SITE SAFETY MANAGER
ACADEMY

NAVFAC ATLANTIC
BILL GARRETT, CSP
JIMMY CULPEPPER, CSP

KNOW SAFETY – NO MISHAPS
OBJECTIVES

• 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)
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
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.
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

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

Distance Comparison:
- ~ 4500 miles from Azores to Bahrain
- ~ 2400 miles from Seattle to Norfolk
EURAFSWA Command Relationships

INTRODUCTION

Naval Facilities Engineering Command,
Europe and Southwest Asia
(NAVFAC EURSWA)

Naval Facilities Engineering Command,
Atlantic
(NAVFAC ATLANTIC)
NAVFAC STRUCTURAL ALIGNMENT

Global

CNO (Echelon I)

CNIC (Echelon II)

Fleet CDR (Echelon II)

Theater

NAVFAC HQ (Echelon II)

(OPCON)

Region

Regional CDR (OPCON/ADDU)

Installation

Installation CO (OPCON/ADDU)

Public Works (Installation)

Facilities Engineering Command (FEO)
NAVFAC FUNCTIONAL ALIGNMENT – MATRIX ORGANIZATION

NAVFAC Headquarters

NAVFAC LANT
- Contingency Engineering
- Expeditionary
- Asset Management
- Capital Improvements
- Public Works
- Environmental
- Acquisition
- Financial Management
- Command Information Officer
- Counsel

NAVFAC PAC

SPEC. CTRS.
- NAVFAC Engineering Service Center
- NAVFAC Expeditionary Logistics Center
- NAVFAC Marianas
- NAVFAC Hawaii
- NAVFAC Pacific
- NAVFAC Far East
- NAVFAC Europe and Southwest Asia
- NAVFAC Northwest
- NAVFAC Southwest
- NAVFAC Midwest
- NAVFAC Washington
- NAVFAC Mid Atlantic
**NAVFAC EURSWA Workforce**

**Breakdown of Workforce**

<table>
<thead>
<tr>
<th>Location</th>
<th>Authorized Billets</th>
<th>Military</th>
<th>Civilians</th>
<th>CTR</th>
<th>TOTALS</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>O</td>
<td>E</td>
<td>US</td>
<td>LN</td>
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<tr>
<td>Headquarters</td>
<td>14</td>
<td>3</td>
<td>113</td>
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<tr>
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<td>7</td>
<td>40</td>
<td>26</td>
<td>156</td>
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<tr>
<td>PWD Sigonella</td>
<td>8</td>
<td>143</td>
<td>22</td>
<td>160</td>
<td>0</td>
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<tr>
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<td>2</td>
<td>39</td>
<td>14</td>
<td>18</td>
<td>0</td>
</tr>
<tr>
<td>PWD Rota</td>
<td>8</td>
<td>45</td>
<td>26</td>
<td>340</td>
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<tr>
<td>PWD Bahrain</td>
<td>3</td>
<td>39</td>
<td>9</td>
<td>51</td>
<td>4</td>
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<td>3</td>
</tr>
<tr>
<td>ROICC Livorno</td>
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<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
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<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
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<td>0</td>
<td>0</td>
<td>12</td>
<td>0</td>
<td>9</td>
</tr>
<tr>
<td><strong>TOTAL BILLETS</strong></td>
<td>47</td>
<td>310</td>
<td>240</td>
<td>763</td>
<td>24</td>
</tr>
<tr>
<td><strong>TOTAL ON-BOARD</strong></td>
<td>1234</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Data as of 13 Jan 09
NOTE: Double-Hatting and/or combining of functions may occur.
Safety Office

• 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

## Navy Occupational Safety and Health
- Non-ionizing radiation
- Inspections
- Fall Protection
- Awards
- Respiratory Protection
- ORM
- Lead Program
- PCBs
- Asbestos Program
- Mishap Reporting & Investigation
- Hazardous Materials Program
- Weight Handling
- Unsafe – Unhealthful Program
- Electrical (LOTO)
- Program Evaluation
- Hearing Conservation
- Confined Space Entry

## Contract Safety Oversight Support
- Trend Analysis
- Safety Plan Review
- Source Selection Boards
- Personnel Training
- OSHA Inspection Interface
- Safety Assist Visits
- Pre-construction Conferences
- Weight Handling

## Facility Systems Safety (CI)
- Design Review
- Risk Assessment Coding
- FSS Working Group
- Facility Turn Over
- Personnel Training
- Customer Safety Interface
- FACDs/Charets
- Contract Support

## Administrative
- Newsletters
- Data Collection
- Records Management
- Community Management
- Travel Management
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.
NOTE: Double-hatting and/or combining of functions may occur.
PWD Integrated Safety Model

- Employee Driven Safety Committee Representatives
- PWD Safety Programs
- Site Safety Manager with Support from FEC Safety Core
- PWD Supervision and Management
- Contractor Mishap Prevention Programs

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.
• 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
NAVFAC Six Step Contractor Safety Management Process
### Participant Roles

- 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*
Workers Compensation Cost

What does It Mean?

Bad Safety Record Can Double Premiums

Premium Based On:

Work Classification (Manual Rate Per $100 Payroll)
Experience Modification Rate [EMR]

= 

Average for Your Classification = 1.0

EMR Affects Competition
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
Unsafe Contractor:
WC Cost: $ 750,000
EMR: 1.40
Modified WC: $1,050,000
Extra Expense: $300,000
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
    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](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
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
• 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

• **Future Courses (2009)**
  – 40 Hour Contractor Safety Course
  – Fall Protection Course

• **Crane Safety**
  • Tower Cranes per their use in Italy (July 2008)
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 walkthrough 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
F-12 SERIES

- *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
• 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
• 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
• 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
• 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
• 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
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

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:

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.
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.
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.
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.

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.
ESAMS System Basics

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

**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:
On-Line Help

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.
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

<table>
<thead>
<tr>
<th>Section 1 - Personal Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Command: HGW VP Squad - NHGW10 - HGW and Associates Training VP Squad</td>
<td>Department: Electricians</td>
</tr>
<tr>
<td>Installation: HGW Maryville Facility</td>
<td>Sex: M</td>
</tr>
<tr>
<td>Service and Status: U.S. Navy - Contractor</td>
<td>Email: <a href="mailto:whitemg@ngwllc.com">whitemg@ngwllc.com</a></td>
</tr>
<tr>
<td>Birth Date: 6/19/1988</td>
<td>Rank/Grade: 0</td>
</tr>
<tr>
<td>Phone/Extension: (000) 000-0000 /</td>
<td>Rate/Series: GS-00</td>
</tr>
<tr>
<td>Cell Phone: (000) 000-0000</td>
<td>Supervisor: Gary, SERMC</td>
</tr>
<tr>
<td>Building: 551</td>
<td>Job Title: ESAMS Tech Support</td>
</tr>
</tbody>
</table>

Edit Profile
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.
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.

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

<table>
<thead>
<tr>
<th>Duty/Tasks</th>
<th>Requirements</th>
<th>Medical Surveillance Program</th>
<th>PPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Center 220 Electricians - For personnel that work in the HGW Electricians department</td>
<td>Requirements&lt;br&gt;1. CPR American Heart Association (Heart Saver 2 Yr Req’d) (227)&lt;br&gt;2. HGW Work Center 220 Training (1122)</td>
<td>Medical Surveillance Program&lt;br&gt;1. Noise (503)</td>
<td>PPE&lt;br&gt;1. No PPE Requirements</td>
</tr>
<tr>
<td>Supervisor - For Supervisors that have direct reports</td>
<td>Requirements&lt;br&gt;1. Ergonomic Training for Supervisors (Annual) (372)&lt;br&gt;2. ESAMS System Training for Supervisors (Web or Classroom) (215)&lt;br&gt;3. Facility Safety and Health Indocitration and Re-Training for CNRF or CNRS Supervisors (1077)&lt;br&gt;4. Fire Prevention and Portable Fire Extinguisher Training and Education (1024)&lt;br&gt;5. Mishap Reduction Required Reading (One-time Only) (1146)&lt;br&gt;6. Monthly Safety Talks - Given (291)</td>
<td>Medical Surveillance Program&lt;br&gt;1. No Medical Surveillance Requirements</td>
<td>PPE&lt;br&gt;1. No PPE Requirements</td>
</tr>
<tr>
<td>Respirator User - General - For personnel who are required to wear a respirator in the performance of their job.</td>
<td>Requirements&lt;br&gt;1. Respirator User Training (112)&lt;br&gt;2. Respiratory Protection Fit Testing (5)</td>
<td>Medical Surveillance Program&lt;br&gt;1. Respirator User (716)</td>
<td>PPE&lt;br&gt;1. Air Purifying Respirator- % Face (41)&lt;br&gt;2. Air Purifying Respirator-Full Face (42)&lt;br&gt;3. Air Purifying Respirator-PAPR- N95/99/100 (46)&lt;br&gt;4. Air Purifying Respirator-PAPR- P100/99/100 (47)&lt;br&gt;5. PAPR- Pesticide Filter (Chg every 8 Hours) (50)</td>
</tr>
</tbody>
</table>
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 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.

<table>
<thead>
<tr>
<th>Mishap Date</th>
<th>Mishap Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/29/2004 8:00:00 AM</td>
<td>Open</td>
</tr>
<tr>
<td>2/15/2005 10:00:00 AM</td>
<td>Open</td>
</tr>
<tr>
<td>10/20/2005 8:00:00 AM</td>
<td>Open</td>
</tr>
<tr>
<td>2/14/2008 8:00:00 AM</td>
<td>Open</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Medical Surveillance Program</th>
<th>Last Evaluation Results</th>
<th>Good Until Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(117) Benzene</td>
<td>None.</td>
<td></td>
</tr>
<tr>
<td>(133) Chromic Acid/Chromium (V)</td>
<td>None.</td>
<td></td>
</tr>
<tr>
<td>(178) Blood &amp; Body Fluids</td>
<td>None.</td>
<td></td>
</tr>
<tr>
<td>(196) Isocyanates</td>
<td>None.</td>
<td></td>
</tr>
<tr>
<td>(503) Noise</td>
<td>None.</td>
<td>12/12/04</td>
</tr>
<tr>
<td>(510) Sight Conservation</td>
<td>None.</td>
<td></td>
</tr>
<tr>
<td>(703) Child Care Worker</td>
<td>None.</td>
<td></td>
</tr>
<tr>
<td>(712) Motor Vehicle Operator other than DOT</td>
<td>None.</td>
<td></td>
</tr>
<tr>
<td>(714) Police/Guard Security</td>
<td>None.</td>
<td></td>
</tr>
<tr>
<td>(716) Respiratory User</td>
<td>None.</td>
<td></td>
</tr>
</tbody>
</table>

View Physical
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.

### Upcoming Classes

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Subject</th>
<th>Notes</th>
<th>Installation</th>
<th>Location</th>
<th>Enrolled</th>
<th>Record Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 5/1/2006</td>
<td>800</td>
<td>Low Light Qualification Course</td>
<td></td>
<td>HSW Main Facility</td>
<td>Firing Range Bldg 234</td>
<td>48</td>
<td>Enroll Others</td>
</tr>
<tr>
<td>2. 5/5/2006</td>
<td>730</td>
<td>Introduction to NAVOSH Ashore Extra</td>
<td></td>
<td>HSW Main Facility</td>
<td>Navy Safety Center Classroom 2</td>
<td>19</td>
<td>Enroll Others</td>
</tr>
</tbody>
</table>

### May 2006 Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Subject</th>
<th>Notes</th>
<th>Installation</th>
<th>Location</th>
<th>Enrolled</th>
<th>Record Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 5/1/2006</td>
<td>800</td>
<td>CPR - Automated External Defibrillator (AED) - (Red Cross 1yr)</td>
<td></td>
<td>HGW Submarine Facility</td>
<td>Room 302</td>
<td>10</td>
<td>Enroll Others</td>
</tr>
<tr>
<td>2. 5/5/2006</td>
<td>730</td>
<td>Introduction to NAVOSH Ashore Extra</td>
<td></td>
<td>HSW Main Facility</td>
<td>Navy Safety Center Classroom 2</td>
<td>19</td>
<td>Enroll Others</td>
</tr>
</tbody>
</table>
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.
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.

### Supervisor Tools - Information Concerning Direct Reports Only!

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

<table>
<thead>
<tr>
<th>Employees (Click for details)</th>
<th>Duties/Tasks</th>
<th>Mishap History</th>
<th>Med Surv Prg</th>
<th>Report Card</th>
<th>Training History</th>
<th>Remove From My List</th>
<th>Termination or Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. COLLINS, DANIEL</td>
<td>Review/Add</td>
<td>0</td>
<td>Yes</td>
<td></td>
<td>Training</td>
<td>Unassign!</td>
<td>Email Request</td>
</tr>
<tr>
<td>2. Danvers, Ann</td>
<td>Review/Add</td>
<td>0</td>
<td>No</td>
<td></td>
<td>Training</td>
<td>Unassign!</td>
<td>Email Request</td>
</tr>
<tr>
<td>3. Mills, Suzy</td>
<td>Review/Add</td>
<td>0</td>
<td>No</td>
<td></td>
<td>Training</td>
<td>Unassign!</td>
<td>Email Request</td>
</tr>
<tr>
<td>4. Newcastle, Jen</td>
<td>Review/Add</td>
<td>0</td>
<td>No</td>
<td></td>
<td>Training</td>
<td>Unassign!</td>
<td>Email Request</td>
</tr>
<tr>
<td>5. Norfolk, Michael</td>
<td>Review/Add</td>
<td>0</td>
<td>Yes</td>
<td>RC</td>
<td>Training</td>
<td>Unassign!</td>
<td>Email Request</td>
</tr>
<tr>
<td>6. Silverton, Farida</td>
<td>Review/Add</td>
<td>0</td>
<td>No</td>
<td></td>
<td>Training</td>
<td>Unassign!</td>
<td>Email Request</td>
</tr>
<tr>
<td>7. Teacher, Clarence</td>
<td>Review/Add</td>
<td>1</td>
<td>No</td>
<td>RC</td>
<td>Training</td>
<td>Unassign!</td>
<td>Email Request</td>
</tr>
<tr>
<td>8. Vegas, Viva</td>
<td>Review/Add</td>
<td>0</td>
<td>No</td>
<td></td>
<td>Training</td>
<td>Unassign!</td>
<td>Email Request</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Supervisor’s OSH Report Card for Forks, Jacob</th>
<th>Personal Status</th>
<th>Department Status</th>
<th>Command Status</th>
<th>OSH Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSH Personal Training Compliance</td>
<td>88%</td>
<td>62%</td>
<td>37%</td>
<td>90%</td>
</tr>
<tr>
<td>OSH Training Compliance for Direct Reports</td>
<td>50%</td>
<td>---</td>
<td>---</td>
<td>90%</td>
</tr>
<tr>
<td>Timely Mishap Reporting FY</td>
<td>None Filed</td>
<td>100%</td>
<td>100%</td>
<td>90%</td>
</tr>
</tbody>
</table>

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.

### 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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Scheduled Date</th>
<th>Required By Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLLINS, DANIEL</td>
<td>Naval Qualification Course</td>
<td>Not Scheduled</td>
<td>4/4/2006</td>
</tr>
<tr>
<td>COLLINS, DANIEL</td>
<td>Low Light Qualification Course</td>
<td>Not Scheduled</td>
<td>4/4/2006</td>
</tr>
<tr>
<td>COLLINS, DANIEL</td>
<td>Facility Safety and Health Indocitnation and Re-Training for CNRF or CNRS Supervisors</td>
<td>Not Scheduled</td>
<td>4/28/2006</td>
</tr>
<tr>
<td>COLLINS, DANIEL</td>
<td>Mishap Reduction Required Reading (One-time Only)</td>
<td>Not Scheduled</td>
<td>4/28/2006</td>
</tr>
<tr>
<td>COLLINS, DANIEL</td>
<td>Health and Safety Induction Training (Facility Specific)</td>
<td>Not Scheduled</td>
<td>5/8/2006</td>
</tr>
</tbody>
</table>
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.

### PPE Listing

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th># of People</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Eye Protection</td>
<td>Safety Glasses with side Shields</td>
<td>1</td>
</tr>
<tr>
<td>2. Eye Protection</td>
<td>Chemical Splash Goggles with face shield</td>
<td>2</td>
</tr>
<tr>
<td>3. Hand Protection</td>
<td>Chemical Resistant Gloves</td>
<td>1</td>
</tr>
<tr>
<td>4. Hearing Protection</td>
<td>Single Hearing Protection - Insert Plugs</td>
<td>2</td>
</tr>
<tr>
<td>5. Hearing Protection</td>
<td>Single Hearing Protection - Circumaural Muffs</td>
<td>1</td>
</tr>
<tr>
<td>6. Hearing Protection</td>
<td>Dble Hear Prot- Insert Plugs and Circumaural Muffs</td>
<td>1</td>
</tr>
<tr>
<td>7. Respiratory Protection</td>
<td>Supplied Air Resp- Full Face, Cont Flow w/escape</td>
<td>2</td>
</tr>
<tr>
<td>8. Respiratory Protection</td>
<td>Air Purifying Respirator- Full Face</td>
<td>1</td>
</tr>
</tbody>
</table>
This is a report that gives a list of all of your direct reports in the respirator program.

### Enrolled in Respirator Program

<table>
<thead>
<tr>
<th>Name</th>
<th>Command</th>
<th>Dept.</th>
<th>Installation</th>
<th>Training Due Date</th>
<th>Last Medical Evaluation</th>
</tr>
</thead>
</table>
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.

<table>
<thead>
<tr>
<th>Stressor Type</th>
<th>Description</th>
<th># of People</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Blood &amp; Body Fluids</td>
<td>(178) Blood &amp; Body Fluids</td>
<td>1</td>
</tr>
<tr>
<td>2. Chromic Acid/Chromium (VI)</td>
<td>(133) Chromic Acid/Chromium (VI)</td>
<td>2</td>
</tr>
<tr>
<td>3. Isocyanates</td>
<td>(196) Isocyanates</td>
<td>2</td>
</tr>
<tr>
<td>4. Lead</td>
<td>(161) Lead</td>
<td>1</td>
</tr>
<tr>
<td>5. M.V.O. other than DOT</td>
<td>(712) Motor Vehicle Operator other than DOT</td>
<td>1</td>
</tr>
<tr>
<td>6. Noise</td>
<td>(503) Noise</td>
<td>2</td>
</tr>
<tr>
<td>7. Police/Guard Security</td>
<td>(714) Police/Guard Security</td>
<td>1</td>
</tr>
<tr>
<td>8. Respirator User</td>
<td>(716) Respiratory User</td>
<td>2</td>
</tr>
<tr>
<td>9. Sight Conservation</td>
<td>(510) Sight Conservation</td>
<td>2</td>
</tr>
</tbody>
</table>
This is a report that gives a list of all the duty/tasks are assigned to your direct reports.

<table>
<thead>
<tr>
<th>Duty/Task</th>
<th>Description</th>
<th># of People</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. CBRNE First Responder - Civilian</td>
<td>For civilian personnel who are required to wear a CBRNE (Chemical Biological Radiological Nuclear or Explosive) Respirator</td>
<td>1</td>
</tr>
<tr>
<td>2. Police Officer</td>
<td>Personnel provide law enforcement and security duties to include but not limited to accident investigation, detention of suspects, etc. (Police Officer 083)</td>
<td>1</td>
</tr>
<tr>
<td>3. Aircraft Painter</td>
<td>Performs the following: spray painting with epoxy or polyurethane, airframes surface preparation, buffing leading edge.</td>
<td>2</td>
</tr>
<tr>
<td>4. Non-Supervisor</td>
<td>Non-Supervisor</td>
<td>7</td>
</tr>
<tr>
<td>5. Work Center 120 Airframes</td>
<td>For personnel that work in the HGW Airframes department.</td>
<td>1</td>
</tr>
<tr>
<td>6. Supervisor</td>
<td>For Supervisors that have direct reports</td>
<td>1</td>
</tr>
</tbody>
</table>
**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.

**OJT Course Listing**

<table>
<thead>
<tr>
<th>Navigate To:</th>
<th>Physical Hazards</th>
<th>Chemical Hazards</th>
<th>Radiation</th>
<th>Traffic Safety</th>
<th>Stop Units</th>
</tr>
</thead>
</table>

**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.

Monthly Safety Talks for July

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.

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.

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.

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.

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
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.

<table>
<thead>
<tr>
<th>Section 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If you used a different safety topic please change accordingly in the Safety Topic box below.</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Safety Topic:</th>
<th>Date Submitted:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heat Illness</td>
<td>7/20/2006</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor Completing Monthly Safety Talk Requirement for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>July, 2006</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Date:</th>
<th>Class Instructor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/20/2006</td>
<td>Forks, Jacob</td>
</tr>
</tbody>
</table>

**Notes:**

(Defaults to current date)
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.

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.
On-Line Web Training

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.

<table>
<thead>
<tr>
<th>Training Topics</th>
<th>Date Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Awareness - Non-Lead Workers (Possible Contact)</td>
<td>4/3/2006</td>
</tr>
</tbody>
</table>
Available On-line Training

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.

<table>
<thead>
<tr>
<th>Available On-Line Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Action Directive for Implementing ESAMS Required Reading (One-time Only)</strong></td>
</tr>
<tr>
<td>HQ has made the Administrative Message, &quot;Action Directive for Implementing ESAMS&quot; required reading for Top Management.</td>
</tr>
<tr>
<td><strong>2. ESAMS System Training for Supervisors (Web or Classroom)</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

Return to ESAMS Main Page
Mishap Reporting

The On-line Forms

The Mishap Reporting area allows the supervisor to report three different mishap types online. 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.

<table>
<thead>
<tr>
<th>Supervisor’s Report of Injury/Illness</th>
<th>Any Injury or Occupational Illness (Including First Aid) involving civilians on-duty or military on/off duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Damage Mishap Report</td>
<td>Any damage to government property including motorized vehicles</td>
</tr>
<tr>
<td>Report of Near Miss</td>
<td>Any incident where injury or property damage was avoided by chance. (If you said, &quot;Oh #@$%!&quot;)</td>
</tr>
</tbody>
</table>

Welcome to the Injury/Illness Reporting and Tracking System (IIRTS)
The CA 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.

<table>
<thead>
<tr>
<th>Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>If a CA form is required, download the form(s) using the links below and follow your local instructions.</td>
</tr>
</tbody>
</table>

- **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
- **Medical Referral Form**
Your Mishap Hotlist

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.

<table>
<thead>
<tr>
<th>Supervisor’s Report of Injury - Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Baltimore, Pete</td>
</tr>
<tr>
<td>Jacksonville, muggle</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Open Mishaps - Investigation by Safety Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Appleby, Keneth</td>
</tr>
<tr>
<td>Appleby, Keneth Mark A</td>
</tr>
<tr>
<td>Appleby, Keneth Miguel A</td>
</tr>
<tr>
<td>Appleby, Kenneth Miguel Jr</td>
</tr>
<tr>
<td>Bath, Tommy</td>
</tr>
<tr>
<td>Farley, Heather R.</td>
</tr>
<tr>
<td>Farley, Heather R.</td>
</tr>
<tr>
<td>Farley, Heather R.</td>
</tr>
<tr>
<td>Moore, Paul</td>
</tr>
</tbody>
</table>
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.
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.
## 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**

<table>
<thead>
<tr>
<th>Installation where the mishap occurred (If applicable):</th>
<th>▼</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the mishap did not occur at a Navy installation, enter the location.</td>
<td></td>
</tr>
<tr>
<td>Did the mishap occur on base? (check for Yes)</td>
<td>□</td>
</tr>
<tr>
<td>Incident Date/Time (If this is an illness, input date reported): Date: 7/20/2006</td>
<td>▼</td>
</tr>
<tr>
<td>Time:</td>
<td>▼</td>
</tr>
<tr>
<td>Dispensary Location:</td>
<td>▼</td>
</tr>
<tr>
<td>On/Off Duty:</td>
<td>▼</td>
</tr>
<tr>
<td>Time employee began work (On Duty Only):</td>
<td>▼</td>
</tr>
<tr>
<td>Shift working when injured:</td>
<td>▼</td>
</tr>
<tr>
<td>Project ID:</td>
<td></td>
</tr>
<tr>
<td>Job Order:</td>
<td></td>
</tr>
<tr>
<td>Date Return to Work: (If Available)</td>
<td>▼</td>
</tr>
<tr>
<td>Time Return to Work: (If Available)</td>
<td>▼</td>
</tr>
</tbody>
</table>

**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 reoccurrence, 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) | ▼ |
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.
# 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:

<table>
<thead>
<tr>
<th>Employees (Click for Questionnaires)</th>
<th>Command</th>
<th>Dept.</th>
<th>Facility</th>
<th>Remove From My List</th>
<th>Enroll in Respirator Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Appleby, Kenneth</td>
<td>HGW VP Squad</td>
<td>ADMIN</td>
<td>HGW Maryville Facility</td>
<td>Unassign!</td>
<td>Already Enrolled!</td>
</tr>
<tr>
<td>2. Gather, Adam</td>
<td>HGW VP Squad</td>
<td>030</td>
<td>HGW Maryville Facility</td>
<td>Unassign!</td>
<td>Already Enrolled!</td>
</tr>
<tr>
<td>3. Greenville, Mi(NOT ENROLLED)</td>
<td>HGW VP Squad</td>
<td>N32-MA</td>
<td>HGW Maryville Facility</td>
<td>Unassign!</td>
<td>Enroll In RPP!</td>
</tr>
<tr>
<td>4. Gunters, Will(NOT ENROLLED)</td>
<td>HGW VP Squad</td>
<td>220</td>
<td>HGW Maryville Facility</td>
<td>Unassign!</td>
<td>Enroll In RPP!</td>
</tr>
<tr>
<td>5. Honolulu, hi(NOT ENROLLED)</td>
<td>HGW VP Squad</td>
<td>0</td>
<td>HGW Main Facility</td>
<td>Unassign!</td>
<td>Enroll In RPP!</td>
</tr>
<tr>
<td>6. Kaneohe, Ehu(NOT ENROLLED)</td>
<td>HGW VP Squad</td>
<td>050</td>
<td>HGW Main Facility</td>
<td>Unassign!</td>
<td>Enroll In RPP!</td>
</tr>
<tr>
<td>7. Kingsland, Michael(NOT ENROLLED)</td>
<td>HGW VP Squad</td>
<td>310</td>
<td>HGW Maryville Facility</td>
<td>Unassign!</td>
<td>Enroll In RPP!</td>
</tr>
<tr>
<td>8. Kittanning, george(NOT ENROLLED)</td>
<td>HGW VP Squad</td>
<td>310</td>
<td>HGW Maryville Facility</td>
<td>Unassign!</td>
<td>Enroll In RPP!</td>
</tr>
<tr>
<td>9. McIntosh, Mary</td>
<td>HGW VP Squad</td>
<td>040</td>
<td>HGW Maryville Facility</td>
<td>Unassign!</td>
<td>Already Enrolled!</td>
</tr>
<tr>
<td>10. Oldam, David</td>
<td>HGW VP Squad</td>
<td>220</td>
<td>HGW Maryville Facility</td>
<td>Unassign!</td>
<td>Already Enrolled!</td>
</tr>
<tr>
<td>11. Roast, Chuck(NOT ENROLLED)</td>
<td>HGW VP Squad</td>
<td>ADMIN</td>
<td>HGW Maryville Facility</td>
<td>Unassign!</td>
<td>Enroll In RPP!</td>
</tr>
</tbody>
</table>

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.

![Respirator Use Questionnaire Table](image-url)
Reporting an Unsafe or Unhealthful Condition

Finding the Form

As an individual if you see an unsafe or unhealthful 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/Unhealthful” under the section entitled “My Links”.

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

The regulatory driver for reporting of unsafe or unhealthful working conditions is OPNAV 5100.23 series, Chapter 10.

HAZARD REPORTING: When you feel an unsafe or unhealthful 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/Unhealthful Working Condition Form OPNAV 5100/11 and forward it to or submit a report electronically.

Options available for Unsafe or Unhealthful

- 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 Unhealthful 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.
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

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

<table>
<thead>
<tr>
<th>No.</th>
<th>Case Number:</th>
<th>Status:</th>
<th>Investigating Safety Officer:</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>200610590511</td>
<td>Submitted</td>
<td>None. (Report not opened yet)</td>
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</tbody>
</table>
### Facility Executive Safety Summary

#### Mishaps

<table>
<thead>
<tr>
<th>Category</th>
<th>2005</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Military On-Duty Mishaps</td>
<td>28</td>
<td>21</td>
</tr>
<tr>
<td>Military Off-Duty Mishaps</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Civilian (On-Duty) Mishaps</td>
<td>8</td>
<td>29</td>
</tr>
<tr>
<td>Property Damage</td>
<td>5</td>
<td>9</td>
</tr>
<tr>
<td>Lost Time Work Days</td>
<td>54</td>
<td>171</td>
</tr>
<tr>
<td>Traffic Related Mishaps</td>
<td>8</td>
<td>1</td>
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<tr>
<td>Alcohol Related Mishaps</td>
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<td>1</td>
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<tr>
<td>Drug Related Mishaps</td>
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<td>0</td>
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<tr>
<td>Drug and Alcohol Related Mishaps</td>
<td>1</td>
<td>1</td>
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</table>

#### Inspections/Deficiencies

<table>
<thead>
<tr>
<th>Category</th>
<th>2005</th>
<th>2006</th>
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<tbody>
<tr>
<td>Total Inspections performed</td>
<td>208</td>
<td>165</td>
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</table>

#### Risk Assessment (RAC)

<table>
<thead>
<tr>
<th>Category</th>
<th>ALL Open</th>
<th>Total FY 2005</th>
<th>Total FY 2006</th>
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</thead>
<tbody>
<tr>
<td>1-Critical</td>
<td>11</td>
<td>19</td>
<td>12</td>
</tr>
<tr>
<td>2-Serious</td>
<td>20</td>
<td>30</td>
<td>29</td>
</tr>
<tr>
<td>3-Moderate</td>
<td>29</td>
<td>47</td>
<td>34</td>
</tr>
<tr>
<td>Other</td>
<td>124</td>
<td>158</td>
<td>129</td>
</tr>
</tbody>
</table>

#### Graphical Information

- **Total Mishap Trending**
  - Number of Mishaps per Year
  - Fiscal Year 2002: 0
  - Fiscal Year 2003: 0
  - Fiscal Year 2004: 1
  - Fiscal Year 2005: 47
  - Fiscal Year 2006: 59

#### Personnel Information

- **Number of Personnel**: 869
- **OSH Training (Report Card)**
  - 2005: 76% (2039/2699)
  - 2006: 41% (1941/4698)

#### Safety Perception Survey Information (for FY: 2006)

- **Employee**: 4
- **Supervisor**: 2
## FAIR DATABASE ROLES

<table>
<thead>
<tr>
<th>FAIR Database Roles</th>
<th>Description of Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator</td>
<td>Administers the database and determines who has access</td>
</tr>
<tr>
<td>Safety Manager</td>
<td>Oversees/Coordinates/Reports Field Office Data</td>
</tr>
<tr>
<td>Field Office User</td>
<td>Reports Contractor Mishap and Man Hour Field Office Data</td>
</tr>
<tr>
<td>Read Only Print View Only</td>
<td>Can view, print, and download data. This data will exclude injured person’s name and age</td>
</tr>
<tr>
<td>Read Only Without Print View Only</td>
<td>Cannot Print or Download Data through the application</td>
</tr>
</tbody>
</table>
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 (e.g., 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.navy.mil. 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
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
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*
• 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'. 
• CSIR Info is entered into FAIR
  – [link](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
FAIR – CONTRACTOR INSERT REPORT

1. General Information

A. *Contracting Office:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Organization</td>
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</tr>
<tr>
<td>Code</td>
<td></td>
</tr>
<tr>
<td>Street</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zipcode</td>
<td></td>
</tr>
</tbody>
</table>
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

11. Safety Office

A. Concur:
B. Additional Actions/Comments:

C. Reviewing Official:
   Last Name
   First Initial
   Middle Initial
   Title

D. Date Official Completed Form: (MM/DD/YYYY)

E. *Mishap Classifier:

F. Included in JAGMAN:

G. *Completed Report:
• BIGGEST PROBLEMS

LEGIBILITY

COMPLETENESS
### FAIR - CONTRACTOR MISHAPS – UPDATE/VIEW REPORT

![Image of FAIR online reporting form]

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Injured Person's Last Name</td>
<td>Name of the injured person</td>
</tr>
<tr>
<td>Contractor's Name</td>
<td>Name of the contractor</td>
</tr>
<tr>
<td>Accident Date: (From)</td>
<td>Date when accident occurred</td>
</tr>
<tr>
<td>Accident Date: (To)</td>
<td>Date range of injury</td>
</tr>
<tr>
<td>Accident Class</td>
<td>Category of accident</td>
</tr>
<tr>
<td>Type of Contract</td>
<td>Nature of injury</td>
</tr>
<tr>
<td>Command/Unit</td>
<td>Field Office</td>
</tr>
<tr>
<td>Mishap Classifier</td>
<td>Source of Injury</td>
</tr>
<tr>
<td>Severity of Injury</td>
<td>Nature of Injury</td>
</tr>
<tr>
<td>Type of Injury</td>
<td>Field Office</td>
</tr>
<tr>
<td>Source of Injury</td>
<td>Mishap Classifier</td>
</tr>
</tbody>
</table>

**Include Closed Field Officer**: [ ]

[Submit] [Cancel]
FAIR - MAN-HOUR REPORTS - UPDATE/VIEW FIELD OFFICE DATA

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: EFA SOUTHEAST ENVIRONMENTAL  FY: 2005  ORTR:  [ ]  Get Data  Include Closed Field Offices [ ]

Personal On Board:  Military [ ]  Civilian [ ]  CASU [ ]

Search returned 1 records.

<table>
<thead>
<tr>
<th>Contact Number</th>
<th>Prime Contractor</th>
<th>Sub Contractor</th>
<th>Manhours</th>
<th>DART Cases</th>
<th>Industrial Group</th>
<th>Industrial Type</th>
<th>Delete</th>
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</thead>
<tbody>
<tr>
<td>N62407-90-D-0385</td>
<td>CH2M Hill Contractors, Inc.</td>
<td></td>
<td>0</td>
<td>0</td>
<td>Infrastructure</td>
<td>Remediation</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

[Save Changes]  [Add Contractor]
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
# Navigating the Local NAVFAC Balanced Safety Scorecard

**PWD Great Lakes Local Safety & Health Assessment Scorecard Summary**

<table>
<thead>
<tr>
<th>No.</th>
<th>Category</th>
<th>Period</th>
<th>Rating</th>
<th>Performance</th>
<th>Goal</th>
<th>Comments/Notes/Totals/Overall</th>
<th>PRMS Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ESAMS Michael Data</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>FAIR Database (Contractor Mishaps)</td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td>ESAMS Training Compliance Report</td>
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<td>4</td>
<td>Hazardous Material Control and Management</td>
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</tr>
<tr>
<td>5</td>
<td>Occupational Health</td>
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<tr>
<td>6</td>
<td>Environmental Program</td>
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<td>Employee Reports of Unsafe/Unhealthful Working Conditions</td>
<td></td>
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<tr>
<td>8</td>
<td>Inspections/Investigations of Workplaces by Federal/State Officials</td>
<td></td>
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</tr>
<tr>
<td>9</td>
<td>Fall Protection</td>
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<tr>
<td>10</td>
<td>Mishap Investigation &amp; Reporting</td>
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<td>Hearing Conservation and Noise Abatement</td>
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<td>16</td>
<td>Non-Ionizing Radiation</td>
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<td>Energy Control Program (Lockout/Tagout)</td>
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<td>Confined Space Entry (CSE) Program (Non-Maritime)</td>
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<td>Bloodborne Pathogens</td>
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<td>22</td>
<td>Weight Handling Equipment</td>
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<td>Safety and Occupational Health &amp; Waste Program (Analysis)</td>
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<td>Contract/Contractor Oversight</td>
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<td>25</td>
<td>A&amp;E Safety</td>
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<td>26</td>
<td>FECA Interface</td>
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<td>IH Interface</td>
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<tr>
<td>30</td>
<td>Trenching/Excavation</td>
<td></td>
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<td>31</td>
<td>Utilities, Transmission, Distribution Systems</td>
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<tr>
<td>32</td>
<td>Scaffolding</td>
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<td>33</td>
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<td>PRMS Chart</td>
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<tr>
<td>35</td>
<td>Executive Summary</td>
<td></td>
<td></td>
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</tbody>
</table>
# LAGGING SAFETY METRICS

<table>
<thead>
<tr>
<th>ESAMS Maturity Data</th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current population</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Total Estimated Direct Mishap Cost</td>
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<tr>
<td>Total Active Duty Mishaps</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Critical Mishaps</td>
<td>1</td>
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</tr>
<tr>
<td>Total-Exposome related mishaps</td>
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<tr>
<td>Total-Respiratory related mishaps</td>
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<td>Total-Blinding los mishaps</td>
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<tr>
<td>Total-Motor Vehicle related mishaps</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total-Caught Bystross</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total-Electrical Shock Burn</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total-Slip/Trip Fall Related Mishaps</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total-PPE Related Mishaps</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total-Light Duty Days</td>
<td>2</td>
<td></td>
<td></td>
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<tr>
<td>Total Days Away</td>
<td>2</td>
<td></td>
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<td></td>
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</table>
### ESAMS Training Compliance Report

<table>
<thead>
<tr>
<th>Period</th>
<th>Rating</th>
<th>Performance</th>
<th>Comments</th>
<th>PR&amp;MS Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>% of population accomplishing required training overall:</td>
<td>Current 0 0</td>
<td>1 0 0 %</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>% having duties tasks assigned.</td>
<td>Current 0 0</td>
<td>1 0 0 %</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>% of required NAVFAC Safety Orientation for Top Level Management Training</td>
<td>Current 0 0</td>
<td>1 0 0 %</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>% of NAVFAC ORM Training</td>
<td>Current 0 0</td>
<td>1 0 0 %</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>% of required asbestos awareness training</td>
<td>Current 0 0</td>
<td>1 0 0 %</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>% of required respirator training</td>
<td>Current 0 0</td>
<td>1 0 0 %</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>
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:
• *Total Number of Injuries X 200,000
  End Strength X 2000 HRS

Annual Military Off-Duty Total Case Rate:
• *Number of recorded off-duty injuries X 200,000
  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:
**Number of all On-duty lost time/deaths X 200,000
   End strength X 2000 HRS

• b. Military Off-duty Lost Time Case Rate:
**Number of off-duty lost time/deaths X 200,000
   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.
**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)

IIR = \[\frac{A}{(M + C)}\] X 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.
Web Site Resources

• NAVFAC home Page\ -
• OSHA - http://www.osha.gov/
  – Standards and Interpretations
  – Training material
  – Establishment searches
FEC SAFETY WEB SITES

• SOUTHWEST -

• NORTHWEST –

• MIDWEST –

• MIDLANT -

• SOUTHEAST –
  https://portal.navfac.navy.mil/portal/page/portal/sf/southeast/sop_for_elec_wk

• WASHINGTON -

• EUR/SWA -
http://www.wbdg.org/

CONTENTS

- Unified Facilities Criteria
- Unified Facilities Guide Specifications (UFGS)
- NATIONAL CONSENSUS STANDARDS
- CONSTRUCTION CRITERIA BASE
- MILITARY STANDARDS (MIL STD)
• 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

Contractor Safety Forms Resource Tab

Contractor Safety Forms Resource

Safety Requirements  Safety Checklists  Mishap Lessons Learned  Accident Reporting  Safety Sub Categories

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

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.

Home  Careers  FAQs  Contact NAVFAC  Search  Accessibility  EOIA  NAVFAC IS  No Fear Act  Sitemap

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1322 Patterson Ave. SE, Suite 1000  20374 Washington, Navy Yard, D.C.
Safety Checklists Tab

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Safety Program Management Checklist
- Health and 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
- Mobile 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 08
- Machinery & Mechanized Equip Safety Checklist 08
- Motor Vehicle Safety Checklist
- Hydraulic Excavator 08
- Dump Truck Safety Checklist
- Conveyor Safety Checklist 08
- Crawler & Truck Mounted Cranes 08
- Pile Driver Safety Checklist 08
- Floating Safety Checklist
- Critical Lift Safety Checklist
- Material Handling Safety Checklist
- Confined Space Safety Checklist 08
### Mishap Lessons Learned Abstracts

<table>
<thead>
<tr>
<th>Mishap Description</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dump Truck overturn 12:00</td>
<td>1</td>
</tr>
<tr>
<td>Dump truck Power Line Contact Apr 07</td>
<td>1</td>
</tr>
<tr>
<td>Dump Truck Power Line Contact 2-07</td>
<td>2</td>
</tr>
<tr>
<td>Dump while refueling equipment 5-07</td>
<td>1</td>
</tr>
<tr>
<td>Burn refueling weed wacker 4-07</td>
<td>1</td>
</tr>
<tr>
<td>Articulating Platform fall 3-07</td>
<td>1</td>
</tr>
<tr>
<td>Crane hook failure 3-07</td>
<td>1</td>
</tr>
<tr>
<td>Back hoe overturn 5-07</td>
<td>1</td>
</tr>
<tr>
<td>Crushed by concrete pipe 7-07</td>
<td>1</td>
</tr>
<tr>
<td>Traffic injury accident 4-07</td>
<td>1</td>
</tr>
<tr>
<td>Overturned extendable boom forlift 9-07</td>
<td>1</td>
</tr>
<tr>
<td>Metal Box Laceration Apr 07</td>
<td>1</td>
</tr>
<tr>
<td>Jackhammer air hose failure 8-07</td>
<td>1</td>
</tr>
<tr>
<td>Fall through opening 5-07</td>
<td>1</td>
</tr>
<tr>
<td>Fall from Utility Bucket Truck Sep 07</td>
<td>1</td>
</tr>
<tr>
<td>Fall from height structural steel painting 3-07</td>
<td>1</td>
</tr>
<tr>
<td>Excavator Falling Mishap Lessons Learned 1-07</td>
<td>1</td>
</tr>
<tr>
<td>Equipment dropped load (trenchbox 9-07</td>
<td>1</td>
</tr>
<tr>
<td>Electrical Shock 6-07</td>
<td>1</td>
</tr>
<tr>
<td>Compressor system crushed 6-66</td>
<td>1</td>
</tr>
<tr>
<td>Roller Equipment rollover 11-06</td>
<td>1</td>
</tr>
<tr>
<td>FIRE LESSONS 6-06</td>
<td>1</td>
</tr>
<tr>
<td>Fall From Scaffold 10-06</td>
<td>1</td>
</tr>
<tr>
<td>Wooden truss collapse 1-06</td>
<td>1</td>
</tr>
<tr>
<td>Waterfront Operations skid steel loader 1-06</td>
<td>1</td>
</tr>
<tr>
<td>Incorrect usage equipment 4-06</td>
<td>1</td>
</tr>
</tbody>
</table>

**Safety is a key component of production.**

Make your goal "ZERO" the expectation by not tolerating anything less.
Safety Shack - Microsoft Internet Explorer provided by NAVFAC EURWA C/O D

Welcome to the Safety Shack! Here you will find resources and information related to safety management.

- Site Safety Manager Academy
- Accident Reporting Tab

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

Accident Reporting
- Significant Incident Report (CSIR-1)

Crime Accident Report
- CSIR Mishap Report Special questions

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1322 Patterson Ave, SE, Suite 1000 Washington Navy Yard, D.C. 20374-5585

https://portal.navfac.navy.mil
NAVFAC Safety Network POCs


- 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
MISHAP INVESTIGATION & REPORTING

• 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
• 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
MISHAP INVESTIGATION & REPORTING

• 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.
CLASSIFICATIONS OF MISHAPS

SERIOUS MISHAP

SIGNIFICANT MISHAP

GENERAL MISHAP
WHY ARE MISHAPS PUT INTO 3 DIFFERENT LEVELS?

THE MORE SERIOUS THE ACCIDENT
ACCIDENT STATEMENT

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
GENERAL MISHAP

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.
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/RO ICC 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
ANY SERIOUS OR SIGNIFICANT ACCIDENT

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

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.
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

**NAVFAC Northwest**

**NW MISHAP HEADS UP INITIAL NOTIFICATION**

<table>
<thead>
<tr>
<th>CIVILIAN</th>
<th>MILITARY</th>
<th>CONTRACTOR</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>6. SAFETY INVESTIGATORS:</th>
<th>7. EMPLOYEE IMMEDIATE SUPERVISOR OR RESPONSIBLE PERSON:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Al Baker, PWDK Site Safety Manager.</td>
<td>Michael Terry</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. MISHAP REVIEW BOARD (MRB) ANTICIPATED DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9. BRIEF DESCRIPTION OF MISHAP (WHO, WHAT, WHERE, WHEN, WHY, AND HOW):</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>
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
INVESTIGATION TECHNIQUES

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
INVESTIGATION TECHNIQUES

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.
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
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
• 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.
• 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.
• 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.
• 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.
• 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