



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
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WASHINGTON DC 20374-5065

5100
17 June 2004

From: Commander, Naval Facilities Engineering Command

Subj: NAVY OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) PROCESS REVIEW AND MEASUREMENT SYSTEM (PR&MS) SELF-ASSESSMENT

Ref: (a) OPNAVINST 5100.23E, Chapter 5
(b) NAVFACINST 5040.1 dtd 1 Oct 2001

Encl: (1) Occupational Safety and Health Program Assessment (OSHPA)

1. Reference (a) requires all field activities to perform a comprehensive self-assessment of the command NAVOSH program at least annually following the Process Review and Measurement System (PR&MS). Enclosure (1) was developed by the NAVFAC Public Works Safety Working Group to assist activities with evaluating safety and health program performance and developing improvement plans.

2. All activities should review their NAVOSH program, using the self-assessment guide provided in enclosure (1). Activity Safety and Health Policy Councils shall review the results of the assessment, develop improvement plans, and periodically review progress achieved in implementing improvement actions. The self-assessment should be kept at the activity and be available for review by the Navy Inspector General's NAVOSH Oversight Inspection Unit or by NAVFAC Inspector General personnel per reference (b) as appropriate. However, request that a hard copy of the Self-Assessment Scores Graph and Improvement Plans be forwarded to the NAVFAC Safety Support Office. Assessments of FY 04 performance and development of FY05 Improvement plans should be completed NLT 30 Oct 04. Your Safety Manager will be provided enclosure (1) electronically so that it may be customized to meet each activity's specific needs. This self-assessment is available for download by going to:
<http://www.navfac.navy.mil/safety/site/pw/pwtools.htm>.

3. Please contact DSN 262-4192, CML 757-322-4192 or DSN 262-4194, CML 757-322-4194 if you have any questions or need additional assistance.

//signed//
By direction

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