



DEPARTMENT OF THE NAVY

NAVAL POSTGRADUATE SCHOOL
1 UNIVERSITY CIR
MONTEREY CA 93943-5000

IN REPLY REFER TO:

NAVPGSCOLINST 5100.14
223
3 Apr 01

NAVPGSCOL INSTRUCTION 5100.14

Subj WELLNESS PROGRAM

Ref (a OCPMINST 12792.4

Encl (1) Wellness Program Participant Application
(2) Wellness Program Process
(3) Wellness Program Safety Tips

1. Purpose. To establish the policy and procedures for implementing a Wellness Program with the objective of educating and encouraging the civilian workforce to actively pursue and sustain good physical and mental health.

2. Scope. This instruction applies to all excepted and competitive service employees of the Naval Postgraduate School (NPS) and tenant activities serviced by the NPS Human Resources Office.

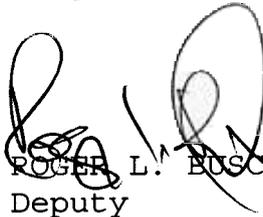
3. Policy. Civilian employees of NPS and tenant commands are not required to participate in regular exercise programs. However, participation in the Command Wellness Program is highly encouraged. Supervisors and managers are authorized to grant up to two hours of excused absence per week without charge to leave to match a participant's personal time investment during lunch. Participation in the Wellness Program is not authorized to be used by an employee in place of sick or annual leave. Employees may choose to participate in a variety of individual wellness programs that focus on regular exercise (e.g.; walking, running, swimming, aerobics, weight training, etc.) or stress reduction/relaxation programs such as yoga, tai chi, and massage therapy. Wellness training programs involving tobacco and smoking cessation, drug and alcohol abuse, and violence in the work place awareness are available by contacting the Employee Assistance Program at 1-800-222-0364.

4. Enrollment and Approval Authority. Procedures for enrollment and approval for participation in the Command Wellness Program have been identified as enclosure (2), Wellness Program Process. The Wellness Program participant and supervisor must discuss and document risk factors and control

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measures associated with each wellness program. Enclosure (3) provides risk factors and control measures for some Wellness Program activities. Wellness applications must be signed by your supervisor and the NPS OSH Manager prior to commencing any wellness activity. Applications are valid for a time period not to exceed six months at which time a new application must be generated if the employee desires to continue participating in the wellness program. Please note that medical and workers compensation benefits will only be considered for individuals that injure themselves during wellness activities; that have current (six months) applications on file.

5. Summary. A healthy workforce is essential to the successful accomplishment of the Naval Postgraduate School mission. This achievement will be better secured if we can provide every employee the opportunity to actively seek and sustain good physical and mental health.



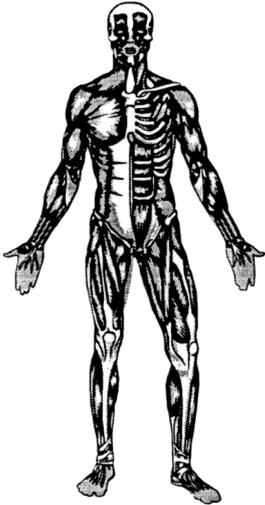
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Distribution:

NAVPGSCOLINST 5605.2S (List 1)

WELLNESS PROGRAM

Participant Application



| | |
|--|----------------|
| Employee's Last Name/First Name/Middle Initial | |
| Organization Code | Phone Number |
| Supervisor's Last Name/First Name/Middle Initial | |
| Organization Code | Phone Number |
| Individual Wellness Program (specify) | Beginning Date |
| | Total Hours |

| | Mon | Tues | Wed | Thurs | Fri | Time Investment |
|--|-----|------|-----|-------|-----|------------------------|
| | | | | | | Employee's Signature |
| | | | | | | Supervisor's Signature |

Safety Briefing/Risk Assessment/Control Measures:

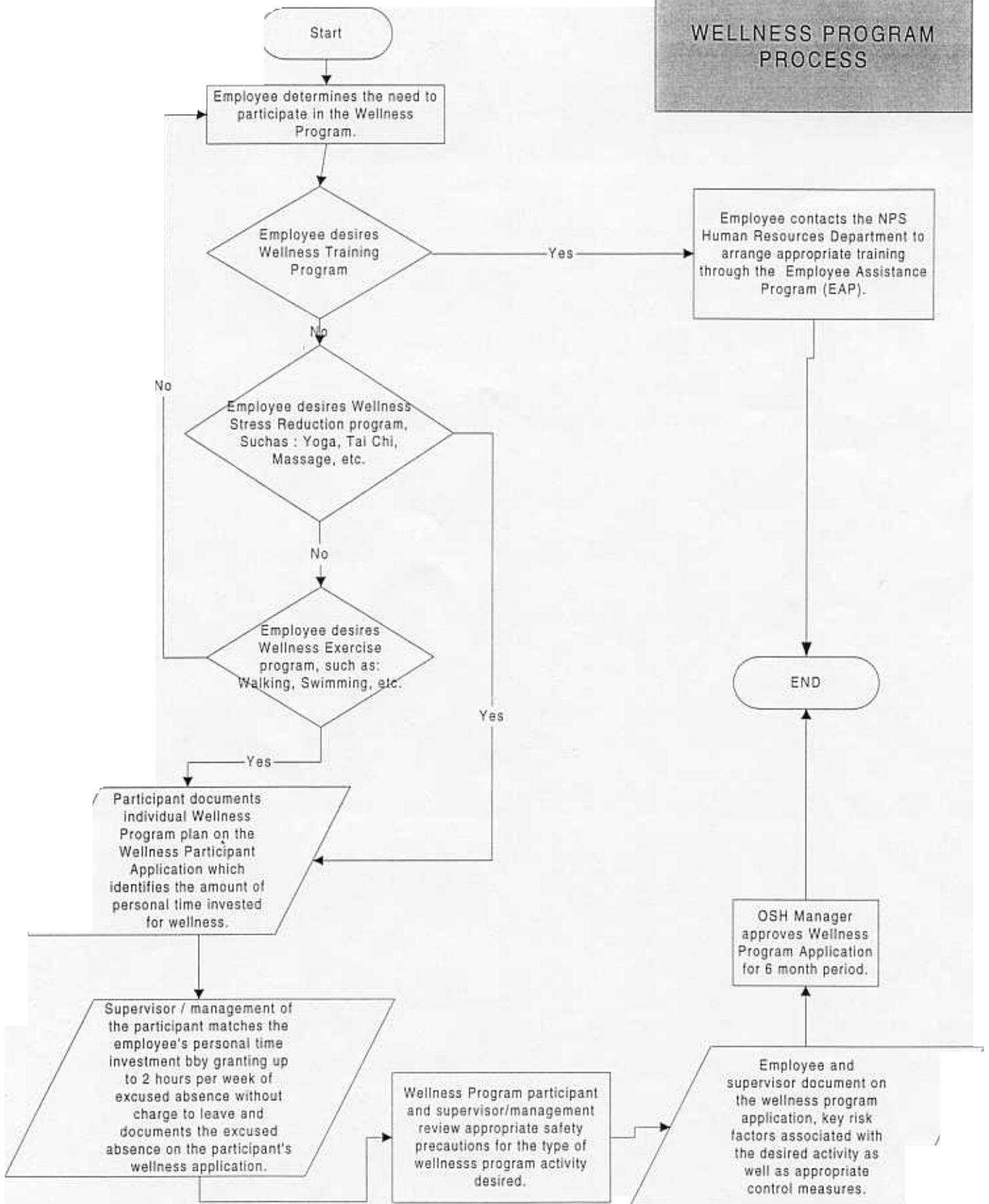
Please contact the OSH Manager in Rm. 023 of Herrmann Hall to obtain required approval signature prior to commencing wellness program activities.

Safety/Health Manager Approval: _____ Date: _____

Employees are encouraged to seek their physician's advice before commencing with any diet or exercise programs.

Application is valid for six (6) months.

WELLNESS PROGRAM PROCESS



WELLNESS PROGRAM

SAFETY TIPS

|  PHYSICAL FITNESS |  BICYCLING |  SWIMMING |  SPORTS |
|---|---|--|--|
| <ul style="list-style-type: none"> ✓ Get a medical check-up if you have not been exercising regularly. ✓ Start slowly and gradually build up to a sustained level of performance. ✓ Warm-up and stretch for 10 to 15 minutes before and after each vigorous workout to prevent strains and sprains. ✓ Drink plenty of cool water to prevent dehydration. When it's hot, schedule your activity during the coolest part of the day or exercise indoors. ✓ Run, walk or skate on established paths. When jogging on the street, run against the traffic flow. Do not skate or rollerblade in traffic. ✓ Wear clothing and equipment appropriate to the activity (e.g. helmet, gloves and elbow and knee pads for rollerblading). ✓ Wear bright and light colored clothing. During reduced visibility conditions, wear reflective clothing. ✓ Follow the rules that pertain to your choice of workout. For example, if you are working with free weights, be sure you have a spotter and follow the safety guidelines for weight lifting. Use of collars and a weight belt are recommended. ✓ Listen to your body during a strenuous work-out. If you feel pain, shortness of breath, etc., take a break and check it out. If the discomfort or pain persists, get medical attention. | <ul style="list-style-type: none"> ✓ Wear an American National Standards Institute (ANSI) or Snell Memorial Foundation approved bicycle helmet! ✓ Dress for the weather. In cold weather, it's better to wear several layers of clothing than one bulky item. ✓ Wear bright or light colors, and at night, wear reflective clothing. ✓ Use clips or rubber bands to keep long pants out of the chain. ✓ Wear comfortable, lightweight low cut shoes with firm soles to protect your feet. ✓ Check for proper air pressure and tire tread. Adjust the seat and handlebars to fit and tighten loose parts. Check the brakes -- they should allow you to make a quick, smooth stop. ✓ Obey all traffic signals, signs and pavement markings. ✓ Ride on the right side of the road, close to the edge. If in a group, ride single file at least one bike length apart. ✓ Do not carry passengers on a one-person bicycle. ✓ Be alert. Give pedestrians and vehicles the right of way. Walk your bicycle across busy streets. ✓ During low visibility make sure you have a working headlight visible for 500 feet, a red rear reflector and side reflectors. ✓ Stop before entering a roadway from a sidewalk or driveway. ✓ Stay on authorized streets or highways or use bicycle paths. | <ul style="list-style-type: none"> ✓ Always swim with a buddy who has the ability to help you in an emergency. ✓ Swim only in supervised areas. ✓ Follow the safety rules for the particular pool or beach area you are using. Pay attention to warnings about local hazards such as currents. ✓ Know your limitations and don't overestimate your ability. ✓ Stay out of the water when overheated, immediately after eating, and during an electrical storm. ✓ Check the water depth before diving into the water. ✓ Keep a safe distance from diving boards and platforms. ✓ Don't substitute inflated tubes, air mattresses or other artificial supports for swimming ability. If a flotation device is needed as a safety aid, use a U.S. Coast Guard approved personal flotation device. ✓ Take instruction from qualified instructors before scuba diving. Remember open water scuba diving certification does not qualify you for cave/cavern diving. ✓ Only certified lifeguards should dive in to rescue a drowning victim. ✓ Learn the simple and safe reaching-rescue techniques. The American Red Cross offers courses in water rescue. ✓ Avoid overexposure to the sun. Use plenty of sun screen lotion. | <ul style="list-style-type: none"> ✓ Stay in shape, not only during basketball, softball, soccer, etc., season, but also after the sporting event or season ends. ✓ Wear shoes and clothing appropriate to the sport and the playing surface. For example, when playing tennis or basketball, running shoes should not be worn. The soles are not designed for quick turning, stopping and jumping. ✓ Taped ankles or ankle supports with high-top shoes will reduce the severity of ankle injuries. ✓ Wear pads to protect the knees and elbows from bruises and burns. ✓ Wear a mouth guard when you participate in contact sports. This device will not only protect your teeth from being chipped or knocked out but will protect your tongue as well. ✓ Don't wear chains, rings, or metal wrist bands. If you wear glasses, they should be secured and have shatter-proof lenses. ✓ Do 10 to 15 minutes of warm-ups before and after play. ✓ During non-league basketball games use the "no-dunk" rule. Glass backboards and rims can be broken if too much stress is placed on them and the change in momentum can cause you to lose your balance and fall. |

✓ Remember the acronym "RICE" when an injury occurs: Rest the sprain, put Ice on it, Compress it by wrapping something around the injury and Elevate that part of the body.

✓ Seek medical attention if you experience any of the following symptoms: inability to move your arm or leg, a locked joint, persistent swelling, or a grinding feeling.