



DEPARTMENT OF THE NAVY

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IN REPLY REFER TO  
1 July 02

From: Commander, Naval Facilities Engineering Command

Subj: TOOLS FOR CONDUCTING ROICC OFFICE EVALUATIONS AND  
CONTRACTOR SITE SAFETY ASSESSMENTS

Ref: NAVFACINST 5100.11J, Safety and Health Program Manual

Encl: (1) ROICC Office Safety Evaluation Form  
(2) Contractor Site Safety Assessment Worksheet  
(3) Contractor Site Safety Assessment Process

1. Reference (a) requires each EFD/EFA to conduct a safety evaluation of every OICC/ROICC office on a three-year basis. In an effort to simplify and standardize those evaluations, the Construction Safety Working Group developed Enclosure (1), the ROICC Office Safety Evaluation Form. This is forwarded as a tool to aid your staffs in conducting those evaluations.

2. Enclosures (2) and (3) are also forwarded as tools to assist ROICCs in evaluating the safety of contractor work sites. This is a "voluntary" program developed and piloted by LANTDIV, which has been revised and accepted by the Construction Safety Working Group. The Contractor Site Safety Assessments can be used to evaluate contractors' safety programs and processes, assist EFDs/EFAs in the selection of contractors based on past safety performance, and serve as the basis for a Contractor Safety Awards Program.

  
J. E. GOTT  
By direction

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