



SITE SAFETY MANAGER ACADEMY

NAVFAC ATLANTIC
BILL GARRETT, CSP
JIMMY CULPEPPER, CSP

KNOW SAFETY – NO MISHAPS

- **SET STANDARD FOR SITE SAFETY MANAGER OPERATING EXPECTATIONS**
 - **RESPONSIBILITIES**
 - FORWARD DEPLOYED
 - OPCON / ADCON
 - **DUTIES**
 - IN-HOUSE SAFETY
 - CONTRACT SAFETY
 - FEC SUB-PROGRAM MANAGERS
- **INCREASE KNOWLEDGE/CAPABILITY OF SITE SAFETY MANAGERS**
 - **SAFETY PROGRAMS (OSHA – DOD – NAVY – NAVFAC)**
 - **AVAILABLE TOOLS**
 - ESAMS
 - FAIR
 - BALANCED SCORECARD
 - WHOLE BUILDING DESIGN GUIDE
 - SAFETY SHACK
 - OTHER WEB SITES

BACKGROUND



- **LEGISLATIVE/REGULATORY HISTORY**
- **NAVY SAFETY POLICY**
- **NAVY SAFETY ORGANIZATION**
- **NAVFAC BACKGROUND**
- **NAVFAC CONOPS - SAFETY**

LEGISLATIVE/REGULATORY HISTORY



- **OSHA**

- **OSH ACT OF 1970**

- SECTION 19 – FEDERAL AGENCIES

- **EXECUTIVE ORDER 11612, 11807 & 12196**

- OSH PROGRAMS FOR FEDERAL EMPLOYEES

- **29 CFR 1960**

- BASIC PROGRAM ELEMENTS FOR FEDERAL EMPLOYEE SAFETY & HEALTH PROGRAMS

- **EUROPEAN UNION (EU)**

- **DOD**

- **DOD INSTRUCTION 6055.1**

- DOD SAFETY & OCCUPATIONAL HEALTH PROGRAM

LEGISLATIVE/REGULATORY HISTORY



- **SECNAV**

- **SECNAVINST 5100.10J**

- **OPNAV**

- **OPNAVINST 5100.8G**

- **OPNAVINST 5100.23G - NAVOSH**

- **OPNAVINST 5100.12H – TRAFFIC SAFETY**

- **OPNAVINST 5100.25B - RODS**

- **OPNAVINST 5102.1D –
INVESTIGATING/REPORTING**

- **OPNAVINST 3500.39C - ORM**

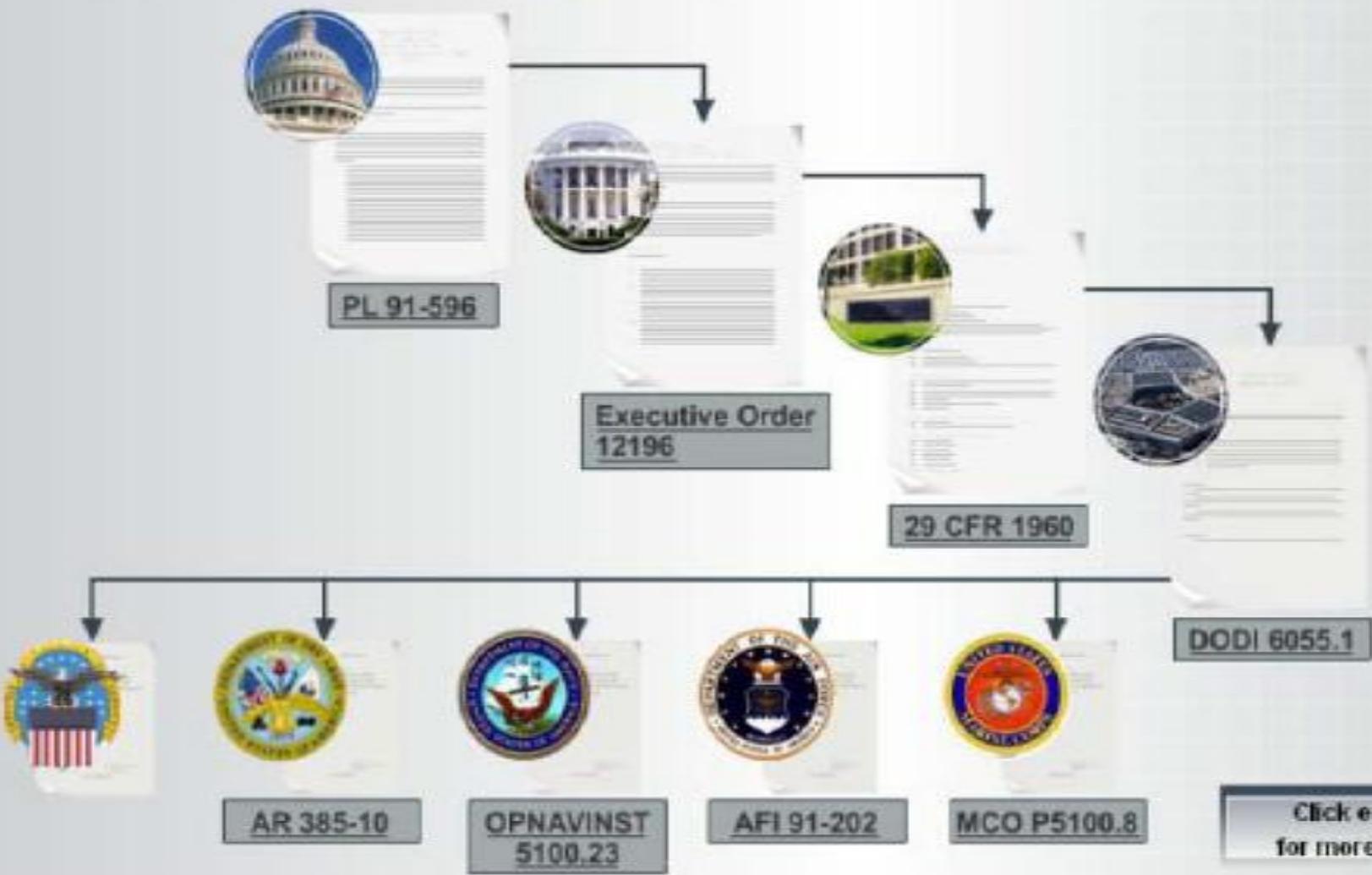
- **NAVFAC**

- **NAVFACINST 5100.11J**

- **NAVFACINST 5100.11K (DRAFT)**



Regulatory Requirement



Click each symbol for more information.

Navy Safety Program elements

- OPNAV 23G



- Occupational Health
- Employee Reports of Unsafe/unhealthful working Conditions
- Prevention and Control of Workplace Hazards
- Training
- Safety & Health Occupational Health Inspection Program
- Hazard Abatement Program
- Fall Protection Program
- Mishap Investigation, Reporting, and Recordkeeping
- Respiratory Protection
- Asbestos Control
- Hearing Conservation and Noise Abatement
- Sight Conservation
- Personal Protective Equipment
- Lead
- Non-Ionizing Radiation
- Ergonomics Program
- Energy Control program (LOCKOUT/TAGOUT)
- Chemical, Biological, Radiological. Nuclear, Explosive (CBRNE) Incidents
- Confined Space Entry (CSE) Program (Non-Maritime)
- Bloodborne Pathogens
- Occupational Reproductive Hazards
- Indoor Air Quality Management

NAVFAC Strategic Plan



NAVFAC MISSION & VISION



Mission

- We strengthen Navy and Marine Corps combat readiness worldwide through facilities lifecycle support focused on the Fleet, Fighter, and Family.
- We deliver sustainable, adaptable facilities; expeditionary capabilities; and contingency response to the Navy Expeditionary Combat Enterprise, all other Warfare and Provider Enterprises, the Marine Corps, Unified Commanders, and DoD Agencies.
- NAVFAC's innovation, responsiveness, and agility enable a forward deployed, rotational, and surge capable Navy.

Vision

The Joint War fighter and all Supported Commanders value NAVFAC for delivering mission capability whenever and wherever required.

GUIDING PRINCIPLES



NAVFAC:

- Focuses on supporting the *WARFIGHTER*;
- Takes *OWNERSHIP* and is *ACCOUNTABLE* to our Supported Commands;
- Develops a *SKILLED WORKFORCE*, pursuing *DIVERSITY* as a strength;
- Operates *SAFELY* always;
- Embraces *INNOVATION* and *PROCESS IMPROVEMENT*.

OUR PEOPLE:

- Operate with *ENTHUSIASM* and *TEAMWORK*;
- Are *ACCOUNTABLE* for their actions;
- Communicate *OPENLY, HONESTLY*, and with *INTEGRITY*;
- *RESPECT* everyone;
- *GROW* personally and professionally.

EURAFSWA COMMAND PHILOSOPHY



We will execute the mission

- It is what we do
- It is why we exist
- It is what is expected of us

We will lean forward in support of the Operational Commander

- We will see and connect the dots
- We will anticipate and shape the future
- We will take action without being told to

We will be the best at what we do

- We will know our business better than anyone else
- We will do better today than we did yesterday
- We will take pride in everything that we do

We will do the right thing

- For the Navy and our many supported commanders
- Individually and collectively
- As I know you already do

Work hard, be safe and remember to smile

- We have a tough job and we will have to work hard
- We will never sacrifice safety
- Celebrate your accomplishments

NAVFAC VALUES - PERSPECTIVE



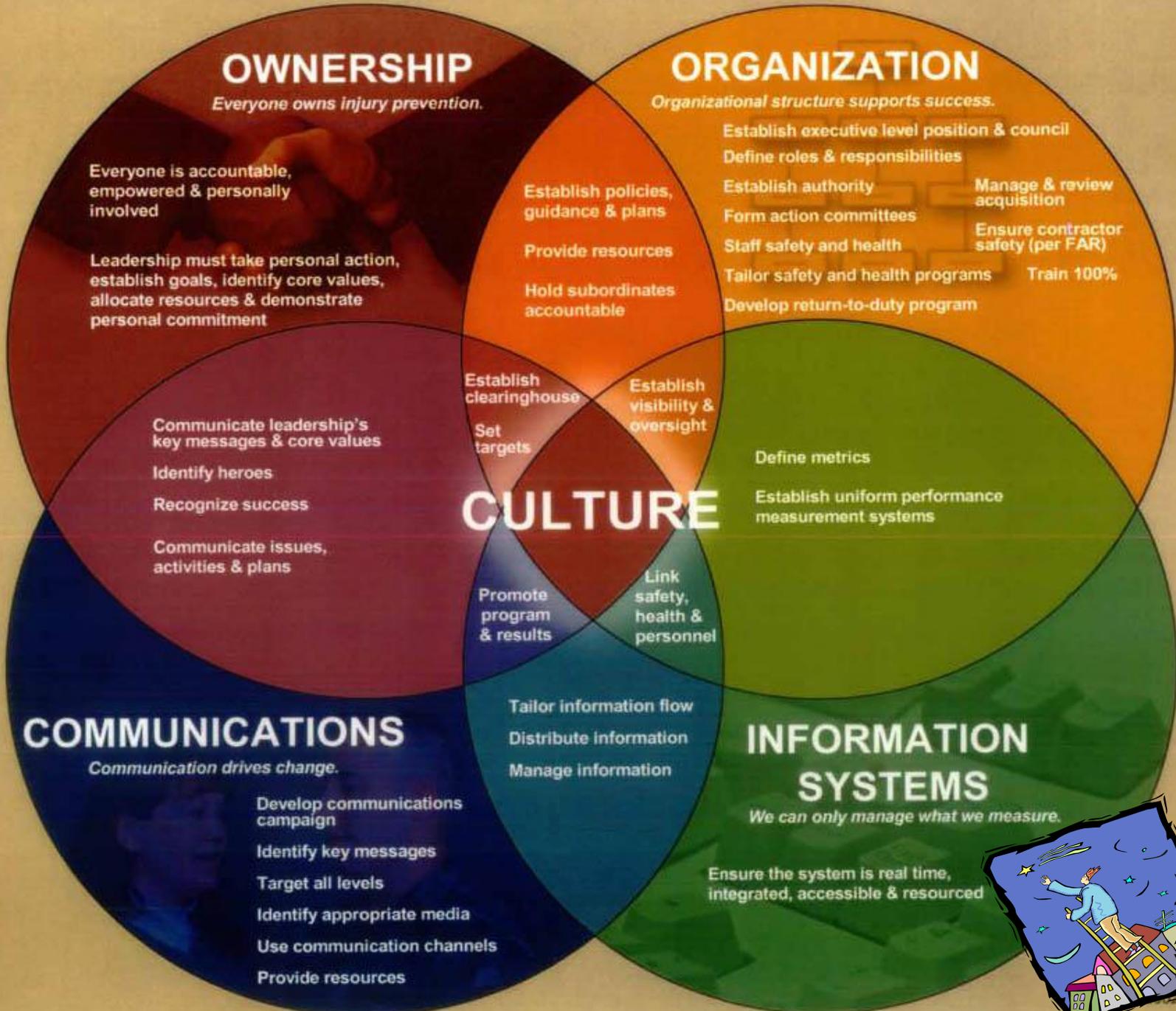
- **NAVFAC is a world class organization that holds its safety culture as a core value.**
- **Our accepted command goal of ZERO mishaps is engrained in our community.**
- **Safety of the entire team (including contractors) is a priority and an added benefit to the readiness of the Navy and Marine Corps war fighter commands supported.**

Work Force Safety Philosophy

- People are our most critical resource - No job or service is so important or urgent that we cannot take time to work safely.
- All personnel have the right to a safe work place.
- Every mishap is preventable - Safety is NO Accident.
- We are accountable for our actions and identifying workplace hazards.
- We have an obligation to watch out for one another.



ZEROING IN ON INJURIES



Echelon Planning Elements



Strategic Plan

- Foreword - Chief
- Strategic Landscape
- Mission
- Vision
- Guiding Principles
- Focus Areas
 - Goals
 - Desired Effect
 - Measurement Indicators

Component Plan

- Foreword – Ech III
- Mission
- Vision
- Guiding Principles
- Focus Areas
- Goals
 - Strategies
 - Timeframes
 - Metrics

Execution Plan

- Foreword – Ech IV
- Mission
- Vision
- Guiding Principles
- Focus Areas
- Goals
- Strategies
 - Objectives
 - Timeline
 - Metrics

NAVFAC Governance Charters



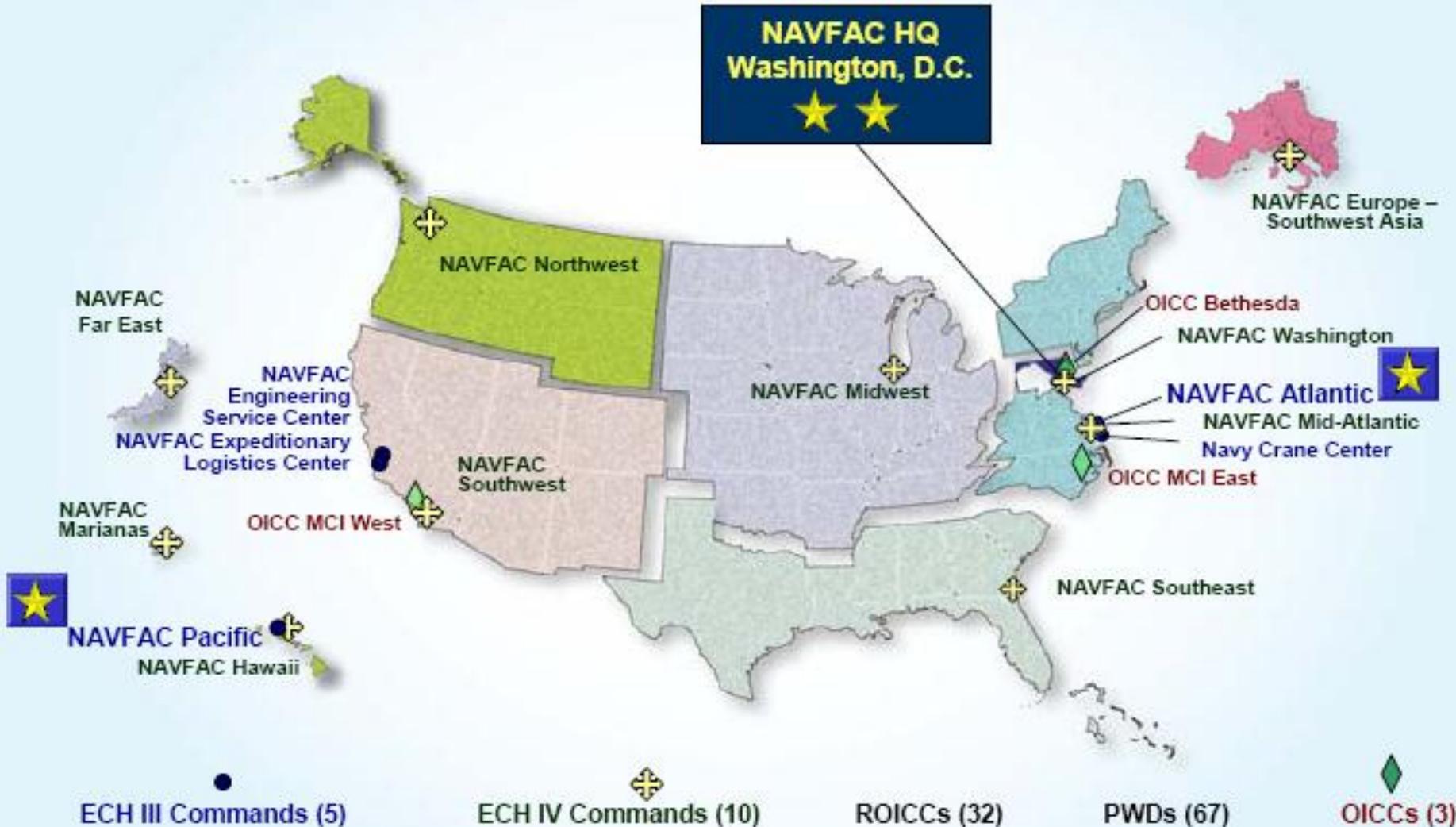
Decision Making Governance Boards	Purpose
Strategic Leadership Board (SLB)	Establishes and directs strategic intent, policy, and guidance
Business Management Board (BMB)	Leads the coordination, integration, and management of Business/Support lines
Total Force Board (TFB)	Provides direction and oversight for development, implementation, and management of NAVFAC civilian, contractor, and military communities
Safety Management Board	Enables the coordination, integration, and management of safety program requirements across the NAVFAC business and support lines
Information Technology Board (IT)	Facilitate the identification, prioritization, and life-cycle management of command-wide IT investments and programs

Safety Management Board

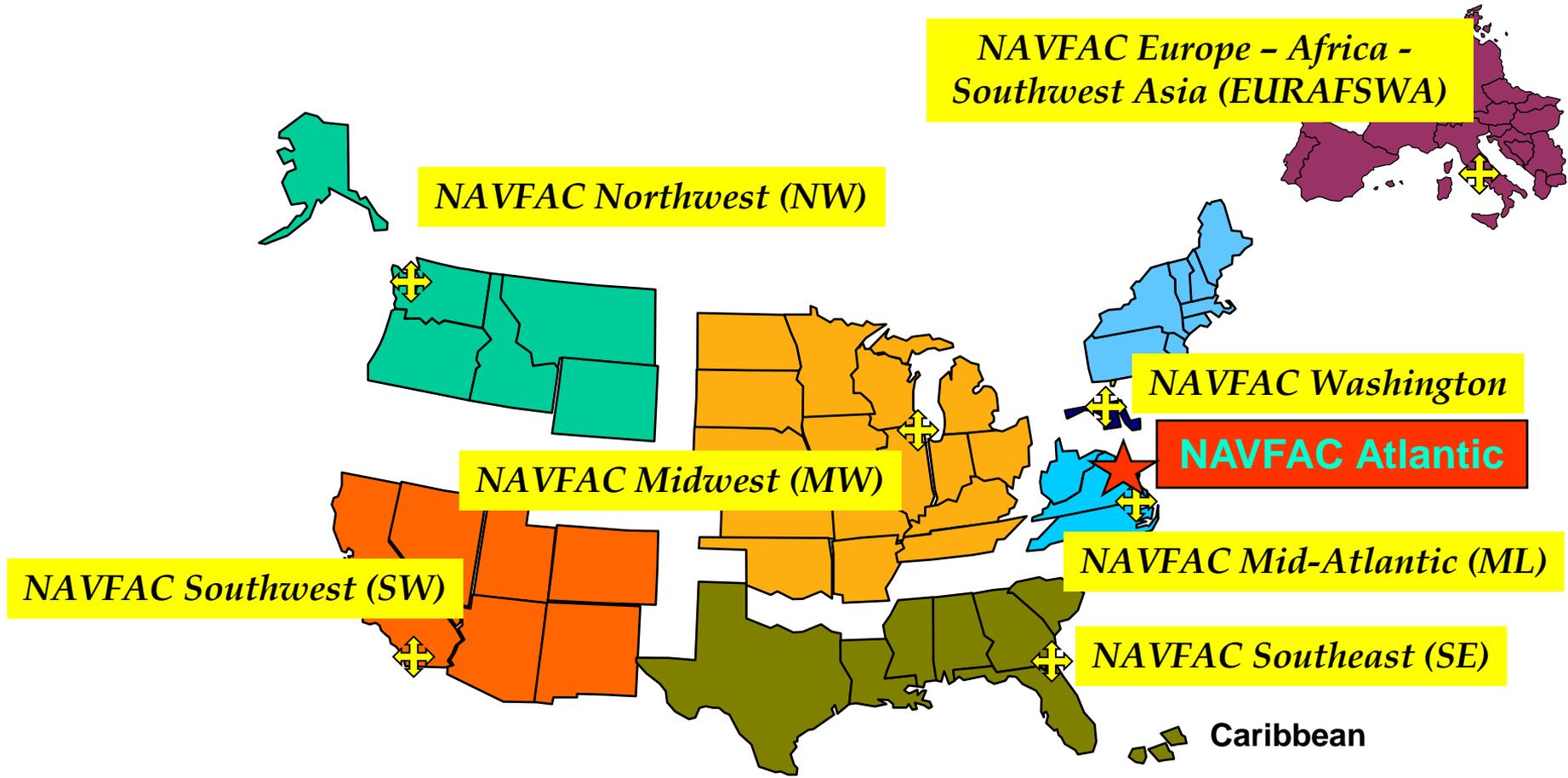


- **Chaired by the Commander, enables the coordination, integration, and management of Safety Program Requirements across NAVFAC. Members include the NAVFAC Headquarters Safety Director, NAVFAC LANT and PAC Commanders, NCC Director, select NAVFAC Business and Support Line Leaders, and the NAVFAC Director of Special Venture Acquisition.**
- **Meets quarterly.**

Worldwide Facilities Engineering Expertise

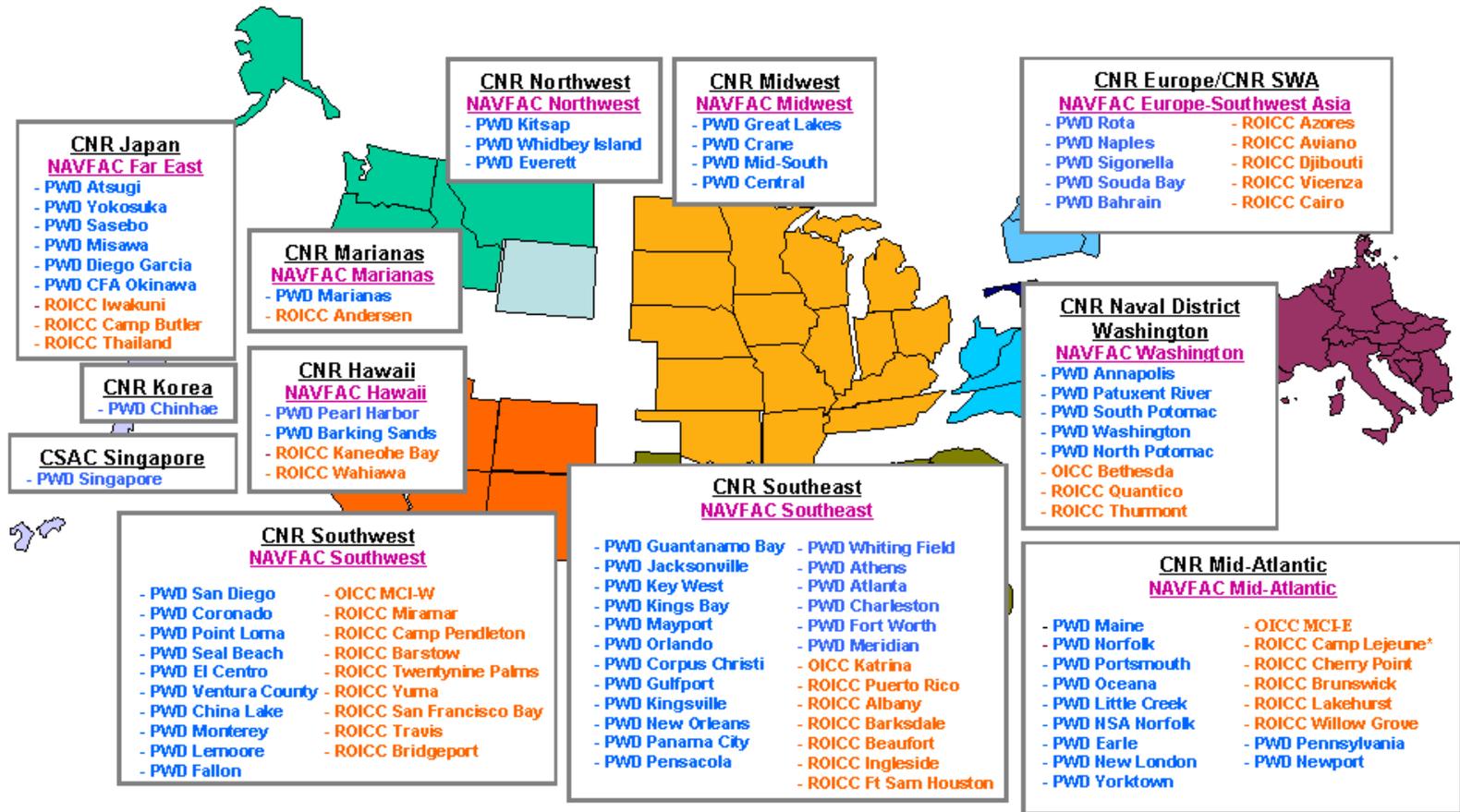


NAVFAC...Region Focused



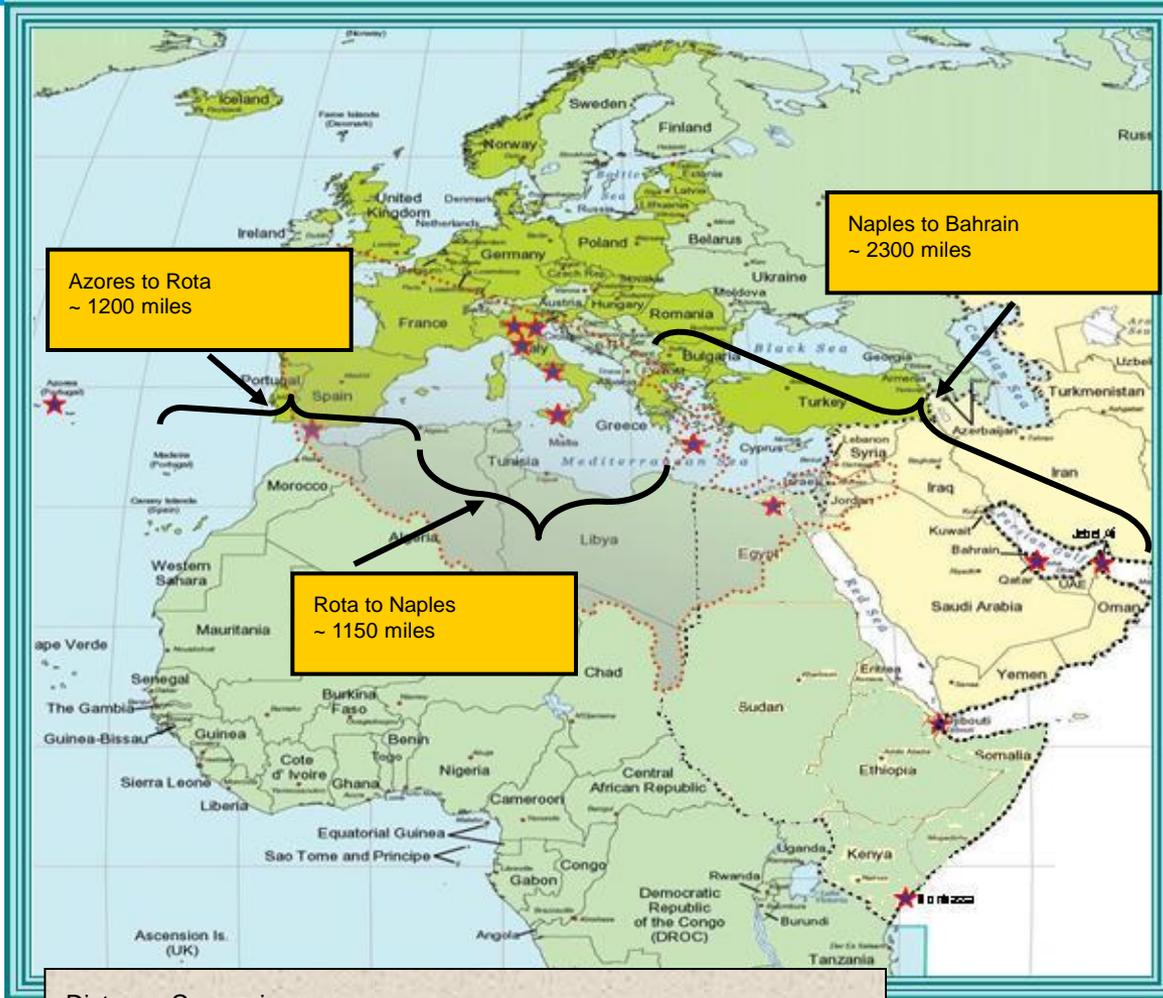
NAVFAC ATLANTIC AOR

PWDs, ROICCs, and OICCs



10 Echelon IV FECs
 67 PWDs
 36 ROICCs/4 OICCs

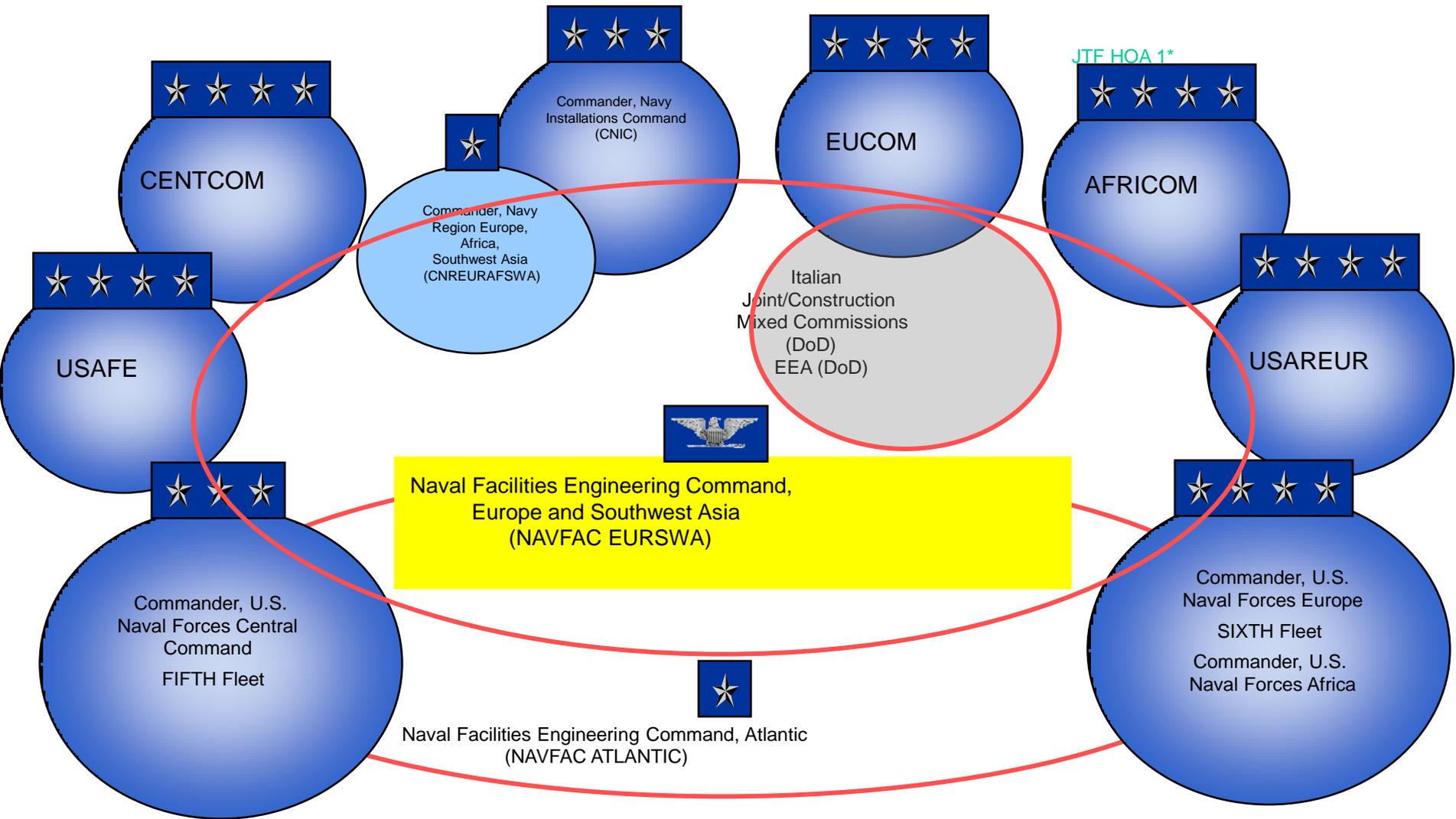
EURAFSWA Area of Responsibility



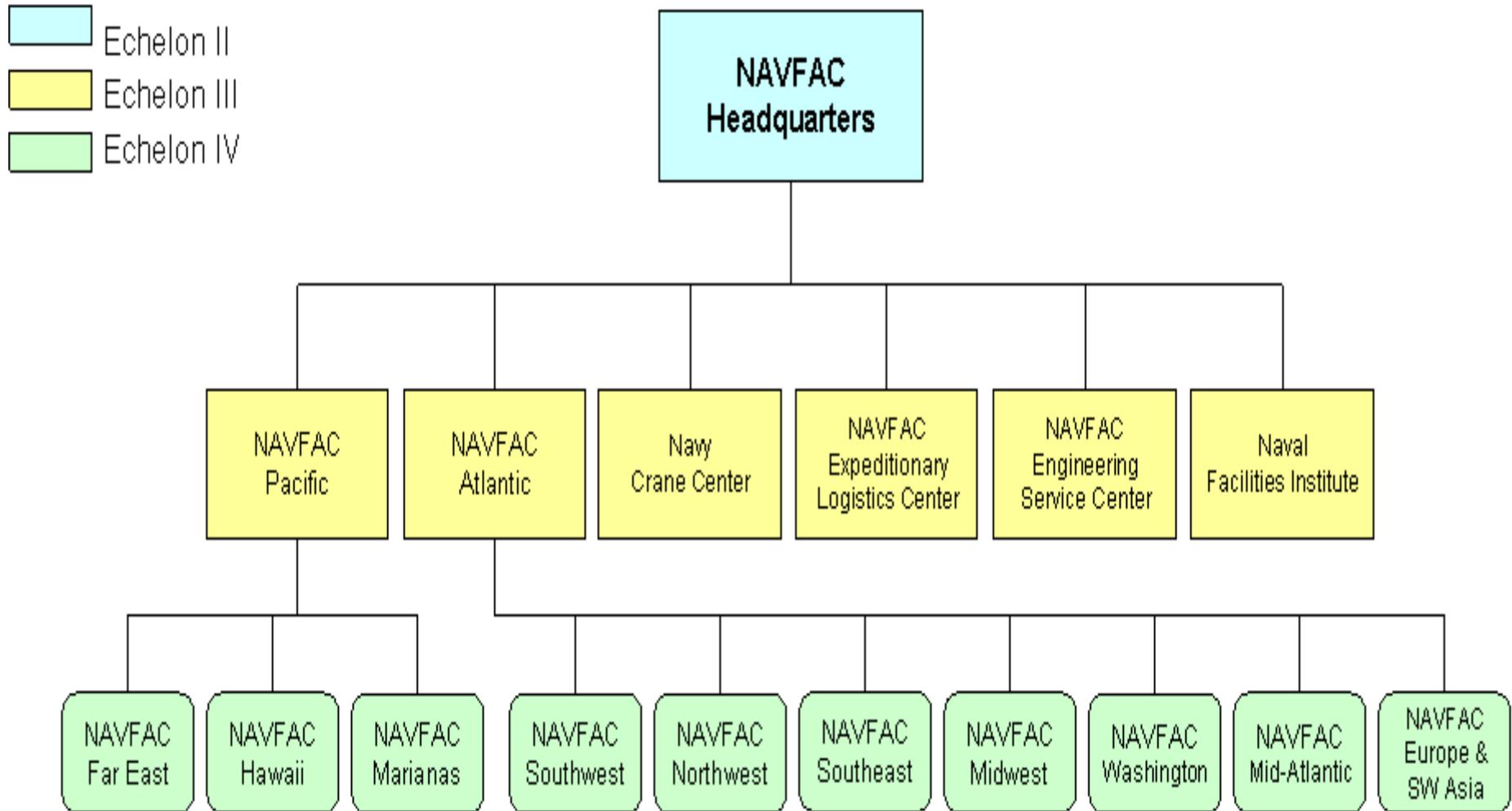
Distance Comparison:
~ 4500 miles from Azores to Bahrain
~ 2400 miles from Seattle to Norfolk

- EURSWA Realities:**
- 3 Theaters of Operations
 - 2 Fleet Cdrs, 1 Regional Cdr
 - 6 major countries in 5 time zones
 - 4 foreign currencies
 - 7 separate labor laws
 - 7 pay systems
 - Steep learning curve with US personnel...25% rotation of leadership
 - 5 Tier Workforce

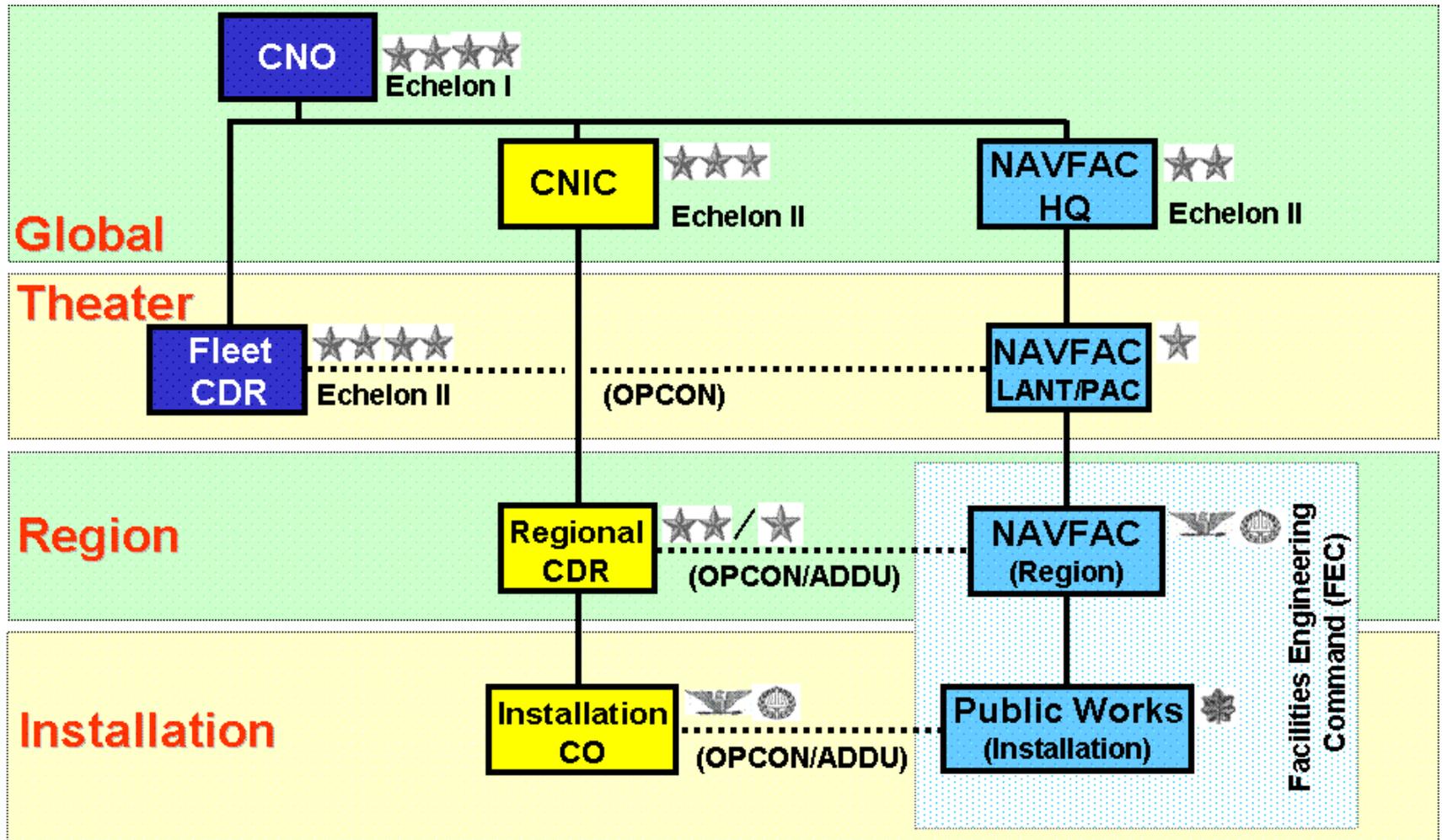
EURAFSWA Command Relationships



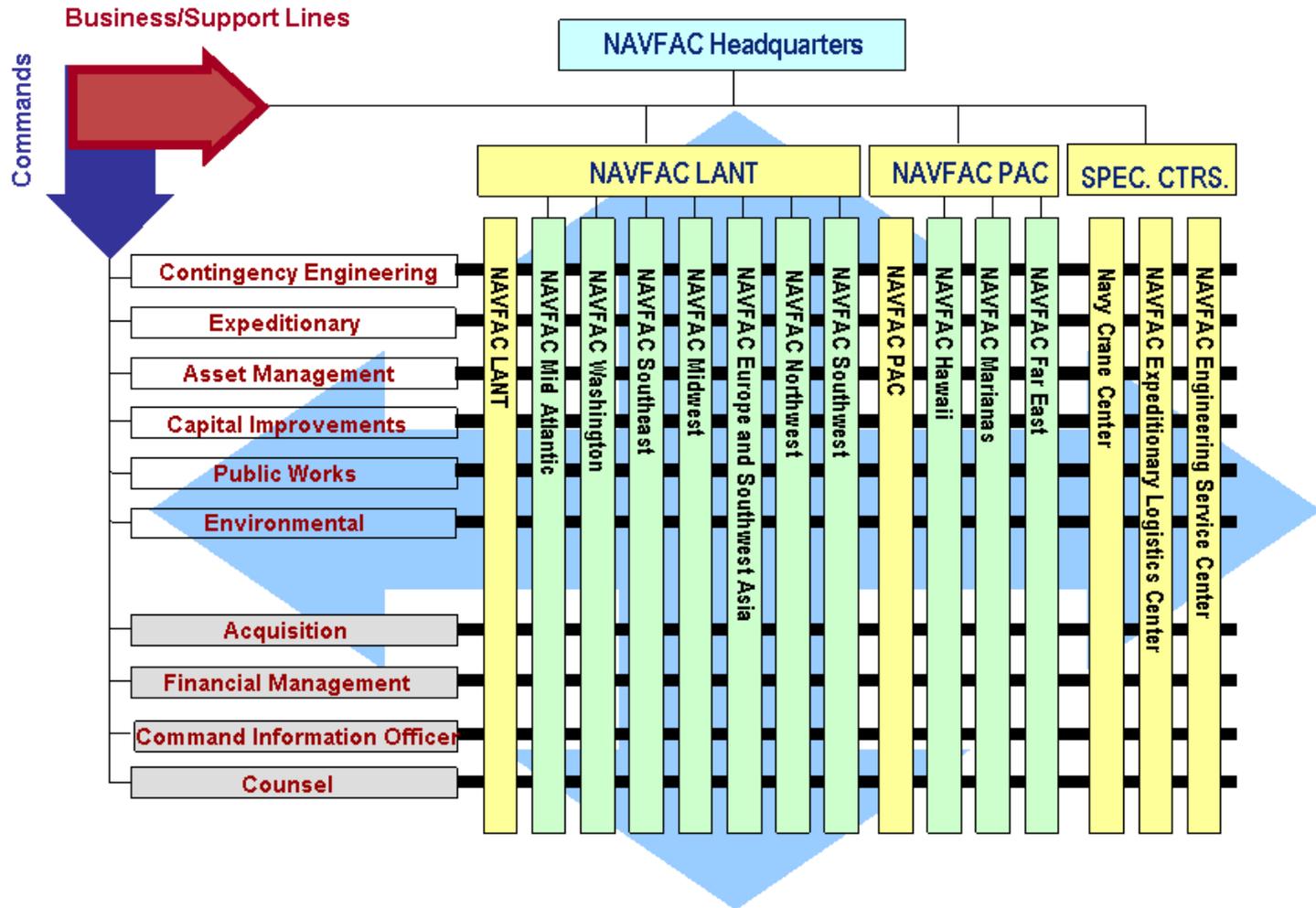
NAVFAC STRUCTURAL ALIGNMENT



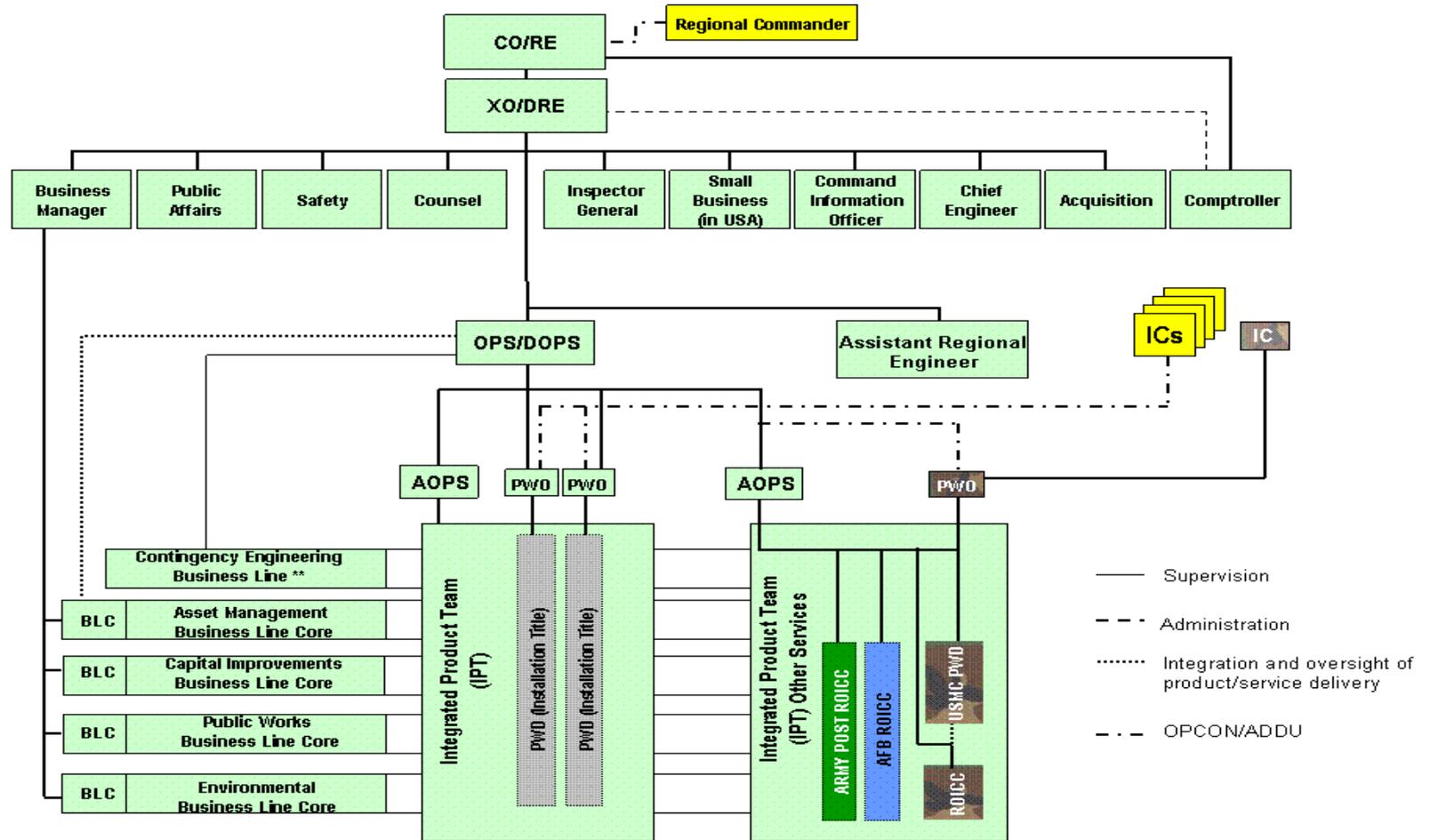
NAVFAC STRUCTURAL ALIGNMENT



NAVFAC FUNCTIONAL ALIGNMENT – MATRIX ORGANIZATION



FEC ORGANIZATIONAL TEMPLATE



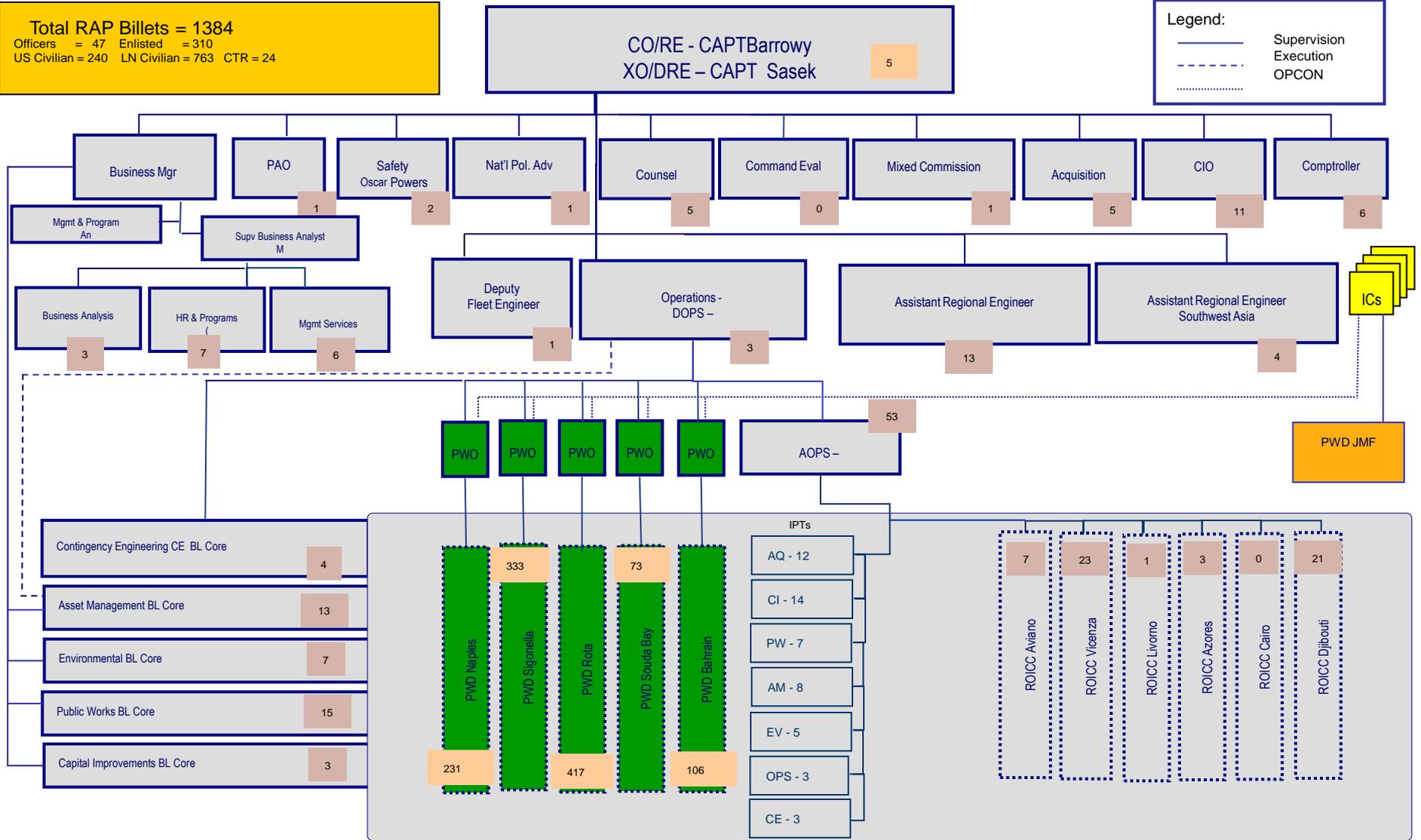
** CEC LCDR/LT at FE and EURSWA



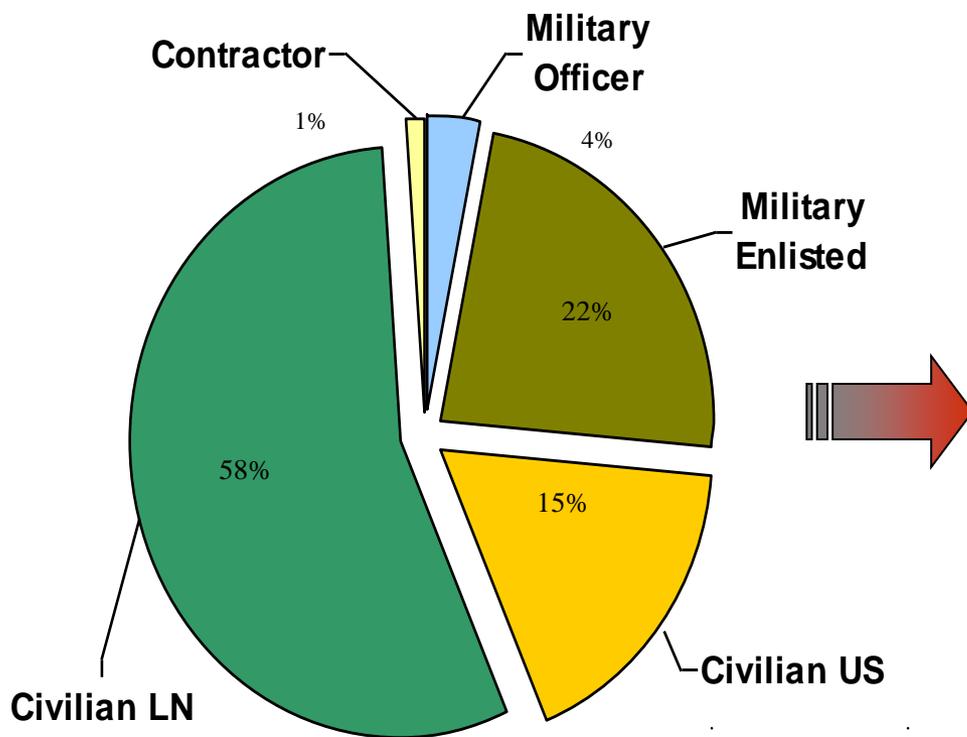
NAVFAC EURAFSWA Org Chart

Total RAP Billets = 1384
 Officers = 47 Enlisted = 310
 US Civilian = 240 LN Civilian = 763 CTR = 24

Legend:
 — Supervision
 - - - Execution
 OPCON



NAVFAC EURSWA Workforce

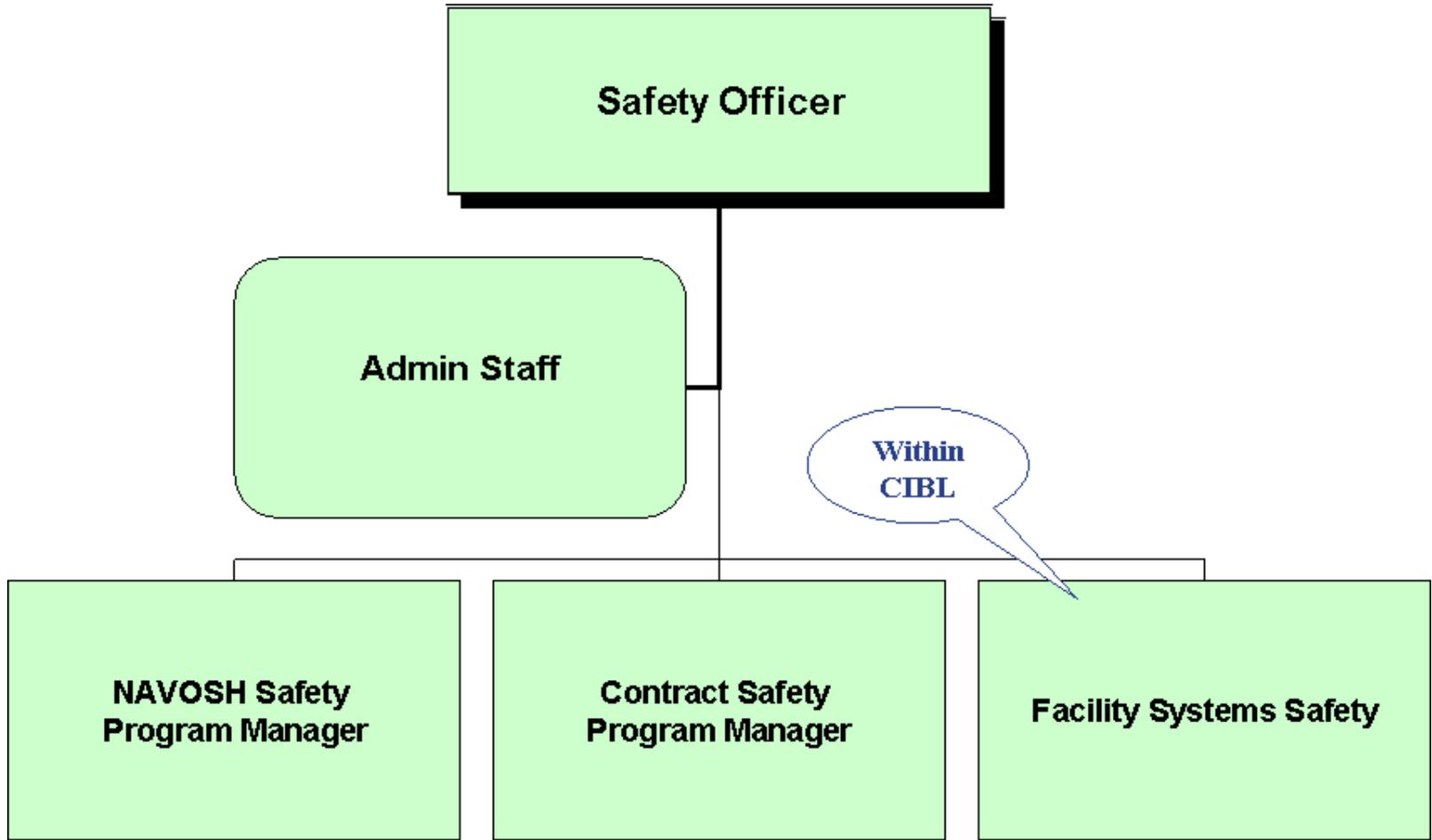


Location	Authorized Billets					TOTALS
	Military		Civilians		CTR	
	O	E	US	LN		
Headquarters	14	3	113	33	4	167
PWD Naples	7	40	26	156	2	231
PWD Sigonella	8	143	22	160	0	333
PWD Souda Bay	2	39	14	18	0	73
PWD Rota	8	45	26	340	0	419
PWD Bahrain	3	39	9	51	4	106
ROICC Aviano	1	0	3	2	1	7
ROICC Vicenza	3	0	14	3	3	23
ROICC Livorno	0	0	0	0	1	1
ROICC Azores	1	1	1	0	0	3
ROICC Djibouti	0	0	12	0	9	21
	47	310	240	763	24	1384
TOTAL BILLETS	1384					
TOTAL ON-BOARD	1234					

Breakdown of Workforce

Data as of 13 Jan 09

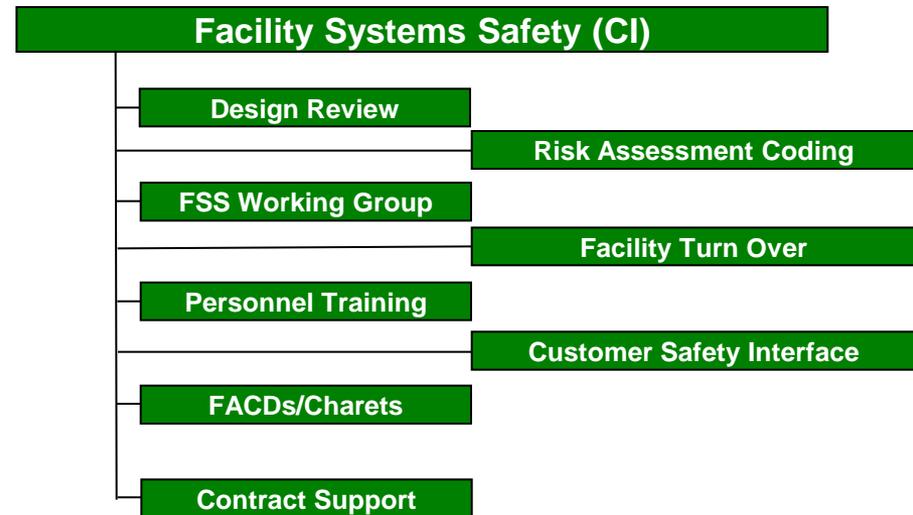
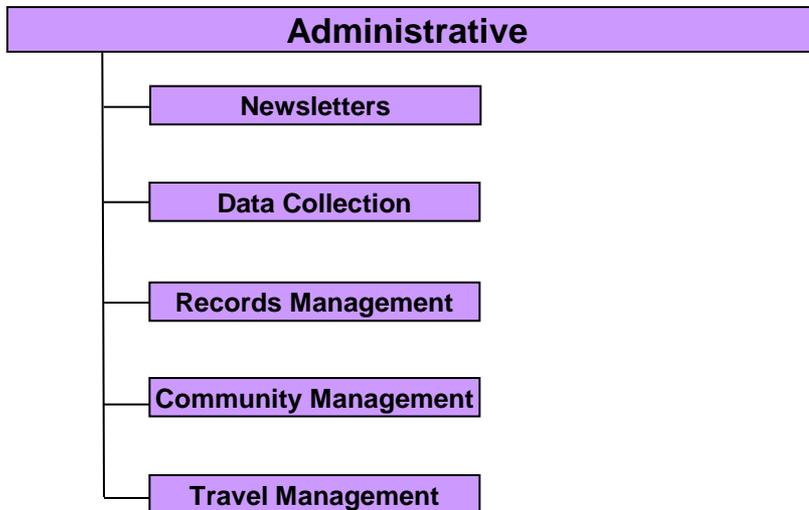
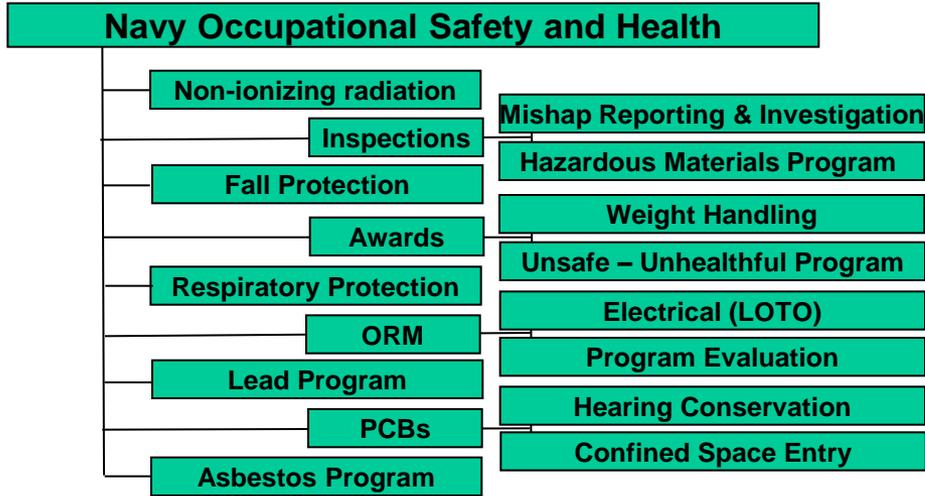
FEC SAFETY STAFFING MODEL



NOTE: Double-Hatting and/or combining of functions may occur.

- All Safety Specialists, including those **forward deployed** at the PWDs as Site Safety Managers (SSMs), have **additional FEC-wide duties** as assigned by the Headquarters Safety Director.
- The functions of the FEC Safety Core include prioritization of process development, community management, management of safety goals in the FEC Execution Plan, coordination of safety metrics, safety reporting requirements, and safety assessments.
- **SSMs are the single safety point of contact at the Public Works Departments. The SSM is also responsible for FEC level Safety Program Manager duties (e.g. confined space, fall protection, ergonomics). A SSM may serve multiple PWDs, as needed.**

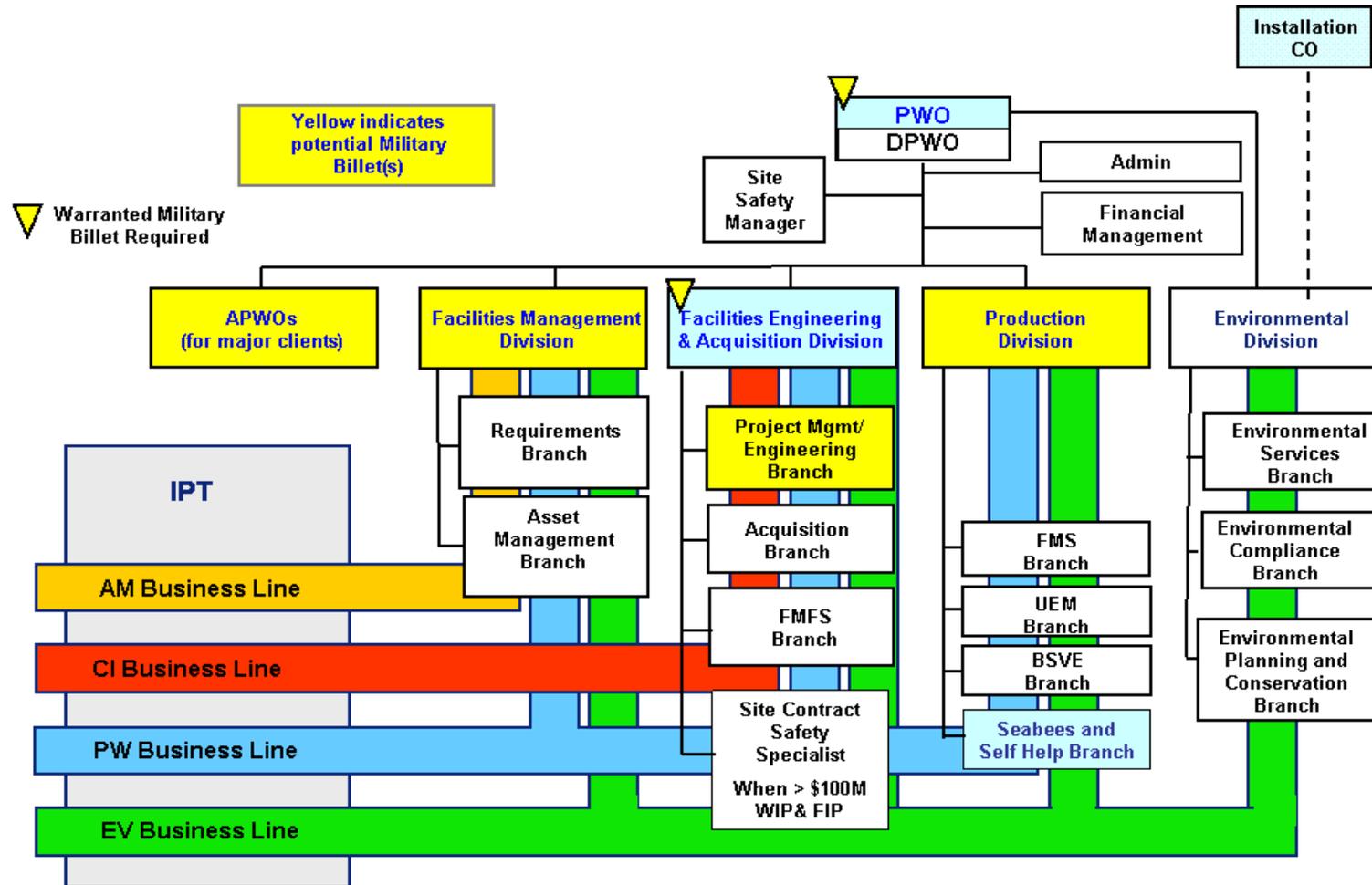
NAVFAC Safety Service Matrix





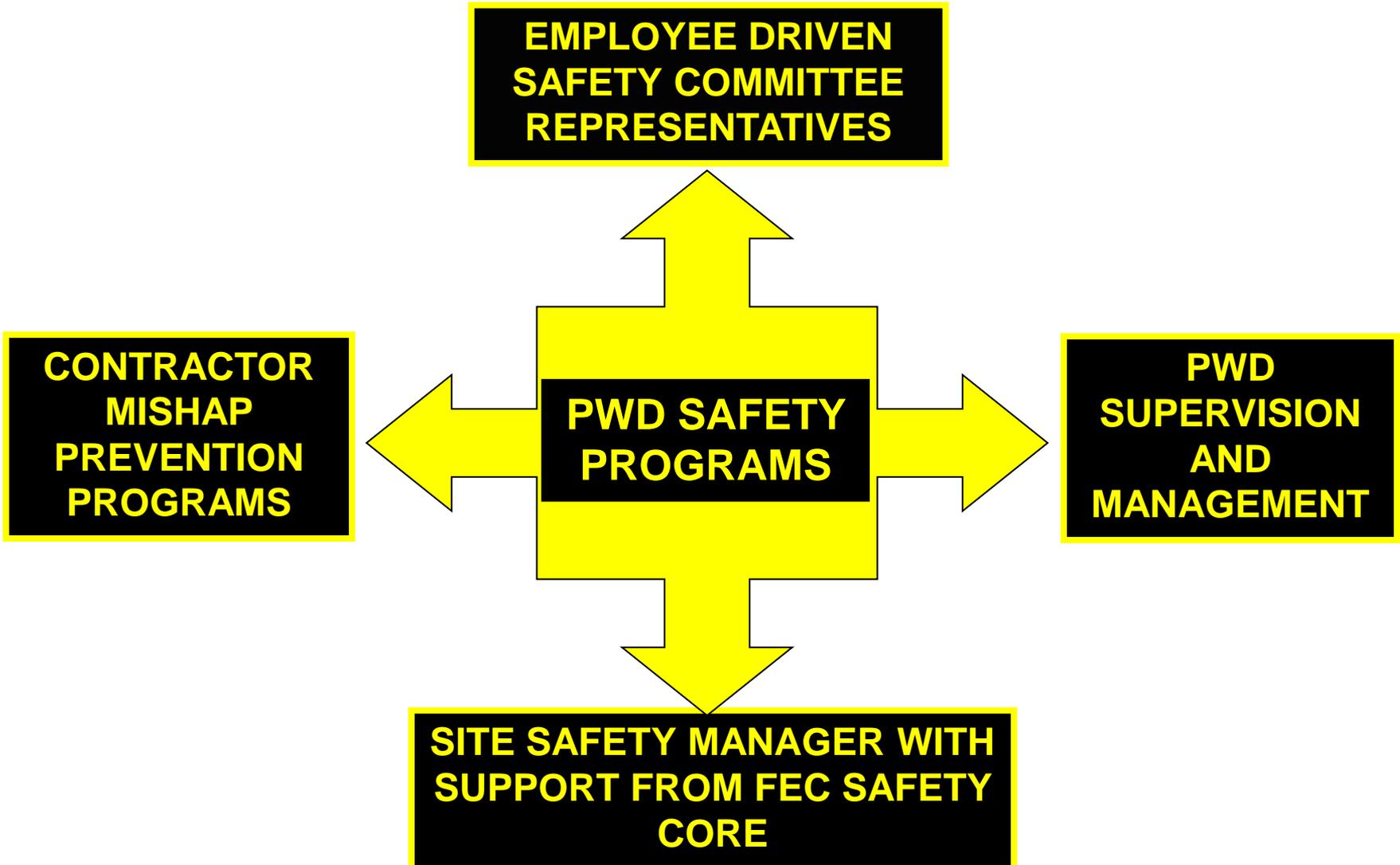
- **NAVFAC is committed to creating a safety culture that emphasizes every individual's responsibility to ensure a safe workplace for themselves and their co-workers. Through leadership commitment, open communication, and establishing the proper command climate NAVFAC's safety goals can be realized. The Safety program is founded upon the fundamental elements of the Navy's Operational Risk Management (ORM) model, and utilizes that model to focus the standardization of Safety program processes and mishap prevention initiatives. Every NAVFAC Component Command includes a Safety staff dedicated to ensuring compliance with program requirements and developing and implementing programs and initiatives that target the Command's unique and specific risks and exposures. Excellence in individual and group contributions to the NAVFAC Safety program is recognized through the NAVFAC "Safety through Awards and Recognition" (STAR) program. Each award recognizes individuals or groups that meet or exceed Command Safety objectives and progress the Command's Safety culture.**

PWD Organization Template



NOTE: Double-hatting and/or combining of functions may occur.

PWD Integrated Safety Model



PWD SAFETY



- **Safety & Occupational Health (SOH)**
 - **Navy Occupational Safety and Health (NAVOSH)**
 - **Traffic Safety**
 - **Recreation & Off-Duty Safety (RODS)**
- **Contract Safety Oversight**
 - **Construction**
 - **Environmental**
 - **Service**
- **Crane Safety (including contractors)**

PWD Site Safety Manager: Roles & Responsibilities



• Role:

Manages the administrative aspects of the command safety program including recordkeeping, reporting, and dissemination of safety information for the PWD. Acts as on-site PWO touch point for all safety matters. Integrated as a PWO key staff member.

NOTE: Does not replace functions in safety program (i.e. contract oversight personnel still have safety incorporated within their duties).

• Responsibilities include (Expectations):

- Coordinates supervisory safety surveillance reporting.
- Inspection and hazard abatement deficiency reports.
- As ESAMS and FAIR database administrator, oversees mishap investigation, reporting and recordkeeping process.
- PWO's safety investigator for all in-house and contractor (CI/PWFSC/EV) mishap investigations (photos, witness names, interviews, etc.).
- Maintains PWD Safety bulletin board.
- Supports supervisors in conducting stand-up safety meetings & attendance rosters.
- Supports supervisors in development of Job Hazard Analyses and worksite assessment reports.
- Safety alert bulletins, safety newsletters, library, and other safety materials.
- Monitor Region Safety support service where available.

PWD Site Safety Manager: Roles & Responsibilities



• Responsibilities (Cont.):

- Oversees scheduling of safety training and medical/physicals and maintains records.
- Manages the Mishap Review Board (MRB) process with PWO.
- Provides routine reporting upon request to Echelon IV safety office.
- Evaluate workplaces to determine PPE requirements and support supervisors by recommending PPE that conforms to OSH standards.
- Coordination with Facility Systems Safety Program via CI.
- Participates in PWD leadership board meetings providing feedback on safety programs, trends, and topics.
- Resource for safety consultation.
- Manage employee reports on unsafe/unhealthful working conditions.
- Participates as liaison with OSHA during inspections of contractor and PWD worksites.
- Coordination with IH and BUMED.
- Supports PWD “Employee Driven” Safety Committee meetings.

PWD Site Safety Manager: Training & Qualifications



• Training:

- OJT to include procedures and protocol for reporting and recordkeeping. Training provided by Ech IV Safety Manager, with assistance as necessary.
- Requires knowledge of EXCEL, MS Word, and PPT.
- Facility Accident Investigation & Reporting (FAIR) – web based database for contractor mishaps.
- ESAMS web based safety management system for mishap reporting and other program elements.
- Web based process applications including those contained within BMS.
- USACE EM 385-1-1 Safety & Health Correspondence Course within 30 days.
- 40-hr NAVFAC Contract Safety Awareness Course within 60 days.
- Navy Safety Courses (No Fee) – Safety Programs ASHORE.
- ESAMS duties & tasks training as assigned for OSH NAVFAC professionals.

TRAINING REQUIREMENTS



• NAVOSH

- Navy Occupational Safety and Health Assessment Tools and Strategies, A-493-0089
- Introduction to Navy Occupational Safety & Health (Ashore), A-493-0050
- General Industry Standards, A-493-0061
- Electrical Safety Standards, A-493-0033
- Introduction to Hazardous Materials (Ashore), A-493-0031
- Introduction to Industrial Hygiene, A-493-0035
- Navy Ergonomics Program, A-493-0085
- Machinery and Machine Guarding Standards, A-493-0073

• CONTRACT SAFETY

- Construction Safety QA/Construction Safety - There is No Substitute (1297)
- NAVFAC Construction Hazard Awareness Training Course (5 days) (329)
- NAVFAC Construction Safety and Health Correspondence Course Part 1 (1298)
- NAVFAC Construction Safety and Health Correspondence Course Part 2 (1299)
- Construction Safety -- Quality Assurance -- CD-ROM

CONTRACT SAFETY



•TYPES

- CONSTRUCTION - CI/A&E
- ENVIRONMENTAL
- FACILITY SERVICE

•REQUIREMENTS

- FAR CLAUSES
- SPECIFICATIONS
- EM-385-1



Contractor Selection



Contract Preparation



Contract Award



Orientation and Training



Verify the Work



Post-Contract Evaluation

NAVFAC Six Step Contractor Safety Management Process

Step 1



Contractor
Selection



Contract
Preparation



Contract
Award



Orientation
and Training



Verify
the Work



Post-Contract
Evaluation

Participants:

- Acquisition, Project Managers, Safety professionals.
- Contractors
- Insurance companies
- OSHA

Key Elements:

- Advise Technical Evaluation Boards
- Evaluation of key OSHA and industry safety metrics.
- Identify contractors who are compatible with client's operating safety principles.
- Critically evaluate performance criteria: EMR's, injury rates, programs, competency.
- Evaluate OSHA citation history.
- Include safety recognition awards received.
- Facilitate contracting piece for activities participating in VPP.

Desired Outcome

- Qualified bidders pre-screened for safety capability
- Proper start-up of the contracting process
- Strong safety program influences quality (direct relationship)

The Source Selection Process



- **Best Value Source Selection**

(Factors beyond price)

- Corporate Experience
- Past Performance
- Key Personnel
- Management Approach and Schedule
- Small Business
- Safety – Moving to major factor
 - *EMR (Experience Modification Rate)*
 - *LWDR (Lost Work Day Rate)*
 - *DART (Days Away, Restricted Duty, Transfer)*
 - *Two page narrative with sub contractor management focus*



EMR - Dollars and cents example



Workers Compensation Cost

What does It Mean?

Bad Safety Record Can Double Premiums

Premium Based On:

Work Classification (Manual Rate Per
\$100 Payroll)

Dollars and cents example



Experience Modification Rate [EMR]

=

Average for Your Classification = 1.0

EMR Affects Competition

Dollars and cents example



Contract Bid Comparison:

*Project Cost: \$20,000,000

*Labor Cost: .25

*Total Labor: \$ 5,000,000

*WC% of Labor: .15

*WC Cost: \$ 750,000

Safe vs. Unsafe Contractor Bids

Safe Contractor:

WC Cost: \$750,000

EMR: .60

Modified WC: \$450,000

Savings: \$300,000

Dollars and cents example



Unsafe Contractor:

WC Cost: \$ 750,000

EMR: 1.40

Modified

WC: \$1,050,000

Extra Expense:

\$300,000



Contractor
Selection



Contract
Preparation



Contract
Award



Orientation
and Training



Verify
the Work



Post-Contract
Evaluation

Step 2

Participants

- Designers, Attorneys, Contract Specialists, Safety Professionals
- Contractor

Key Elements

- Develop contract package that uses specific customized language derived from the boiler plate to clarify safety expectations for that particular contracting need.
- Help contractors understand how to enforce their contract safety requirements.
- USACE EM 385-1-1
- UFGS Safety
 - Specific elements

Desired Outcome

- Bid documents and RFP's that effectively communicate safety expectations

- **EM -385-1-1**

- <http://www.usace.army.mil/publications/eng-manuals/em385-1-1/toc.htm>

- APPLIES TO NAVFAC CONTRACTS**

- REQUIRES ACCIDENT PREVENTION PLAN**

- REQUIRES ACTIVITY HAZARD ANALYSES**

- REQUIRES SPECIFIC TRAINING**

- **UNIFIED FACILITIES GUIDE SPECIFICATION (UFGS) 01 35 26 -
GOVERNMENTAL SAFETY REQUIREMENTS**

- <http://www.wbdg.org/ccb/DOD/UFGS/UFGS%2001%2035%2026.pdf>

- **COVERS THE REQUIREMENTS FOR SAFETY AND OCCUPATIONAL
HEALTH REQUIREMENTS FOR THE PROTECTION OF CONTRACTOR AND
GOVERNMENT PERSONNEL, PROPERTY AND RESOURCES.**

- **FAR CLAUSE 52.236-13 - ACCIDENT PREVENTION**

- http://www.acquisition.gov/far/current/html/52_233_240.html#wp1113436

FAR CLAUSE 52.236-13 Accident Prevention.



- Accident Prevention (Nov 1991)
- (a) The Contractor shall provide and maintain work environments and procedures which will—
 - (1) Safeguard the public and Government personnel, property, materials, supplies, and equipment exposed to Contractor operations and activities;
 - (2) Avoid interruptions of Government operations and delays in project completion dates; and
 - (3) Control costs in the performance of this contract.
- (b) For these purposes on contracts for construction or dismantling, demolition, or removal of improvements, the Contractor shall—
 - (1) Provide appropriate safety barricades, signs, and signal lights;
 - (2) Comply with the standards issued by the Secretary of Labor at 29 CFR Part 1926 and 29 CFR Part 1910; and
 - (3) Ensure that any additional measures the Contracting Officer determines to be reasonably necessary for the purposes are taken.
- (c) If this contract is for construction or dismantling, demolition or removal of improvements with any Department of Defense agency or component, **the Contractor shall comply with all pertinent provisions of the latest version of U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1, in effect on the date of the solicitation.**
- (d) Whenever the Contracting Officer becomes aware of any noncompliance with these requirements or any condition which poses a serious or imminent danger to the health or safety of the public or Government personnel, the Contracting Officer shall notify the Contractor orally, with written confirmation, and request immediate initiation of corrective action. This notice, when delivered to the Contractor or the Contractor's representative at the work site, shall be deemed sufficient notice of the noncompliance and that corrective action is required. After receiving the notice, the Contractor shall immediately take corrective action. If the Contractor fails or refuses to promptly take corrective action, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. The Contractor shall not be entitled to any equitable adjustment of the contract price or extension of the performance schedule on any stop work order issued under this clause.
- (e) The Contractor shall insert this clause, including this paragraph (e), with appropriate changes in the designation of the parties, in subcontracts.

Step 3



Participants

- Contract specialists, safety professionals, project managers

Key Elements

- Prepare to conduct a thorough and effective review of contract safety specifications at bid meetings & pre-award meetings
- Develop key personnel to work effectively
- Assure assignment of trained, qualified NAVFAC employees to each contract for oversight meeting established minimum training requirements.
- (40 Hour Construction Safety Hazard Awareness Course and Army Corps of Engineers two part certification exam)
- Web based EM 385 training (NEW!)

Desired Outcome

- Clear, common understanding of safety expectations by all parties

Step 4



Participants

- Project manager, safety professional, contract administrators.

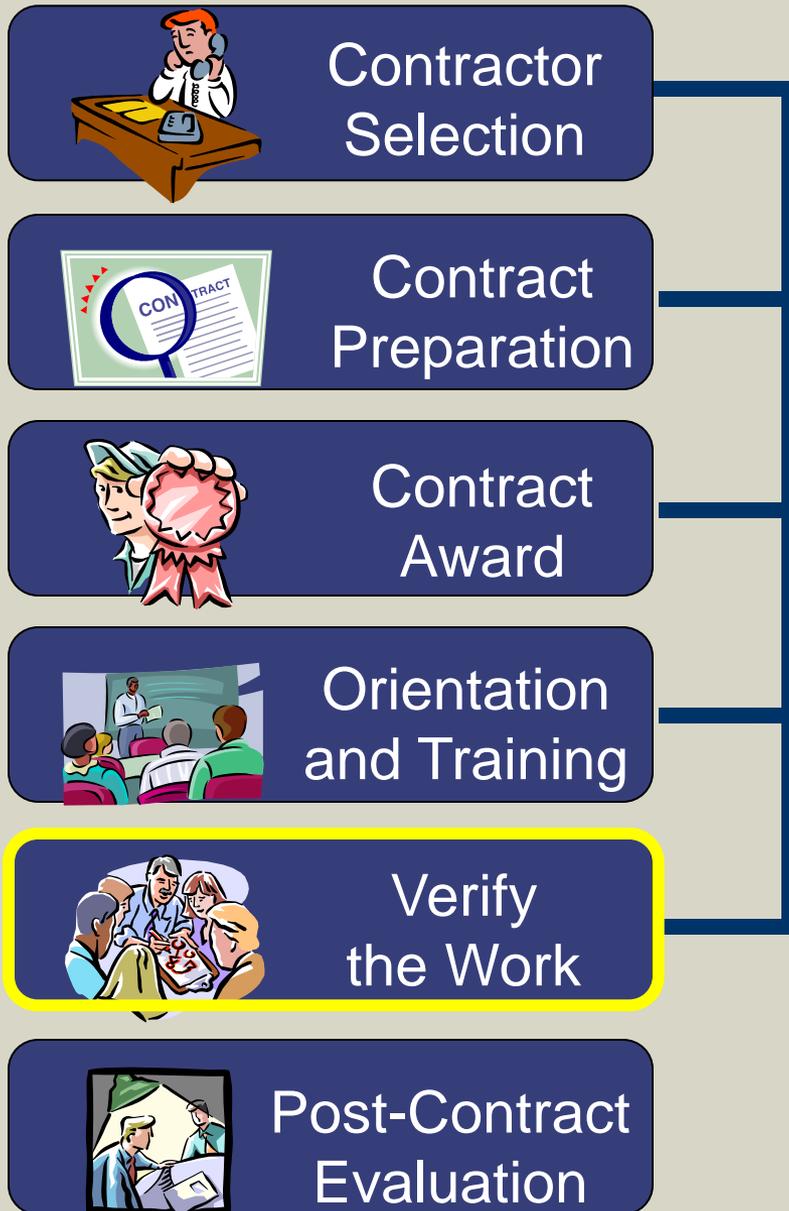
Key Elements

- Assure that all work done in prior 3 steps culminates effectively at this point.
- Validate workers embrace the “safety culture” of site/project specific safety requirements in the contractor employee initial orientation and training.
- Assurance of trained, qualified people from NAVFAC and contractor participate in pre-work meetings (Pre-con).
- Include safety in each of the three phases of contractor quality control (high risk focus).
- Assure contractor site managers that have minimum level of safety qualifications.
- Site Specific Accident Prevention Plan (APP).

Desired Outcome

- Knowledge, understanding, and commitment to safety requirements by contract workers
- Expect some worker self elimination
- Accountability on site

Step 5



Participants

All levels of owner and contractor personnel

Key Elements

- Assure that audits are directed at injury prevention rather than “policing”.
- Monthly Self assessments incorporated with payment process and scoring mechanism driving continuous improvement and avoiding repetitive errors.
- Contractor safety deficiency tracking system with corrective actions and accountability.
- Pre task safety planning and controls - Activity Hazard Analysis (ORM) process – assure all hands pre-work review.
- Share lessons learned from mishaps.
- Evaluate safety in facility design as work progresses.
- Engage company principles if mishaps occur.
- Each mishap (including near miss) is reviewed during a comprehensive mishap review board (MRB) meeting conducted at least monthly – follow up accountability (accountability matrix).
- Mishap notifications include the full chain of command.

Desired Outcome

- Reduction of unsafe acts and conditions
- ZERO Lost time injuries
- Working effectively together

Step 6



Participants

- Owner and contractor management

Key Elements

- A process that eliminates poor performers and rewards positive performance.
- Use NAVFAC “STAR” program for incentive - safety through awards & recognition.
- Enable different commands / sites / contractors to share successes.
- Use contract evaluation process (Interim & Final).
- Use web based FAIR system to evaluate contractor mishaps, identify trends, and benchmark to facilitate continuous improvement.
- Three year field office Safety Assist Visit (SAV).

Desired Outcome

- Contractor improves future performance
- NAVFAC improves contracting process
- No negative impact on war fighter readiness

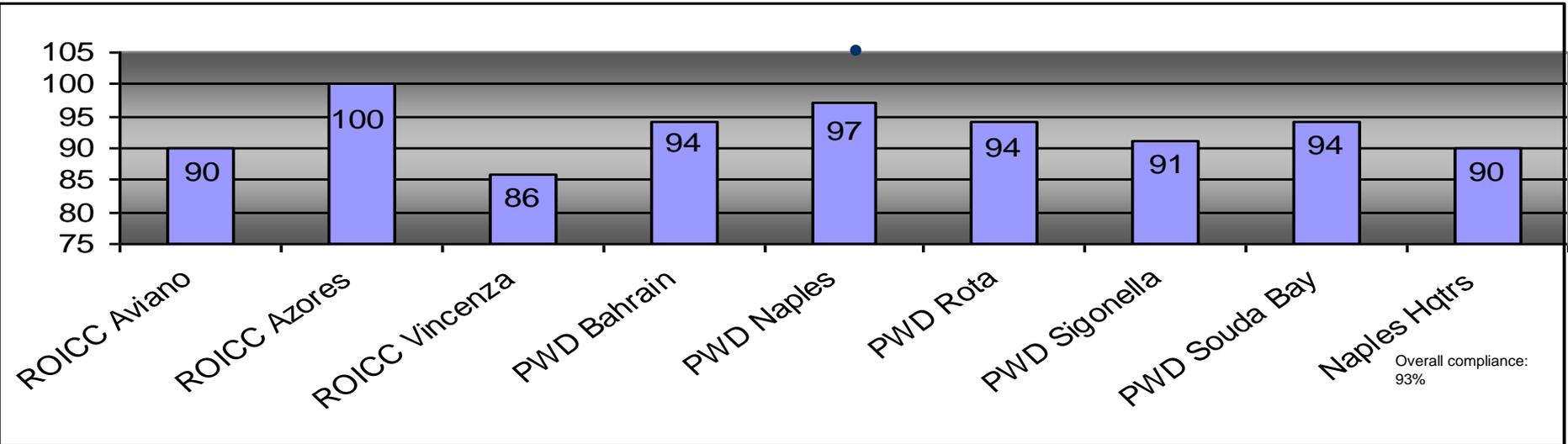
TAKE ALWAYS

(Contracting, Manufacturing, Research, Service)



- **Success relies on full commitment to the safety of personnel.**
- **Chain of management (at all levels) should be deeply involved.**
- **Safety should be a “core value” constantly communicated.**
- **Overall success depends on a proactive safety program.**
- **Demonstrating action with words.**

Training Compliance



• Italian Regulatory Safety Training

- Italian Safety Course (Formally 494/626)
 - Representative from each Site (Italy) Attended 8/2008
 - Italian Certification obtained upon completion
 - As a minimum offered annually
 - Result of 10 years of diplomatic negotiation

– Crane Safety

- Tower Cranes per their use in Italy (July 2008)

• Future Courses (2009)

- 40 Hour Contractor Safety Course
- Fall Protection Course

Safety Costs at XYZ INC.



In this case study exercise each group will analyze a scenario and use techniques to develop a recommendation that will clearly communicate the costs and benefits of correction action to the employer. .

Instructions

Your safety committee has just completed it's quarterly walkaround inspection. During the inspection two hazardous conditions were discovered by the committee.

- 1. Read and discuss background information on XYZ, Inc. and your group's assigned scenario.**
- 2. Draft a recommendation that includes adequate "bottom line" justification for corrective action.**

Company background

- XYZ Manufacturing has been in business for about 15 years building components for and assembling high-end quality constant temperature humidifiers for sale to research and medical laboratories. It produces and ships approximately **20 humidifiers** daily which represents an average of **\$120,000 in sales. Annual business volume** is \$24 million
- The company employs 173 personnel with the following breakdown by **position and hourly wages.**
 - 15 management (\$70)
 - 6 warehouse workers (\$30)
 - 20 fabricators (\$40)
 - 3 maintenance workers (\$50)
 - 122 production workers (\$30)
 - 7 administrative/accounting employees (\$30)
- **Annual Costs.** Payroll \$4.7 million; Benefits \$2.3 million; Capital investment and facilities \$2.2 million; materials/supplies \$3.7 million; other \$2.7 million.
- **Net annual profit** \$1.2 million (5%)
- The **Experience Modification Rate (MOD)** is 1.05 and its SIC code is 3539.
- **Premium rates** are \$3.15 per \$100 payroll.
- **Annual workers compensation premium:** XYZ's standard plan premium would be approximately \$200,000/year. However they have elected to participate in the Retrospective Rating Plan with the hope of saving substantial costs. Under this plan they pay only \$40,000 (28%) at the beginning of the year. They will also pay all claim costs (medical, lost time, partial permanent disability) plus 20% to the insurance carrier for actual losses accrued during the year.

RESOURCES



- **BMS**
- **ESAMS**
- **FAIR**
- **SELF-ASSESSMENT SCORECARD**
- **WEB SITES**
- **LANT SAFETY STAFF**
- **NAVFAC POCs**

Innovation: NAVFAC Business Management System (BMS)



• Our Business Process On-Line Catalogue

- Standard Best Practices
- Enables Process and Quality Improvements
- Empowers Employees

• NAVIG 2008: “BMS Best Practice”

• Web Accessible

- https://portal.navy.mil/pls/portal/url/page/NAVFAC_BMS



BMS – F-12 SERIES - SAFETY



• F-12 SERIES

- https://portal.navfac.navy.mil/portal/page/portal/navfac_bms/F-12_SAFETY/TAB-F12-home

- **In development for future release*

– F-12.1 Responsibilities

- [F-12.1.1 CO Safety Assessments](#)

- [F-12.1.2 How to Perform and Report OSHPA](#)

- [F-12.1.3 Program Designation Letters](#)

–F-12.2 Organization & Staffing

–F-12.3 Councils and Committee

- [F-12.3.1 Safety Councils](#)

–F-12.4 Prevent & Control Workplace Hazards - ORM/JHA/AHA

- [F-12.4.1 Operational Risk Mgmt Program Governing Standard](#)

–F-12.5 Training

- F-12.5.1 Training Tracking & Reporting*

BMS – F-12 SERIES - SAFETY



- **F-12.6 Hazardous Material Control & Management**
- **F-12.7 Occupational Health**
 - [F-12.7.1 Industrial Hygiene Work Site Assessment](#)
 - [F12.7.2 Medical Surveillance](#)
- **F-12.8 NAVOSH Inspection Program**
 - [F-12.8.1 Safety Assistance Visits](#)
 - [F-12.8.2 NAVOSH Self-Assessment Program](#) (under revision)
 - [F-12.8.3 Safety Program Self-Assessment](#)
 - [F-12.8.4 SOH Workplace Inspection HA](#)
- **F-12.9 Employee Reports Unsafe/Unhealthful Working Conditions**
 - [F-12.9.1 Employee Hazard Reporting](#)
- **F-12.10 Inspect/Invest of Workplace by Federal/State Officials**

BMS – F-12 SERIES - SAFETY



- **F-12.12 Mishap Investigation, Reporting, & Recordkeeping**
 - [F-12.12.1 Mishap Review Board](#)
 - [F-12.12.2 Notification of Mishaps](#)
 - [F-12.12.3 Development & Maintenance of OSHA 300 Log](#)
- **F-12.13 Respiratory Protection**
 - [F-12.13.1 Respiratory Protection](#)
- **F-12.14 Motor Vehicle/Traffic Safety**
- **F-12.15 Personal Protective Equipment**
- **F-12.16 Safety & Occupational Health Awards Program Ashore**
 - [F-12.16.1 STAR Incentive Program](#)

BMS – F-12 SERIES - SAFETY



- **F-12.17 Contract/Contractor Oversight**
 - **F-12.17.1 Oversight of Facilities Support Ctr Staff***
 - **F-12.17.2 Contract Safety and Health Provisions***
 - **F-12.17.3 Safety as a Source Selection Factor***
 - F-12.17.4 Levels of Contractor Safety Oversight
 - F-12.17.5 PPE Requirements for NAVFAC Employees
 - F-12.17.7 Review and Acceptance of Safety Plans
 - **F-12.17.8 Minimum Contract Oversight Safety & Health Training Qualifications - Government Personnel***
- **F-12.18 Systems Safety**
- **F-12.19 Fall Protection**
 - F-12.19.1 Fall Protection Program Governing Standards

BMS – F-12 SERIES - SAFETY



- **F-12.20 Explosives Safety**
 - [F-12.20.1 Explosives Safety \(UXO\) Program](#)
 - **F-12.20.2 Unexploded Ordnance***
- **F-12.21 Asbestos Control**
 - [F-12.21.1 Asbestos Control Governing Standards](#)
 - [F-12.21.2 Third Party Monitoring](#)
- **F-12.22 Hearing Conservation & Noise Abatement**
 - [F-12.22.1 Hearing Conservation & Noise Abatement Program](#)
- **F-12.23 Sight Conservation**
 - [F-12.23.1 Sight Conservation Program](#)
 - [F-12.23.2 Acquisition of Safety Glasses](#)
- **F-12.24 Lead**
 - [F-12.24.1 Lead Program Governing Standards](#)

BMS – F-12 SERIES - SAFETY



- **F-12.25 Non-Ionizing Radiation**
 - [F-12.25.1 Non-Ionizing Radiation Program](#)
- **F-12.26 Ergonomics Program**
 - [F-12.26.1 Ergonomics Program Governing Standards](#)
 - **F-12.26.2 How to Establish Ergonomics Program***
- **F-12.27 Energy Control Program (Lockout/Tag-out)**
 - [F-12.27.1 Energy Program Governing Standards](#)
 - **F-12.27.2 Lockout/Tagout***
- **F-12.28 Polychlorinated Biphenyls (PCBs)**
 - [F-12.28.1 PCBs Program Governing Standards](#)
- **F-12.29 Confined Space Entry (CSE) (Non-Maritime)**
 - [F-12.29.1 CSE Program Governing Standards](#)
 - **F-12.29.2 Evaluating and Permitting***
 - **F-12.29.3 Rescue Procedures***

BMS – F-12 SERIES - SAFETY



- **F-12.30 Blood Borne Pathogens**
 - [F-12.30.1 Blood Borne Pathogens Program](#)
- **F-12.31 Occupational Reproductive Hazards**
 - [F-12.31.1 Occupational Reproductive Hazards Program](#)
- **F-12.32 Indoor Air Quality Management**
 - [F-12.32.1 Indoor Air Quality Management Program](#)
 - **F-12.32.2 Mold Remediation***
- **F-12.33 Weight Handling Equipment (WHE)**
 - [F-12.33.1 WHE Program Governing Standards](#)
 - **F-12.33.2 Contractor Cranes***
 - [F-12.33.3 Cribbing & Setup for WHE](#)

BMS – F-12 SERIES - SAFETY



- **F-12.34 Utilities, Transmission, Distribution System**
 - F-12.34.1 Utilities, Transmission, Distribution System Program
- **F-12.35 Scaffolding**
 - F-12.35.1 Scaffolding Program Governing Standards
- **F-12.36 Environmental Pest Control, Emergency Response, Oil Spill***
- **F-12.37 Trenching/Excavation**
 - F-12.37.1 Trenching/Excavations Program
- **F-12.38 Electrical Safety**
 - F-12.38.1 Electrical Safety Program Governing Standards

- **B-1.6 Field Processes, All Construction**

 - B-1.6.1 Safety & Health

- **B-14 FSC Management & Facility Services**

 - B-14.18 FSC Safety

- **B-15 Facility Sustainment**

 - B-15.5 Safety

ESAMS Training for Supervisors



ESAMS

Enterprise Safety Applications Management System



Introduction and Overview

ESAMS has been selected as the Safety Management System by NAVFAC headquarters to provide a secure NMCI compliant web-based means to manage all facets of the Navy's Safety & Health programs. ESAMS is composed of a suite of web-enabled modules to manage SOH data requirements including training, mishap reports, direct and indirect costs, medical surveillance, hazard analysis, etc. ESAMS enables Navy personnel to demonstrate full compliance with all current OSHA and SOH standards and provides real-time data for headquarters and command level personnel allowing them to make informed decisions. Once implemented, ESAMS will automate many of the SOH program data calls and required reports.

ESAMS allows employees, supervisors, training coordinators, and safety professionals to manage their training, metric, medical surveillance, mishap, inspection, and deficiency data which can be limited to echelon, installation, region, command, and various other levels.

Training Objectives for ESAMS Supervisors



- RMS (Records Management System)
 - Profile
 - Supervisor Tools
 - Record OJT (On-the-Job-Training) Given by Supervisor
- On-Line Web Training
- Mishaps – Injury/Illness Report & Tracking System (IIRTS)
- Respirator Use Questionnaire
- Filing an Unsafe/Unhealthful Report

Finding ESAMS



The web site login can be accessed directly by using the following URL:

https://www.hgwllc.com/ESAMS_GEN_2/LoginESAMS.asp



Users can also find the login through HGW home page <http://www.hgwllc.com>. Select the customer links page, the login link is located at the top of the Customers Links page.

Logging Into ESAMS

A screenshot of the ESAMS login page. The page has a yellow header with the text "Welcome to ESAMS" and "the ENTERPRISE SAFETY APPLICATIONS MANAGEMENT SYSTEM". Below the header is a login form with two input fields: "USER ID:" containing "Smith54321" and "PASSWORD:" containing "*****". A "Login" button is to the right of the password field. On the right side of the form, there are three links: "ESAMS LOGIN HELP", "FORGOT PASSWORD", and "Contact Webmaster".

User IDs and passwords are not case sensitive. The User ID is the full last name and the last five digits of the social security number. For first time users, the default password is the last five digits of his/her social security number.

First time users will not be allowed to enter the system until the password is changed to least eight characters long and is alpha numeric.

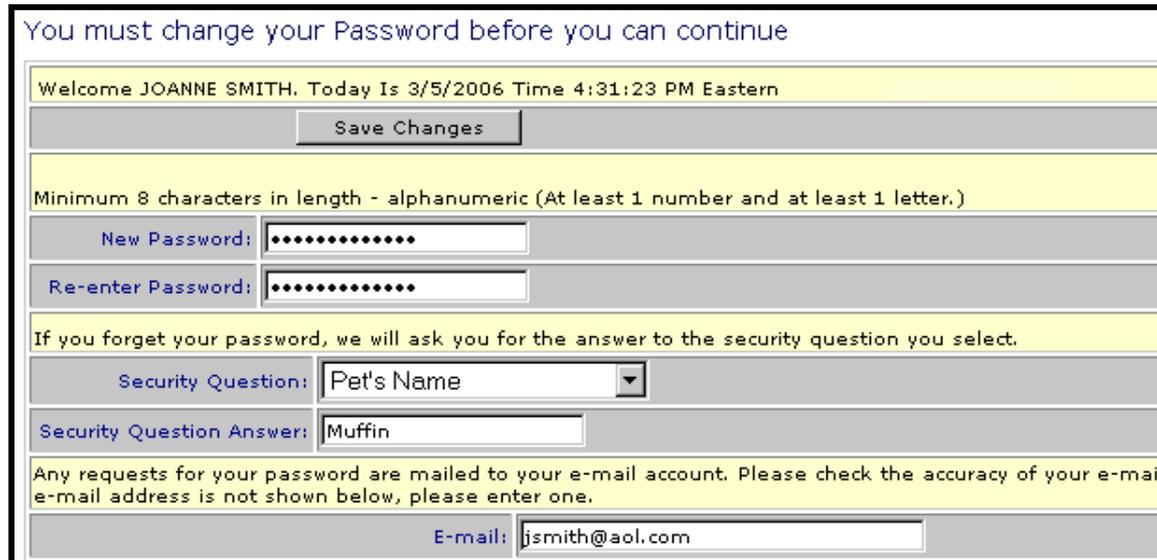
Logging Into ESAMS Continued ...

First time users or users who have had the password reset by the ESAMS Help Desk will see the screen below:



This screenshot shows a web interface for password reset. At the top, a blue header reads "You must change your Password before you can continue". Below this is a yellow banner with the text "Welcome JOANNE SMITH. Today Is 3/5/2006 Time 4:30:56 PM Eastern". At the bottom, there is a grey button labeled "Change Password".

The "Change Password" button will display an additional screen where the user can enter a new password, select and answer a security question, and input an accurate e-mail address.



This screenshot shows the "Change Password" form. It features a blue header "You must change your Password before you can continue" and a yellow banner "Welcome JOANNE SMITH. Today Is 3/5/2006 Time 4:31:23 PM Eastern". A grey "Save Changes" button is positioned below the banner. A yellow instruction bar states "Minimum 8 characters in length - alphanumeric (At least 1 number and at least 1 letter.)". The form includes two password input fields: "New Password:" and "Re-enter Password:", both with masked characters. Below these is a "Security Question:" dropdown menu set to "Pet's Name" and a "Security Question Answer:" text field containing "Muffin". A yellow note reads "If you forget your password, we will ask you for the answer to the security question you select." At the bottom, an "E-mail:" text field contains "jsmith@aol.com".

Forgotten Password?

The security question is used to identify the user in the case he/she cannot remember his/her password at a later date. The ESAMS Help Desk may ask for specific information to verify the identity of a caller. Users can click the “[Forgot Password](#)” link on the login page to have the password sent to the e-mail address ESAMS has on file. To use this feature the User ID must be remembered, the answer to the security question must be typed correctly, and the e-mail address must be accurate.



If the system does not recognize a user, he/she will get an “[Invalid Login](#)” message at the top of the screen. The Help Desk number and hours of operation are always displayed on the login screen.

If you are experiencing difficulties, use “[ESAMS LOGIN HELP](#)” above. If problems persist, contact the ESAMS Help Desk at **(865)693-0048** (M-F 0700-2000 ET, Sat 0930-1500 ET). If help is required outside these hours, leave a message with your name, phone number and time you may be reached or send an e-mail with the same information using the “[Contact the Webmaster](#)” link above.

Getting Familiar with ESAMS

Welcome to ESAMS							Current user: Joanie Koehn	
Fire Portal	Traffic Safety Force Protection	Job Hazard Analysis	Inspections Deficiencies & Hazard Abatement	Mishap Reporting Property Damage Near Miss	RMS - Profile Supervisor Tools Training Records Upcoming Classes	On-Line Web Training	Record OJT Given By Supervisor	Training and Records Management (TRMS)
LOG OUT							Change My Password	

ESAMS main page contains a row of links available to aid the user in navigating to the desired module.

Quick Launch Box

The Quick Launch box is divided into My Links (for standard level access), Supervisor Links, News and Events, Help and Admin Links. It should be noted that users will only see Quick Launch links pertinent to their access in the system.

<p>QUICK LAUNCH</p> <p>My Links</p> <ul style="list-style-type: none"> • View/Edit Profile • Complete a Survey • Enroll in Training • Web Training • Report or Check Status of an Unsafe/Unhealthful Responsible For Hazard Abatement • GMT Training (Military Personnel Only) <p>Supervisor Links</p> <ul style="list-style-type: none"> • Submit A Mishap Report • SOH Report Card • Record Monthly Safety Talks • Record OJT • Complete a Respirator Use Questionnaire • Supervisor's Tools

My Links

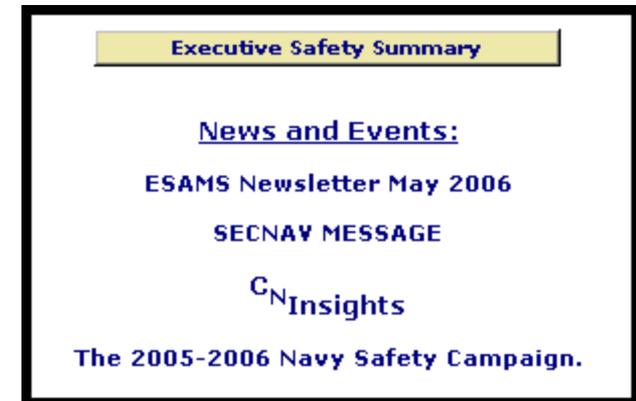
My Links contains all the basic areas that a standard user would need to access.

Supervisor Tools

Supervisor Links contains all the links that a person with supervisor access would need in ESAMS.

News and Events

News and Events will contain the most recent ESAMS Newsletter and any messages that the region or claimant wishes to post. Personnel with higher administrative access may see the Executive Safety Summary.



Executive Safety Summary

[News and Events:](#)

ESAMS Newsletter May 2006

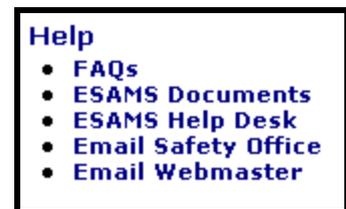
SECNAV MESSAGE

C_NInsights

The 2005-2006 Navy Safety Campaign.

Help

- FAQs (Frequently Asked Questions)
- ESAMS Documents contains detailed instructional manuals for each module and quick reference guides.
- ESAMS Help Desk number and hours of operation
- E-mail links to the Safety Office to contact the Regional Safety Manager or Claimant Safety Manager.
- E-mail links for the Webmaster. This should only be used for problems specific to the web application functions and should not be safety program issues.



Help

- [FAQs](#)
- [ESAMS Documents](#)
- [ESAMS Help Desk](#)
- [Email Safety Office](#)
- [Email Webmaster](#)

System Basics include the following topics:

- Basic Navigation
- Exiting ESAMS Applications
- Pop-up e-mails
- Pop-up Selection Menus
- Logging Into Systems
- Change Log
- Technical Support



Navigation and Exiting

Users should try to refrain from using the browser's "Back" or "Forward" button. Each page in ESAMS should have a "Logout," an "ESAMS Main," or a "Back" button within the web application that will allow users to navigate properly throughout the module screens. When a user is finished in ESAMS, he/she should logoff the system by using the "Logout" button located on the ESAMS main page and in each module.

E-mail Pop-Ups

To the right there are two examples of e-mail pop-ups. The first is a Bugs pop-up and the second is an e-mail pop-up to the webmaster.

There are three important items to remember about pop-up e-mail:

Time Outs!

The pop-up window will automatically close after approximately 20 minutes of inactivity.

Pop-Ups Can Hide.

Pop-ups are really only little browser windows and can sometimes hide behind a larger browser window. If a pop-up will not open, it may be because it's already open. Check the status bar for multiple browser windows.

Include Your Name and Phone Number.

Supplying your name, e-mail, and/or phone number will expedite a response.

Describe the problem with as much detail as possible.
Please include a phone number so that we may contact you.
If you copied an error message you may paste it into the window below:

I having some problems running some reports, can someone call me?
thanks
Anna Smith 555 222-1234

Submit Return to Main Page



HGW & Associates Mail

Send Mail Exit

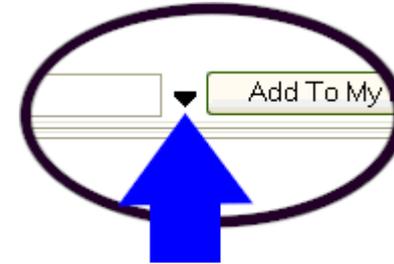
To: HGWWebmaster@hgwillc.com

From: Anna Smith
(Note: Without a return email address, we will be unable to reply!!)

Msg:
I seem to be having problems downloading a pdf file in the OJT Area,
Please call me 555 222-7564

Using Other Pop-Up Types

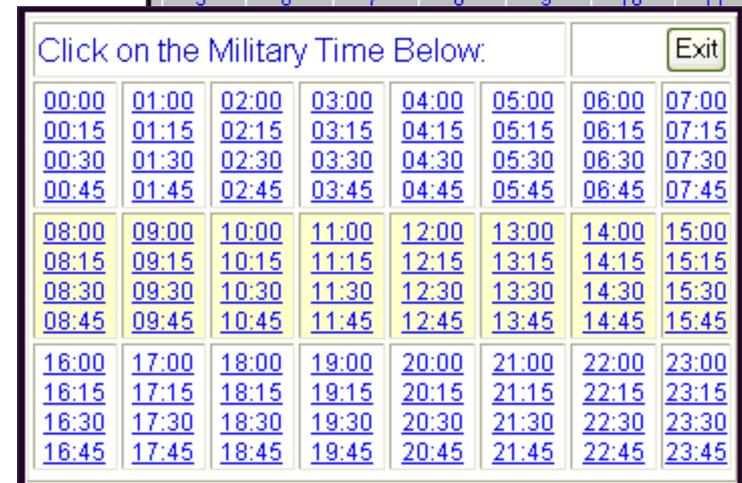
Pop-up selection windows are used throughout the ESAMS application to populate data fields. To the right is an example of a triangle to click to access these pop-up selection boxes. Whenever possible, select the pop-up selector (triangle) to generate a pop-up selection menu.



DO NOT TYPE INTO THE FIELDS WHEN THERE IS A POP-UP SELECTOR AVAILABLE TO USE!!

There are four basic types of Pop-Up Types:

- Calendar/Time
- Fill-In Search
- Single Select
- Multi-Select





The Fill-In Search Selection Pop-Up

To the right is an example of a “Fill-In Search Selection Pop-Up.” To begin the search, type in the first part of the name and then select the “Search” button. Below and to the right is an example of the results based on the search criteria entered above. In this case, the result happens to be a “Single Select Pop-Up.”

Single Select Pop-Up Windows

Single Select, as the name implies, only allows the user to select one item in the list provided. Click on the desired item. If the desired record did not appear, try the “[Search Again](#)” button and change the search criteria.

The screenshot shows a search interface. At the top, there is a search input field and an "Add To My List" button. Below this is a "Fill-In Search Selection Pop-Up" form with two input fields: "Last Name (starts with):" containing "Smith" and "First Name (starts with):" containing "John". There are "Return to Main Page" and "Search" buttons at the bottom of this form. An arrow points from the "Search" button to a results table below. The table has columns "Name" and "Activity" and contains 13 rows of search results. At the top of the table are "Exit" and "Search Again" buttons.

	Exit	Search Again
	Name	Activity
1.	Smith, John	AIMD Fort Worth
2.	Smith, John A	AIMD Fort Worth
3.	Smith, John Timothy JR	EODMU 17
4.	SMITH, JOHN L	SUBASE KINGS BAY GA
5.	Smith, John B.	NAVFAC Washington
6.	Smith, John michael	AIMD Willow Grove
7.	Smith, John C	NDW
8.	Smith, John	USAGAPG
9.	SMITH, JOHN D	NR VTU 1314
10.	Smith, John	MACS 24
11.	Smith, John	VFA-204
12.	Smith, John S	HGW Maryville Command
13.	SMITH, JOHN MICHAEL	NMCB 24 DET 0524

Multi-Select Pop-Up Windows

Multi-Select Pop-Up lists allow the users to select more than one item as shown to the right:

<input type="checkbox"/> Select ALL Record(s)			
1.	<input checked="" type="checkbox"/>	U.S. Navy (3)	Active
2.	<input type="checkbox"/>	U.S. Navy (1)	Contractor
3.	<input checked="" type="checkbox"/>	U.S. Navy (6)	Foreign Civilian (attached to USN)
4.	<input type="checkbox"/>	U.S. Navy (5)	Foreign Military (attached to USN)

Change Logs

All users should be aware of the change logs that are located throughout all the modules but only viewable by administrative personnel. The change log is an expandable memo field that is appended each time a user makes a change to a record. ESAMS logs a date, time, the user's name and action taken. This allows system administrators to easily view who, when and why a record may have been changed. This also serves as an electronic trail to help identify users who choose to abuse the system or are consistently careless in entering data. To the right is an example of a change log:

```

Updated By: Smith, Anna N (5105874) On: 2/16/2006 1:39:17 PM
Updated By: Smith, Anna N (5105874) On: 2/16/2006 1:39:28 PM
Updated By: Smith, Anna N (5105874) On: 2/16/2006 1:39:49 PM
Updated By: Smith, Anna N (5105874) On: 2/16/2006 1:40:07 PM
Updated By: Smith, Anna N (5105874) On: 2/16/2006 1:40:38 PM
Access (,'Command - IDATS View Only','Command - TRMS Class Admin Only','Depart
Modification By: Smith, Anna N On: 2/16/2006 1:40:43 PM continued...
Access (code-6) was removed from EMPLOYEE (5105874).
Modification By: Smith, Anna N On: 2/16/2006 1:40:46 PM continued...
Access (code-28) was removed from EMPLOYEE (5105874).
Modification By: Smith, Anna N On: 2/16/2006 1:40:53 PM continued...
Access (code-91) was removed from EMPLOYEE (5105874).
Modification By: Smith, Anna N On: 2/16/2006 1:40:57 PM continued...
Access (code-39) was removed from EMPLOYEE (5105874).
Modification By: Smith, Anna N On: 2/16/2006 1:41:04 PM continued...
Access (code-3) was removed from EMPLOYEE (5105874).
Modification By: Smith, Anna N On: 2/16/2006 1:41:12 PM continued...
JobTitleID (code-3000759) was removed from EMPLOYEE (5105874).
Updated By: Smith, Anna N (5105874) On: 2/16/2006 1:41:21 PM
JobTitleID (Security Guard-3000759) was given to (5105874). On: 2/16/2006 1:41:2
End Change Log
  
```

There are multiple ways to get assistance with ESAMS:

- Review the ESAMS for Supervisors On-line training
- E-mail the Safety Manager or the ESAMS Help for assistance
- Download manuals from the ESAMS Documents link
- E-mail a Bug Report technical issues with the system
- FAQs (Frequently Asked Questions) page
- Call the Help Desk during hours of operation

Bugs E-mail

Bugs Email was referred to in the Email Pop-Up Types. Administrators will see the “Bugs” button in most of the applications. This is yet another way to get assistance from ESAMS technical support. Any problems or errors experienced should be pasted into this pop-up email along with a name and number to expedite the process of contacting the user concerning the resolution of the error or problem.

Quick Launch My Links

Section 1 - Profile

The "Profile" page is accessible by all users. Profile contains information about the user, such as, command, installation, supervisor, etc. Training Requirements and Training History is viewable on this page as well.

Profile for: Bray, Jim Beethoven		Edit Profile	
Section 1 - Personal Information			
Command: HGWW VP Squad - NHGWW10 - HGWW and Associates Training VP Squad		Department: Electricians	
Installation: HGWW Maryville Facility		Sex: M	Email: whitemg@hgullc.com
Service and Status:	U.S. Navy - Contractor	Rank/Grade: O	Rate/Series: GS-00
Birth Date:	6/19/1988	Supervisor:	Gary, SERMC
Phone/Extension:	(000) 000-0000 /		
Cell Phone:	(000) 000-0000	Fax:	(000) 000-0000
Building:	551	Room:	229
Job Series:		Job Title:	ESAMS Tech Support

You can edit your profile by clicking on the “Edit Profile” button in the upper right corner of your profile page. When you click on that button you get a pop up to edit some of your information from Section 1.

<input type="button" value="Save"/>		<input type="button" value="Close"/>	
Command: HGW VP Squad - UIC:NHW10 : HGW and Associates Training VP Squad			
Department/Code: 220 - Electricians			
Installation: HGW Maryville Facility			
Last Name: Bray		Supervisor: Gary, SERMC	
First Name:	<input type="text" value="Jim"/>	Middle: <input type="text" value="Beethoven"/>	Suffix: <input type="text"/>
Service and Status:	U.S. Navy - Contractor ▼	Rank/Grade: 0 ▼	Rate/Series: <input type="text" value="GS-00"/>
Job Series	▼		
Job Title:	<input type="text" value="ESAMS Tech Support"/>		
Birth Date:	<input type="text" value="6/19/1986"/> ▼	Sex: M: <input checked="" type="checkbox"/> F: <input type="checkbox"/>	
Email:	<input type="text" value="whitemg@hgwillc.com"/>		
Phone Number/Ext: example: 5552221111	<input type="text" value="0000000000"/>	/	<input type="text"/>
Cell Phone:	<input type="text" value="0000000000"/>	Fax:	<input type="text" value="0000000000"/>
Building:	<input type="text" value="551"/>	Room:	<input type="text" value="229"/>
Can't change something about your record? Type corrections in the field below. Click the save button to send change requests.			
<input type="text"/>			

Help Desk: 865-693-0048 Hours: M-F 0700 - 2000, Sat 0930 - 1500 ET

Section 2 - ESAMS Access



Section 2 lists the access levels that have been assigned to you by an Administrator. You should have “Supervisor Access (2)” assigned to you so that you can access the areas to do your work in ESAMS

Section 2 - ESAMS Access	
Access Levels	Permissions
Command - PRMS (56)	Allows Command program managers to view PRMS criteria for the respective command and access to the various NAVOSH survey results.)
Supervisor Access (2)	MUST HAVE A VALID E-MAIL ADDRESS IN ESAMS TO ASSIGN - Submit mishaps, submit completion of any of the OJT which includes the following: Hazcom, PPE, Safety Topics, Ergo Evaluations, view their direct reports data.)



Section 3 - Assigned Duty/Tasks

Section 3 lists the assigned duty/tasks that have been assigned to you by an Administrator or your Supervisor. Duty/Tasks are important to ESAMS in that they tell the system what required training you have, what medical stressors you need to be evaluated for to do your job, and what PPE you need to wear.

Section 3 - Assigned Duty/Tasks			
Duty/Tasks	Requirements		
Work Center 220 Electricians - For personnel that work in the HGWW Electricians department	<u>Requirements</u> 1. CPR American Heart Association (Heart Saver- 2 Yr Requal) (227) 2. HGWW Work Center 220 Training (1122)	<u>Medical Surveillance Program</u> 1. Noise (503)	<u>PPE</u> 1. No PPE Requirements
Supervisor - For Supervisors that have direct reports	<u>Requirements</u> 1. Ergonomic Training for Supervisors (Annual) (372) 2. ESAMS System Training for Supervisors (Web or Classroom) (215) 3. Facility Safety and Health Indoctrination and Re-Training for CNRF or CNRS Supervisors (1077) 4. Fire Prevention and Portable Fire Extinguisher Training and Education (1024) 5. Mishap Reduction Required Reading (One-time Only) (1146) 6. Monthly Safety Talks - Given (291)	<u>Medical Surveillance Program</u> 1. No Medical Surveillance Requirements	<u>PPE</u> 1. No PPE Requirements
Respirator User - General - For personnel who are required to wear a respirator in the performance of their job.	<u>Requirements</u> 1. Respirator User Training (112) 2. Respiratory Protection Fit Testing (5)	<u>Medical Surveillance Program</u> 1. Respirator User (716)	<u>PPE</u> 1. Air Purifying Respirator- ½ Face (41) 2. Air Purifying Respirator- Full Face (42) 3. Air Purifying Respirator- PAPR- N95/99/100 (46) 4. Air Purifying Respirator- PAPR- P95/99/100 (47) 5. PAPR- Pesticide Filter (Chg every 8 Hours) (50)

Section 4 - Training



Section 4 has two buttons. The “Outstanding Training” button will open another window that tells you what training you need to take and when you need to take it to continue to do your job. The “Training History” button opens into another window and will show you all the training that has been recorded for you in ESAMS

Section 4 - Training

Outstanding Training

Training History

Close

New Feature: Click column headers to sort.
New Feature: Click "+" on left to see detail records for a generic course.

Mandatory Outstanding Training For: Kenneth Appleby

Course Id	Course Title	Due Date	Status	Class Id	Sched
301	Naval Qualification Course	1/30/2006	Grace...		
303	Low Light Qualification Course				
304	Practical Weapons Course				
1126	Fire Emergency Evacuation Training				
1118	HGW Work Center 110 Training				
111	Sight Conservation Training				

Done

Close

New Feature: Click column headers to sort.
New Feature: Click "+" on left to see detail records for a course.
New Feature: Click "Printable" for a user selected file format or printable version.

Training History For: Kenneth Appleby (5037818)

Printable

Course Title	Course Id	Date Taken
Lead Awareness - Non-Lead Workers (Possible Contact)	322	12/20/2006
Monthly Safety Talks - Given	291	7/19/2006
Monthly Safety Talks - Received	292	7/19/2006
CPR American Red Cross (Adult)	103	6/15/2006
Reproductive Hazards Training - Annual (OJT by Supervisor)	197	6/14/2006
West Nile Virus Awareness Training	1234	4/4/2006
AAA 15-Passenger Van Safety Training	251	3/28/2006

Done

Section 5 - Mishap History

Section 5 will list all the Injury reports that have been filed on you in ESAMS giving their status and the date of the injury.

Section 5 - Mishap History	
Mishap Date	Mishap Status
11/29/2004 8:00:00 AM	Open
2/15/2005 10:00:00 AM	Open
10/20/2005 8:00:00 AM	Open
2/14/2006 8:00:00 AM	Open

Section 6 - Medical Surveillance Information



Section 6 lets you know if you need to have any medical stressors evaluated, when you need to contact medical to have them evaluated, if you have passed pass evaluations or not, and the status of your medical stressors.

Section 6 - Medical Surveillance Information		
Contact your medical facility to have your next physical scheduled before:		Last Physical On:
No Currently Scheduled Physicals		
Medical Surveillance Program	Last Evaluation Results	Good Until Date
(117) Benzene	None.	
(133) Chromic Acid/Chromium (VI)	None.	
(178) Blood & Body Fluids	None.	
(196) Isocyanates	None.	
(503) Noise		12/12/04
(510) Sight Conservation	None.	
(703) Child Care Worker		
(712) Motor Vehicle Operator other than DOT	None.	
(714) Police/Guard Security	None.	
(716) Respiratory User	None.	
<input type="button" value="View Physical"/>		

Upcoming Classes ...

Clicking the “Enroll in Upcoming Classes” hyperlink will display the class title, date/time, facility/Installation, location, etc. Some classes require quotas needed for the instructor to teach the class. If quotas are not met, the class may be canceled. Check here to verify any classes that may have been canceled. There is a “Help” button to assist with any questions or problems the user may have

[Enroll in Upcoming Classes](#)

Profile	Facility Reports	Supervisor Tools	OJT Given By Supervisor	Bugs	ESAMS Main	LOG OUT
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Upcoming Classes											
May	June	July	August	September	October	November	December	January	February	March	April

Scheduled Today							
Date	Time	Subject	Notes	Installation	Location	Enrolled	Record Training
1. 5/24/2006	800	Low Light Qualification Course		HGW Maryville Facility	Firing Range Bldg 234	48	Enroll Me Enroll Others

May 2006 Schedule							
Date	Time	Subject	Notes	Installation	Location	Enrolled	Record Training
1. 5/1/2006	800	CPR - Automated External Defibrillator (AED) - (Red Cross 1Yr)		HGW Submarine Refit Facility	Room 302	10 Max Enrolled!	full
2. 5/9/2006	730	Introduction to NAVOSH Ashore		HGW Main Facility	Navy Safety Center Classroom 2	19	Enroll Me Enroll Others



RMS – Records Management System

Reports

The Reports link is primarily for Administrators; however, the General User has two reports they can run in this area. The Course Listing report will give a list of all the courses available to be tracked on the individual in ESAMS. The Duty/Task Listing report will give a list of all the Duty/Tasks available for the Administrator and/or Supervisor to assign to the individual. Detail for each course or duty/task can be found in these reports.

Welcome Jacob Forks		Supervisor: Morrisette, April			Records Management System (RMS)		
		Helpdesk	RMS Quick Reference	RMS Manual			
Profile	Enroll in Upcoming Classes	Reports	Supervisor Tools	OJT Given By Supervisor	Bugs	ESAMS Main	LOG OUT
Reports							
Course Listing	List of offered courses						
Duty/Task Listing	List of Duty/Tasks						

RMS – Records Management System

Supervisor Tools

The Supervisor Tools area is for the Supervisor only. If you do not have “Supervisor Access (2)” assigned to your record in ESAMS you will not see this link. This area allows the Supervisor to organize his direct reports and view information important to his safety responsibilities.

Welcome Jacob Forks		Supervisor: Morrisette, April		Records Management System (RMS)			
		Helpdesk		RMS Quick Reference		RMS Manual	
Profile	Enroll in Upcoming Classes	Reports	Supervisor Tools	OJT Given By Supervisor	Bugs	ESAMS Main	LOG OUT

Supervisor Tools - Information Concerning Direct Reports Only!	
View and Assign Direct Reports	Allows supervisors to view and assign their direct reports and assign Duties/Tasks to their direct reports.
Supervisor Report Card	Displays a summary (by percentage) of the OSH training and mishap reporting of supervisor and his /her direct reports.
Training Plan	Displays a list of all outstanding required training for direct reports.
PPE Requirements:	Displays a list of PPE requirements with the number of personnel assigned. Selecting the number drills down to the assigned personnel.
Respirator Workers	Displays a list of all direct reports with respirator requirements, including respirator training due date and last respirator medical evaluation.
Medical Surveillance Programs	Displays a list of Medical Surveillance Programs (Stressors) with the number of personnel assigned. Selecting the number drills down to the assigned personnel.
Duty/Tasks	Displays a list of Duty/Tasks with the number of personnel assigned. Selecting the number drills down to the assigned personnel.

View and Assign Direct Reports



This area under the Supervisor Tools allows the Supervisor to remove direct reports from their list, add direct reports from their list, add duty/tasks to a direct report and take a quick like at safety information for each of their direct reports.

Direct Report List for Forks, Jacob

Employees (Click for details)	Duties/Tasks	Mishap History	Med Surv Prg	Report Card	Training History	Remove From My List	Termination or Transfer
1. COLLINS, DANIEL	Review/Add	0	Yes		<input type="button" value="Training"/>	Unassign!	Email Request
2. danvers, ann	Review/Add	0	No		<input type="button" value="Training"/>	Unassign!	Email Request
3. Mills, Suzy	Review/Add	0	No		<input type="button" value="Training"/>	Unassign!	Email Request
4. newcastle, Jen	Review/Add	0	No		<input type="button" value="Training"/>	Unassign!	Email Request
5. Norfolk, Michael	Review/Add	0	Yes	<input type="button" value="RC"/>	<input type="button" value="Training"/>	Unassign!	Email Request
6. slayton, fulda	Review/Add	0	No		<input type="button" value="Training"/>	Unassign!	Email Request
7. Teacher, Clarence	Review/Add	1	No	<input type="button" value="RC"/>	<input type="button" value="Training"/>	Unassign!	Email Request
8. Vegas, Viva	Review/Add	0	No		<input type="button" value="Training"/>	Unassign!	Email Request

If your list of direct reports is incomplete, please use the ▼ symbol to open a search window. From this new window, select the correct employee and click on their name to return it to the text box below. Next add them to your list by clicking the "Add to My List" button.

▼

Supervisor Report Card



This is a report that grades the supervisor logged into the system on three areas.

- Their personal safety training
- Their direct reports safety training
- The supervisor's timely reporting of injuries

Return to Supervisor Tools				
Department:	Material Control			
Command:	UIC:HHGW10 : HGW and Associates Training VP Squad			
Installation/Base:	HGW Maryville Facility			
Supervisor's data is current as of 7/20/2006		Command and Department data is current as of: 7/17/2006 3:00:03 AM		
Supervisor's OSH Report Card for Forks, Jacob	Personal Status	Department Status	Command Status	OSH Goal
OSH Personal Training Compliance	88%	62%	47%	90%
OSH Training Compliance for Direct Reports	50%	---	---	90%
Timely Mishap Reporting FY	None Filed	100%	100%	90%

OSH Personal Training Compliance is Based on the following courses:

Course ID/Course Title

- (40)Back Injury Prevention Training (Annual)
- (372)Ergonomic Training for Supervisors (Annual)
- (215)ESAMS System Training for Supervisors (Web or Classroom)
- (1077)Facility Safety and Health Indoctrination and Re-Training for CNRF or CNRS Supervisors
- (1078)Facility Safety and Health Indoctrination for Non-Supervisors (One Time Only)
- (1024)Fire Prevention and Portable Fire Extinguisher Training and Education
- (1117)HGW Work Center 050 Training
- (1146)Mishap Reduction Required Reading (One-time Only)

This is a report that lets the supervisor know what training their direct reports are required to take and when they need to take that training.

[Return to Supervisor Tools](#)

Supervisor Training Plan for Direct Reports

Below is a list of all required training for your direct reports. The dates indicate the required completion date for each commitment. If the date is in red, the commitment is overdue. As a supervisor, it is your responsibility to ensure that personnel assigned to you receive the appropriate training. Please review the requirements and if there are any discrepancies, either training that should not be required or training that personnel need that is not listed, please contact either your departmental command, facility or region ESAMS Administrator as applicable. If all else fails and you do not know who to contact, call HGW at 865-693-0048.

If you have problems or questions, [E-Mail Training](#)

[E-Mail Everyone In This List](#)

Direct Reports Training Requirements		Search Found: 61	
Name(Last,First)	Title	Scheduled Date	Required By Date
1. COLLINS, DANIEL	Naval Qualification Course	Not Scheduled	4/4/2006
2. COLLINS, DANIEL	Low Light Qualification Course	Not Scheduled	4/4/2006
3. COLLINS, DANIEL	Practical Weapons Course	Not Scheduled	4/4/2006
4. COLLINS, DANIEL	Fire Prevention and Portable Fire Extinguisher Training and Education	Not Scheduled	4/28/2006
5. COLLINS, DANIEL	Ergonomic Training for Supervisors (Annual)	Not Scheduled	4/28/2006
6. COLLINS, DANIEL	ESAMS System Training for Supervisors (Web or Classroom)	7/11/2006	4/28/2006
7. COLLINS, DANIEL	Facility Safety and Health Indoctrination and Re-Training for CNRF or CNRS Supervisors	Not Scheduled	4/28/2006
8. COLLINS, DANIEL	Mishap Reduction Required Reading (One-time Only)	Not Scheduled	4/28/2006
9. COLLINS, DANIEL	Practical Weapons Course - Shotgun	Not Scheduled	5/8/2006

This is a report that gives a list of all the types of PPE required to be worn by your direct reports and how many of your direct reports need to wear each type of PPE.

Close Window Print **PPE Listing** 8 # Records Meeting Search Criteria.

Command: HGW VP Squad - UIC:NHGW10 : HGW and Associates Training VP Squad		
PPE Type	Description	# of People
1. Eye Protection	Safety Glasses with side Shields	1
2. Eye Protection	Chemical Splash Goggles with face shield	2
3. Hand Protection	Chemical Resistant Gloves	1
4. Hearing Protection	Single Hearing Protection- Insert Plugs	2
5. Hearing Protection	Single Hearing Protection- Circumaural Muffs	1
6. Hearing Protection	Dble Hear Prot- Insert Plugs and Circumaural Muffs	1
7. Respiratory Protection	Supplied Air Resp- Full Face, Cont Flow w/escape	2
8. Respiratory Protection	Air Purifying Respirator- Full Face	1

Respirator Workers



This is a report that gives a list of all of your direct reports in the respirator program.

Close Window Print

Enrolled in Respirator Program (ordered by Command,Department,Installation,Last Name)					
Name:	Command:	Dept:	Installation:	Training Due Date:	Last Medical Evaluation:
1. Appleby,Kenneth Miguel III	HGW VP Squad(UIC: NHGW10)	ADMIN	HGW Maryville Facility	5/9/2006	None.
2. Gaither,Adam	HGW VP Squad(UIC: NHGW10)	030	HGW Maryville Facility	6/1/2006	None.
3. McIntosh,Mary	HGW VP Squad(UIC: NHGW10)	040	HGW Maryville Facility	5/9/2006	None.
4. Oldam,David	HGW VP Squad(UIC: NHGW10)	220	HGW Maryville Facility	7/26/2006	None.

Close Window Print

Medical Surveillance Programs



This is a report that gives a list of all the different medical surveillance programs each of your direct reports are in according to the duty/tasks assigned.

Close Window Print **Stressor Listing** 9 # Records Meeting Search Criteria.

Command: HGW VP Squad - UIC:NHW10 : HGW and Associates Training VP Squad		
Stressor	Description	# of People
1. Blood & Body Fluids	(178) Blood & Body Fluids	1
2. Chromic Acid/Chromium (VI)	(133) Chromic Acid/Chromium (VI)	2
3. Isocyanates	(196) Isocyanates	2
4. Lead	(161) Lead	1
5. M.V.O. other than DOT	(712) Motor Vehicle Operator other than DOT	1
6. Noise	(503) Noise	2
7. Police/Guard Security	(714) Police/Guard Security	1
8. Respirator User	(716) Respiratory User	2
9. Sight Conservation	(510) Sight Conservation	2

This is a report that gives a list of all the duty/tasks are assigned to your direct reports.

Duty/Task Listing		6 # Records Meeting Search Criteria.
Duty/Task	Command: HGW VP Squad - UIC:NHGW10 : HGW and Associates Training VP Squad	
Type	Description	# of People
1. CBRNE First Responder - Civilian	For civilian personnel who are required to wear a CBRNE (Chemical Biological Radiological Nuclear or Explosive) Respirator	1
2. Police Officer	Personnel provide law enforcement and security duties to include but not limited to accident investigation, detainment of suspects, etc. (Police Officer 083)	1
3. Aircraft Painter	Performs the following: spray painting with epoxy or polyurethane, airframes surface preparation, buffing leading edge.	2
4. Non-Supervisor	Non-Supervisor	7
5. Work Center 120 Airframes	For personnel that work in the HGW Airframes department.	1
6. Supervisor	For Supervisors that have direct reports	1



OJT Given By Supervisor

This is also an area that is only for supervisors. This is where a supervisor can find material for training they may conduct in the workplace for their direct reports. After having completed that training the supervisor can then return to this area and record they have done that training.

Profile	Enroll in Upcoming Classes	Command Reports	Supervisor Tools	OJT Given By Supervisor	Bugs	ESAMS Main	LOG OUT
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OJT Course Listing	
NAVIGATE TO: PHYSICAL HAZARDS CHEMICAL HAZARDS RADIATION TRAFFIC SAFETY STOP UNITS	
BASIC REQUIREMENTS	
Monthly Safety Talks - Given	
This area is for supervisors only. Monthly safety topics are posted for retrieval by supervisors for use in the monthly safety talks required by NAVOSH.	
HAZCOM Training Job/Chemical Specific (OJT by Supervisor)	
On an annual basis, supervisors are responsible for educating their employees about the hazards in their workplace. This Training Guide was created to assist Supervisors with their annual site-specific training responsibilities.	
Job Hazard Analysis Training	
JHA Training: OJT by Supervisor	
Ergonomic Baseline (conducted by the Supervisor)	
Ergonomic assessment surveys and checklists for supervisors to use as an aide in their employee work area assessments.	
Reproductive Hazards Training - Annual (OJT by Supervisor)	

Monthly Safety Talks – An OJT example

When you click on the Monthly Safety Talks link you will find a page that has material you may choose to use in giving your safety talk, a link to get a sign in sheet, and a button to record that you have completed your safety talk.

Record Return to OJT Area	
Monthly Safety Talks for July	
<p>Supervisors, in accordance with OPNAVINST 5100.23 SERIES, are required to conduct safety talks with their employees on a monthly basis. The safety talks can be included in staff meetings or brief 5 minute stand up safety meetings.</p> <p>Because the Command is comprised primarily of administrative functions, there is no requirement to have employees sign a sheet that states they have participated in the Monthly Safety Training.</p> <p>The Command Safety Department will post a different safety topic each month for the supervisor's use which can be retrieved from this page. The safety topics will automatically be updated on the first of each month and will remain posted for the entire month.</p> <p>As part of the TRAINING METRICS each supervisor is required to submit a Supervisor's Record of Completion in order to receive credit for conducting the Safety Training. The record of completion must be submitted during the month of the safety talk.</p>	
Get Safety Topic for July: Heat Illness	
Get Safety Topic for Next Month: Off the Job Safety	
Click here for a blank Monthly Safety Talk sign in sheet	

Recording Your Safety Talk – The Basics



When you click record you will receive a page to input the information concerning the class that you conducted. Make sure you record the date you conducted the class, the topic, and any notes about the class that you need to record.

Record Monthly Safety Topics Training	
Section 1	
If you used a different safety topic please change accordingly in the Safety Topic box below.	
Safety Topic: <input type="text" value="Heat Illness"/>	Date Submitted: 7/20/2006
Supervisor Completing Monthly Safety Talk Requirement for : July, 2006	Forks, Jacob
Class Date: <input type="text" value="07/20/2006"/> (Defaults to current date)	
Notes: <input type="text"/>	

Recording Your Safety Talk – The Recipients



You also need to record who received the safety talk information. Your direct report list will already be shown with a check next to each persons name. You can add people by group or by individual. Uncheck the box of those that did not receive the information and click the save record button.

4. Additional Supervisor:(optional)	<input type="text"/>
5. Additional Supervisor:(optional)	<input type="text"/>
Section 2 - Personnel selected below will receive credit for Monthly Safety Talks - Received. NOTE: Supervisors need credit for Monthly Safety Talks - Given and should be listed in Section 1 above.	
Name(Last,First)	Select ALL: <input type="checkbox"/> Personnel Receiving Safety Talk
1. COLLINS, DANIEL	<input checked="" type="checkbox"/>
2. danvers, ann	<input checked="" type="checkbox"/>
3. Mills, Suzy	<input checked="" type="checkbox"/>
4. newcastle, Jen	<input checked="" type="checkbox"/>
5. Norfolk, Michael	<input checked="" type="checkbox"/>
6. slayton, fulda	<input checked="" type="checkbox"/>
7. Teacher, Clarence	<input checked="" type="checkbox"/>
8. Vegas, Viva	<input checked="" type="checkbox"/>
You may add an employee other than a direct report by clicking on the ▼ symbol to open a search window. Select the correct employee and click on their name to return it to the text box below. Next add them to the list by clicking the add button.	
<input type="text"/>	<input type="button" value="Add To Class List"/>
<input type="button" value="Save Record"/> <input type="button" value="Return to OJT Area"/> <input type="button" value="Email Questions/Comments"/>	

Required On-line Training

The On-Line Web Training area is divided into two tables. The top table is a smart table and provides the person logged into ESAMS with a listing of the on-line web training available on ESAMS that the individual is required to take. The table also tells the individual when they need to take the training and if the dates are red the individual is overdue for the training.

ESAMS Main	Required On-line Training for Bray, Jim Beethoven	LOG OUT
Training Topics		Date Needed
Lead Awareness - Non-Lead Workers (Possible Contact)		4/3/2006
Hearing Conservation Training		4/3/2006
Sight Conservation Training		4/3/2006
Safety and Environmental Orientation for Non-Supervisors (NDW)		4/3/2006
Ergonomic Awareness Training		4/28/2006

The bottom table lists all the available on-line training for the individual's region. The individual may take any of the training at anytime. When they take the training and pass the test the training will show up in the individual's training history.

Available On-Line Courses
1. Action Directive for Implementing ESAMS Required Reading (One-time Only)
HQ has made the Administrative Message, "Action Directive for Implementing ESAMS" required reading for Top Management.
2. ESAMS System Training for Supervisors (Web or Classroom)
The ESAMS system provides automated assistance as well as technical support from the HGW and Associates staff. The various components of HGWs ESAMS system that you as a supervisor will be concerned with are discussed in this training.

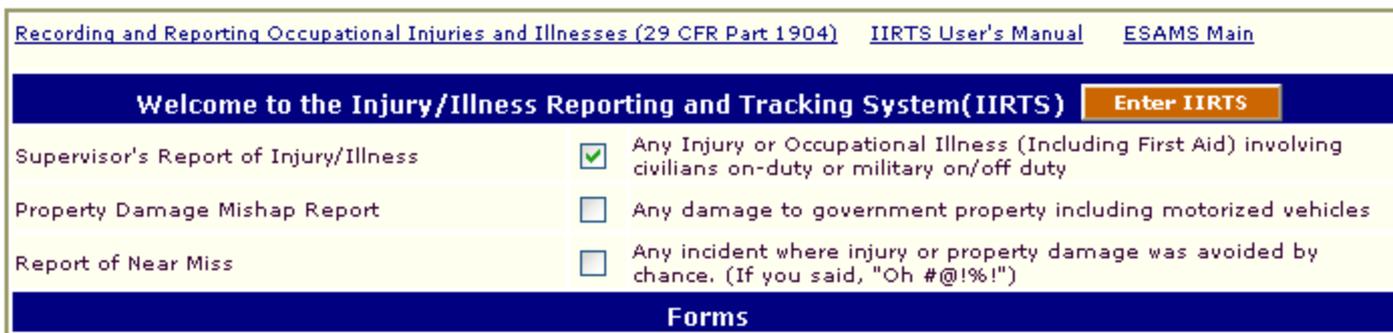
[Return to ESAMS Main Page](#)

The On-line Forms

The Mishap Reporting area allows the supervisor to report three different mishap types on-line. They are:

- Supervisor's Report of Injury/Illness
- Property Damage
- Near Miss

Check the box of the report you want to fill out and click the "Enter IIRTS" button.



Recording and Reporting Occupational Injuries and Illnesses (29 CFR Part 1904) [IIRTS User's Manual](#) [ESAMS Main](#)

Welcome to the Injury/Illness Reporting and Tracking System(IIRTS) [Enter IIRTS](#)

Supervisor's Report of Injury/Illness	<input checked="" type="checkbox"/>	Any Injury or Occupational Illness (Including First Aid) involving civilians on-duty or military on/off duty
Property Damage Mishap Report	<input type="checkbox"/>	Any damage to government property including motorized vehicles
Report of Near Miss	<input type="checkbox"/>	Any incident where injury or property damage was avoided by chance. (If you said, "Oh #@!%!")

Forms

Before entering the on-line forms you may notice that The CA forms for civilian injuries or illnesses are available for you to print out and submit through your local channels. The CA forms available are:

- CA-1
- CA-2
- CA-10
- CA-17

The medical referral form mentioned in OPNAVINST 5100.23G is also available for you to print out.



Forms
If a CA form is required, download the form(s) using the links below and <u>follow your local instructions</u> .
<ul style="list-style-type: none">• CA-1: Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation• CA-2: Notice of Occupational Disease and Claim for Compensation• CA-10: Instructions for Injuries at Work• CA-17: Duty Status Report• <u>Medical Referral Form</u>

When you enter one of the on-line areas in Mishap Reporting you will see a hot list that will show you all the mishap reports that you have filed in the past or that you have been given permission to see. To view a report from you hotlist simply click on the hyperlink associated with that record.

Hot List of all your Direct Reports Records

Supervisor's Report of Injury - Submitted						
Name:	Status:	Activity:	Installation:	Injury on:	Facility Where Mishap Occurred:	
1. Baltimore , Pete	Initiated	HGW VP Squad	HGW Maryville Facility	7/13/06	HGW Maryville Facility	
2. Jacksonville , muggle	Initiated	HGW VP Squad	HGW Maryville Facility	7/13/06	Solway Annex	
Open Mishaps - Investigation by Safety Officer						
Name:	Status:	Activity:	Installation:	Injury on:	Facility Where Mishap Occurred:	
1. Appleby , Keneth	Open	HGW VP Squad	HGW Maryville Facility	11/29/04	HGW Main Facility	
2. Appleby , Keneth Mark A	Open	HGW VP Squad	HGW Maryville Facility	2/15/05	HGW Oak Ridge Facility	
3. Appleby , Keneth Miguel A	Open	HGW VP Squad	HGW Maryville Facility	10/20/05	HGW Maryville Facility	
4. Appleby , Kenneth Miguel Jr	Open	HGW VP Squad	HGW Maryville Facility	2/14/06	HGW Maryville Facility	
5. Bath , Tommy	Open	HGW VP Squad	HGW Maryville Facility	11/18/05	HGW Oak Ridge Facility	
6. Farley , Heather R.	Open	HGW VP Squad	HGW Oak Ridge Facility	10/12/05	HGW Maryville Facility	
7. Farley , Heather R.	Open	HGW VP Squad	HGW Oak Ridge Facility	10/13/05	HGW Maryville Facility	
8. Farley , Heather R.	Open	HGW VP Squad	HGW Oak Ridge Facility	10/17/05	HGW Maryville Facility	
9. Moore , Paul	Open	HGW VP Squad	HGW Maryville Facility	10/20/05	HGW Maryville Facility	

Submitting a New Report



When submitting a new report click the submit button above your hotlist. For an injury/illness report you will get a pop-up asking you to search and select the name of the individual who was injured or is ill. After selecting the name you will get the form to submit. For property damage or near miss the submit button will take you directly to the form to fill out on-line.

Submit New Supervisor's Report of Injury/Illness

Last Name (starts with):	<input type="text" value="buggs"/>
First Name (starts with):	<input type="text"/>
<input type="button" value="Return to Main Page"/>	<input type="button" value="Search"/>

Status: New Report		HGW Injury/Illness Reporting and Tracking System	
Section 1 - Injured Person Information		***FOR OFFICIAL USE ONLY***	
Required fields RED			
Injured Person: Last Name	Buggs	First	<input type="text" value="Steven"/>
		Middle	<input type="text" value="M."/>
		Suffix	<input type="text"/>
Command/UIC of Injured person:	HGW VP Squad / NHGW10		
Department/Code:	020	Installation:	HGW Maryville Facility
SSN:	***-**-****	Phone/Ext (Format 9991112345):	<input type="text" value="1112223333"/> / <input type="text"/>
Service/Status:	U.S. Navy - U. S. Appropriated Civ	Grade(Civilian)/Rank(Military):	WL08
Rate/Job Title:	Agricultural Engineering		Sex: M: <input checked="" type="checkbox"/> F: <input type="checkbox"/>

Section 1 - Injured Person Information

Using the injury report as an example, Section 1 will gather information from the database about the injured individual. The supervisor has a responsibility to check the information to make sure it is correct and complete information that may be missing. The red fields are required before submittal.

Submit		Spell Check		▼		Bugs		Help		ESAMS Main Page	
Status: New Report						HGW Injury/Illness Reporting and Tracking System					
Section 1 - Injured Person Information						***FOR OFFICIAL USE ONLY***					
Required fields RED											
Injured Person: Last Name Bugs		First Steven		Middle M.		Suffix					
Command/UIC of Injured person: HGW VP Squad / NHGW10						Installation: HGW Maryville Facility					
Department/Code: 020						SSN: ***-**-****					
Phone/Ext (Format 9991112345): 1112223333 /											
Service/Status: U.S. Navy - U. S. Appropriated Civ ▼						Grade (Civilian)/Rank (Military): WL08 ▼					
Rate/Job Title: Agricultural Engineering ▼						Sex: M: <input checked="" type="checkbox"/> F: <input type="checkbox"/>					
Birth Date: 10/20/1977 ▼						Supervisor: Luke, Steven A ▼					
Badge No: 12345						HR Job Title:					

Section 2 - Supervisor's Report of Mishap



Section 2 is the area to report the specific information about the actual injury. Again make sure the red fields are completed.

Section 2 - Supervisor's Report of Mishap by Bray, Jim

Installation where the mishap occurred (If applicable): ▼

If the mishap did not occur at a Navy installation, enter the location.

Did the mishap occur on base? (check for Yes)

Incident Date/Time (If this is an illness, input date reported): **Date:** ▼ **Time:** ▼

Dispensary Location: ▼ **On/Off Duty:** ▼

Time employee began work (On Duty Only): ▼ **Shift working when injured:** ▼

Project ID: **Job Order:**

Date Return to Work:(If Available) ▼ **Time Return to Work:(If Available)** ▼

Narrative:(Who, what, when, where and how) NOTE: Do NOT include personal identifiers, such as name.)

Please provide any additional information, interim corrective actions, or recommendations to prevent a recurrence, that may help the Safety Office investigating the mishap.

Location of mishap - precisely state location where mishap occurred:

Activity at the time of injury: For example: bending, lifting, running etc.

Mishap Type: ▼ **Motor Vehicle Accident Type: (If applicable)** ▼

Mishap Report – Additional Supervisors



Additional supervisors can be selected to receive email notification of the mishap. Up to five additional supervisors can be selected. This is optional. Once every red field is complete simply click the submit button to send notification to safety and the additional supervisors.

Select additional supervisors that need access to this mishap. (the submitting supervisor, and/or the employee's supervisor already have access.):
Note: Each supervisor with access will receive an email notification.

1. Other Supervisor: ▼

2. Other Supervisor: ▼

3. Other Supervisor: ▼

4. Other Supervisor: ▼

5. Other Supervisor: ▼

▼

Respirator Use Questionnaire

Finding the Form

As a supervisor, if you have individuals who work for you that wear respirators you will need to fill out a form that gives details to the use of that respirator. To find the form click on the link that says “Complete a Respirator Use Questionnaire” under the section entitled “Supervisor Links”. You will then get a table that looks like this:

Employees (Click for Questionnaires)	Command	Dept.	Facility	Remove From My List	Enroll in Respirator Program
1. Appleby, Kenneth	HGW VP Squad	ADMIN	HGW Maryville Facility	Unassign!	Already Enrolled!
2. Gaither, Adam	HGW VP Squad	030	HGW Maryville Facility	Unassign!	Already Enrolled!
3. Greenville, Mi(NOT ENROLLED)	HGW VP Squad	N32-MA	HGW Maryville Facility	Unassign!	Enroll In RPPI
4. Gunters, Will(NOT ENROLLED)	HGW VP Squad	220	HGW Maryville Facility	Unassign!	Enroll In RPPI
5. Honoljlu, hi(NOT ENROLLED)	HGW VP Squad	0	HGW Main Facility	Unassign!	Enroll In RPPI
6. kaneohe, Ehu(NOT ENROLLED)	HGW VP Squad	050	HGW Main Facility	Unassign!	Enroll In RPPI
7. Kingsland, Michael(NOT ENROLLED)	HGW VP Squad	310	HGW Maryville Facility	Unassign!	Enroll In RPPI
8. Kittaning, george(NOT ENROLLED)	HGW VP Squad	310	HGW Maryville Facility	Unassign!	Enroll In RPPI
9. McIntosh, Mary	HGW VP Squad	040	HGW Maryville Facility	Unassign!	Already Enrolled!
10. Oldam, David	HGW VP Squad	220	HGW Maryville Facility	Unassign!	Already Enrolled!
11. Roast, Chuck(NOT ENROLLED)	HGW VP Squad	ADMIN	HGW Maryville Facility	Unassign!	Enroll In RPPI

If your list of direct reports is incomplete, please use the ▼ symbol to open a search window. Do not type the employee name into the text box below...use the search window which opens. From this new window, select the correct employee and click on their name to return it to the text box below. Next add them to your list by clicking the "Add to My List" button.

▼

Filling Out The Form



The table in the Respirator Use Questionnaire area works much like the table in the View and Assign Direct Reports area in that the supervisor can remove individuals from the table and add individuals to the table. The supervisor can also enroll individuals into the respirator program if they are not already enrolled. Individuals who are enrolled in the respirator program will have their name as a hyperlink. Click on their name to get their respirator use questionnaire.

<input type="button" value="Update Questionnaire"/> <input type="button" value="Main"/> <input type="button" value="Bugs"/> <input type="button" value="Help"/>			
Super Quest ID: 1071 4/27/2006			Respirator Use Questionnaire
Employee: Gaither, Adam	Phone: (111) 222-3333	Email: whiteng@hgwllc.com	
Supervisor: Bray, Jim Beethoven	Phone: (000) 000-0000	Email: whiteng@hgwllc.com	
CHECK THE TYPE OF RESPIRATOR(S) TO BE USED:			
1. Air-Supplied (Tight Fitting):	No	2. Air-Purifying (Powered) (Tight Fitting):	No
3. Air-Supplied (Hooded):	No	4. Air-Purifying (Powered) (Hooded):	No
5. Open-Circuit SCBA:	No	6. Combination Airline/SCBA:	No
7. Closed-Circuit SCBA:	No	8. Air-Purifying (Non-Powered):	Yes
		Filtering Facepiece: Yes	or Elastomeric: No
		N: No P: Yes R: No	95: No 99: Yes 100: No
		Type of Chemical Cartridge:	
Work Effort:	Moderate	Extent Of Usage:	Occasionally
Length of average work day in respirator:	0		
Special Work Conditions: (i.e. high places, temperature/humidity extremes, hazardous materials, other protective clothing worn, climbing etc.) test			
<input type="button" value="Update Questionnaire"/> <input type="button" value="Main"/> <input type="button" value="Bugs"/> <input type="button" value="Help"/>			

Reporting an Unsafe or Unhealthy Condition



Finding the Form

As an individual if you see an unsafe or unhealthy condition you have a responsibility to report that condition. You are to first report the condition to your supervisor. If the condition does not get corrected you can then report it through the on-line form. To find the form click on the link that says “Report or Check Status of an Unsafe/Unhealthy” under the section entitled “My Links”.

Navy Employee Report of Unsafe or Unhealthy Working Condition (Employee Concern)

The regulatory driver for reporting of unsafe or unhealthy working conditions is [OPNAV 5100.23 series, Chapter 10](#).

(Viewing This Document Requires Acrobat Reader)



HAZARD REPORTING: When you feel an unsafe or unhealthy working condition exists, you may orally report it to your immediate supervisor. If your supervisor takes no action on the report, or you desire to remain anonymous, fill out a Navy Employee Report of Unsafe/Unhealthy Working Condition Form OPNAV 5100/11 and forward it to or submit a report electronically.

Options available for Unsafe or Unhealthy
Submit a Report On-Line
Check the status of an existing report
Print a blank form
Instructions on Filing an Appeal of an Unsafe or Unhealthy Finding
ESAMS Main

Submitting a Report On-line



To submit a report you can print off the blank form and fill it out then deposit it in a box provided for you by your local Safety Office. Your section option is to fill out the form online. You need to fill out all the red fields and use the pull downs to populate some of the fields. Once completed you click the submit button and it will be sent to the Safety Office. You can fill out the on-line form anonymously.

Navy Employee Report of Unsafe or Unhealthful Working Condition

Click [Appeals Process for the reported Unsafe/Unhealthful Working Condition](#) for detailed information about your right to appeal determinations made regarding a Unsafe/Unhealthful Working Condition.

Required fields are **bolded** (in red). When ever you see this symbol, ▼, click on it to get a criteria selection pop up to select the information you need to populate the associated text box.

This form is provided for the assistance of an Employee and is not intended to constitute the only method by which a report may be submitted.

Date or period of the alleged violation(if applicable.) ▼

1. The undersigned (**Employee** **Representative of Employee(s)**) believes that a violation of an occupational safety or health standard which is a job safety or health hazard has occurred at:

a. Navy installation/activity:

Activity: ▼ Installation: ▼

b. Building or worksite where alleged violation is located, including address:

2. Name and Phone number of Government Supervisor at site of violation:

Last Name: First Name: Phone(only Digits):

Checking the Status of Your On-line Report



After you have submitted the report on-line you will receive a Case Number. You can use this case number to check on the status of your report. The Safety Office has an obligation to post in the area what they are doing to correct the problem.

Case number

200610590511

Welcome to OECs Status Check!

Bugs

Case Number: Unsafe/Unhealthful

To view the status of a submitted report, enter the Case Number above and click on the "Search" button

Unsafe/Unhealthfuls Information:		
Case Number:	Status:	Investigating Safety Officer:
1. 200610590511	Submitted	None. (Report not opened yet)

[Return to Main](#)

Facility Executive Safety Summary

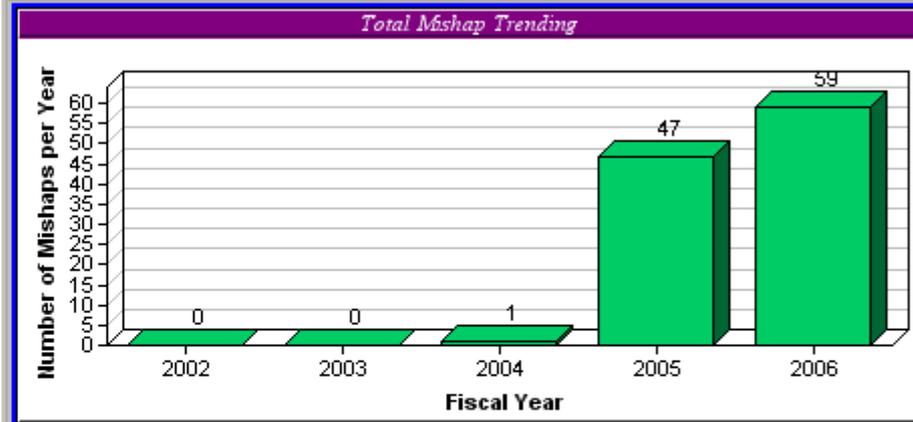
Welcome John

Thursday, July 20, 2006

1:45:05 P.M.

Mishaps 	2005	2006
Military On-Duty Mishaps:	28	21
Military Off-Duty Mishaps:	5	4
Civilian (On-Duty) Mishaps:	8	29
Property Damage:	5	9
Lost Time Work Days:	54	171
Traffic Related Mishaps:	8	1
Alcohol Related Mishaps:	1	1
Drug Related Mishaps:	0	0
Drug and Alcohol Related Mishaps:	1	1

Graphical Information



Inspections/Deficiencies:	2005	2006	
Total Inspections Performed:	208	165	
Risk Assessment (RAC):	ALL Open	Total FY 2005	Total FY 2006
1-Critical	11	19	12
2-Serious	20	30	20
3-Moderate	29	47	34
Other	124	158	129

Personnel Information

Number of Personnel:	869	
OSH Training (ReportCard)	2005	2006
Percentage of Required Training Completed: 	76% (2039/2699)	41% (1941/4698)
Safety Perception Survey information (for FY: 2006)		
Employee:	4	
Supervisor:	2	



FAIR DATABASE ROLES



<i>FAIR Database Roles</i>	<i>Description of Role</i>
Administrator	Administers the database and determines who has access
Safety Manager	Oversees/Coordinates/Reports Field Office Data
Field Office User	Reports Contractor Mishap and Man Hour Field Office Data
Read Only Print View Only	Can view, print, and download data. This data will exclude injured person's name and age
Read Only Without Print View Only	Cannot Print or Download Data through the application

FAIR HOME PAGE



Contractor Mishap Manhour Reports Home Help Print Submit Logout Send Comments

FAIR [FAIR - Home](#)

Facility Accident & Incident Reporting

The Facility Accident and Incident Reporting (FAIR) Database is maintained by the Naval Facilities Safety and Health Office and data is collected from Naval Facilities Safety and Health Reporting Activities. The function of FAIR is to report, track, and analyze facility related accidents resulting from an injury or death to contractor personnel, and/or any property damage, as well as report on a quarterly basis contractor manhours and Days Away, Restricted or Transferred (DART) cases. This database allows contractor accident/incident manhour data to be input by any NAVFAC activity. High-level reporting thresholds of the Navy Safety Center do not currently capture the type of contractor mishap data needed for program decisions within NAVFAC.

To view the current Command/FEC/Field Office organizational structure used in FAIR please click on the following link: [FAIR Command/FEC/Field Office Structure](#)

To retrieve a FAIR Contractor Significant Incident Report (CSIR) form for use in the field and/or distribution to contractor personnel, please click on one of the following links: [MS Word](#), [Adobe PDF](#), or [Adobe PDF \(form fill version\)](#)

To retrieve a tailored list of questions that can assist in investigating and documenting various types of incidents, please view the Special Questions document in one of the following formats: [Adobe PDF](#) or [MS Word](#)

To begin your report, please select one of the options at the top of the page (i.e. Contractor Mishap). For your convenience, we have added a [Help](#) site to assist you with any question you may have while using FAIR. To print a copy of the user manual please click on the following link: [User Manual](#)

Send comments and questions to: webmaster@navfac.safety. We encourage your feedback.

In the absence of prior written approval from NAVFAC Code SF, the release of mishap reports in the FAIR database, in whole or in part, to individuals or entities outside the Naval Facilities Engineering Command is prohibited. Mishap reports are prepared for internal agency use and may include opinions, conclusions, and

FAIR - FIELD OFFICE ROLE



Those users that have been approved, as a Field Office role, will have the following capabilities:

- *Contractor Mishap*

- Insert, update, view, and print contractor mishap report data for all activities to which access was granted.
- Download Contractor Mishap Data to MS Excel, through the 'Download Summary Data' menu item for all activities to which access was granted.
- View and print Summary Reports

- *Man-hour Reports*

- Insert, update, view, and print man-hour Field Office data for all activities to which access was granted.
- Download man-hour data to MS Excel, through the 'Download Summary Data' menu item for all activities to which access was granted.
- View and print Summary Reports

FAIR SAFETY MANAGER ROLE



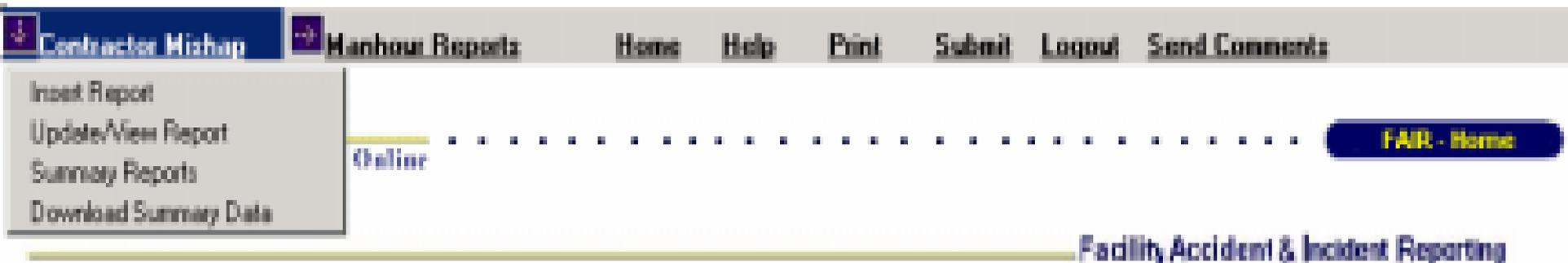
A Safety Manager Role in the FAIR Database has the same functionality as a Field Office Role, in that the users can insert, update, view, and print contractor mishap reports and man-hour report data, view all summary reports, and download all summary data. In addition, they have the following option:

- *Contractor Mishap*
- Check Pending Reports

CONTRACTOR MISHAPS – INSERT REPORT



- Please view the following screen shot as a visual representation of what a Field Office user would see when selecting the 'Contractor Mishap' drop-down menu. Safety Managers get one additional option for 'Check Pending Reports'.



MISHAP INVESTIGATION & REPORTING - FAIR



- **CSIR Info is entered into FAIR**
 - http://www.navfac.navy.mil/safety/Fair_3_0/forms/fsetmain.htm
- **Web-based FAIR Version**
 - **Management Review**
 - **Safety and Occupational Health Office Review**
 - **Attachments**
 - **Special Questions**
 - **Downloadable/Printable CSIR forms, Special Questions, User Manual, Mishap & Man-hour Summary Reports**

MISHAP INVESTIGATION CSIR FORM



- GENERAL INFORMATION
 - **CONTRACTING ACTIVITY/OICC/ROICC**
 - **ACCIDENT CLASSIFICATION**
- PERSONAL INFORMATION
 - **NAME**
 - **EMPLOYER, SUPERVISOR, & JOB TITLE**
 - **TRAINING**
- WITNESS INFORMATION

MISHAP INVESTIGATION CSIR FORM



- ACCIDENT CLASSIFICATION
 - INJURY, ILLNESS, FATALITY, PD, LESSONS LEARNED
 - INVOLVING
 - * Confined Spaces
 - * Crane/Rigging
 - * Diving
 - * Demolition/Renovation
 - * Electrical
 - * Equip/Motor Vehicle
 - * Falls
 - * Fire
 - * Hazardous Materials
 - * Waterfront Operations
 - * Trenching/Excavation
 - * Material Handling

**ADDITIONAL SPECIAL QUESTION FORM(S) AVAILABLE/TO
BE COMPLETED.**

MISHAP INVESTIGATION CSIR FORM



- Contractor Information
 - **Type of contract, Number & title**
 - **Prime & Sub info**
- Accident Description
 - **Date, time and location**
 - **Describe the accident in detail**
 - **Direct and Indirect Cause**
 - **Actions taken to prevent recurrence**
 - **Corrective Action Dates**

MISHAP INVESTIGATION CSIR FORM



- Accident Description (cont.)
 - PPE data
 - Data on equipment, hazardous materials, clean-up, medical efforts
 - Standards violated
- Injury/Illness/Fatality Info
 - Severity & Nature of injury
 - Days lost, hospitalized, and/or restricted duty
 - Type & Source

MISHAP INVESTIGATION CSIR FORM



- Causal Factors
 - Design
 - Environmental
 - Drug/Alcohol
 - Management
- OSHA Information
- Report Preparer
 - Name/info for NAVFAC employee conducting the investigation

FAIR – SAFETY OFFICE REVIEW



Contractor Michae Mishap Reports Home Help Print Submit Logout Send Comments

FAIR Online Contractor - Insert

- 1. General Information
- 2. Personal Information
- 3. Witness Information
- 4. Contractor Information
- 5. Accident Description
- 6. Injury Information
- 7. Causal Factors
- 8. OSHA
- 9. Report Preparer
- 10. Management Review
- 11. Safety Office Review
- Attachments
- Special Questions

11. Safety Office

A. Concur: Yes No

B. Additional Actions/Comments:

C. Reviewing Official:

Last Name

First Initial

Middle Initial

Title

D. Date Official Completed Form: (MMDDYY)

E. *Mishap Classifier:

F. Included in JAGMAN: Yes No

G. *Completed Report: Yes No

MISHAP INVESTIGATION CSIR FORM



- BIGGEST PROBLEMS

LEGIBILITY
COMPLETENESS

FAIR - CONTRACTOR MISHAPS – UPDATE/VIEW REPORT



[Contractor Mishap](#) [Member Reports](#) [Home](#) [Help](#) [Print](#) [Submit](#) [Logout](#) [Send Comments](#)

FAIR

Order

Search

Injured Person's Last Name	<input type="text"/>	FBC/MP/etc.	<input type="text"/>
Contractor's Name	<input type="text"/>	Severity of Injury	<input type="text"/>
Accident Date: (From)	<input type="text"/>	Type of Injury	<input type="text"/>
Accident Date: (To)	<input type="text"/>	Source of Injury	<input type="text"/>
Accident Class	<input type="text"/>	Nature of Injury	<input type="text"/>
Type of Contract	<input type="text"/>	Field Office	<input type="text"/>
Command/etc.	<input type="text"/>	Mishap Classifier	<input type="text"/>

Include Closed Field Offices

Search

Clear

FAIR - MAN-HOUR REPORTS - UPDATE/VIEW FIELD OFFICE DATA



Contractor: Bishop Manhour Reports Administration Home Help Print Submit Logout Send Comments

FAIR Help [FAIR Home](#)

For optimal viewing, 1024 by 768 pixels is recommended for monitor screen settings.
 Click on the Help menu to find out how to change your screen settings.
 To save changes, please scroll down and click on "Save Changes".

Field Office: FY: QTR: Include Closed Field Offices

Personal On Board: Military Civilian CASU

Search returned 1 records. [Printer Friendly Version](#) | [Data Entry Version](#)

Contract Number	Prime Contractor	Sub Contractor	Manhours	DART Cases	Industrial Group	Industrial Type	Delete
<input type="text" value="N62467-98-D-0295"/> <input type="button" value="Insert"/>	<input type="text" value="CH2M Hill Contractors, Inc."/> <input type="button" value="Insert"/>	<input type="text" value=""/> <input type="button" value="Insert"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="Infrastructure"/> <input type="button" value="Insert"/>	<input type="text" value="Remediation"/> <input type="button" value="Insert"/>	<input type="checkbox"/>
<input type="text" value=""/> <input type="button" value="Insert"/> <input type="button" value="Other"/>	<input type="text" value=""/> <input type="button" value="Insert"/> <input type="button" value="Other"/>	<input type="text" value=""/> <input type="button" value="Insert"/> <input type="button" value="Other"/>			<input type="text" value=""/> <input type="button" value="Insert"/>	<input type="text" value=""/> <input type="button" value="Insert"/>	<input type="checkbox"/>

BALANCED SAFETY SCORECARD



- **USED FOR SELF ASSESSMENTS**

- ANNUAL PR&MS REQUIRED BY OPNAVINST 5100.23G (OSHPA)
- CO
- PWO
- PRE-IG

- **NAVFAC Balanced Safety Scorecard User's Guide**

- [\\Naeanrfkfs17\navfac2\\$\LRNX\NFECL\BO\NAVFAC-Safety-Scorecard](\\Naeanrfkfs17\navfac2$\LRNX\NFECL\BO\NAVFAC-Safety-Scorecard)

NAVIGATING THE LOCAL NAVFAC BALANCED SAFETY SCORECARD



To Top of Scorecard			To Parent Command				
PWD Great Lakes	Period	Rating	Performance	Goal	Comments/Notes/Totals/Overall:	PRMS Code	
PWD Great Lakes Local Safety & Health Assessment Scorecard Summary							
1	ESAMS Mishap Data	0	○	18	Energy Control Program (Lockout/Tagout)	0	○
2	FAIR Database (Contractor Mishaps)	0	○	19	Confined Space Entry (CSE) Program (Non-Maritime)	0	○
3	ESAMS Training Compliance Report	0	○	20	Bloodborne Pathogens	0	○
4	Hazardous Material Control and Management	0	○	21	Indoor Air Quality Management	0	○
5	Occupational Health	0	○	22	Weight Handling Equipment	0	○
6	SOH Inspection Program	0	○	23	Safety and Occupational Health Awards Program Ashore	0	○
7	Employee Reports of Unsafe/Unhealthy Working Conditions	0	○	24	Contract/Contractor Oversight	0	○
8	Inspections/Investigations of Workplaces by Federal/State Officials	0	○	26	A&E Safety	0	○
9	Fall Protection	0	○	27	FECA Interface	0	○
10	Mishap Investigation & Reporting	0	○	28	Diving Safety	0	○
11	Respiratory Protection	0	○	29	IH Interface	0	○
12	Hearing Conservation and Noise Abatement	0	○	30	PPV	0	○
13	Sight Conservation	0	○	31	Trenching/Excavation	0	○
14	Personal Protective Equipment	0	○	32	Utilities, Transmission, Distribution Systems	0	○
15	Lead	0	○	33	Scaffolding	0	○
16	Non-ionizing Radiation	0	○	34	QRM	0	○
17	Ergonomics Program	0	○	35	PRMS Chart	Executive Summary	

LAGGING SAFETY METRICS



Lagging Safety Metrics:						
1	ESAMS Missing Data					
	Current population	Current			N/A	0
	Total Estimated Direct Missing Cost	2011			0	1
	Total Active Duty Missing	2011	0	0	0	2
	Criminal Missing	2011	0	0	0	2
	Total Ergonomic related missing	2011	0	0	0	2
	Total Respiratory related missing	2011	0	0	0	2
	Total Hearing loss missing	2011	0	0	0	2
	Total Motor Vehicle related missing	2011	0	0	0	2
	Total Caught Between	2011	0	0	0	2
	Total Electrical Shock/ Burn	2011	0	0	0	2
	Total Slip/Trip/Fall Related Missing	2011	0	0	0	2
	Total PPE Related Missing	2011	0	0	0	2
	Total Light Duty Days	2011	0	0	0	2
	Total Days Away	2011	0	0	0	2

SAMPLE SCORECARD SECTION



3	ESAMS Training Compliance Report	PERIOD	RATING	PERFORMANCE	COMMENTS	PR&MS CODE
	% of population accomplishing required training overall:	Current	0 0		1 0 0 %	3
	% having duties tasks assigned.	Current	0 0		1 0 0 %	1
	% of required NAVFAC Safety Orientation for Top Level Management Training	Current	0 0		1 0 0 %	1
	% of NAVFAC ORM Training	Current	0 0		1 0 0 %	3
	% of required asbestos awareness training	Current	0 0		1 0 0 %	3
	% of required respirator training	Current	0 0		1 0 0 %	3

Program Measurement - METRICS



- **Formulas**

- **TCIR = FATALITY + DART + MEDICAL OTHER THAN FIRST AID**
- **DART = CASES INVOLVING DAYS AWAY FROM WORK, RESTRICTED ACTIVITY OR TRANSFER TO ANOTHER JOB**
- **LTCR = CASES INVOLVING ENTIRE LOST WORK DAY OR DAYS**

NOTE; FIRST AID CASES AND NEAR MISSES ARE RECORDED BUT NOT REFLECTED IN OUR RATES

- **Where numbers come from**

- **REPORTS – ESAMS OR FAIR**
- **POPULATION - ePEOPLE**

- **What they mean**

- **NORMALIZED DATA – 200,000 HOURS = 100 MAN YEARS**
- **MAN YEAR = (50 WEEKS X 40 HOURS/WEEK) = 2000 HOURS**

TOTAL CASE RATES



Annual Military and Civilian On-Duty Total Case Rate:

- $\frac{\text{*Total Number of Injuries X 200,000}}{\text{End Strength X 2000 HRS}}$

Annual Military Off-Duty Total Case Rate:

- $\frac{\text{*Number of recorded off-duty injuries X 200,000}}{\text{End Strength X 3760 HRS}}$

- Number of injuries/death (deaths, lost time, no lost time, first aid) recorded on the Log of Navy Injuries and Illnesses.

Source: OPNAVINST 5100.23G, Appendix 32-B

DART CASE RATES



- Total Number of DART Cases X 200,000
End Strength X 2000 HRS
- **DART cases**
 - Days Away From Work
 - Restricted Activity
 - Transfer To Another Job

- **Restricted work activity occurs if the employee:**
 - 1) **Cannot work a full shift**
 - 2) **Cannot perform all of his or her routine job functions, defined as any duty he or she regularly performs at least once a week**

- **Restricted work activity limited to the day of injury does not make case recordable**

- **Day Counts: Count Calendar Days; 180 day cap on count**

LOST TIME CASE RATES



- a. Military and Civilian On-Duty Lost Time Case Rate:

- **
$$\frac{\text{Number of all On-duty lost time/deaths} \times 200,000}{\text{End strength} \times 2000 \text{ HRS}}$$

- b. Military Off-duty Lost Time Case Rate:

- **
$$\frac{\text{Number of off-duty lost time/deaths} \times 200,000}{\text{End strength} \times 3760 \text{ HRS}}$$

- *Number of injuries/death (deaths, lost time, no lost time, first aid) recorded on the Log of Navy Injuries and Illnesses.
- **Number of lost time/death mishaps recorded on the Log of Navy Injuries and Illnesses.

Source: OPNAVINST 5100.23G, Appendix 32-B

Injury/Illness Incidence Rate (IIR)



$$\text{IIR} = [A / (M + C)] \times 200,000$$

- A = total injuries/occupational illnesses including fatalities, lost/no-lost time cases, first aid cases reported on OSHA 300 Log.
- M = the command's military personnel and strength for the reporting period multiplied by 2,000 (Note: 2,000 is the appropriate multiplier only when an annual IIR is being calculated. This multiplier should be adjusted up or down in proportion to the time period in question for any IIR calculations for time periods other than annual. For example, use 1,000 for a 6-month IIR, use 10,000 for a 5-year IIR).
- C = civilian staffing multiplied by 2000 or the total man hours worked by civilian employees of the command during the reporting period, as provided by the Comptroller.

Note: Under 29 CFR 1904, first aid injuries are exempt from recordkeeping.

- **Whole Building Design Guide** - <http://www.wbdg.org/>
- **NAVFAC home Page** -
 - https://portal.navfac.navy.mil/portal/page/portal/NAVFAC/NAVFAC_WW_PP/NAVFAC_HQ_PP/NAVFAC_SF_PP
 - <https://portal.navfac.navy.mil/portal/page/portal/sf/tab4027429>
- **Safety Shack** -
https://portal.navfac.navy.mil/portal/page/portal/navfac/navfac_ww_pp/navfac_navfac_lant_pp/lant_bl/lant_ci/ci_lant_safetyshack
- **LANT Web Site** -
https://portal.navfac.navy.mil/portal/page/portal/sf/navfac_lant/
- **Naval Safety Center** - <http://safetycenter.navy.mil/index.asp>
- **OSHA** - <http://www.osha.gov/>
 - **Standards and Interpretations**
 - **Training material**
 - **Establishment searches**

FEC SAFETY WEB SITES



- **SOUTHWEST -**
<https://portal.navfac.navy.mil/portal/page/portal/sf/navfacsw>
- **NORTHWEST –**
<https://portal.navfac.navy.mil/portal/page/portal/navfacnw/safety>
- **MIDWEST –**
https://portal.navfac.navy.mil/portal/page/portal/navfacmw/functional_areas/Safety
- **MIDLANT -**
<https://portal.navfac.navy.mil/portal/page/portal/sf/navfacmidlant>
- **SOUTHEAST –**
https://portal.navfac.navy.mil/portal/page/portal/sf/southeast/so_p_for_elec_wk
- **WASHINGTON -**
https://portal.navfac.navy.mil/portal/page/portal/NAVFACWASH/COMMAND_STAFF/SAFETY
- **EUR/SWA -**
https://portal.navfac.navy.mil/portal/page/portal/navfaceur/eur_safety

- <http://www.wbdg.org/>

- **CONTENTS**

- [Unified Facilities Criteria](#)
- [Unified Facilities Guide Specifications \(UFGS\)](#)
- **NATIONAL CONSENSUS STANDARDS**
- **CONSTRUCTION CRITERIA BASE**
- **MILITARY STANDARDS (MIL STD)**

NAVFAC Contract Safety Resource Web Page



- Provides public access to the NAVFAC Contract Safety Resource web page
- Assists the NAVFAC contractor community and the NAVFAC contract oversight community with Safety resources
- Reduces research time and provides consistent safety information in NAVFAC contracts
- Serves as a centralized web based communication tool to the NAVFAC contracting community
- 6 Safety Resource Tabs on the web page
- https://portal.navfac.navy.mil/portal/page?_pageid=181,3460598,181_3460741&_dad=portal&_schema=PORTAL&_calledfrom=2

Contractor Safety Forms Resource Tab



Safety Shack - Microsoft Internet Explorer provided by NAVFAC EURSWA CIO

File Edit View Favorites Tools Help

Address https://portal.navfac.navy.mil/portal/page?_pageid=181,3460598,181_3460741&_dad=portal&_schema=PORTAL&_calledfrom=2

Employees Client SEARCH

About Us Document Library Business Opportunities Organization Contact Us Seabees

NAVFAC > NAVFAC Worldwide > NAVFAC Atlantic > Capital Improvements > Safety Shack
Safety Culture Expectation

Contractor partners:

Your partnership with us in the safety program is vital to our collective success. We share in your concern for assuring products and services are delivered safely maintaining client mission readiness without disruption or endangerment to contractor or military personnel.

Safety is a key component of production.

Make your goal "ZERO" the expectation by not tolerating anything less.

Contractor Safety Forms Resource Safety Requirements Safety Checklists Mishap Lessons Learned Accident Reporting Safety Sub Categories

Contractor Resources

- [EM 385 Accident Prevention Plan Review Checklist](#)
- [Activity Hazard Analysis \(AHA\) Blank Form](#)
- [Contractor Monthly Site Safety Evaluation Checklist](#)
- [Crane Certification](#)
- [Crane Entry Package Forms](#)

Home Careers FAQs Contact NAVFAC Search Accessibility FOIA NAVFAC IG No Fear Act Sitemap

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Done

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Safety Requirements Tab



Safety Shack - Microsoft Internet Explorer provided by NAVFAC EURSWA CIO

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address https://portal.navfac.navy.mil/portal/page?_pageid=181,3460598,181_3460678&_dad=portal&_schema=PORTAL&_calledfrom=2 Go Links

NAVFAC
Naval Facilities Engineering Command

Employees Client SEARCH

About Us Document Library Business Opportunities Organization Contact Us Seabees

NAVFAC > NAVFAC Worldwide > NAVFAC Atlantic > Capital Improvements > Safety Shack
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Contractor Safety Forms Resource **Safety Requirements** Safety Checklists Mishap Lessons Learned Accident Reporting Safety Sub Categories

Safety Requirements

EM 385-1-1 Web Based training
Information that allows users to accomplish EM 385-1-1 Training

USACE EM 385-1-1 (2003)

OSHA 29 CFR 1926

OSHA Outreach Training Resources

Home Careers FAQs Contact NAVFAC Search Accessibility FOIA NAVFAC IG No Fear Act Sitemap

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start Inbox - Microsoft O... 16 Reminders FW: Safety Hazard... URL - Message (Plai... Safety Shack - Micro... Microsoft PowerPoin... Internet 7:40 AM

Safety Checklists Tab



A screenshot of a Microsoft Internet Explorer browser window displaying the NAVFAC website. The browser's address bar shows the URL: https://portal.navy.mil/portal/page?_pageid=181,3460598,181_6194547&_dad=portal&_schema=PORTAL&_calledfrom=2. The NAVFAC logo is prominently displayed at the top left of the page content. A navigation menu includes links for "About Us", "Document Library", "Business Opportunities", "Organization", "Contact Us", and "Seabees". A search bar is located on the right side of the page. The main content area is titled "Safety Culture Expectation" and includes a section for "Contractor partners:" with a paragraph of text and a bolded statement: "Safety is a key component of production." Below this, a navigation bar highlights the "Safety Checklists" tab. A list of various safety checklist links is provided, including "Safety Program Management Checklist", "Required Safety Plans Checklist", "Accident Prevention Plan Review Checklist", "Housekeeping Safety Checklist 08", "Personal Protective Equipment PPE Safety Checklist", "Demolition Safety Checklist 08", "Fall Protection Safety Checklist 08", "Ladder Safety Checklist", "Articulating Boom Daily Walk Around Checklist 08", "Articulating Boom Platform Guide Sheet 08", "Metal Scaffold Safety Checklist 08", "Scaffold Systems Safety Checklist (Other)", "Scaffold Safe Practices Guide 08", "Structural Steel Safety Checklist", "Tower Safety Checklist", "Mobile Equipment Safety Checklist 2008", "Machinery & Mechanized Equip Safety Checklist 2008", "Motor Vehicle Safety Checklist", "Hydraulic Excavator 2008", "Dump Truck Safety Checklist", "Conveyor Safety Checklist 08", "Crawler & Truck Mount Cranes 08", "Pile Driver Safety Checklist 08", "Rigging Safety Checklist", "Critical Lift Safety Checklist", "Material Hoisting Safety Checklist", and "Confined Space Safety Checklist 08". The Windows taskbar at the bottom shows the Start button and several open applications, including Microsoft Office, reminders, and the current browser window. The system clock indicates the time is 7:40 AM on 10/25/2013.

Mishap Lessons Learned Tab



Screenshot of a Microsoft Internet Explorer browser window displaying the NAVFAC website. The browser title is "Safety Shack - Microsoft Internet Explorer provided by NAVFAC EURSWA CIO". The address bar shows the URL: https://portal.navfac.navy.mil/portal/page?_pageid=181,3460598,181_3460685&_dad=portal&_schema=PORTAL&_calledfrom=2. The NAVFAC logo is prominently displayed at the top left of the page content. Below the logo is a navigation menu with links: About Us, Document Library, Business Opportunities, Organization, Contact Us, and Seabees. A search bar is located on the right side of the page. The main content area features a section titled "Contractor partners:" with a paragraph: "Your partnership with us in the safety program is vital to our collective success. We share in your concern for assuring products and services are delivered safely maintaining client mission readiness without disruption or endangerment to contractor or military personnel." Below this is the statement "Safety is a key component of production." and the goal "Make your goal 'ZERO' the expectation by not tolerating anything less." A horizontal menu below the text includes: Contractor Safety Forms Resource, Safety Requirements, Safety Checklists, Mishap Lessons Learned (highlighted), Accident Reporting, and Safety Sub Categories. Under the "Mishap Lessons Learned" tab, a list of links is provided, including: Dump Truck overturn 12-08, Dump truck Power Line Contact Apr 07, Dump Truck Power Line Contact 2-07, Burn while refueling equipment 5-07, Burn refueling weed wacker 4-07, Articulating Platform Roll Over 3 - 07, Crane hook failure 3-07, Back hoe overturn 5-07, Crushed by concrete pipe 7-07, Traffic (bus) accident 4-07, Overturned extendable boom forklift 9-07, Metal Box Laceration Apr 07, Jack hammer air hose failure 8-07, Fall through opening 5-07, Fall From Utility Bucket Truck Sep-07, Fall from height structural steel painting 3-07, Excavator Rigging Mishap Lessons Learned 1-07, Equipment dropped load (trenchbox) 8-07, Electrical Shock 6-07, Conveyor system (crushed) 6-06, Roller Equipment Rollover 11-06, FIRE LESSONS 6-06, Fall From Scaffold 10-06, Wooden truss collapse 1-06, Waterfront Operations skid steer loader 4-06, and a partially visible link "Crushed by concrete pipe 8-07". The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft O..., 16 Reminders, FW: Safety Hazard..., URL - Message (Plai..., Safety Shack - Micro..., Microsoft PowerPoin...), and system tray icons including Internet, network, and time (7:40 AM).

Accident Reporting Tab



Screenshot of a Microsoft Internet Explorer browser window displaying the NAVFAC website. The browser title is "Safety Shack - Microsoft Internet Explorer provided by NAVFAC EURSWA CIO". The address bar shows the URL: https://portal.navfac.navy.mil/portal/page?_pageid=181,3460598,181_3460732&_dad=portal&_schema=PORTAL&_calledfrom=2.

The website header includes the NAVFAC logo (Naval Facilities Engineering Command) and a search bar. The navigation menu contains: About Us, Document Library, Business Opportunities, Organization, Contact Us, Seabees, Employees, and Client.

The main content area is titled "Safety Shack" and "Safety Culture Expectation". It features a section for "Contractor partners:" with the text: "Your partnership with us in the safety program is vital to our collective success. We share in your concern for assuring products and services are delivered safely maintaining client mission readiness without disruption or endangerment to contractor or military personnel." Below this is the slogan "Safety is a key component of production." and the phrase "Make your goal 'ZERO' the expectation by not tolerating anything less."

A navigation bar below the slogan includes: Contractor Safety Forms Resource, Safety Requirements, Safety Checklists, Mishap Lessons Learned, **Accident Reporting** (highlighted), and Safety Sub Categories.

Under the "Accident Reporting" tab, there are links for: Contractor Significant Incident Report (CSIR-1), Crane Accident Report, and CSIR Mishap Report Special questions.

The footer contains a navigation menu: Home, Careers, FAQs, Contact NAVFAC, Search, Accessibility, FOIA, NAVFAC IG, No Fear Act, Sitemap. Below the menu is the text: "This is an official U.S. Navy web site. Please read this Privacy Policy. GILS NUMBER DOD-USN-000702. 1322 Patterson Ave. SE, Suite 1000 Washington Navy Yard, D.C. 20374-5065".

The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft O..., 16 Reminders, FW: Safety Hazard..., URL - Message (Plai..., Safety Shack - Micro..., Microsoft PowerPoin...), and the system tray with the time 7:41 AM.

Safety Sub Categories Tab



Safety Shack - Microsoft Internet Explorer provided by NAVFAC EURSWA CIO

Address: https://portal.navy.mil/portal/page?_pageid=181,3460598,181_3460617&_dad=portal&_schema=PORTAL&_calledfrom=2

NAVFAC
Naval Facilities Engineering Command

Employees Client

NAVAFAC > NAVAFAC Worldwide > NAVAFAC Atlantic > Capital Improvements > Safety Shack
Safety Culture Expectation

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Contractor Safety Forms Resource | Safety Requirements | Safety Checklists | Mishap Lessons Learned | Accident Reporting | **Safety Sub Categories**

Crane Safety	Environmental Safety
Procedures Manual 5	Environmental Lead Plan Outline
Crane certification	Fall Protection Safety
EM 385-1-1 Required Crane Checklist	Fall Protection Guide
Critical Liftplan Checklist	Fall Protection Intro
Crane OA Check	Fall Protection Ladders Access
Navy Crane Center P-307	Fall Protection Roofing
Crane Rigging Terminology	Fall Protection Safety Accessories
Crane Awareness Training	Fall Protection Scaffolding
Technically Difficult Rigging Arrangements	Fall Protection Steel Erection
Pile Driver Checklist	Aerial Lift
Daily Crane Checklist	Work Platform Advisory
Electrical Safety	Welding Safety
ELECTRICAL SAFETY GUIDE.PDF	Welding Fire Protection 40 HR Presentation
Unified Facilities Criteria 3 560	Welding Checklist
Hazardous Energy Control Checklist	Confined Space Safety
Electrical Flash Burn 8-05	Confined Space Checklist
Electrical Flash burns 4-02	Equipment Safety
Electrical Shock 6-07	New Mobile Inspection Checklist
Electrical wrong cable cut 7-98	Heavy Equipment
	Dump Truck Checklist
	ROLL-OVER PROTECTION

Home | Careers | FAQs | Contact NAVFAC | Search | Accessibility | FOIA | NAVFAC IG | No Fear Act | Sitemap

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start | Inbox - Microsoft O... | 16 Reminders | FW: Safety Hazard... | URL - Message (Plai... | Safety Shack - Micro... | Microsoft PowerPoin... | Internet | 7:42 AM

- <https://portal.navfac.navy.mil/portal/page/portal/sf/tab4027434>
- **NAVFAC Safety Expert Contact Information**
Up to date resource listing NAVFAC Safety Experts, their expertise and contact information
- **PWD and ROICC Assigned Safety Professional Contact List**
List of Individuals Responsible for Safety Coordination at PWDs and Independent ROICCs
- **NAVFAC Mold Contacts**
Up to date resource listing NAVFAC Mold Experts and contact information
- **NAVFAC Construction Safety Program Managers**

LANT SAFETY STAFF - WHAT WE DO



- HQ PERSPECTIVE (ECHELON 2/3/4 INTERACTION)
- COMMUNITY MANAGEMENT (PD DEVELOPMENT/REVIEW, STAFFING, AND SELECTION)
- COLLABORATIVE SESSIONS – WORKSHOPS, SYMPOSIUMS, ETC.
- IG INSPECTIONS/PR&MS ASSESSMENTS
- TECHNICAL GUIDANCE AND REVIEW
- POLICY DEVELOPMENT/INTERPRETATION
- STRATEGIC PLANNING
- MEDIATOR
- DATA TREND ANALYSIS
- ON SITE CONSULTATION
- MISHAP INVESTIGATION
- SELF ASSESSMENT ASSISTANCE
- REVIEW AWARD PACKAGES
- INTERACT WITH CNIC, NAVSAFECEN, NCC, INDUSTRY, ETC.
- PARTICIPATE IN EXECUTIVE MANAGEMENT BOARDS – SMB, ESG, BOD, OAB, BAB
- COMMUNICATION MEDIUMS – WEB SITE, LESSONS LEARNED
- BRIEF INCOMING CO/XO/OPS

MISHAP/ACCIDENT REPORTING & INVESTIGATION



**MOST PROACTIVE ACTION TO AVOID
ACCIDENTS BY OUR CONTRACTORS**

ENSURE AHAs ARE DONE

ENSURE TRAINING FOR AHAs

ENSURE COMPETENT PERSONS

MOST REACTIVE ACTION

**ENSURE TIMELY & ACCURATE CSIR
AND INVESTIGATIONS ARE PERFORMED**

• WHY

- To prevent recurrences
- To predict problem areas based on past history
- To establish policies and procedures to ensure compliance with all safety and health regulations
- To protect life, limb and property

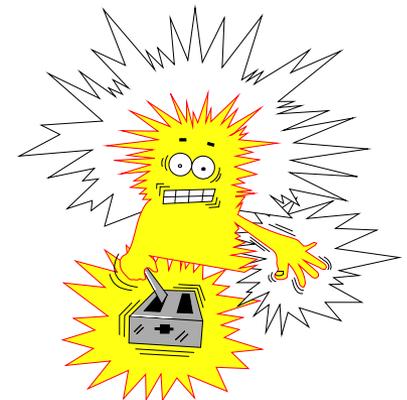


MISHAP INVESTIGATION & REPORTING



- **For contracts involving construction, demolition, alteration, maintenance, repair and services (including, RAC, BOS, JOC, SOC, BRAC, FSCC, ERN, etc.), where QA and/or project management services are provided by NAVFACENGCOM personnel, the contractor shall be required to provide to the Contracting Officer a Contractor Significant Incident Report (CSIR).**

- Employees are responsible to report all injury/illnesses
- Employers and immediate supervisors are responsible to report all injuries to the Designated Authority within 4 Hours



- Initial Notification to Contracting Officer
 - **Serious Mishaps - By “voice” within 4 hours followed by an initial CSIR within 24 hours & completed CSIR in 5 days.**
 - Fatality
 - Hospitalization of 3 or more workers
 - Property Damage in excess of \$200K
 - **Recordable & WHE Mishaps - Within 4 hours, CSIR within 5 days**

- Recordable Mishaps

- The Prime Contractor shall investigate the mishap and a CSIR form shall be submitted to the Contracting Officer.
- The Contracting Officer shall ensure that an appropriate NAVFAC independent investigation is completed and the information is entered into the FAIR database via the NAVFAC Safety Web page.

- **Contractors are responsible for notifying OSHA (EU Official) when one or more of their employees are seriously injured.**
 - **Fatal Injury,**
 - **Permanent total disabling injury,**
 - **Permanent partial disabling injury,**
 - **Three or more persons admitted to the hospital, or**
 - **Property damage in the amount specified by USACE current accident reporting regulations.**

SERIOUS MISHAP

SIGNIFICANT MISHAP

GENERAL MISHAP

WHY ARE MISHAPS PUT INTO 3 DIFFERENT LEVELS?

THE MORE SERIOUS THE ACCIDENT THE GREATER THE IMPACT IT WILL HAVE ON US GOVERNMENT, US NAVY, FAMILIES OF INJURED, AND ALL PERSONNEL AFFECTED BY THE NEWS OF THE ACCIDENT.

**THE GREATER OR MORE SERIOUS
AN ACCIDENT, THE SOONER THE
INFORMATION NEEDS TO BE
REPORTED**

**AND THE MORE THOROUGH OF AN
INVESTIGATION WILL BE CONDUCTED**

SERIOUS MISHAP



ANY FATALITY

**HOSPITALIZATION OF 3 OR MORE
WORKERS**

**PROPERTY DAMAGE EXCEEDING
\$200,000.00**

SERIOUS

QUALIFIED MISHAP INVESTIGATOR FROM ACTIVITY SAFETY OFFICE

- 1. DETERMINE CAUSES/CORRECTIONS**
- 2. WILL CONVENE AN ACCIDENT INVESTIGATION BOARD**
- 3. NAVFAC ATLANTIC WILL FORWARD REPORT TO NAVFAC WITHIN 45 DAYS.**

SIGNIFICANT MISHAP



ANY LOST TIME ILLNESS/INJURY OR PROPERTY DAMAGE GREATER THAN \$10,000. BUT LESS THAN \$200,000. OR FIRE DEPT, OR EMT ASSISTANCE FOR ELECTRICAL MISHAP, CONFINED SPACE, DIVING, CRANE OR A FIRE. ADDITIONALLY ANY MISHAP THAT COULD RESULT IN NEW LESSONS LEARN OR NEW GVT. SAFETY STANDARD.

SIGNIFICANT

- 1. CONTRACTOR INVESTIGATES**
- 2. COMPLETE CSIR FORWARDS IN 24 HRS**
- 3. PWD/ROICC REVIEWS,(WITHIN 8 HRS.)
AND VALIDATES REPORT**
- 4. A QUALIFIED MISHAP INVESTIGATOR
IS ASSIGNED BY PWD/ROICC**
- 5. COMPLETES SECTION 12 OF CSIR-1 IN FAIR**

**ANY OSHA OR NAVFAC MISHAP
THAT DOES NOT MEET THE
DEFINITION OF SERIOUS,
OR SIGNIFICANT MISHAP**

EXAMPLE:

**WORKER SPRAINS ANKLE, MAKES DR.
VISIT. MD HAS WORKER STAY OFF
ANKLE FOR 1 WEEK AT HOME.**

INITIAL NOTIFICATION
REQUIREMENTS TO PWD/ROICC



SERIOUS.

FROM CONTRACTOR

IMMEDIATELY

PREFERRED TO PWD/ROICC

AND OSHA BUT NO MORE

THAN 8 HOURS.

INITIAL NOTIFICATION REQUIREMENTS
TO PWD/ROICC



**SIGNIFICANT MISHAP
FROM CONTRACTOR TO
PWD/ROICC WITHIN 24 HOURS.**

GENERAL MISHAP

CONTRACTOR INVESTIGATES

**COMPLETES AND FORWARDS CSIR
WITHIN 5 WORKING DAYS**

**PWD REVIEWS AND INSERTS INTO
THE FAIR DATABASE**

NOTE: IF CSIR IS NOT COMPLETED BY CONTRACTOR IT IS THE PWD/ROICC RESPONSIBILITY TO COMPLETE THE INVESTIGATION AND COMPLETE THE CSIR FORM WITHIN 5 DAYS!

A FOLLOW-UP REPORT WITH OTHER INFORMATION CAN BE FORWARDED

MISHAP NOTIFICATION UP THE CHAIN OF COMMAND



**ANY SERIOUS OR SIGNIFICANT
ACCIDENT**

**ASAP TO NAVFAC ATLANTIC
(CODE 09SF) VIA FEC SAFETY
OFFICE
E-MAIL OR PHONE**

OBTAIN AMPLIFYING AND FOLLOW-UP INFORMATION AS SOON AS IT IS AVAILABLE AND ENSURE THE FEAD OR ROICC OFFICE PROVIDES THIS INFORMATION UP THE CHAIN-OF-COMMAND.

MISHAP HEADS UP INITIAL NOTIFICATION



CIVILIAN MILITARY CONTRACTOR

- 1. NAME OF ACTIVITY, INSTALLATION, OR LOCATION WHERE INCIDENT OCCURRED**
- 2. DATE AND TIME OF INCIDENT**
- 3. TYPE OF WORK BEING PERFORMED**
- 4. CORRECTIVE ACTION AT INITIAL NOTIFICATION AND WHEN FOLLOW UP WILL BE PROVIDED**
- 5. EXTENT OF PROPERTY DAMAGE**
- 6. SAFETY INVESTIGATORS**
- 7. EMPLOYEE IMMEDIATE SUPERVISOR OR RESPONSIBLE PERSON**
- 8. MISHAP REVIEW BOARD (MRB) ANTICIPATED DATE**
- 9. BRIEF DESCRIPTION OF MISHAP (WHO, WHAT, WHERE, WHEN, WHY, AND HOW)**

THE INITIAL LESSONS LEARNED INCLUDE

SAMPLE NOTIFICATION



NW MISHAP HEADS UP INITIAL NOTIFICATION

CIVILIAN **MILITARY** **CONTRACTOR**

1. NAME OF ACTIVITY, INSTALLATION, OR LOCATION WHERE INCIDENT OCCURRED:
Interchange at highways 101 and 104.

2. DATE AND TIME OF INCIDENT:
13 August 2008@1305.

3. TYPE OF WORK BEING PERFORMED:
Traveling between point of work - Ediz Hook Coast Guard Station - and NBK - Bangor.

4. CORRECTIVE ACTION AT INITIAL NOTIFICATION AND WHEN FOLLOW UP WILL BE PROVIDED:
Awaiting State Patrol accident investigation report.

5. EXTENT OF PROPERTY DAMAGE:
GSA vehicle sustained extensive damage to the front of the vehicle.

SAMPLE NOTIFICATION



6. SAFETY INVESTIGATORS:

Al Baker, PWDC Site Safety Manager.

7. EMPLOYEE IMMEDIATE SUPERVISOR OR RESPONSIBLE PERSON:

Michael Terry

8. MISHAP REVIEW BOARD (MRB) ANTICIPATED DATE:

TBD

9. BRIEF DESCRIPTION OF MISHAP (WHO, WHAT, WHERE, WHEN, WHY, AND HOW):

Two NAVFAC NW employees were returning from Ediz Hook Coast Guard station. They were traveling south on highway 101, approaching highway 104 interchange, when a motor home pulled in front of them. A motor home was attempting to make a turn-around to head back in the opposite direction when the GSA van struck the mobile home's side and pushing it over. One of the NAVFAC employee's assisted the driver, extracting her from the motor home. Both van passengers were checked by paramedics and both were found to have elevated blood pressures. They both were transported to local hospitals. Both NAVFAC employees suffered only minor injuries and are expected to fully recover. State patrol subsequently cited the mobile home driver with a failure to yield the right of way.

SAMPLE NOTIFICATION



THE INITIAL LESSONS LEARNED INCLUDE:

Driving, especially on highways, requires constant vigilance. The driver should be on the look for changing conditions and circumstances. The driver must possess presence yet be looking ahead. ORM is very applicable to driver safety...identify and assess hazards, make risk decisions, implement controls, and supervise.

**PURPOSE: TO DETERMINE DIRECT
AND INDIRECT CAUSES**

**DEVELOP LESSONS LEARNED TO
AVOID FUTURE ACCIDENTS**

NOT TO FIX BLAME ON INDIVIDUAL

INVESTIGATION QUESTIONS



WHO

WHAT

WHEN

WHERE

WHY

HOW

**5 W'S
AND H**

PREPARED IN ADVANCE WITH AN ACCIDENT INVESTIGATION KIT

AID INJURED

SECURE SCENE

GET NAMES OF WITNESSES FOR LATER

TAKE PHOTOS (LOTS OF PHOTOS)

MAKE MEASUREMENTS

GET NAMES PRIME/SUBS

**BE PREPARED JUST IN CASE
ASSIGNED AS AN
INVESTIGATOR**

GET "JUST THE FACTS"

SUMMARIZE WITNESS INTERVIEWS

**IN A TIMELY AND PROFESSIONAL
MANNER.**

- **Securing the Site**
 - **Accident site must not be disturbed without prior approval from appropriate government officials**
 - **Physical evidence is probably the most non-controversial information available. It is also subject to rapid change or obliteration, therefore, it should be the first to be recorded.**

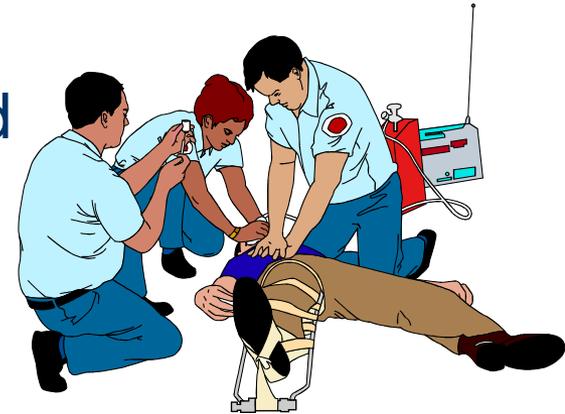
- Injured worker(s)

- **The most important immediate tasks**

- rescue operations,
 - medical treatment of the injured, and
 - prevention of further injuries

Others must not interfere with these activities.

- **When these matters are under control, the investigators can start their work.**



MISHAP INVESTIGATION HOW FACTS ARE GATHERED



- **Take photographs**

- before anything is moved
- of the general area and specific items

A careful study of these later may reveal conditions or observations missed previously.

- **Sketches of the accident scene based on measurements taken help in subsequent analysis and will clarify any written reports.**

MISHAP INVESTIGATION HOW FACTS ARE GATHERED



- **Based on your knowledge of the work process, you may want to check:**
 - **positions of injured worker(s)**
 - **equipment being used**
 - **materials being used**
 - **safety devices in use**
 - **position of appropriate guards**
 - **position of controls on machinery**



MISHAP INVESTIGATION

HOW FACTS ARE GATHERED



- **Based on your knowledge of the work process, you may want to check (cont.):**
 - **Damage to equipment**
 - **Housekeeping of area**
 - **Weather conditions**
 - **Lighting levels**
 - **Noise levels**

MISHAP INVESTIGATION

HOW FACTS ARE GATHERED



- **Broken equipment, debris, and samples of materials involved may be removed for further analysis by appropriate experts.**
- **Even if photographs are taken, written notes about the location of these items at the accident scene should be prepared.**

MISHAP INVESTIGATION

HOW FACTS ARE GATHERED



- Eyewitness Accounts

- Although there may be occasions when you are unable to do so, every effort should be made to interview witnesses.
- In some situations witnesses may be your primary source of information because you may be called upon to investigate an accident without being able to examine the scene immediately after the event.

MISHAP INVESTIGATION HOW FACTS ARE GATHERED



- Eyewitness Accounts (cont.)
 - **Witnesses should be interviewed as soon as practicable after the accident. If witnesses have an opportunity to discuss the event among themselves, individual perceptions may be lost in the normal process of accepting a consensus view where doubt exists about the facts.**

MISHAP INVESTIGATION

HOW FACTS ARE GATHERED



- Eyewitness Accounts (cont.)
 - **Witnesses should be interviewed alone, rather than in a group.**
 - You may decide to interview a witness at the scene of the accident where it is easier to establish the positions of each person involved and to obtain a description of the events.
 - On the other hand, it may be preferable to carry out interviews in the quiet of an office where there will be fewer distractions.
 - The decision may depend in part on the nature of the accident and the mental state of the witnesses.

MISHAP INVESTIGATION HOW FACTS ARE GATHERED



- Eyewitness Accounts (cont.)
 - **The purpose of the interview is to establish an understanding with the witness and to obtain his/her own words describing the event.**

MISHAP INVESTIGATION SEQUENCE



•Training

- **Types: Initial, Update, Remedial**
- **Levels: Operator, Supervisory, Managerial**
- **Considerations: Quantity vice Quality**

•Materials

- **Tools**
- **Supplies**
- **Equipment**
- **Design**



IF PUBLIC PRESS NEWS ON SITE

**ENGAGE PAO - NEVER
ANSWER NO COMMENT**

**EMPATHIZE AND REFER TO THE
PUBLIC RELATIONS AUTHORITY**

- Judge Advocate General (JAGMAN)
 - **Any mishap onboard a Naval installation that results in personal injury or damage to property requires a preliminary inquiry to determine if a JAGMAN is required in addition to the mishap investigation**