



DEPARTMENT OF THE NAVY

BUREAU OF MEDICINE AND SURGERY

2300 E STREET NW

WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 5100.13C

BUMED-M3F4

12 May 2003

BUMED INSTRUCTION 5100.13C

From: Chief, Bureau of Medicine and Surgery

Subj: BUREAU OF MEDICINE AND SURGERY (BUMED) NAVY OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) PROGRAM

Ref: (a) OPNAVINST 5100.23F
(b) BUMEDINST 5450.157A

1. Purpose. To establish policy and procedures to implement and manage the Bureau of Medicine and Surgery (BUMED) Occupational Safety and Health (OSH) Program. This is a complete revision and must be read in its entirety.

2. Cancellation. BUMEDINST 5100.13B.

3. Discussion

a. Reference (a) establishes organizational responsibility and provides implementing guidance for the Navy Occupational Safety and Health (NAVOSH) Program.

b. This instruction clarifies guidance in reference (a), and explains the roles and responsibilities for the BUMED OSH program assigned to the Navy Environmental Health Center (NAVENVIRHLTHCEN) by reference (b).

c. The provisions of reference (a) apply to all BUMED activities and assigned personnel.

4. Policy. To establish an effective BUMED OSH Program per reference (a).

5. Action. The following actions are required in addition to the requirements outlined in references (a) and (b):

a. NAVOSH Program Organization

(1) BUMED

(a) Establishes a comprehensive OSH program per reference (a), chapter 2. Reference (a), paragraph 0302, delineates these duties and responsibilities.

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(b) Serves as the focal point for NAVOSH and Joint Commission on Accreditation of Healthcare Organizations (JCAHO) Environment of Care (EC) safety and health related matters for claimancy 18 activities.

(c) Coordinates the exchange of OSH information between installation claimants and systems commands to assure assigned forces are familiar with BUMED policies and procedures.

(2) Commanding Officer, NAVENVIRHLTHCEN. The Medical Occupational Safety and Health (MEDOSH) Department at NAVENVIRHLTHCEN will conduct on-site evaluations of OSH Program effectiveness and efficiency at BUMED claimancy 18 activities. Evaluations will be conducted every 3 years as required by reference (a), paragraph 0904, or as directed by BUMED-M3F4. Whenever possible, these evaluations will be accomplished in conjunction with BUMED Inspector General inspections. Copies of evaluations and reports will be forwarded to BUMED-M3F4.

(3) BUMED Activity Programs

(a) Conduct an aggressive and continuing OSH program using the requirements of reference (a) and, where applicable, JCAHO standards.

(b) Staff and organize OSH offices as outlined in reference (a), chapter 3. Those activity OSH offices tasked with responsibilities mandated by JCAHO or patient safety shall consider this as an additive function, and any necessary additional resources to support this function should be based on a workload analysis.

b. OSH Program Assessment

(1) BUMED will issue OSH, industrial hygiene (IH), and occupational medicine (OM) program assessment guidelines annually.

(2) BUMED activities shall prepare separate annual program assessments and improvement plans for safety, IH, and OM no later than 15 October of each calendar year. Program assessments shall be retained in-house for review by appropriate OSH inspection authorities. Guidance for the assessment and plan is provided in reference (a), chapter 5, and by separate correspondence issued annually by BUMED-M3F4.

c. OSH Training

(1) BUMED will participate as a member of NAVOSH training groups as required by reference (a), or as assigned by higher authority.

(2) As outlined in reference (a), chapter 6, BUMED activities shall support professional development and continuing education of assigned OSH personnel. Certification of individuals in their professional specialty is encouraged, highly desirable, and fully supported by BUMED. Activities must identify and submit annual OSH training needs to BUMED headquarters. Guidance for submitting this information will be provided by BUMED annually.

(3) BUMED will submit a claimancy list of annual activity NAVOSH fiscal year training needs to the Navy Occupational Safety and Health and Environmental Training Center.

d. Hazardous Material Control and Management (HMC&M)

(1) BUMED will coordinate assistance and oversight to ensure compliance with Navy HMC&M programs and initiatives.

(2) NAVENVIRHLTHCEN Industrial Hygiene Directorate shall establish a point of contact to coordinate plans, prepare required reports, and provide technical advice to subordinate commands on HMC&M matters relating to reference (a), chapter 7.

e. NAVOSH Inspection Program and OSH Program Evaluations. As directed by BUMED, NAVENVIRHLTHCEN shall coordinate program evaluations of all BUMED activities as described in references (a) and (b). See paragraph 5a(2) of this instruction.

f. Hazard Abatement Program. NAVOSH hazard abatement projects will be validated, prioritized, and submitted per reference (a), chapter 12, and as directed by the Naval Facilities Engineering Command.

g. NAVOSH Program Costs

(1) Activities, or expense limitation holders, shall forward the NAVOSH Program Costs (OPNAV 5100/13 or electronic equivalent) to BUMED as required by reference (a), chapter 13. Guidance for annual data submission will be provided to BUMED

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activity resource management departments. Most activities will be required to submit this information via the naval healthcare support offices.

(2) BUMED will submit NAVOSH Program Cost information to the Chief of Naval Operations annually, as required by reference (a).

h. Mishap Investigation, Reporting, and Recordkeeping

(1) BUMED and NAVENVIRHLTHCEN will conduct an aggressive mishap investigation program. An investigative board will be established as necessary to perform special investigations of on-duty Class A and certain Class B mishaps per reference (a), chapter 14.

(2) BUMED activities shall telephonically notify Naval Safety Center, BUMED, and NAVENVIRHLTHCEN within 8 hours, of all on-duty Class A mishaps and certain Class B mishaps involving the inpatient hospitalization of three or more people as per reference (a), chapter 14.

(3) As directed by BUMED, NAVENVIRHLTHCEN (Medical OSH Department) will convene a mishap investigation board and shall initiate an investigation within 48 hours of notification of a mishap of the types noted above. BUMED will arrange funding of the investigation board and coordinate required access for the investigation team members.

i. Safety Awards Programs. BUMED and its subordinate activities will conduct a safety awards program per reference (a), chapter 32.

6. Form. OPNAV 5100/13 (9/92) (NAVOSH Program Costs) is available at <http://neds.nebt.daps.mil/Directives/forms/5100-13.pdf> or in reference (a) appendix 13-A, and is authorized for local reproduction.



K. L. MARTIN
Vice Chief

Available at: <http://navymedicine.med.navy.mil/instructions/directives/>

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