



DEPARTMENT OF THE NAVY
NAVAL POSTGRADUATE SCHOOL
1 UNIVERSITY CIR
MONTEREY CA 93943-5000

IN REPLY REFER TO:

223/11
9 JAN 2002

MEMORANDUM

From: Superintendent
To: Distribution

Subj: OCCUPATIONAL SAFETY AND HEALTH (OSH) TRAINING PLAN

Ref: (a) OPNAVINST 5100.23E
(b) OPNAVINST 11320.23E
(c) OPNAVINST 1500.12G

Encl: (1) Training Schedule

1. Purpose. To identify and provide a schedule (enclosure 1) for the mandatory NPS FY02 Command NAVOSH, Fire Prevention & Protection, and Disaster Preparedness Training classes.
2. Scope. This notice applies to all NPS personnel.
3. Background. Recent events throughout the world have elevated the importance for all organizations to improve their ability, to not only respond to, but to prevent various types of emergencies, accidents, and illnesses in the workplace. Adherence to safe operating practices and procedures cannot be assured unless there is a clear and defined knowledge of the job, associated potential hazards and of the strategies necessary to perform the job properly and prevent mishaps. To attain this type and level of knowledge, a well-developed and coordinated training effort keyed to all levels and types of personnel is required. Furthermore, references (a), (b), and (c) require mandatory annual training for all management, supervisory personnel, and employees working in potentially hazardous work situations.
4. Definitions.
 - a. Top Management OSH Training. Top management personnel are identified as those who serve as Division Deans, Departmental Chairs, members of Faculty, Department Heads, and military staff 0-6 and above, and any other individual that serves as a line manager. Training for top management is mandatory and is intended to garner support for the Command OSH Training Plan and

emphasizes the importance of ensuring that all of their employees attend the requisite training identified in the training plan. Top management will be presented fire protection, disaster preparedness, security, and safety program status and progress at least quarterly. This training will be accomplished in a "stand-down" style as identified in enclosure (1), by members of the OSH Office, Fire, Police Departments, as well as electronically, and via e-mail.

- b. Supervisory OSH Training. This training assists supervisors in managing his/her safety programs in the work place and provides the opportunity to be updated on new changes and new skills that will assist supervisory compliance with reference (a). The OSH Manager, Mr. Michael Berry, X2822, will conduct this training as identified in enclosure (1).
- c. New Employee OSH Orientation. New staff and faculty members are provided an overview of the NAVOSH, Fire Prevention & Protection, Traffic Safety, and Disaster Preparedness Programs. Employee and supervisory responsibilities for maintaining a safe and healthy work environment are explained. Ms. Lucy Larson, X2793, will conduct this training on a quarterly basis per enclosure (2).
- d. Monthly Occupational Safety & Health Topics. All personnel within a department shall participate in a monthly OSH topic lesson. Monthly topics are provided via e-mail from the OSH office as established by the schedule below and will be available on the NPS intranet and the OSH office homepage. These sessions are designed to improve safety awareness and to increase mishap prevention efforts.

September- Unsafe/Unhealthful Working Conditions
November - Earthquake Safety
December - Holiday Safety
January - Safe Driving
February - Asbestos Awareness
March - Laser/RFR Awareness
April - Recreational Athletic & Home Safety
May - Bicycle Safety
June - Office Product Hazmat
July - Lead Awareness
August - Rights/Responsibilities
October - Fire Extinguisher and Fire Prevention

e. Hazardous Material/Hazard Communication Training. HAZMAT/HAZCOM training is required to familiarize all personnel to the HMC&M program as discussed in Chapter 8 of reference (a). The type of HAZMAT/HAZCOM training that is provided is dependent upon occupation, as described below:

(1) Emergency Response, Hazardous Waste Handlers and Clean-up Personnel: 40 hour initial and/or 8 hour refresher training is required per 29 CFR 1910.1200. Contract vendor provides training.

(2) Departmental Hazardous Material Program Managers: This 8 hour initial training session is applicable only to the designated department HM Program Managers assigned at NPS facilities. Training is provided by the Command HMC&M Coordinator, Code 223.

(3) Personnel Occupationally Exposed to Hazardous Material: This training is provided by the employee's supervisor and/or Departmental Hazardous Material Program Manager and is tailored to individual jobs and specific exposures. The OSHA HAZCOM Standard does not establish time requirements for training, but instead depends upon employee knowledge of the standard, the HAZCOM program plan, and chemical hazards on the job, and safe performance of the job.

(4) Administrative Personnel: Training involving the hazards associated with typical office supplies and cleaning agents is provided by the employee's supervisor and/or Department Safety Coordinator during initial jobs training and/or as a Monthly OSH Topic. Training information is available either on the NPS OSH Office homepage or by contacting the Command HMC&M Coordinator at x4508.

f. Hearing & Sight Conservation. This training is required on an annual basis for individuals enrolled in the sight & hearing conservation medical surveillance programs. Enclosure (1) identifies those departments that have personnel enrolled in sight & hearing conservation medical surveillance programs. Sight conservation topics include the Navy's sight conservation program elements, and selection of various types of eye protection. Hearing conservation topics include such things as off-duty conservation practices, proper wearing of hearing protection devices, and the elements of the Navy's hearing conservation program. Those employees and supervisors requiring such training,

shall complete the training by either of the following methods:

- (1) Reviewing the Sight & Hearing Conservation information that is available on the OSH website: <http://www.nps.navy.mil/safety>. Completing the on-line Sight & Hearing Conservation quiz and submitting it to the OSH Office shall accomplish documentation of training attendance.
- (2) Sight & Hearing Conservation training may also be completed by obtaining and reviewing the Sight & Hearing Conservation training CD-Rom, made available by contracting Mr. Martin Catanese, X3317.

g. First Aid & Cardiopulmonary Resuscitation (CPR).

Training is required for the following personnel:

- (a) Emergency Response teams,
- (b) Fire Department personnel,
- (c) Police Department personnel,
- (d) Hospital Corpsman,
- (e) Safety and Industrial Hygiene personnel,
- (f) Electrical power plant, and Electronics Technician,
- (g) Lifeguards,
- (h) Supervisors of above personnel

Other NPS employees that desire CPR and First Aid Certification may also enroll in these courses by contacting the OSH Manager at X2822. Refresher training will be conducted as necessary to maintain current certification. Qualified American Red Cross instructors from NPS will be offering the classes on a case-by-case basis determined by the availability of the instructors in addition to the established schedule, enclosure (1). Please note that each class is limited to 8 students; therefore it is imperative that you contact the First Aid & CPR Training Coordinator, Mr. Michael Berry, X2822, prior to each class listed in enclosure (1) and ensure space is available. Three different types CPR/First Aid training will be available:

- (1) Adult CPR (course length: 4 hours)
- (2) First Aid Basics (length: 4 hours)
- (3) Community CPR and First Aid (length: 8 hours). Please note that this course covers Adult CPR, First Aid, and Child/Infant CPR and is required for all Police Officers,

Fire Fighters, Emergency Response Teams, and Lifeguards.

- (h) Ergonomics and Back Injury Prevention Training. Ergonomics and Back Injury Prevention training requirements for NPS personnel is determined based on the results of employee comfort surveys, workplace inspections, and mishap analysis. One-on-one Ergonomics & Back Injury prevention training is provided by the NPS Ergonomics Program Manager, Ms. Diane Spry-Lackner, X5130, to employees whom have completed an Employee Discomfort Survey and is conducted at the time the Ergonomics Program Manager schedules a detailed ergonomics survey for those employees. Based upon the potential for ergonomic injuries, the following departments have been targeted for detailed ergonomics surveys during FY02: Code 03, Admin Personnel, Code 01, PH and OR. Additionally, based upon review of the previous fiscal year mishap analysis, PW and MWR employees shall complete the requisite training by reviewing the Ergonomics and Back Injury Prevention information on the OSH website: <http://www.nps.navy.mil/safety> under the "Ergonomics" link. Completing the on-line Ergonomics quiz and submitting it to the OSH Office shall accomplish documentation of training attendance. POC for this training program is Ms. Diane Spry-Lackner, X5130.
- (i) Radio Frequency Radiation Training. Radio Frequency Radiation (RFR) safety training shall be provided to all personnel who routinely work directly with RFR equipment or whose work environment contain RFR equipment that routinely emits RFR levels in excess of the exposure limits for controlled environments. Training is individually provided by Departmental Radiation Supervisors prior to RFR system operation. POC for this training program is Mr. Steven Richards, X2649.
- (j) Laser Safety Training. Annual refresher training via monthly safety topics is required for all Class I, II, and IIIA laser operators. Departmental Laser Supervisors (DLS) shall attend a formal laser safety-training course through the Navy or by contracted personnel. Contact the Command Laser System Safety Officer (LSSO) x2649 to schedule such training. Annual refresher training on the hazards associated with accidental exposure to laser radiation shall be provided to all personnel in areas operating Class IIb and Class IV lasers. This training is conducted individually by the DLS and/or LSSO upon laser system operating request

approval. POC for this training program is Mr. Steven Richards, X2649.

- (k) General Industry Lead Training. Lead work performed at NPS is of a non-routine nature. Training is required for those individuals who during their employment may come in direct contact with lead containing materials. Those employees requiring such training shall complete Lead Awareness training by reviewing the Lead Awareness information that is available on the OSH website: <http://www.nps.navy.mil/safety>. Completing the on-line Lead Awareness quiz and submitting it to the OSH Office shall accomplish documentation of training attendance. Ms. Michele Marnach, X2475, administers this program.
- (l) Blood Borne Pathogens Training. This training is required for the following personnel and their supervisors: emergency response teams, fire and police department personnel, lifeguards, child care workers, Youth Activity Center workers, gym personnel, barbers, and first aid responders and all other personnel who can reasonably be anticipated to have occupational exposure to blood borne pathogens or Other Potentially Infectious Materials (OPIM). Training is scheduled per enclosure (1), and is provided by the NPS Industrial Hygienist, Mr. Eric Thurston, X3466.
- (m) Reproductive Hazards Training. This training is required for all personnel responsible for or working with any biological, chemical, or physical stressor that has the potential to adversely affect the human reproductive process. Specific locations and applications where reproductive hazards are present in the workplace may be found on the NPS OSH website: <http://www.nps.navy.mil/safety>, under the "Reproductive Hazards" link. Those employees and supervisors requiring such training shall complete the training by reviewing the Reproductive Hazards information found on the website listed above. Completing the on-line Reproductive Hazards quiz and submitting it to the OSH Office shall accomplish documentation of training attendance. Mr. Martin Catanese, X3317, administers this program.
- (n) Asbestos Training. Initial and refresher Asbestos Worker Training (Category I,II,III, and IV asbestos work) is required for those individuals that directly work with asbestos. It is the responsibility of first line management to determine which level of asbestos training shall be provided to any given employee.

Training may be provided by the OSH office staff and/or contracted personnel. Contact the Asbestos Program Manager at x2475 to schedule requisite training. Asbestos awareness training shall be provided to all NPS personnel as one of the routine monthly training topics. However, asbestos awareness training for facility maintenance personnel as identified per enclosure (1), may be completed by reviewing the Asbestos Awareness that is available on the OSH website: <http://www.nps.navy.mil/safety>. Completing the on-line Asbestos Awareness quiz and submitting it to the OSH Office shall accomplish documentation of training attendance.

- (o) Respiratory Protection Training. This training is required for all employees that use respirators, their supervisors, persons issuing respirators, and emergency response teams to ensure proper respiratory use. Training is required annually, and conducted at the time of respirator fit testing by the Respiratory Protection Manager, Ms. Michele Marnach, X2475.
- (p) Confined Space Entry Training. Confined Space Qualified Persons are trained and certified by the NPS Confined Space Entry Program Manager, Ms. Michele Marnach, X2475. Eight hours of initial classroom training, followed by 8 hours of on-the-job training and annual refresher training is required for all Confined Space Qualified Persons. Annual training is also provided to all confined space entrants, attendants, and entry supervisors. Confined Space Entry training is provided per enclosure (1). However, confined space entry awareness training is provided to all facility maintenance personnel during departmental weekly safety meetings.
- (q) Fall Protection Training. This training is required for those individuals that work at heights in excess of 6 ft. above the ground. Thorough employee training in the selection and use of personal fall arrest systems is imperative. Careless or improper use of the equipment can result in serious injury or death. Those employees requiring such training shall complete Fall Protection training information that is available on the OSH website: <http://www.nps.navy.mil/safety>. Completing the on-line Fall Protection quiz and submitting it to the OSH Office shall accomplish documentation of training attendance.

- (r) Man Made Vitreous Fiber Training. Personnel working with or whom may be occupationally exposed to Man Made Vitreous Fibers (fiberglass, synthetic glass, mineral wools, and ceramics), as identified per enclosure (1), shall complete MMVF training by reviewing the MMVF that is available on the OSH website: <http://www.nps.navy.mil/safety>. Completing the on-line MMVF quiz and submitting it to the OSH Office shall accomplish documentation of training attendance.
- (s) Fire Prevention/Protection Training. The Fire Prevention Bureau shall provide a Fire Education Program to all NPS personnel i.a.w. reference (b). The training shall consist of topics such as eliminating fire hazards, reporting fires and other emergencies, proper fire escape planning, smoke and carbon monoxide detectors, fire suppression systems and the content of reference (b). Additionally, all NPS personnel shall receive hands-on fire extinguisher training with live fires. All departmental supervisors shall contact the Fire Prevention Bureau at X1948 or their building Fire Marshal to schedule such training. A minimum of two weeks notice will be required for scheduling.
- (t) Chemical Hygiene Training. Employees engaged in the laboratory use of hazardous chemicals shall be trained annually in the details of the NPS Chemical Hygiene Plan, physical and health hazards of chemicals in the work area, methods and observations for chemical release detection and control measures. Enclosure (1) identifies those departments needing such training. Affected employees shall periodically review Material Safety Data Sheets (MSDS's) to understand the characteristics and physical/health hazards of chemicals in the work area. Additionally, all affected employees shall complete Chemical Hygiene information that is available on the OSH website: <http://www.nps.navy.mil/safety>. Completing the on-line Chemical Hygiene quiz and submitting it to the OSH Office shall accomplish documentation of training attendance.
- (u) Traffic Safety Training. Traffic Safety training is a prominent part of the Navy's campaign to reduce the leading cause of accidental death. Local traffic safety orientation briefings are required i.a.w. reference (c) for all personnel reporting for duty at NPS from outside the Monterey Peninsula as soon as possible after they report. Traffic Safety briefings shall include base traffic patterns, local community

driving hazards, and situations, special weather driving conditions, state and local vehicle and riving laws, vehicle registration, personal protective clothing requirements, safety belt and child safety seat laws, and alcohol and drug abuse driving counter measures. New employees (civilian, military staff, and faculty) shall receive Traffic Safety training from the NPS Police Department during New Employee OSH Training. New students shall receive Traffic Safety briefings via the NPS OSH website: <http://www.nps.navy.mil/safety> under the "Student Safety" link.

- (v) Motorcycle Safety Training. Motorcycle Safety Training is required for all military personnel operating a motorcycle and any civilians operating a motorcycle on a military installation. Motorcycle Safety Training is a performance-based curriculum with a focus on motorcycling's mental and physical skills. The course is designed to improve a motorcycle riders knowledge, awareness, control, and safe operation during normal and adverse situations. To successfully complete the course, the students must attend all classroom and range modules of the 15-hour curriculum; achieve 80% on the Knowledge Test, and 20 (or less) penalty points for the skill evaluations. Course size is limited to 8 individuals and registration with the Motorcycle Safety Instructor, Mr. Steven Richards; X2649 is required prior to commencement of instruction.

5. Action. All departments will ensure personnel attend required OSH training by 30 Sep 02. If there is a conflict regarding dates/times, or if departments desire a special class, contact the OSH Manager, Michael Berry at x2822.


J. THOMAS
By direction

Distribution:
NAVPGSCOLINST 5605.2S, List 1

**NAVAL POSTGRADUATE SCHOOL
OCCUPATIONAL SAFETY TRAINING SCHEDULE
FY02**

Class	Date	Time	Location	Departments
Top Management Training	TBD	TBD	King Hall	All Departments
OSH Supervisory Training	3/12	0900-1030	Glasgow	All Departments
	3/13	1300-1430	Glasgow	All Departments
New Employee Safety Orientation	3/20	1300-1500	HRO Train. Rm.	All Departments
	6/20	0900-1100	""	""
	9/18	1300-1500	""	""
Chemical Hygiene Training	January		Web Based	PH, AA, ME
Asbestos Awareness Training	Sept		Web Based	223, 234F, 2313
Manmade Vit. Fibers	May		Web Based	223, 234F, 2313
General Industry Lead Training	April		Web Based	223, 234F/P, 2313, MWR, NEX
Ergonomics/Back Injury Prevention	February		Web Based	2313, MWR

Class	Date	Time	Location	Departments
Sight Conservation Training "	March "		Web Based "	223, 234F/P, 2313, MWR, NEX SP, AA, ECE, ME, OC and PH
Hearing Conservation Training "	July "		Web Based "	223, 234F/P, 2313, MWR, NEX, SP, AA, ECE, ME, OC and PH
Reproductive Hazards Training "	August "		Web Based "	223, 234F/P, 2313, MWR, NEX, SP, AA, ECE, ME, OC and PH
Fall Protection Training	June		Web Based	223, 2313
Blood-borne Pathogens " " "	3/20 5/07 7/11 9/17	1400 0900 1400 0900	HRO Train. Rm. " " " " " " " " "	MWR, NEX, 234F, 234P
Adult CPR Training	12/7, 1/23 2/20, 3/26 4/16, 5/21, 6/04, 7/24 8/20, 9/24	0800-1200	Bldg. 259/Lobby	

Class	Date	Time	Location	Departments
Basic First Aid Training	12/14, 1/24, 2/21, 3/27, 4/17, 5/22, 6/05, 7/25, 8/21, 9/25	0800-1200	Bldg. 259 Lobby	
Community CPR & First Aid	02/08	0800-1200	Bldg 259 Lobby	MWR, 234F
"	5/7, 5/08	"	" "	234P
"	9/18	"	" "	234F
Confined Space Entry Training	TBD	TBD	TBD	TBD