

HAZARD ABATEMENT PROJECT FUNDING REQUEST WORKSHEET

(Use this form to compile project request information)

ACTIVITY NAME AND ADDRESS:		ESAMS IDATS Deficiency #:		
		Activity UIC:		
		Budge Submitting Office:		
PROJECT INFORMATION				
1. Project title:				
2. Project#	3. Installation:	4. Describe Location of Deficiency (Bldg. #/Wing #/Room #, etc.)		
5. PW WO#	6. Estimated Cost (\$K)	7. Risk Assessment Code (<i>Circle one</i>)	Probability	Severity
		1 2 3	_____	_____
8. Deficiency: (Describe the deficiency and the hazard to personnel including the number w/ regular occupational exposure)				
9. Proposed Corrective Action for which funding is required:				
10. Applicable Standards/Regulations:				
11. Citations (<i>OSHA, STATE AGENCIES, NAVINSGEN, ETC.</i>):				
12. Interim Controls:				
13. Points Of Contact (<i>Enter All Applicable</i>):				
<u>Name</u>		<u>Phone</u>		<u>Fax</u>
Activity POC 1:				
Activity POC 2:				
Facilities POC 1:				
Facilities POC 2:				
Public Works POC 1:				
Public Works POC 2:				
Other POCs (ECH2, Inspector etc.):				

Instructions for Using the MPHA Project Funding Request Worksheet

This form can be used to collect data for entry in the HA program in ESAMS. All Navy activities except Navy Working Capital Fund or NAF activities are eligible to apply for funding. Marine Corps activities are not eligible since the Marine Corps has a separate SOH program.

CRITERIA FOR PROJECT ACCEPTANCE:

- Projects must be for protection of personnel. Property protection projects will not be funded.
- Projects for environmental cleanup, compliance, or protection will not be funded by the MPHA program.
- Asbestos projects will be funded only if the asbestos is friable, accessible, and damaged.
- USMC, NAF owned, Government-Owned Contractor-Operated (GOCO) or leased facilities are not eligible.

INSTRUCTIONS: Most data elements should be self-explanatory. Once the information is gathered, use ESAMS (if the activity has access) to submit projects. Those activities without access can submit this form directly to mpha.fct@navy.mil to start a project funding request.

1. **Project Title:** Enter a short phrase that describes the proposed action to abate/eliminate the hazard (e.g., “Eliminate fall hazards from aircraft, hangers 1, 2, and 3” or “Remove hazardous paint solvent vapors in Bldg. 5).” The title should make it clear that the project is to correct a safety and/or health hazard and is not a routine maintenance project, energy conservation project, or other project not related to safety and health.
2. **Project No.:** Provide only if a local project has been developed. Otherwise enter “N/A”. This is usually in a format such as “R2-93” or “C003-94.”
3. **Installation:** Provide the host installation where the deficiency is located.
4. **Describe Location of Deficiency:** Give deficiency location with details such as base area, building number, room, deck level, frame, etc.
5. **PW WO#:** Facility projects must be submitted to and inducted at the PWD and assigned a Maximo Work Order Number before requesting funding through MPHA to ensure Facilities awareness and concurrence.
6. **Cost Estimate:** Estimates at this stage are for budget development and need to be reasonably accurate. Many acceptable methods for cost estimating may be used (PW ROM, IGE, Contract Proposal etc.)
7. **Risk Assessment Code (RAC), Mishap Probability, and Hazard Severity:** The RAC is a single digit determined according to the instructions in Chapter 12 of OPNAV-M-5100.23. Circle the RAC and enter the Mishap Probability and Hazard Severity used to calculate the RAC. (For asbestos projects refer to Appendix 12-A: “Risk Assessment Code (RAC) for Asbestos Projects”).
8. **Problem Description:** Enter the number of employees with regular exposure to the hazard in an occupational setting. Describe the nature of the deficiency and the hazard (include any information about injuries, near misses, etc. related to this hazard). Include a statement of what injury or illness the hazard might cause. Include industrial hygiene data or other survey data as appropriate.
9. **Proposed Corrective Action:** This paragraph should answer the question “What will the project do and how well will it permanently correct the deficiency?” Include numbers such as "...install climbing devices on 15 ladders."

10. Applicable Standards: Primarily Occupational Safety and Health Administration standards but could also include National Fire Protection Assoc., American National Standards Institute, American Society of Mechanical Engineers, etc. The standard must be specific to the hazard addressed.
11. Citations (if any): Enter the agency, date and nature of citation.
12. Interim Controls: Enter controls in place to protect personnel until a permanent engineering fix is installed (e.g., respirators, special procedures (describe), etc.).
13. Consult with Echelon 2 SOH personnel to determine if Budget Submitting Office Actions will abate the hazard. Enter one Echelon 2 POC contacted in block 13.
14. Submit one or more digitized photographs (.jpg format preferred) with the request. The online database has an option for attaching digitized photographs as well as documents to the online request.
15. Submit applications using ESAMS ONLY. Activities without access to ESAMS should contact the MPHA Team. For additional information call your area HA program coordinator.