required as a result of this review are also the responsibility of the supervisor. With this team, any and all aspects of a given mishap can be examined including unsafe work habits and practices, poorly trained supervisors and employees, undocumented hazards, and personnel problems disguised as mishaps.

2. Findings generated by the review process will lead to improved work processes, improved internal operating procedures, increased hazard awareness, and successfully controvert questionable claims. The net result of this program will hopefully focus attention on the prevention of lost-time mishaps and be instrumental in the overall improvement of the OSH Program.

CHAPTER 13
ERGONOMICS PROGRAM

13.1. Background

1. Because of the increasing number of health disorders associated with biomechanical stress, BUMED has established a workplace Ergonomics Program to prevent injuries and illnesses by applying ergonomic principles to identify, evaluate, and control ergonomic hazards.

2. By definition, ergonomics is the study of the design of work in relation to the psychological capabilities of people. Ergonomic hazards are workplace conditions that pose a biomechanical stress to a worker's body as a consequence of posture and force requirements, work and rest regimens, repetition and prolonged activities, forceful exertions, power tools, and workstations lacking adjustability.

13.2. Purpose. The aim of the Ergonomic Program is the evaluation and design of facilities, environments, jobs, training methods, and equipment to match the capabilities of users and workers, thereby reducing the potential for fatigue, error, or unsafe acts. Workstations should be easily adjustable to accommodate approximately 90 percent of the people who perform on a specific job, not just the average worker.

13.3. Scope. The Ergonomics Program applies to all BUMED Headquarters employees. It includes both military and civilian personnel.

13.4. Program Requirements. Essential elements of the Ergonomics Program include:

1. Management commitment and employee involvement.
2. Worksite analysis to identify ergonomic hazards.
3. Hazard prevention and control.
4. Medical case management.
5. Training and education.

13.5. Responsibilities

1. OSH Manager

a. Has overall control of the Ergonomics Program. He or she will ensure the annual analysis of injury and illness experiences, and identification of ergonomic hazards.

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b. Establishes appropriate worker and supervisor training programs on ergonomics and back injury prevention.

2. Ergonomic Program Committees

a. Evaluate workstations, work methods, investigate all ergonomic related injuries and illnesses, and recommend solutions to eliminate or abate hazards. The team must ensure that employees are not exposed to the same ergonomic stressors when they return to work from injury or illness. Evaluate "light-duty," and return-to-work workstations to ensure the healing process is not hindered by ergonomic stressors.

b. When deemed necessary (high incidence of ergonomic related disorders), the committee will target specific departments or workstations for indepth, worksite analysis and employee training. Submit recommendations for engineering studies, furnishings, tools, etc., to management.

3. Department Heads and Division Directors

a. Comply with NAVOSH standards and guidance contained in this Program.

b. Disseminate information provided herein.

c. Ensure corrective action is immediately taken to prevent unnecessary exposure to hazards.

d. Budget for needed upgrading of furnishings and workstations to make them "ergonomically" correct.

4. Supervisors

a. Enforce the rules of safe work practices.

b. Monitor work practices to identify possible ergonomic stressors to personnel.

c. Seek OSH Office support for evaluation and analysis of workstations or practices to eliminate ergonomic hazards.

d. Ensure employees receive appropriate training and medical surveillance.

5. Employees

a. Must recognize and immediately report systems of ergonomic stress or injury.

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b. Properly use and care for furnishings, tools, and personal protective equipment, i.e., back supports provided to reduce ergonomic stress.