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NAVPGSCHOL INSTRUCTION 5100.2F

From: Superintendent, Naval Postgraduate School  
To: Distribution

Subj: NAVAL POSTGRADUATE SCHOOL OCCUPATIONAL SAFETY AND HEALTH PROGRAM MANUAL

Ref: (a) Navy Occupational Safety and Health (NAVOSH) Program Manual, OPNAVINST 5100.23E  
(b) OSHA Regulations for General Industry, 29 CFR 1910  
(c) OSHA Regulations for Construction, 29 CFR 1926

Encl: (1) NAVOSH Program Processes  
(2) OSH Regulatory Summary  
(3) OSH Forms, Charts, Tables  
(4) Glossary of OSH Terminology  
(5) OSH Responsibilities

1. Purpose. To promulgate policy, responsibility, and procedures for the implementation, management, and control of the Occupational Safety and Health Program at Naval Postgraduate School (NPS). This instruction implements reference (a).
2. Cancellation. NAVPGSCOLINST 5100.2E/NAVSUPPACT MB INSTRUCTION 5100.2.
3. Policy. The OSH policy of the NPS is to provide an environment free of hazards to employees, students, and visitors. NPS recognizes the value of all employees. Therefore, creating a safe and healthful workplace is paramount to accomplishing the mission of NPS and maintaining operational readiness. The Superintendent is fully committed to preventing and/or minimizing personal injuries/illness and damage to Navy facilities. A safe and healthy work environment is achieved through the management of a comprehensive NAVOSH program identified in OPNAVINST 5100.23E. The program primarily features annual workplace inspections, compliance with applicable standards, prompt abatement of indentified hazards, OSH Training, hazard reporting procedures, mishap investigations, industrial hygiene programs, medical surveillance programs, facility construction and design plan review, and personal accountability for  
Subj: NAVAL POSTGRADUATE SCHOOL OCCUPATIONAL SAFETY AND HEALTH PROGRAM MANUAL

safety and health through documented performance standards. Occupational Safety and Health is a fundamental responsibility of all NPS management and supervision. The NPS OSH office, Code 223, administers the NAVOSH program and provides direct consultation to all echelon of personnel and serves as the focal point on all OSH related matters. The Superintendent's OSH Policy Statement shall be issued within three months after assumption of command, disseminated to all personnel and posted on all official bulletin boards.

4. Discussion. Enclosure (1) is a series of flowcharts that defines our NAVOSH Programs as processes. The processes identify the sequence of events that are necessary to provide a safe and healthy work environment and maintain regulatory compliance. The flowcharts are intended to provide NPS with a customer oriented, technically excellent and cost effective OSH Program dedicated to protecting people. Enclosure (2) offers an overview of various Federal OSHA regulations including a summary of the more commonly found workplace hazards. Enclosure (3) provides a series of forms, charts, and tables utilized by supervisors and employees for a variety of purposes; they are provided for your use, so feel free to make copies as you deem necessary. Enclosure (4) is a glossary of commonly used OSH terminology that may assist you in understanding OSHA regulations as well our NAVOSH Program Processes. Enclosure (5) defines specific responsibilities for NPS management, supervision, and employees.

5. Action. All personnel shall abide by and actively support the NPS Occupational Safety and Health Program.

ROBERT C. CHAPLIN  
Rear Admiral, U.S. Navy

Distribution:  
(All Departments)

# NPS NAVOSH PROGRAM PROCESSES

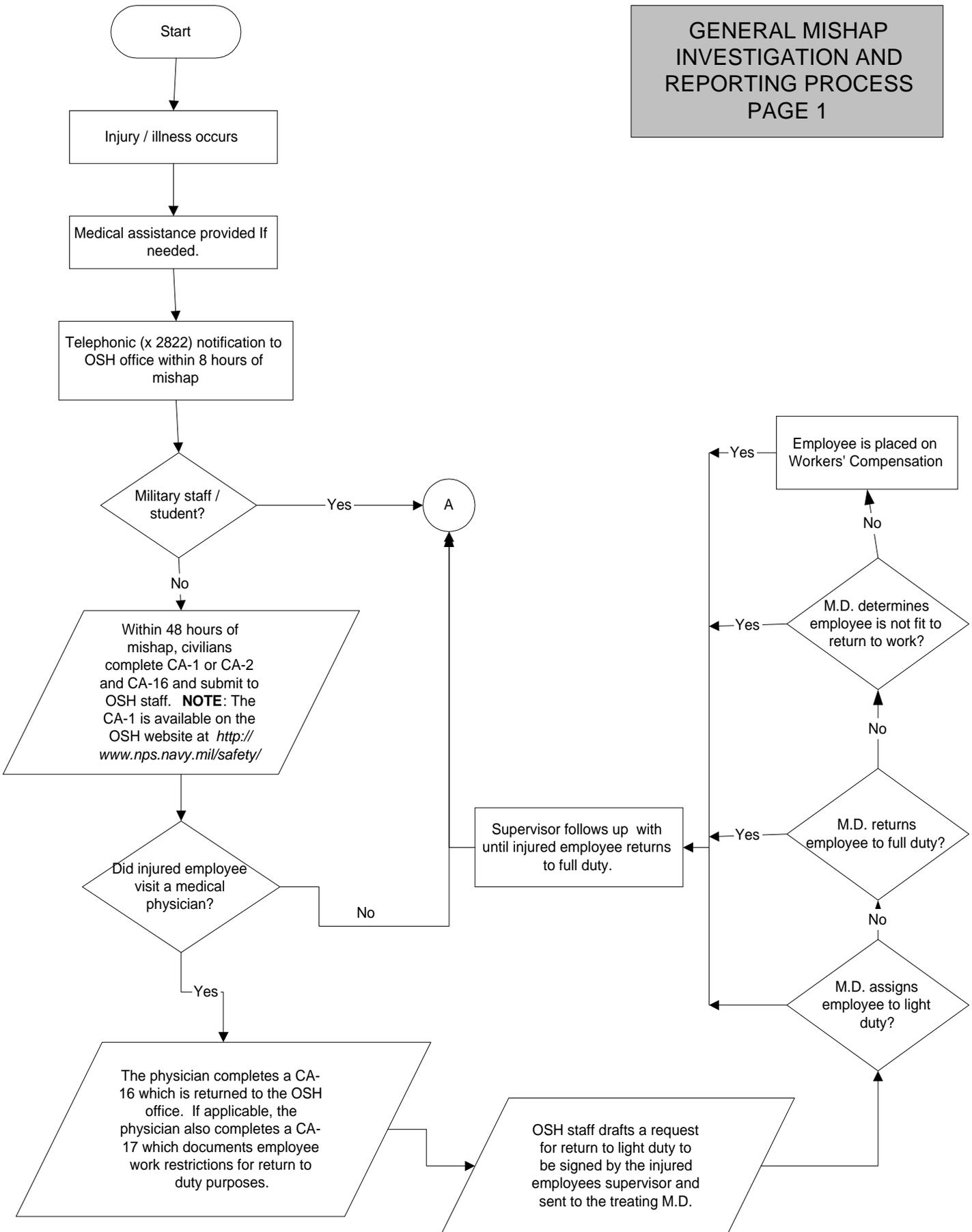
## **Occupational Safety & Health Administrative Chapter 1 Program Processes**

	<u>Page</u>
1. General Mishap Investigation & Reporting Process . . . . .	1-3
2. Special Interest Mishap Investigation & Reporting Process . . .	1-5
3. Catastrophic Mishap Investigation & Reporting Process . . . . .	1-6
4. Hazard Abatement Program Inspection Process . . . . .	1-7
5. Hazard Abatement Process . . . . .	1-8
6. Departmental Safety Inspection Process . . . . .	1-10
7. OSH Training Process . . . . .	1-11
8. Personal Protective Equipment Program Process . . . . .	1-12
9. OSH Policy Council Process . . . . .	1-15
10. Unsafe/Unhealthful Working Conditions Process . . . . .	1-16
11. Departmental Job Safety Analysis/Standard Operating Procedures Process . . . . .	1-18
12. NAVOSH Self-Assessment Process . . . . .	1-19
13. OSHA Inspection Process . . . . .	1-20
 <b>Occupational Safety Program Processes</b>	
14. Confined Space Entry Program Process . . . . .	1-22
15. Energy Control Program Process . . . . .	1-23
16. Laser Safety Program Process . . . . .	1-25
17. Radio Frequency Radiation Program Process . . . . .	1-27

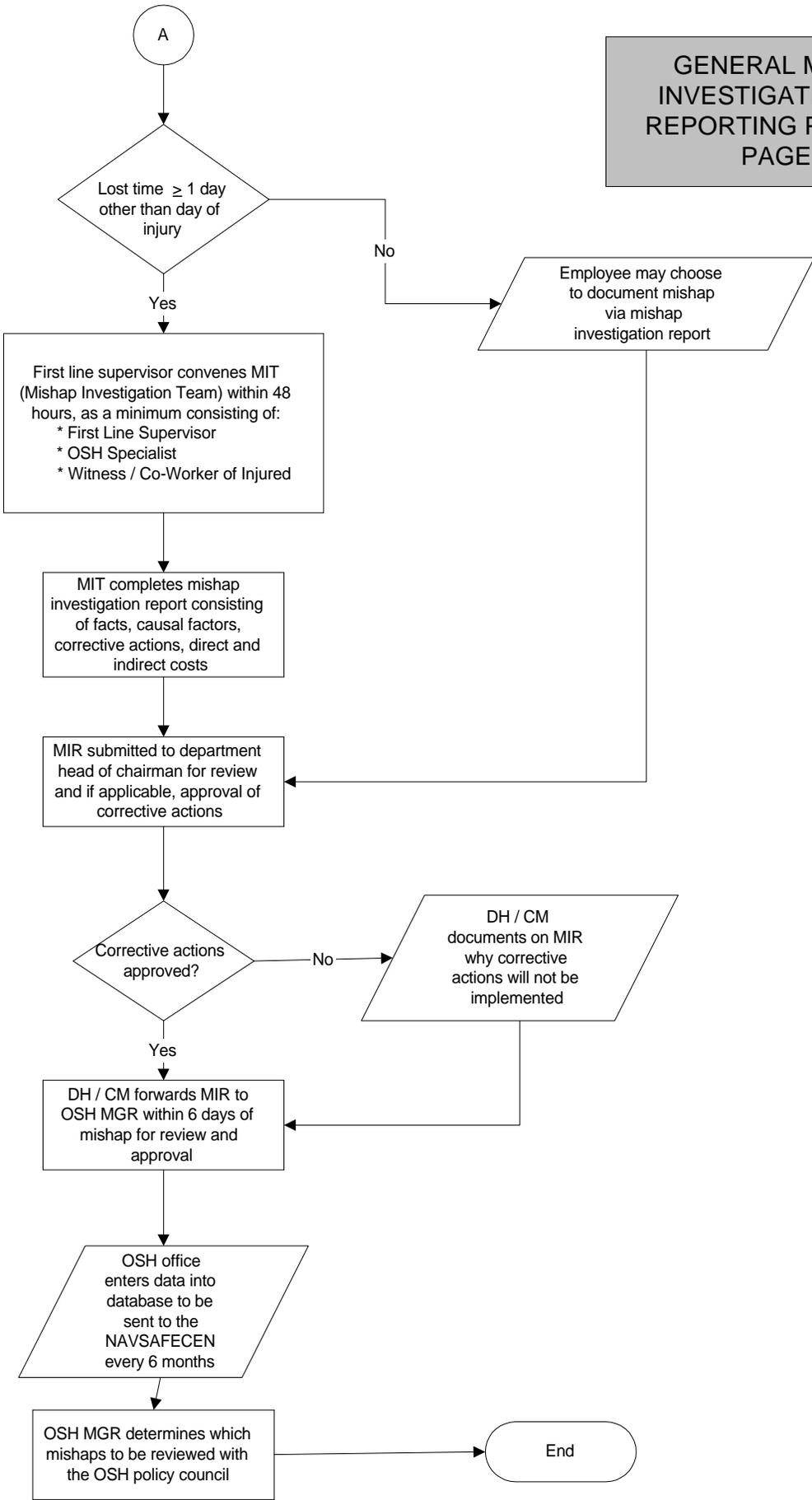
## **Occupational Health Program Processes**

18. Industrial Hygiene Survey Process . . . . .	1-28
19. Medical Surveillance Process . . . . .	1-30
20. Hazardous Materials Control & Management Process . . . . .	1-31
21. Ergonomics Program Process . . . . .	1-33
22. Respiratory Protection Program Process . . . . .	1-34
23. Sight Conservation Program Process . . . . .	1-36
24. Hearing Conservation Program Process . . . . .	1-38
25. Asbestos Control Program Process . . . . .	1-40
26. Lead Control Program Process . . . . .	1-42
27. Bloodborne Pathogens Program Process . . . . .	1-44
28. Reproductive Hazards Program Process . . . . .	1-46
29. Indoor Air Quality Process . . . . .	1-49

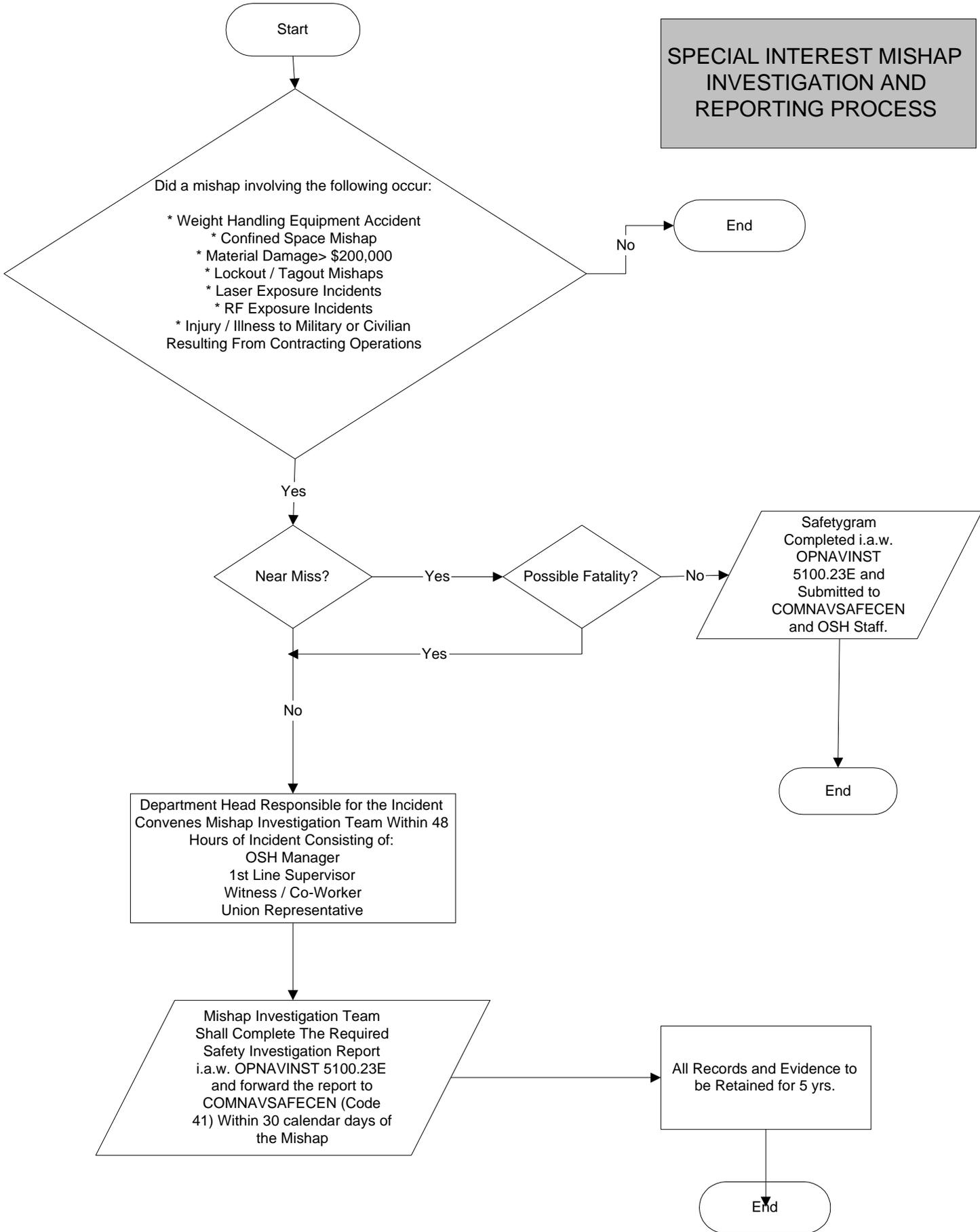
**GENERAL MISHAP  
INVESTIGATION AND  
REPORTING PROCESS  
PAGE 1**



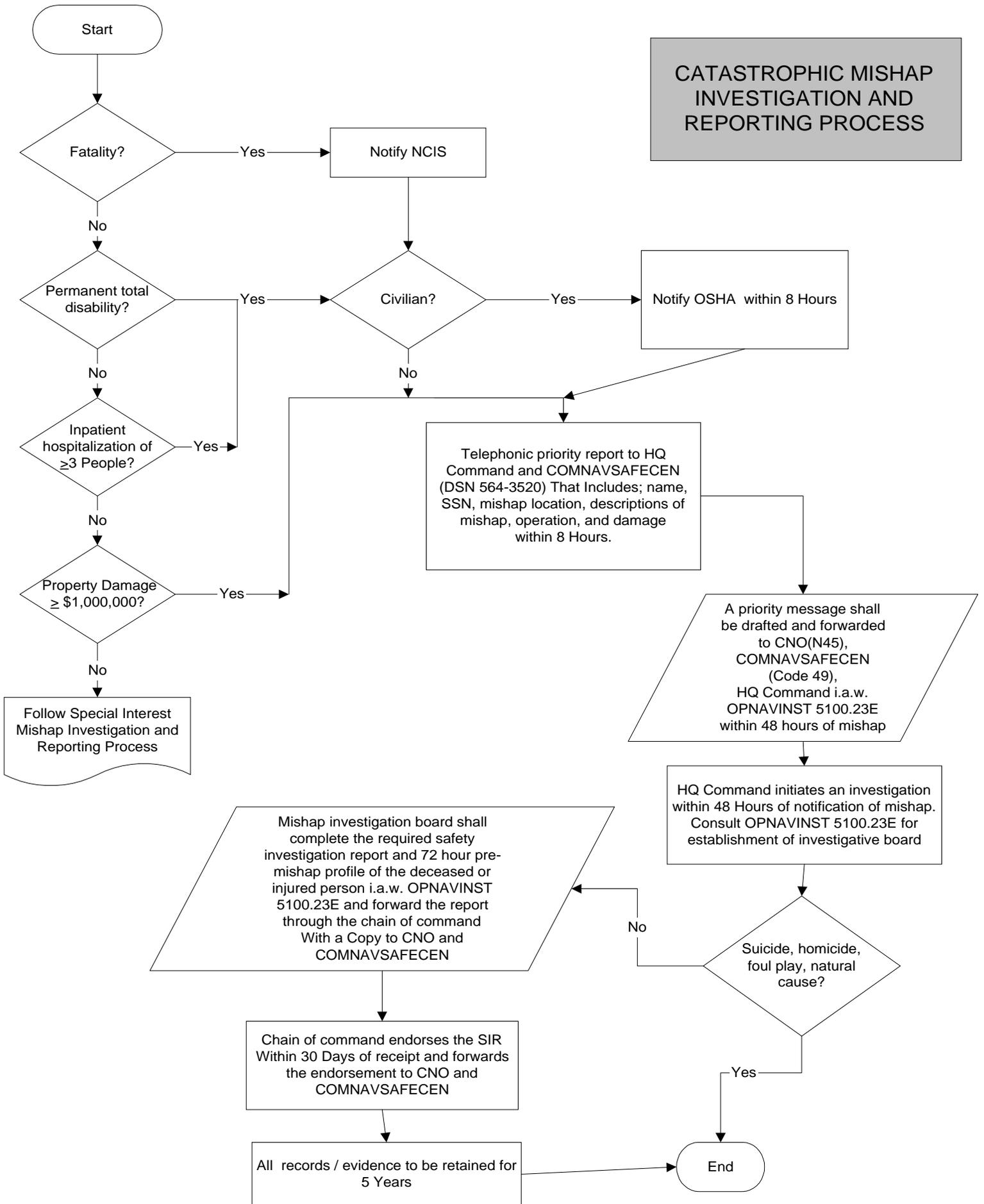
**GENERAL MISHAP  
INVESTIGATION AND  
REPORTING PROCESS  
PAGE 2**



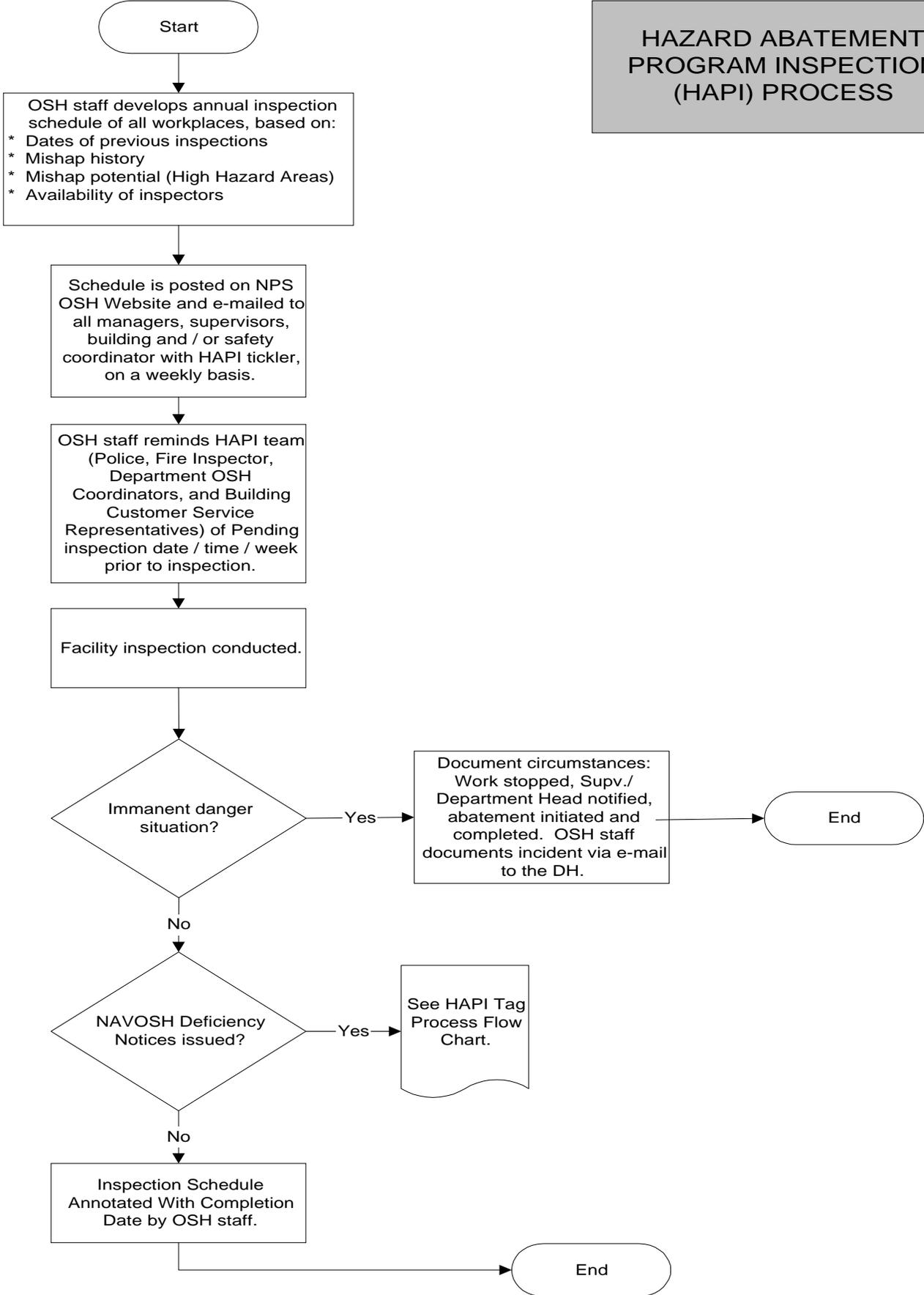
**SPECIAL INTEREST MISHAP INVESTIGATION AND REPORTING PROCESS**



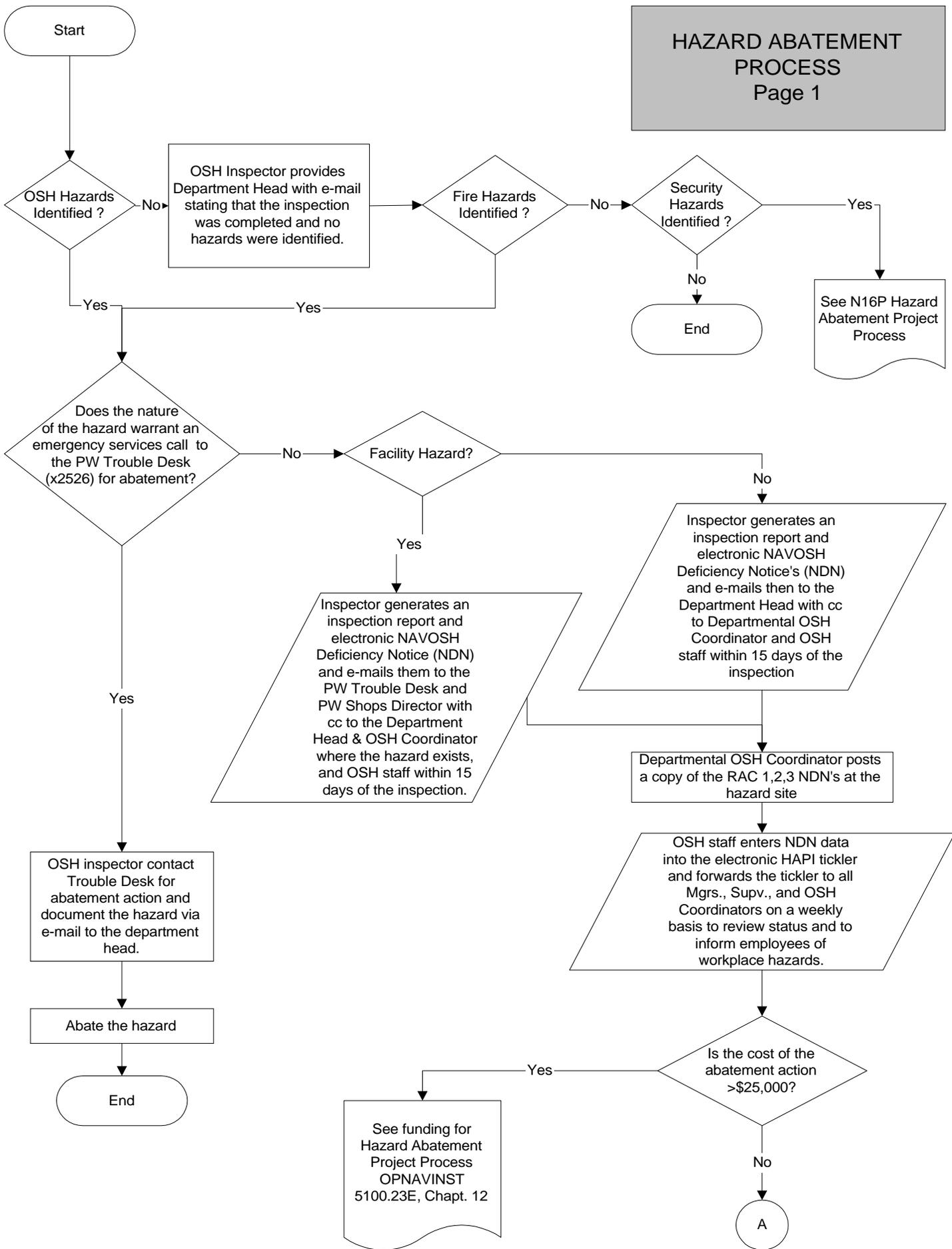
# CATASTROPHIC MISHAP INVESTIGATION AND REPORTING PROCESS



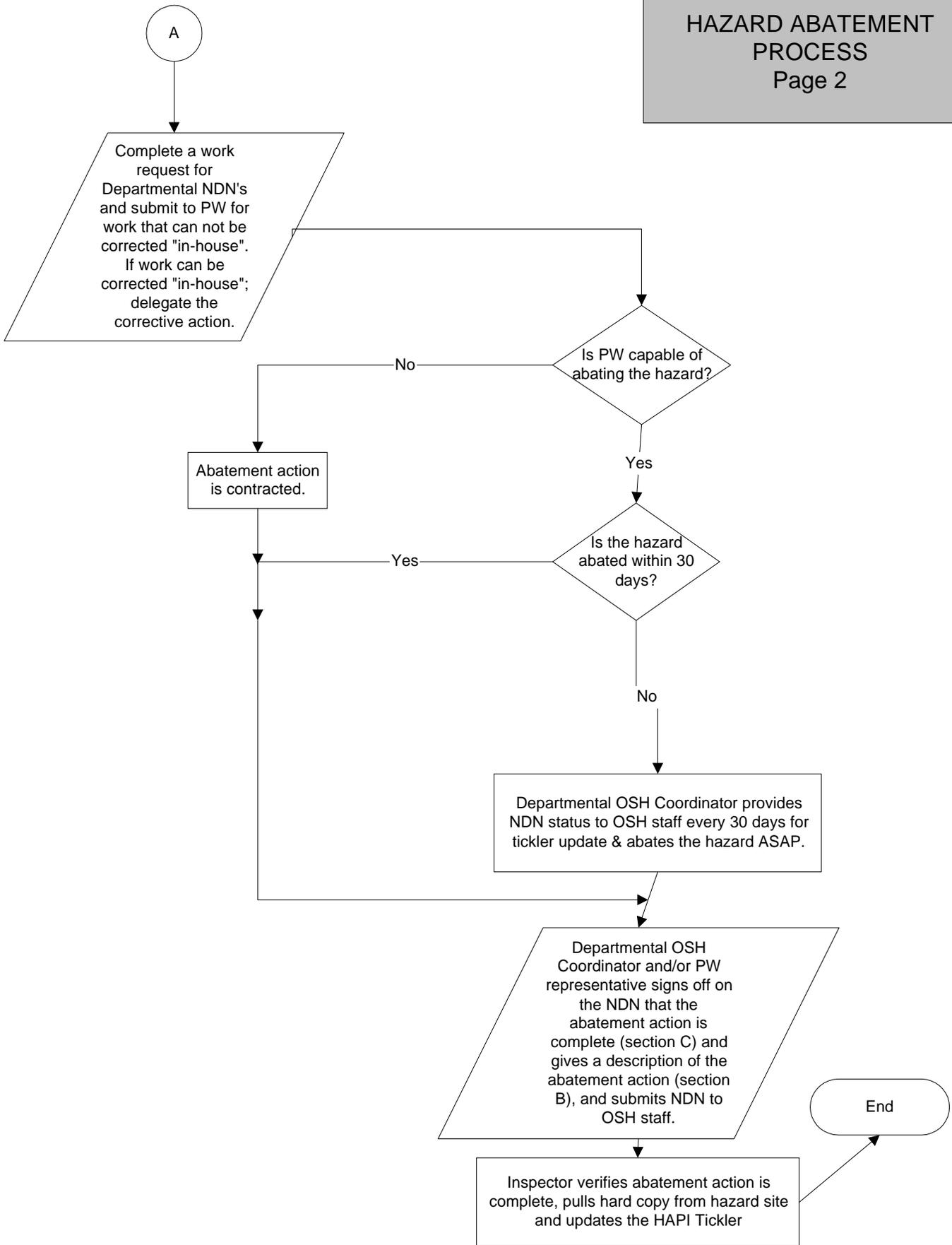
# HAZARD ABATEMENT PROGRAM INSPECTION (HAPI) PROCESS



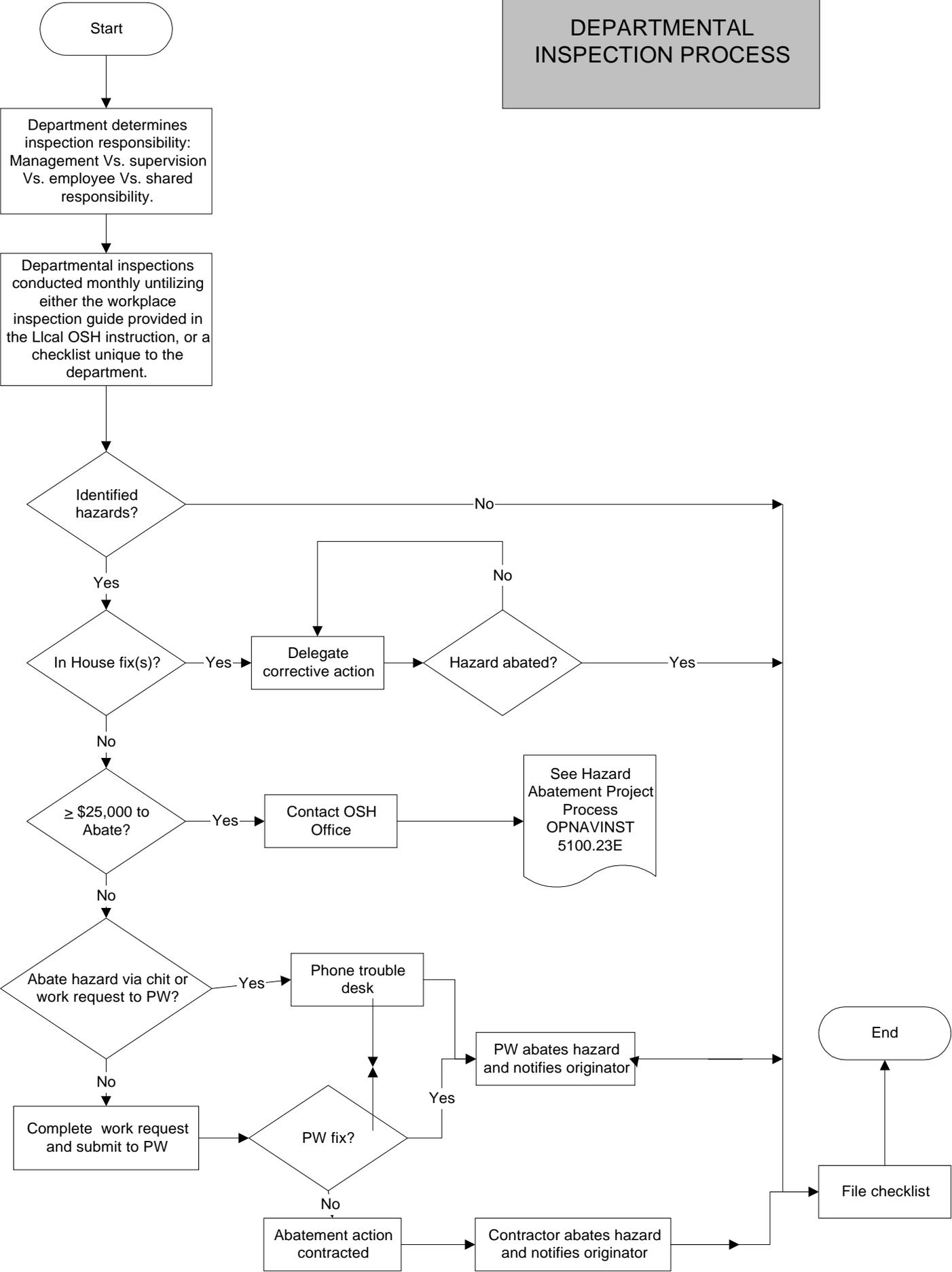
# HAZARD ABATEMENT PROCESS Page 1

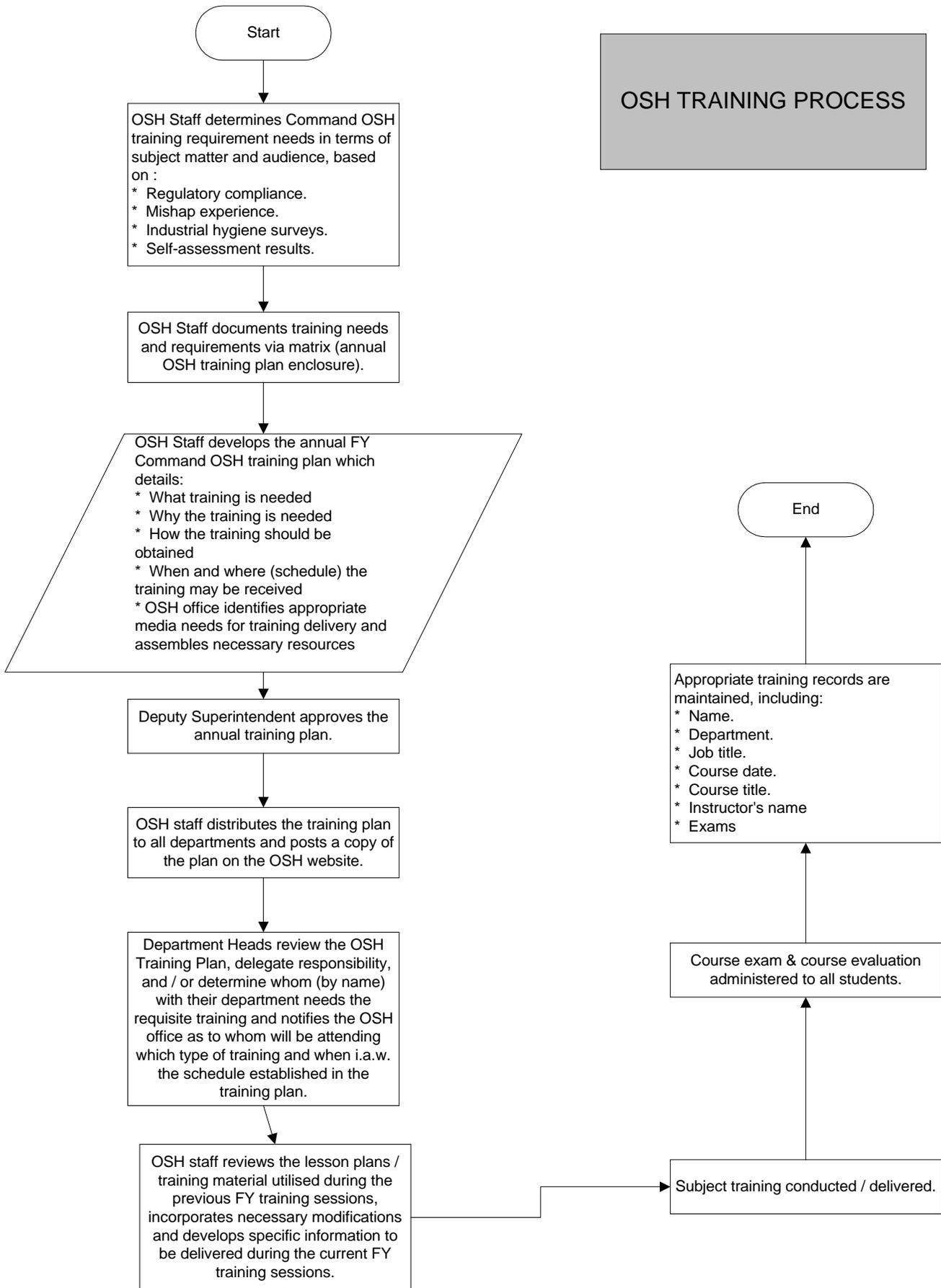


HAZARD ABATEMENT  
PROCESS  
Page 2



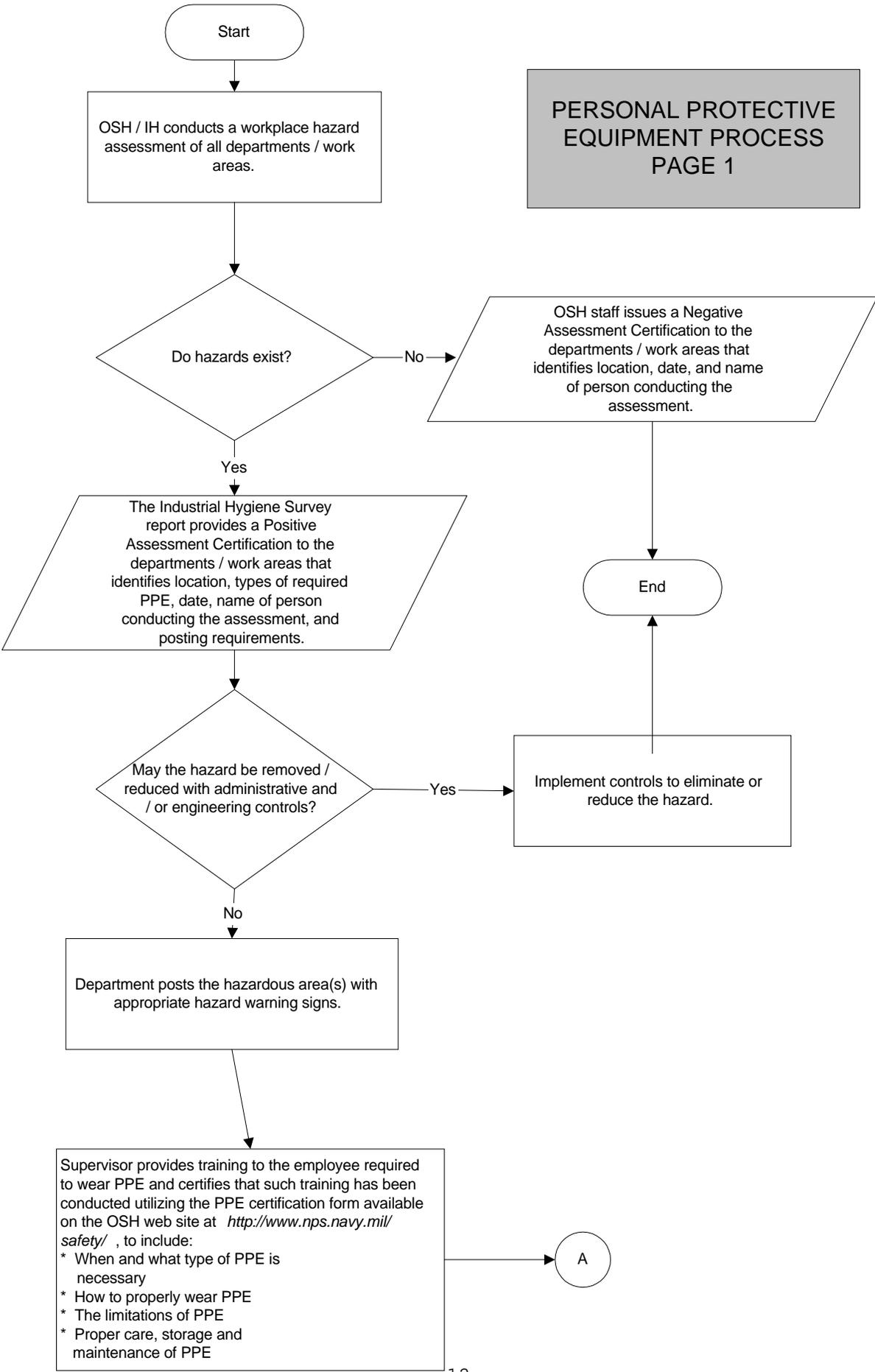
# DEPARTMENTAL INSPECTION PROCESS



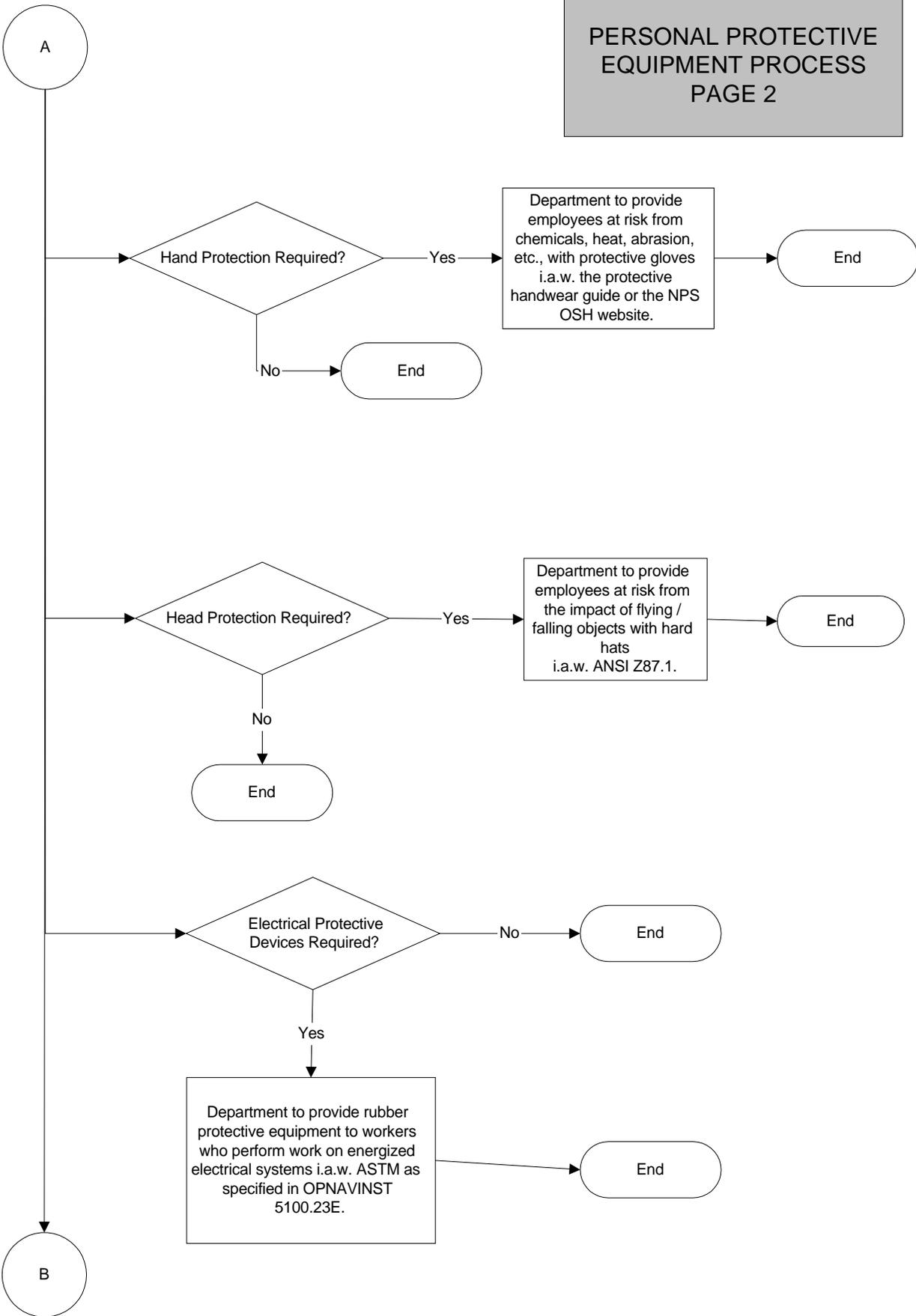


OSH TRAINING PROCESS

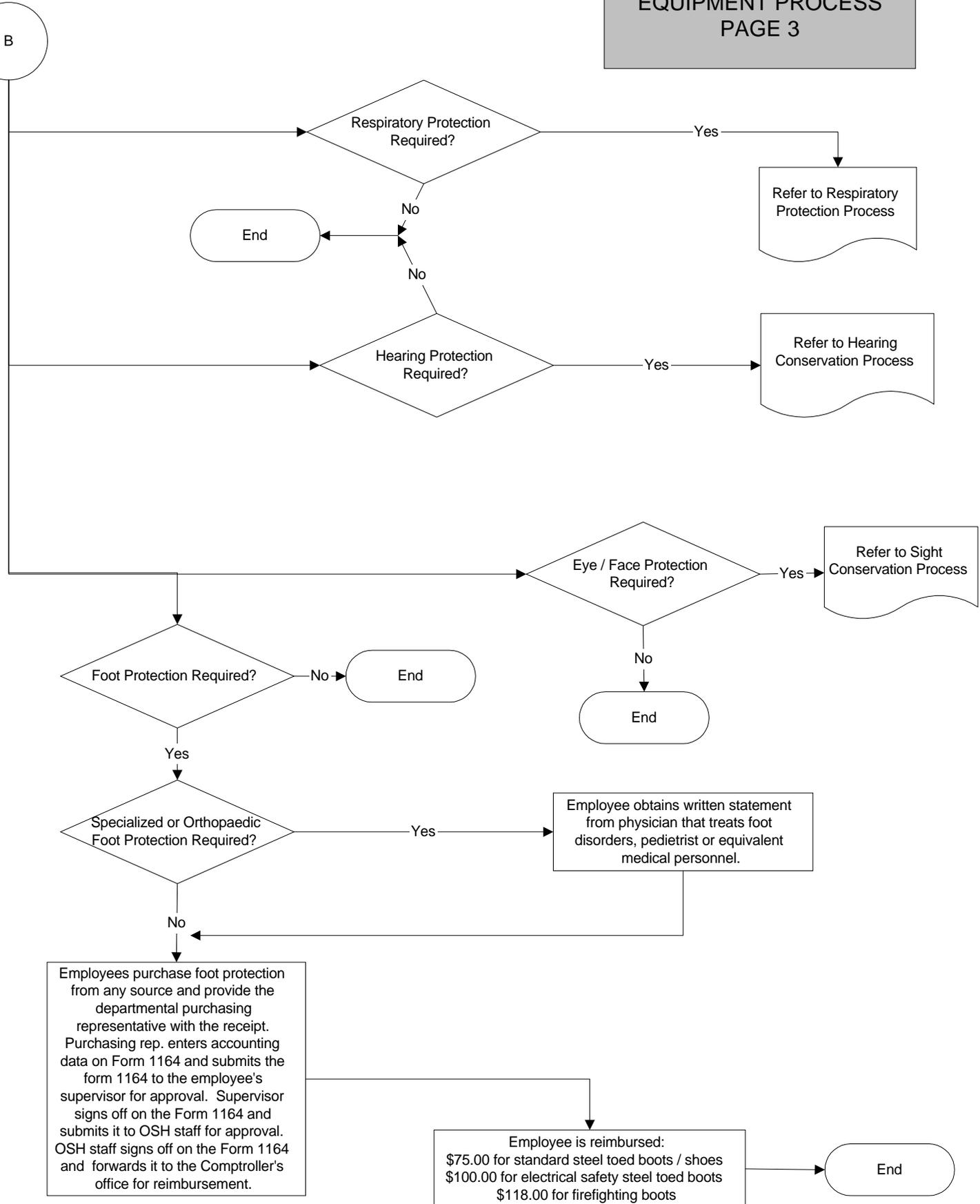
**PERSONAL PROTECTIVE  
EQUIPMENT PROCESS  
PAGE 1**



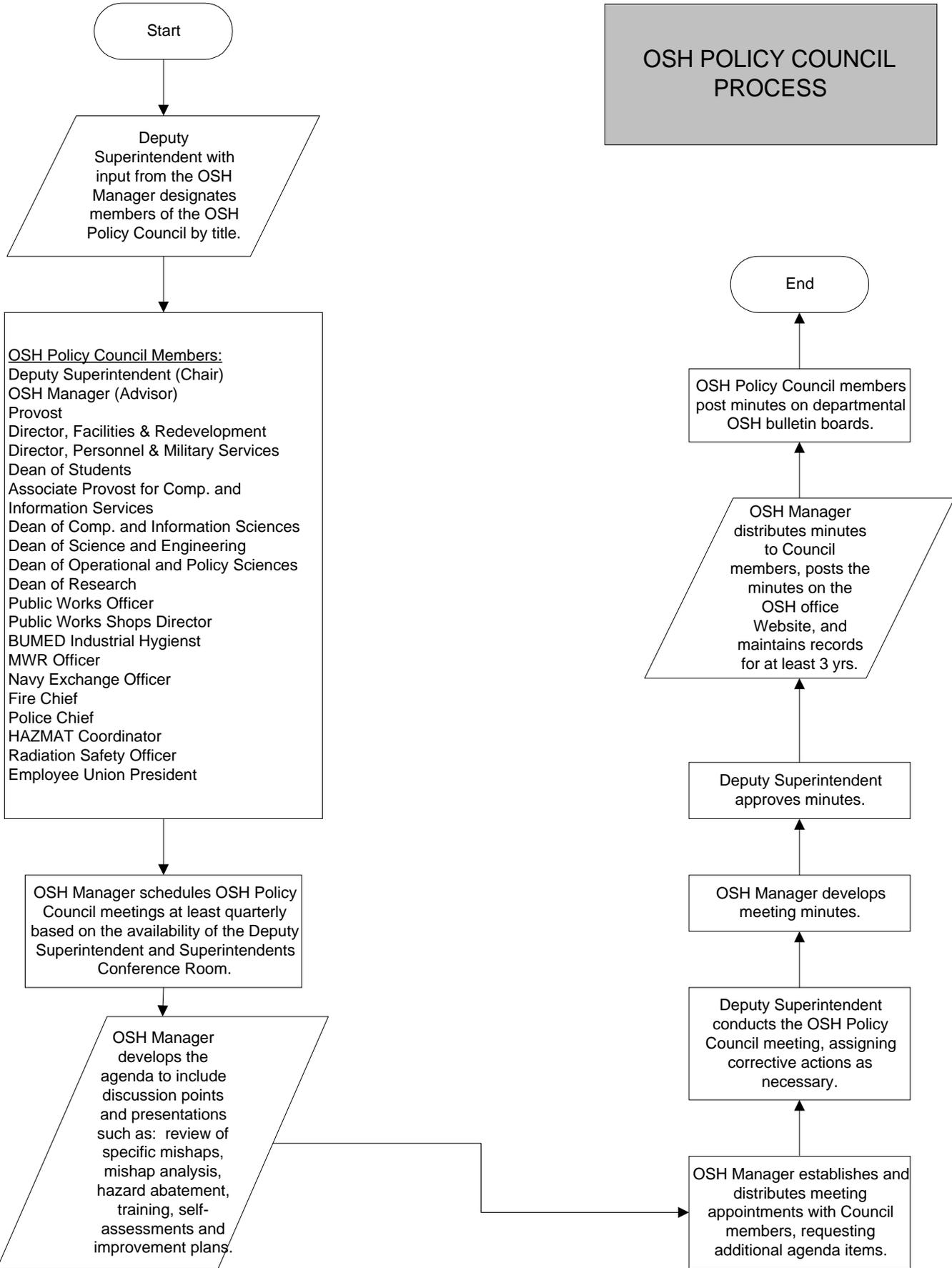
PERSONAL PROTECTIVE  
EQUIPMENT PROCESS  
PAGE 2



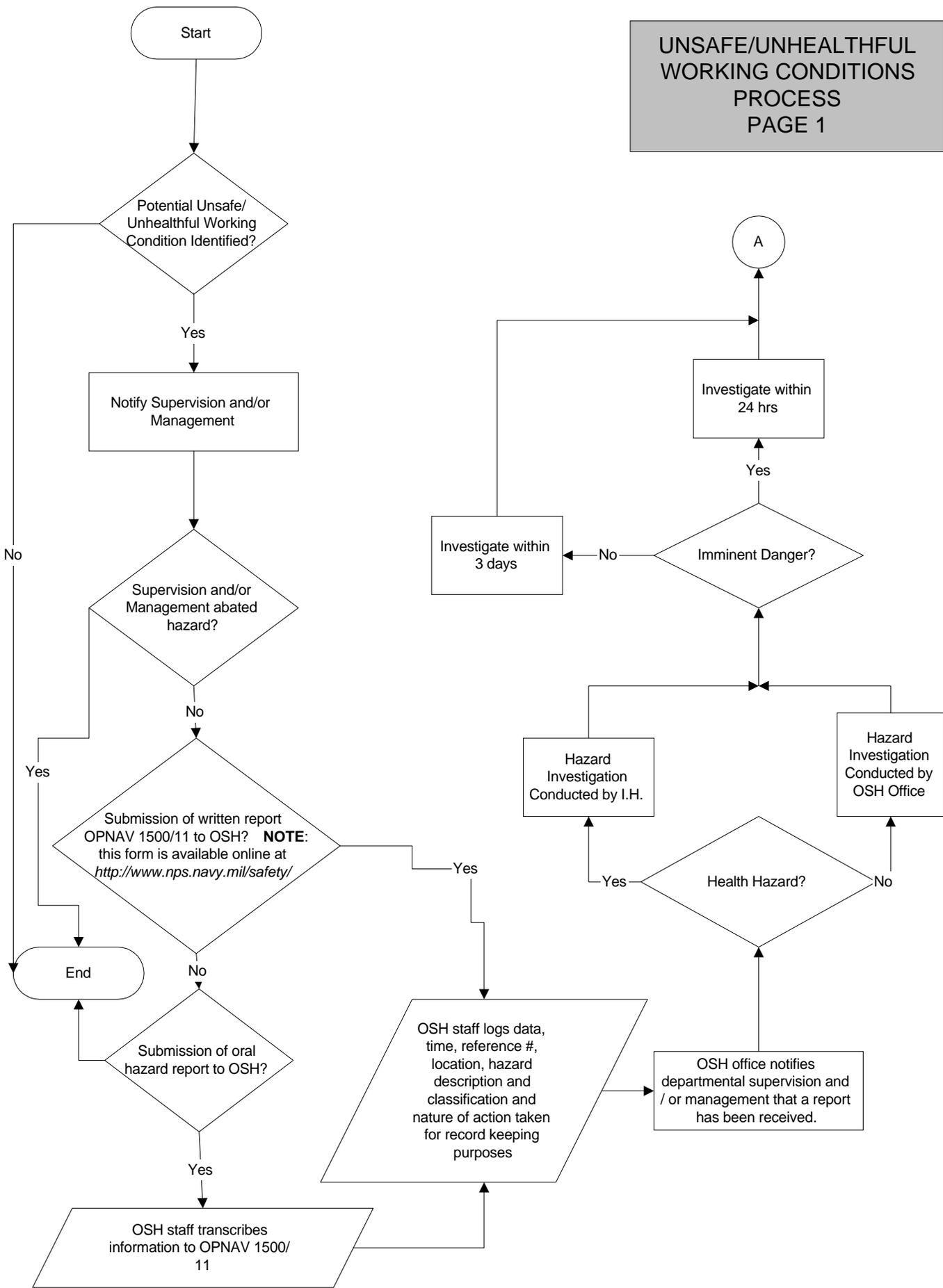
**PERSONAL PROTECTIVE  
EQUIPMENT PROCESS  
PAGE 3**



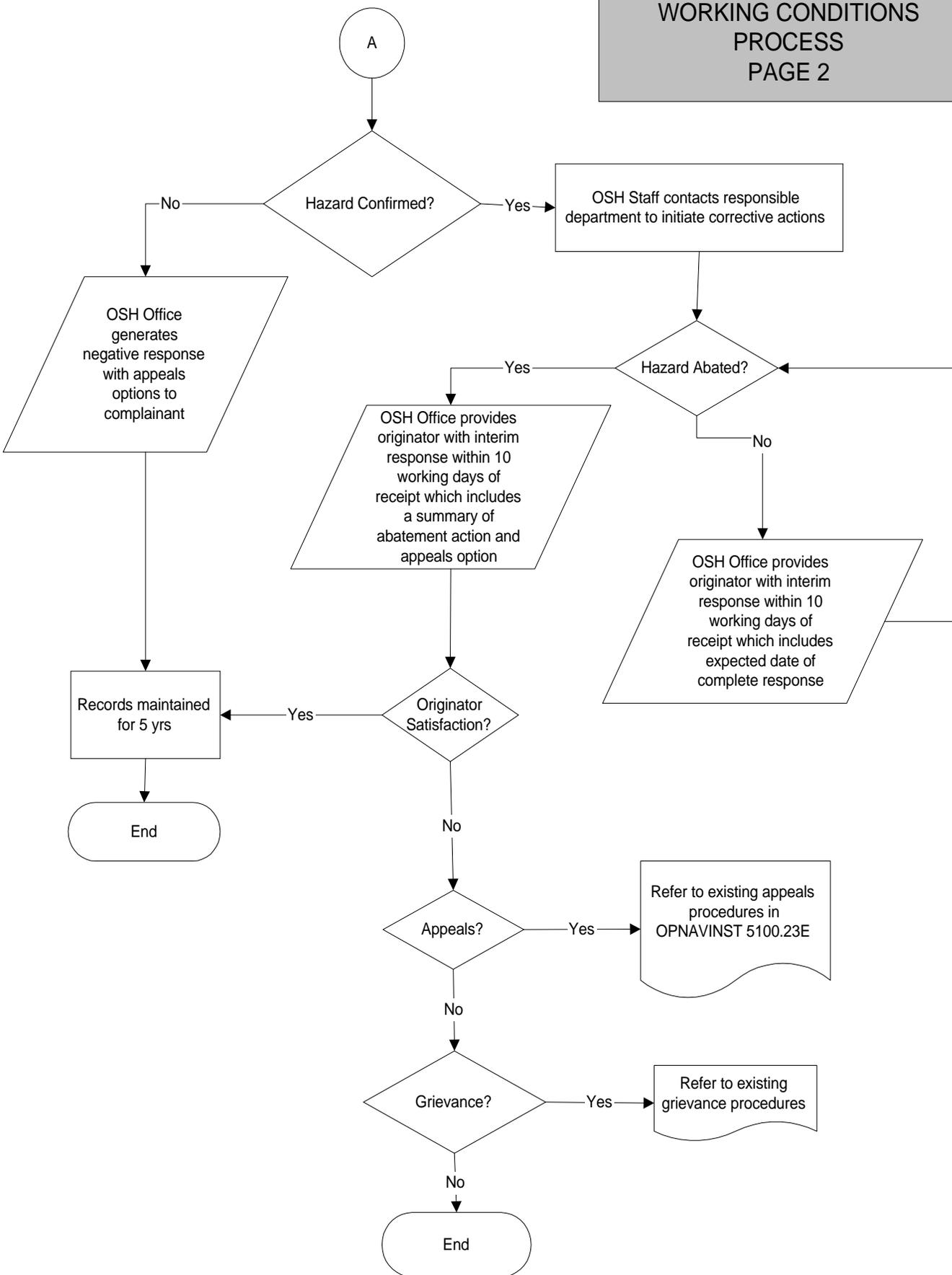
# OSH POLICY COUNCIL PROCESS

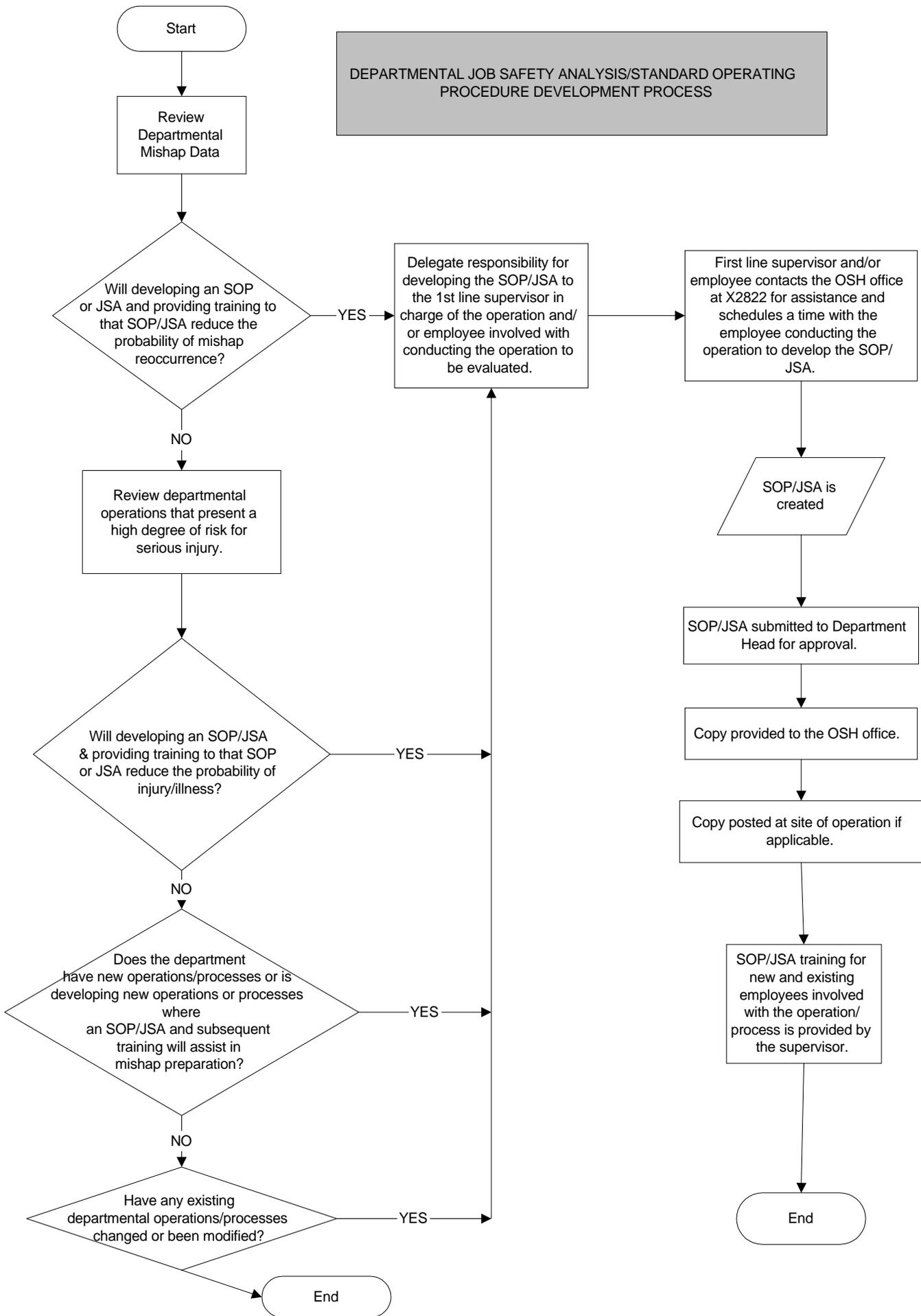


**UNSAFE/UNHEALTHFUL  
WORKING CONDITIONS  
PROCESS  
PAGE 1**

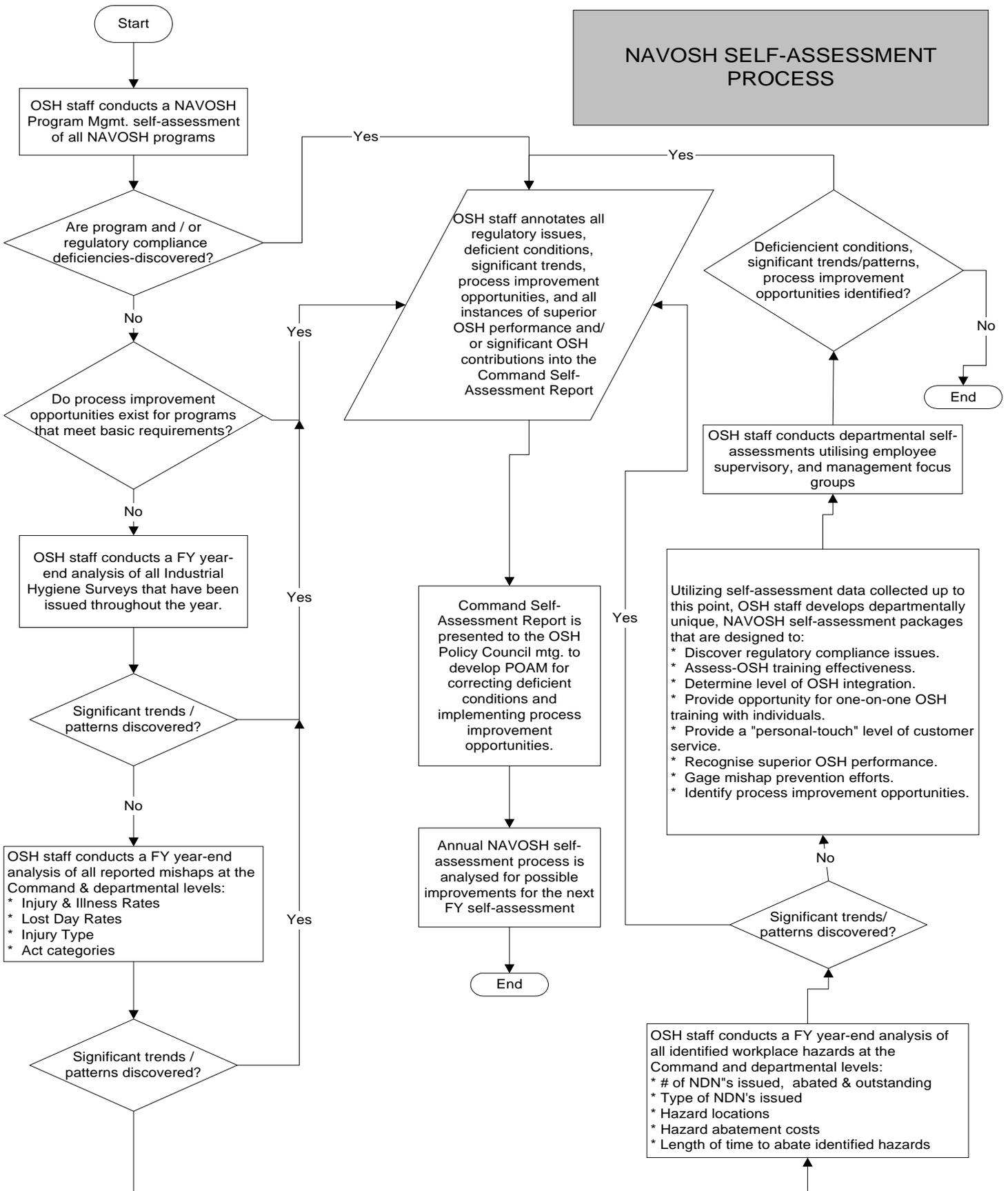


UNSAFE/UNHEALTHFUL  
WORKING CONDITIONS  
PROCESS  
PAGE 2

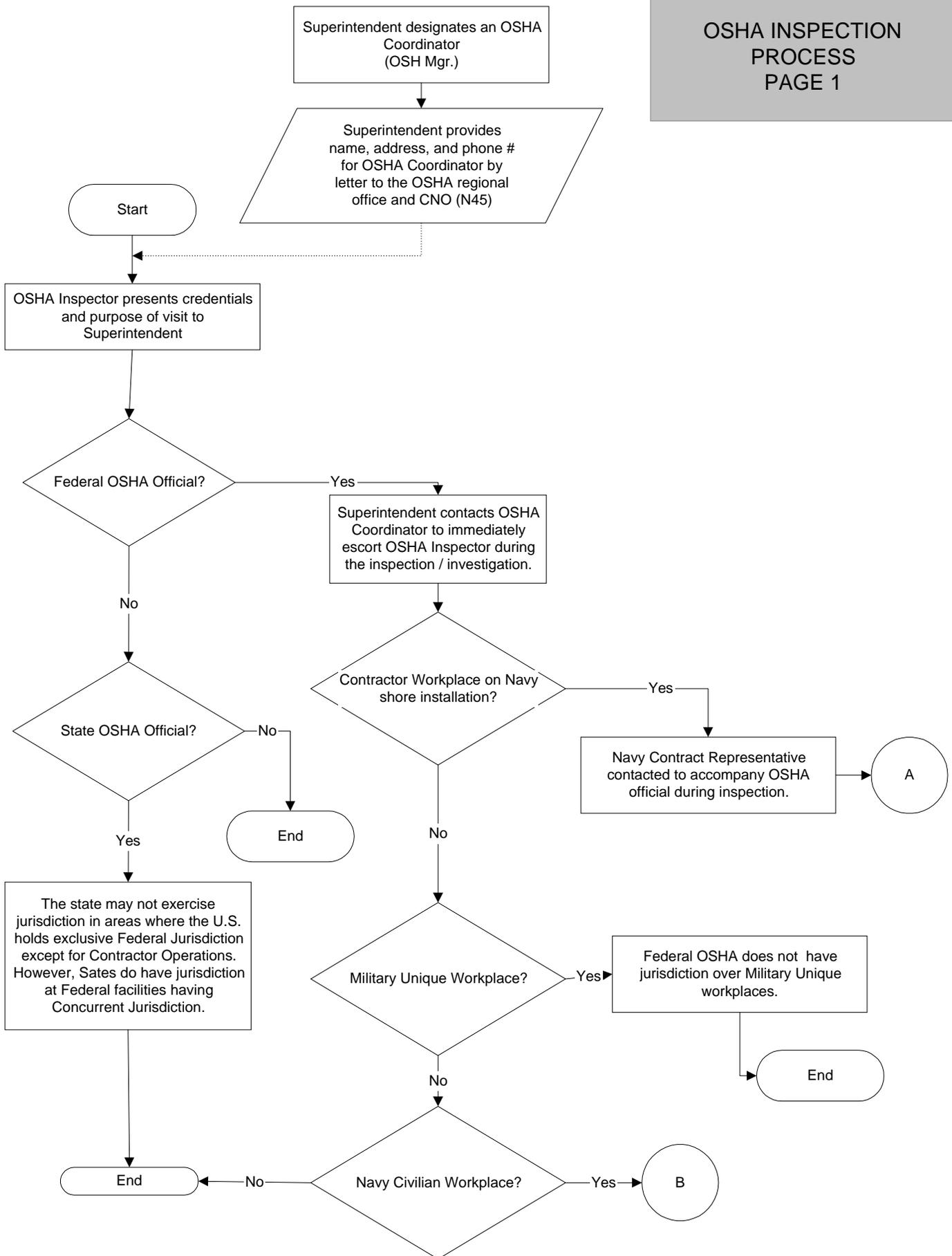




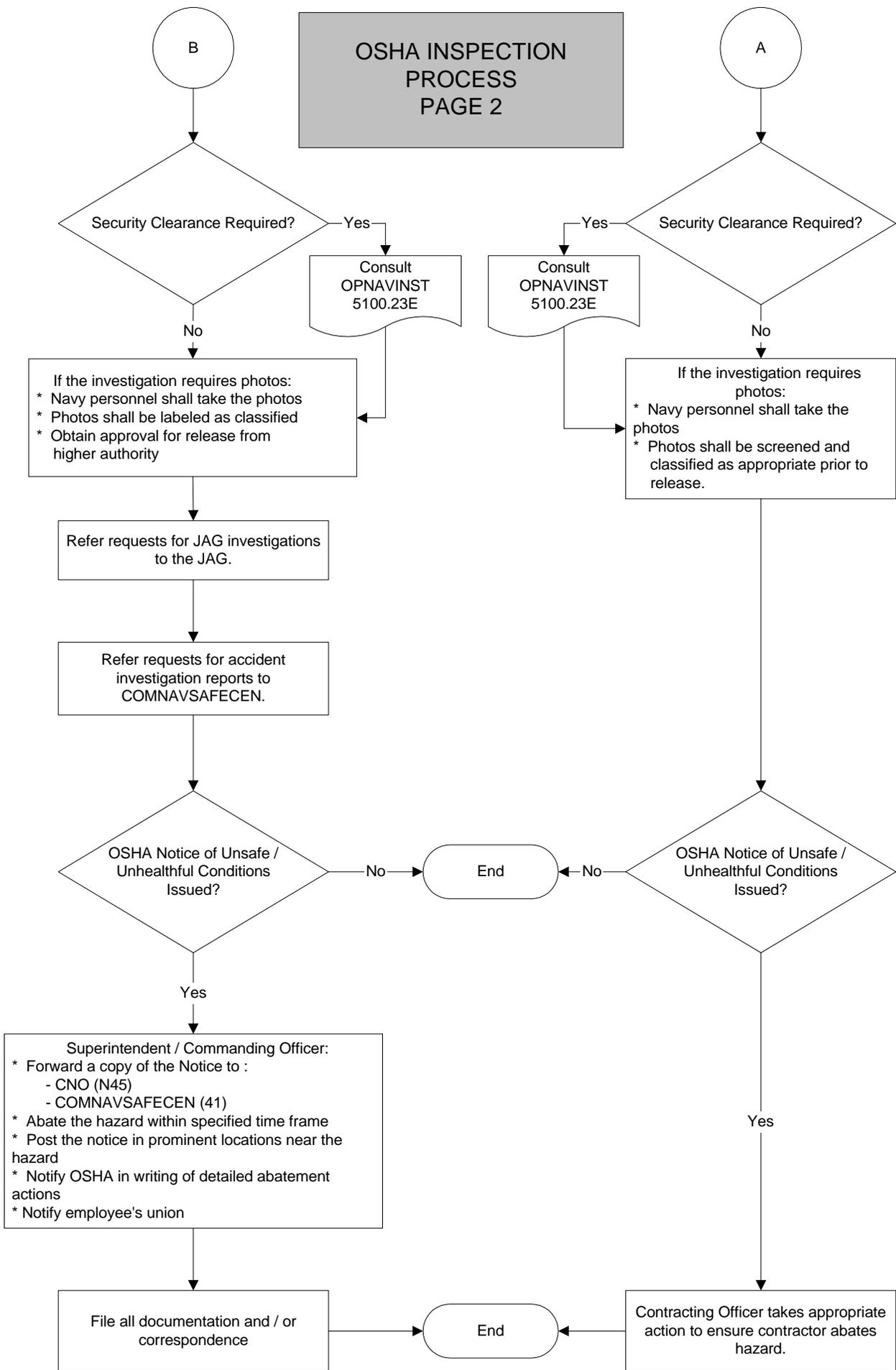
# NAVOSH SELF-ASSESSMENT PROCESS



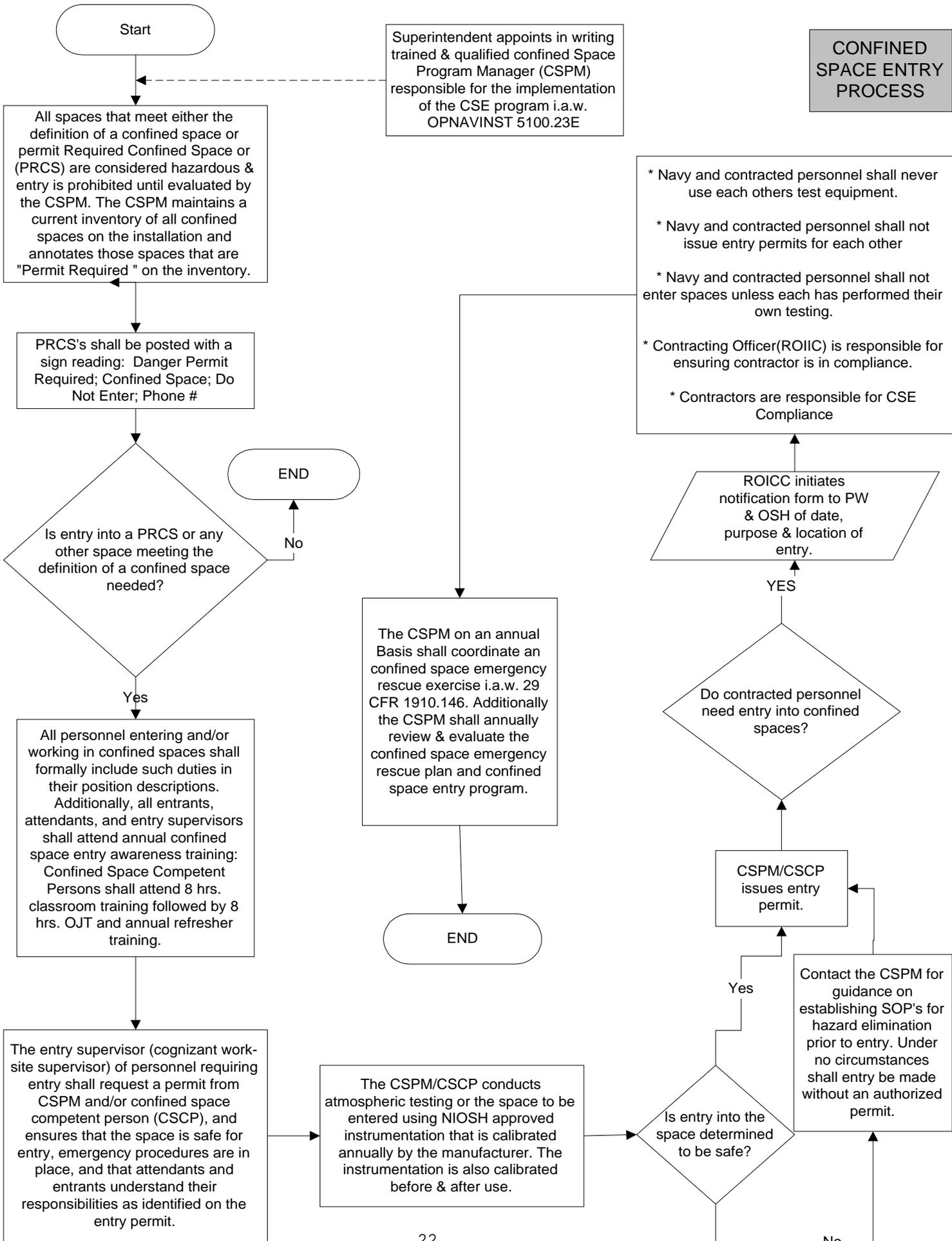
OSHA INSPECTION  
PROCESS  
PAGE 1

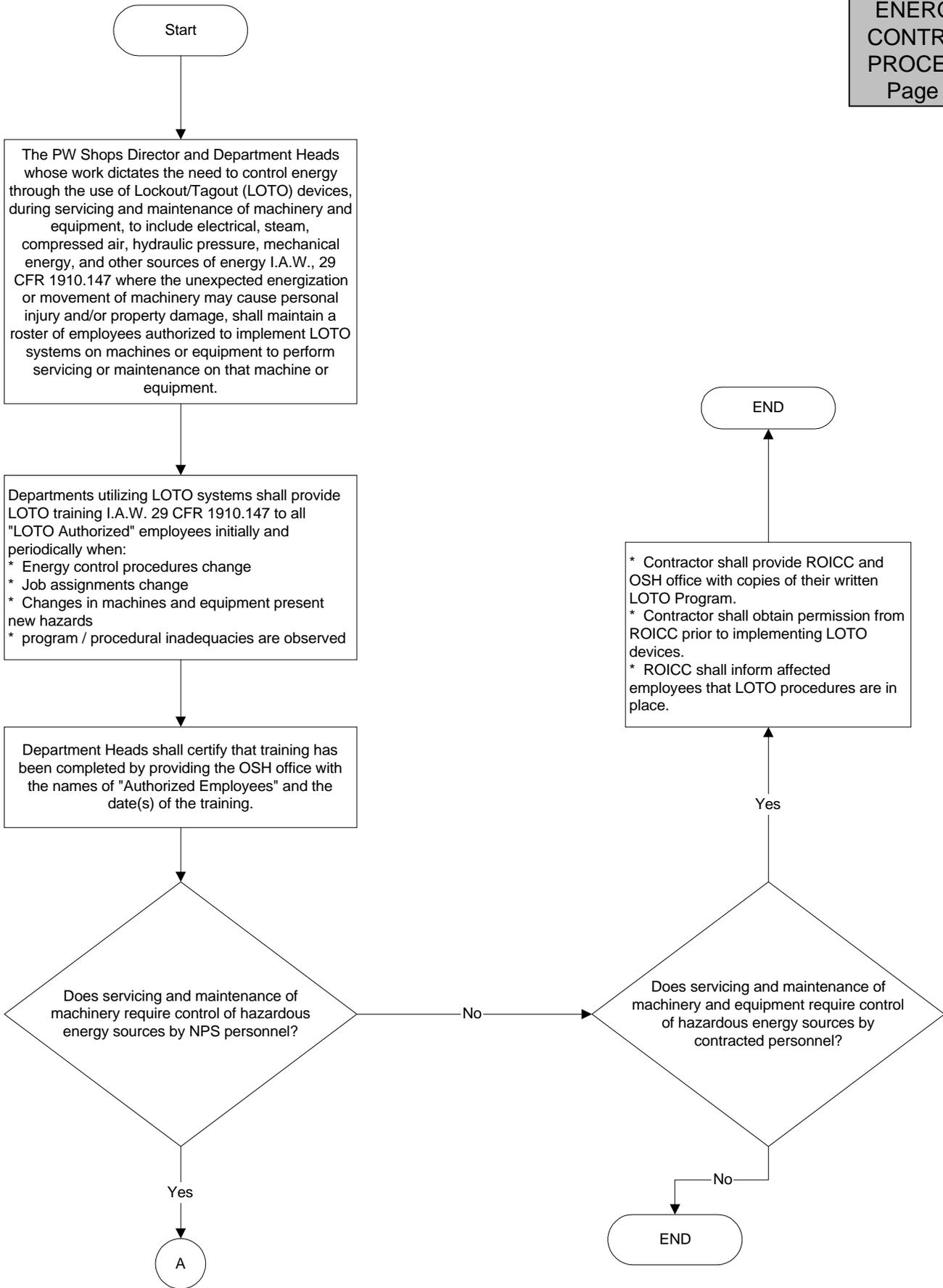


**OSHA INSPECTION  
PROCESS  
PAGE 2**



**CONFINED SPACE ENTRY PROCESS**





**ENERGY CONTROL PROCESS**

A

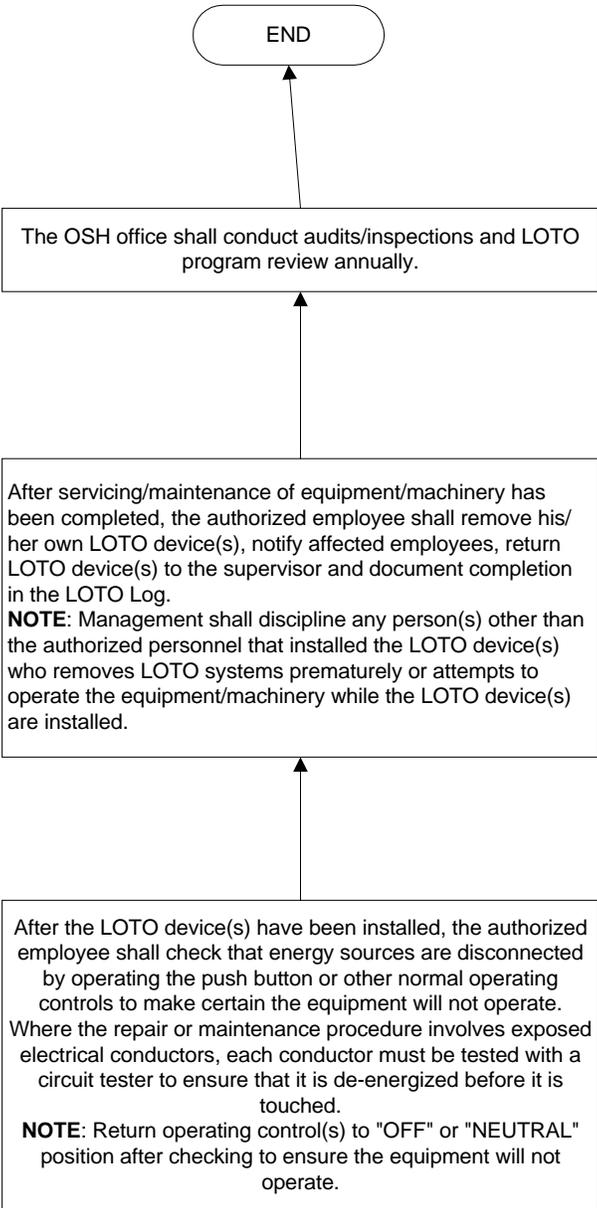
Authorized employees shall conduct a hazard assessment of the equipment/machinery to be serviced to identify all power sources (electrical, fluid, gas, pneumatic, hydraulic, mechanical, etc...) and determine the most appropriate means of energy control.

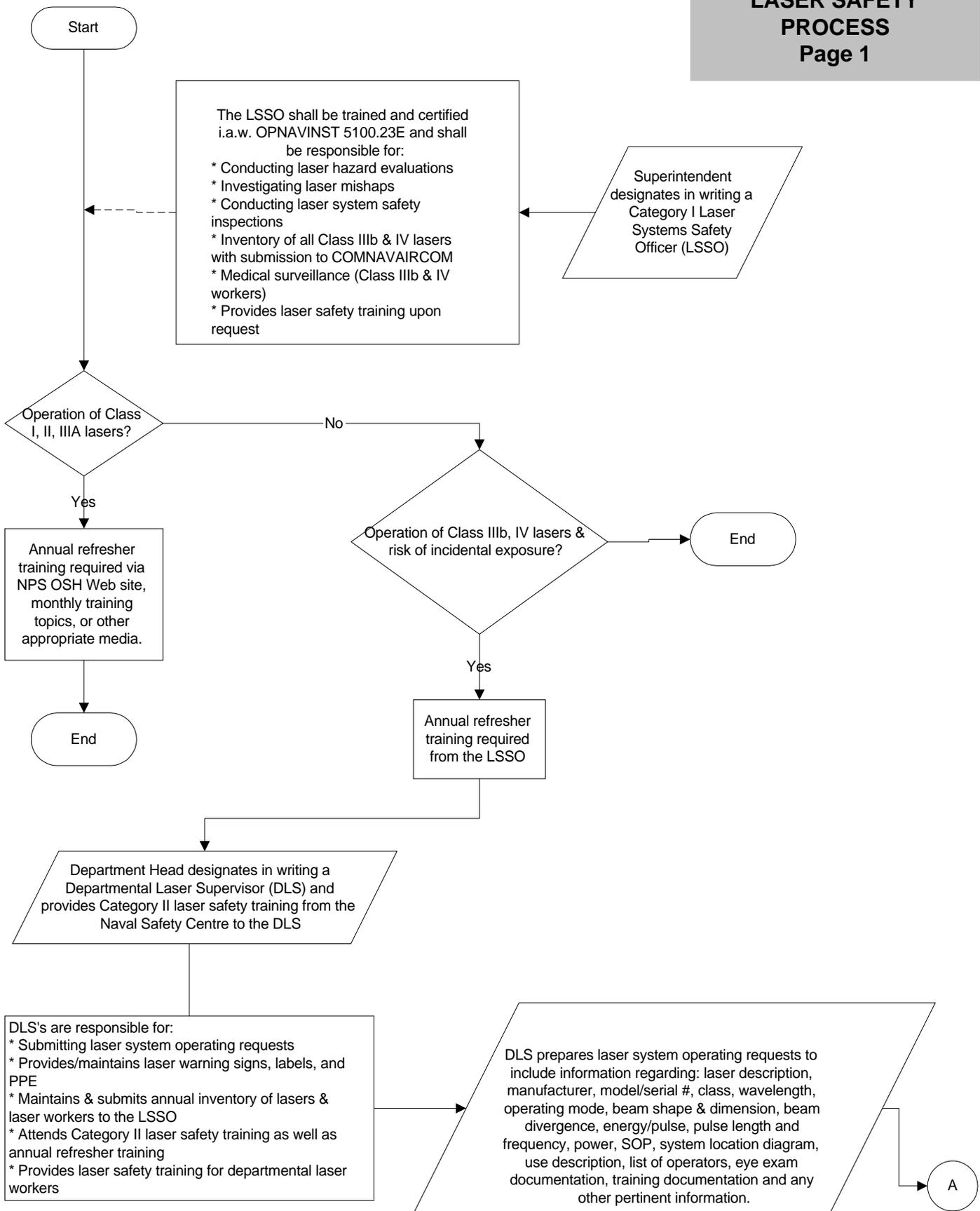
The authorized employee shall then obtain permission from his/her immediate supervisor to install LOTO device(s); obtains locks, keys, & tags from the supervisor and enters data into the departmental LOTO Log.  
**NOTE:** If hazardous energy may not be isolated through utilization of a Lock-Out device, Tag-Out procedure may be utilized I.A.W. 29CFR1910.147 that provides full employee protection equivalent to that of a Lock-Out procedure.

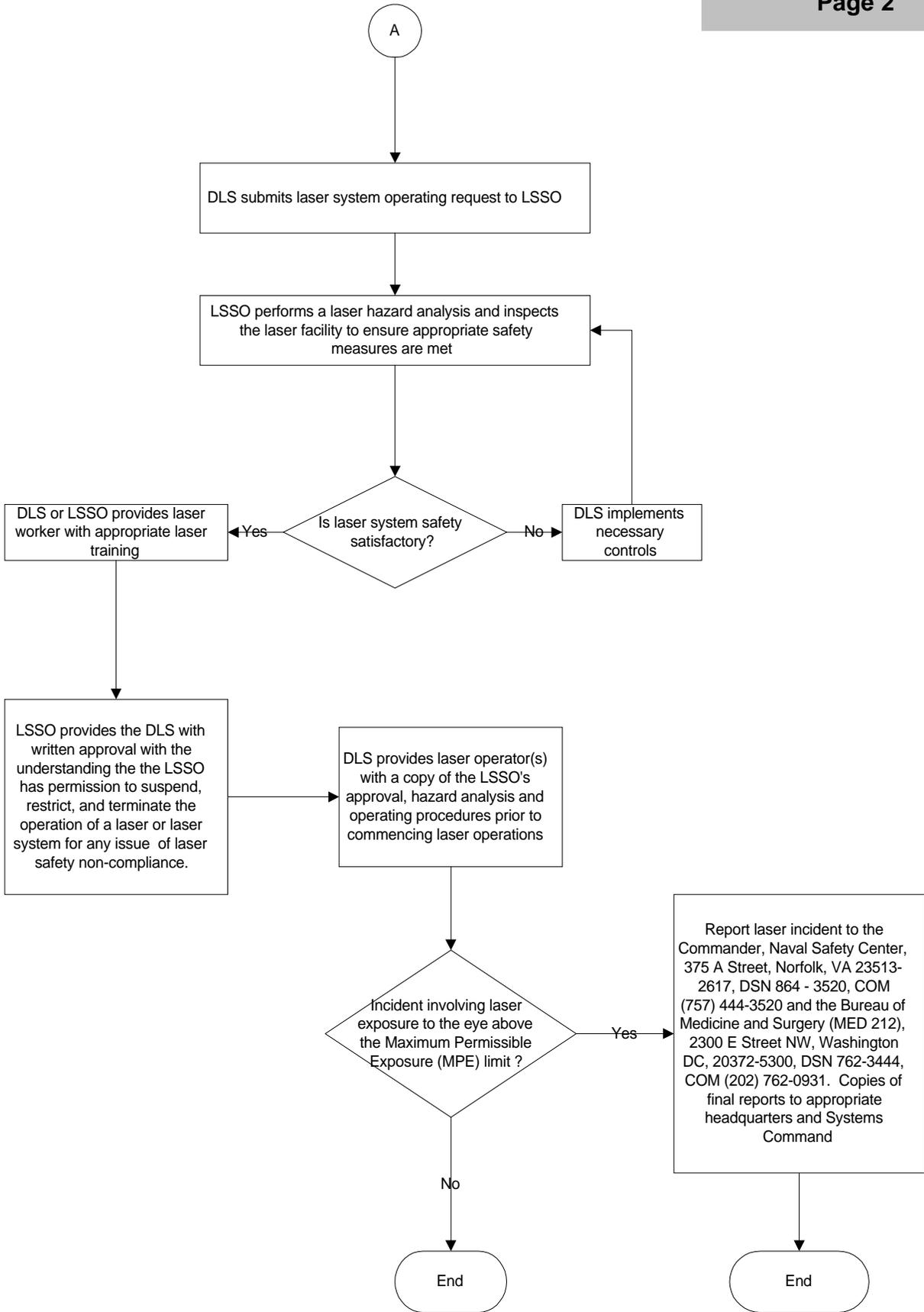
Authorized employee shall notify all affected employees that a LOTO system will be implemented and the reason.

Authorized employee shall stop the machinery/ equipment from operating to include the release of stored energy that may be found in flywheels, springs, hydraulics, & air, gas, steam, water lines.

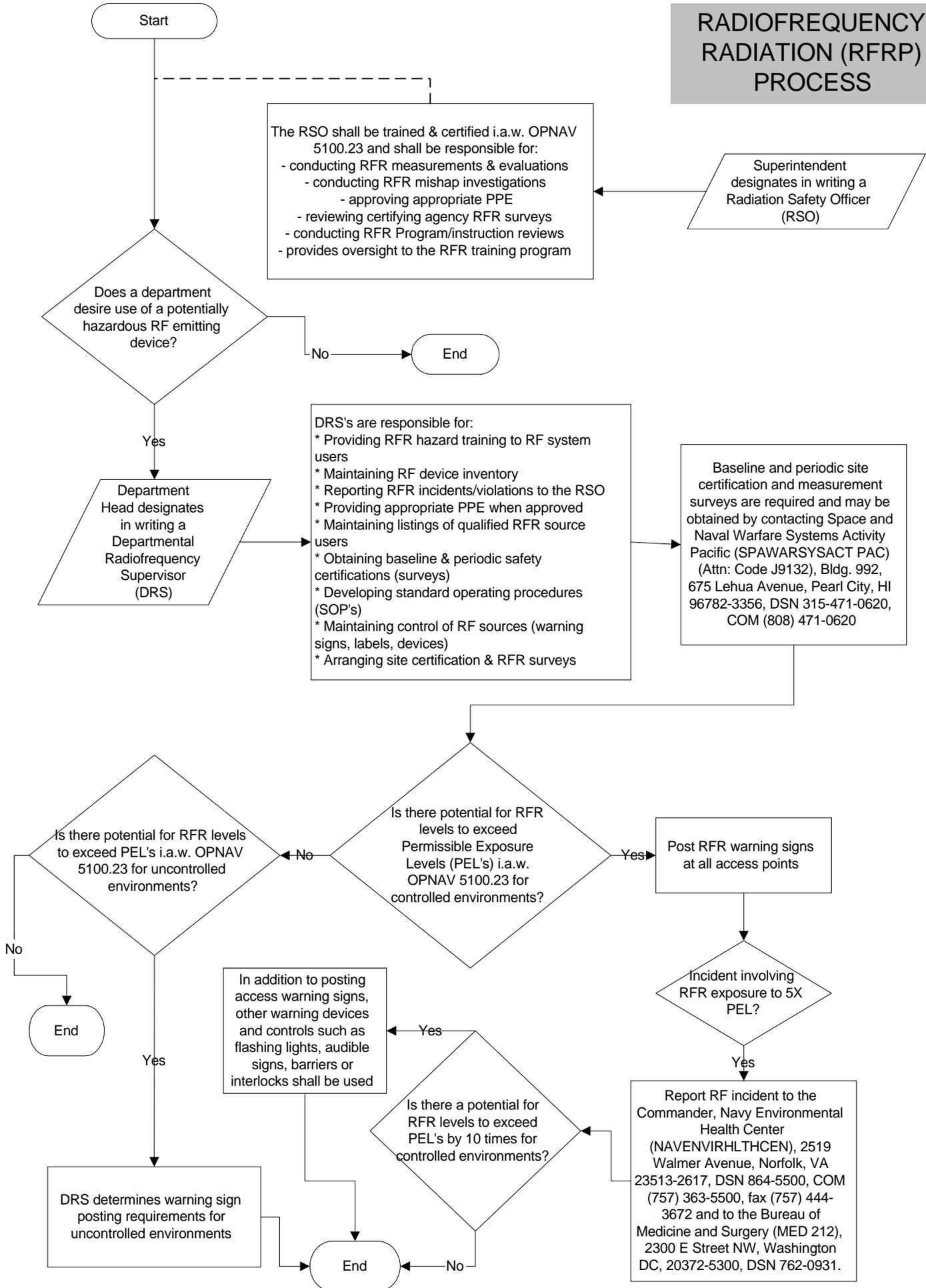
Authorized employee isolates hazardous energy by installing LOTO device(s) I.A.W. 29CFR1910.147:  
 \* LOTO device(s) shall indicate the identity of the employee applying the device(s); Tag-Out devices shall also include: code, phone number, Supervisor's name, date applied, and description of component deenergized  
 \* Combination locks shall not be used for Lock-Out  
 \* No two Lock-Out devices shall have the same key  
 \* There shall never be more than two keys for any given lock; The authorized employee keeps one key and the authorized employee's supervisor maintains the other key in a location readily accessible in the event of an emergency  
 \* If more than one mechanic is conducting maintenance on the same equipment, each mechanic shall have their own separate locking device



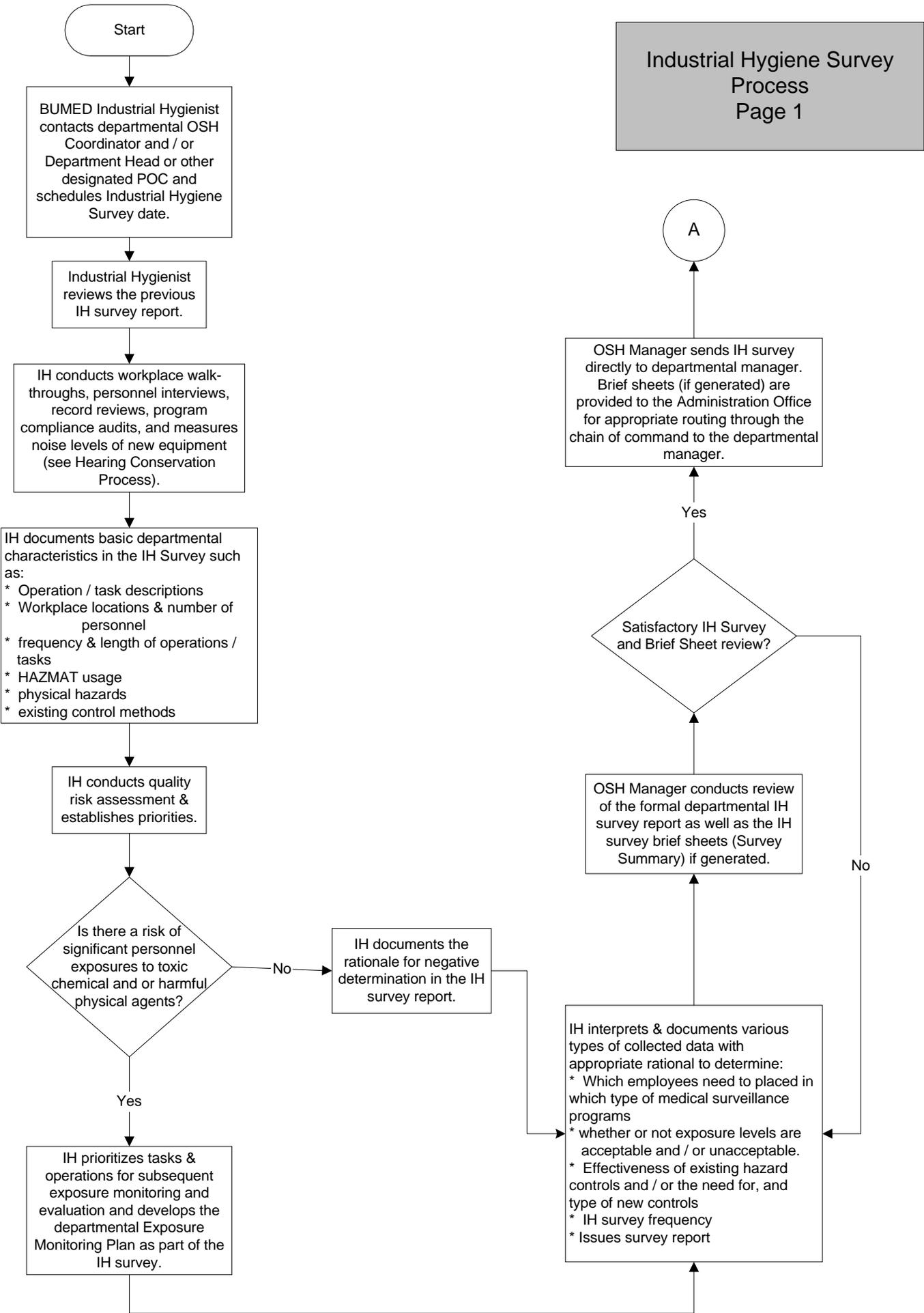




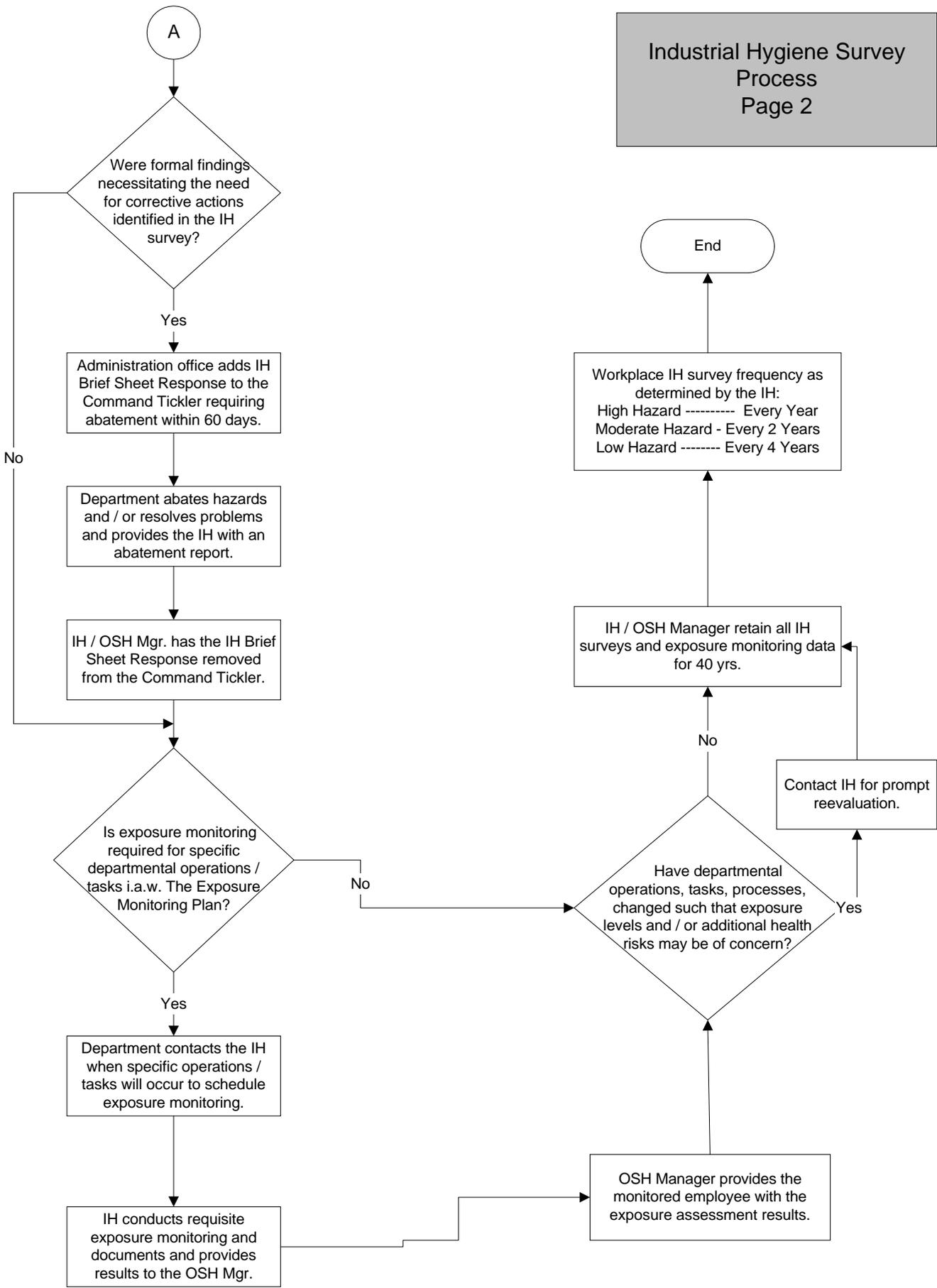
# RADIOFREQUENCY RADIATION (RFRP) PROCESS



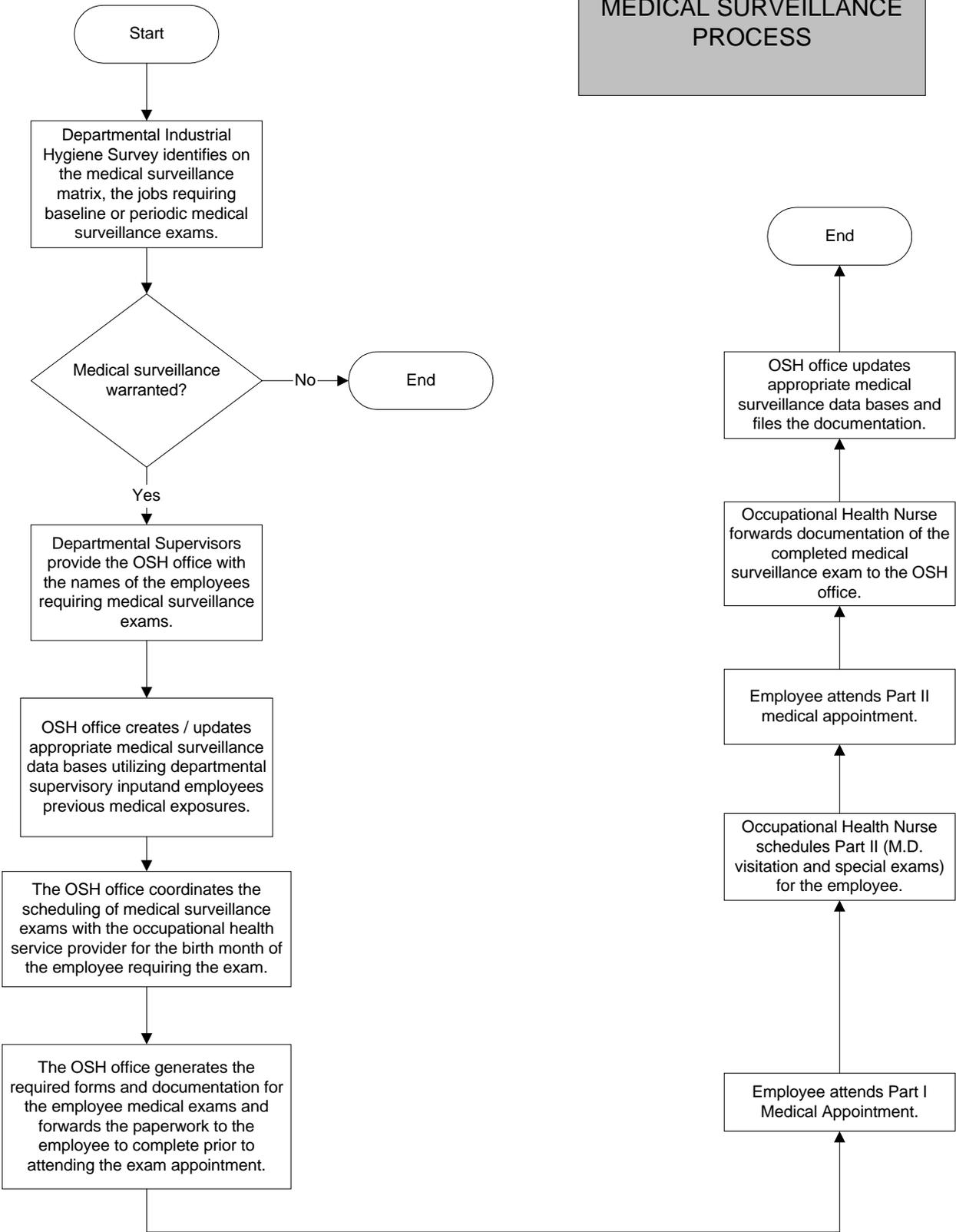
**Industrial Hygiene Survey  
Process  
Page 1**



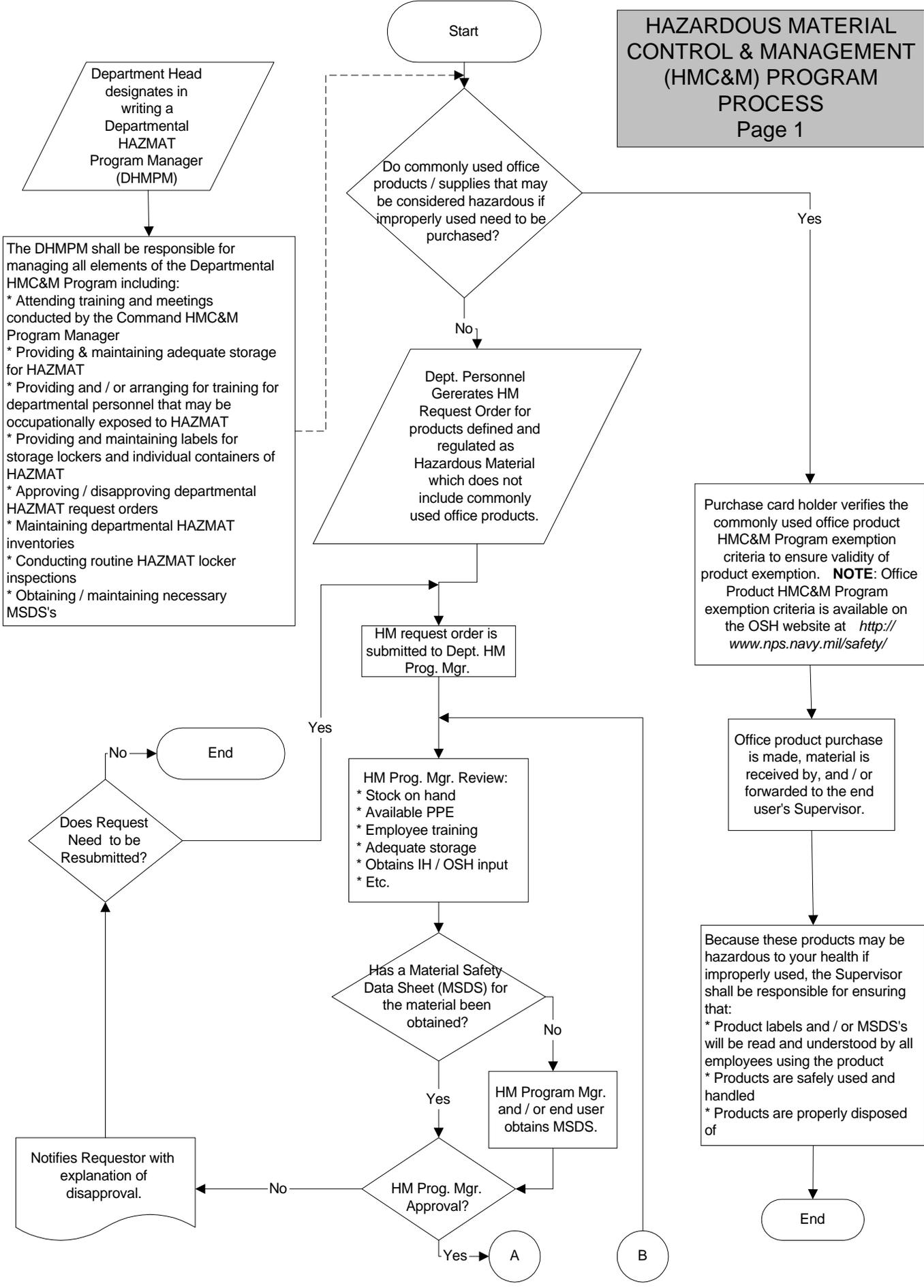
Industrial Hygiene Survey  
Process  
Page 2



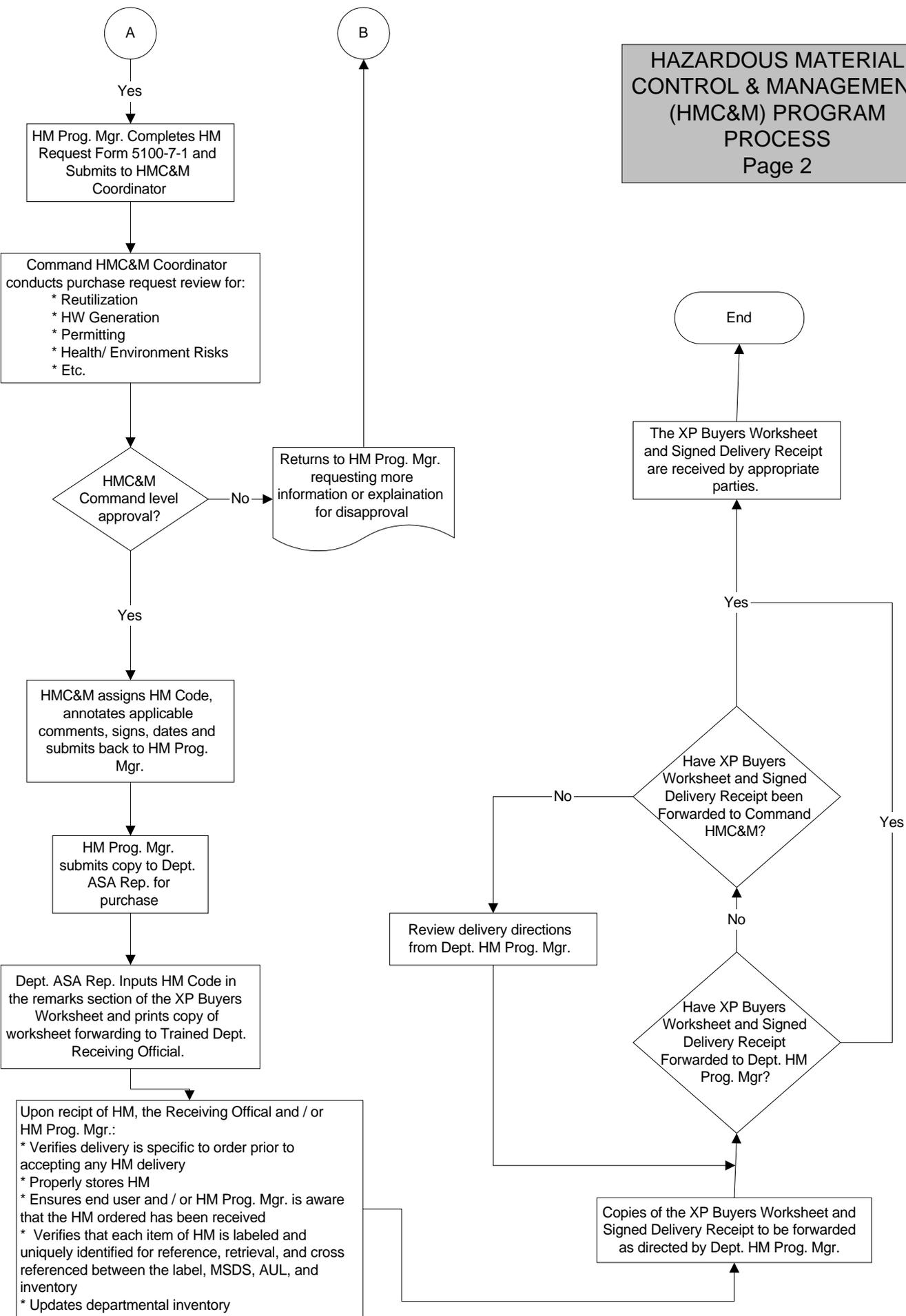
# MEDICAL SURVEILLANCE PROCESS



**HAZARDOUS MATERIAL CONTROL & MANAGEMENT (HMC&M) PROGRAM PROCESS**  
Page 1

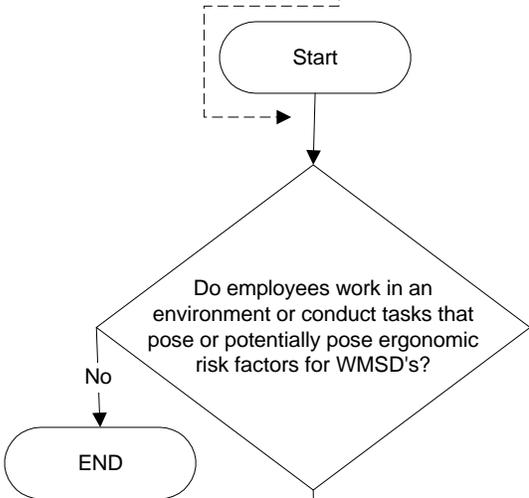


**HAZARDOUS MATERIAL  
CONTROL & MANAGEMENT  
(HMC&M) PROGRAM  
PROCESS**  
Page 2



Superintendent designates in writing an Ergonomics Program Manager (EPM)

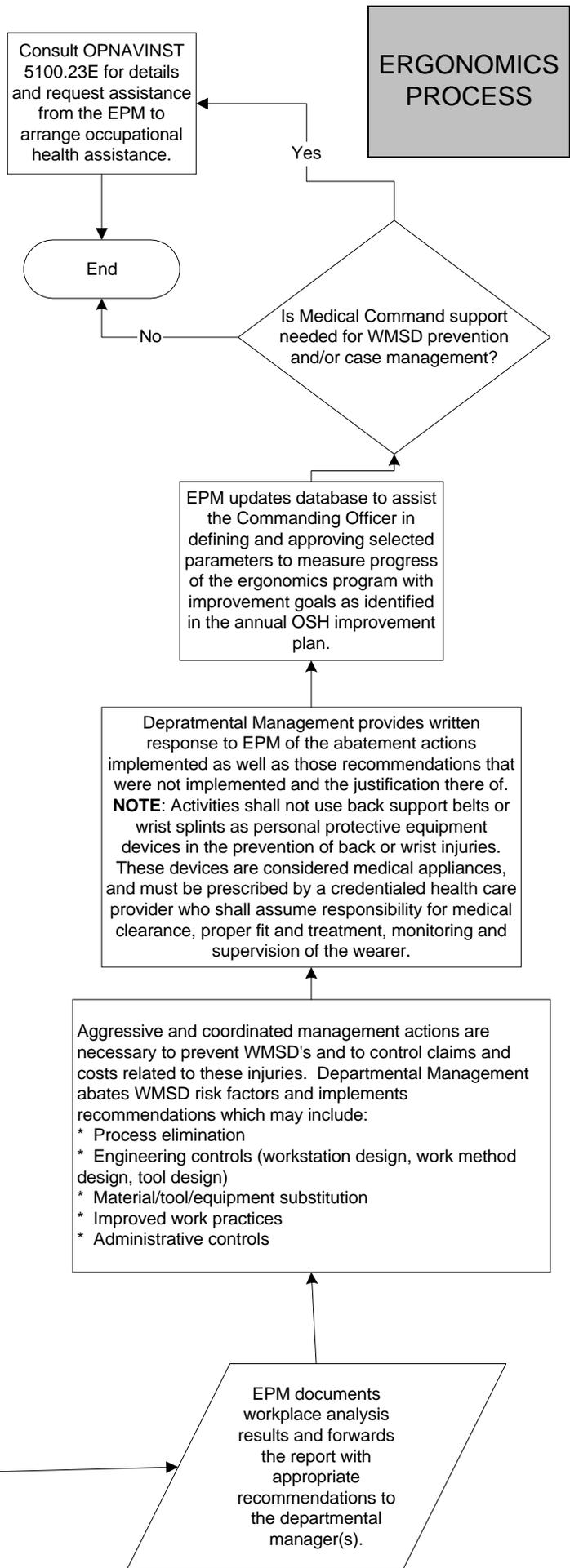
EPM is trained and skilled to identify, evaluate, and recommend corrective actions for a variety of Workplace Musculoskeletal Disorder (WMSD) ergonomic risk factors including Cumulative Taruma Disorder (CTD) and over exertion injuries (Sprains and Strains). WMSD injuries are caused by tasks involving repetitive and prolonged static activities, forceful exertions, awkward positions, excessive vibration, poorly designed workstations, or physiological stresses induced by heat, cold or other environmental extremes, shift work and extended work schedules.



Contact (x5130) EPM to obtain an Employee Discomfort Survey. In addition to providing discomfort surveys upon request, the EPM also conducts annual analysis of injury/illness records and conducts workplace inspections to identify WMSD's and ergonomic risk factors that help determine which work areas/departments are in need of Employee Discomfort Surveys.

Employees complete the Discomfort Survey and return it to the EPM

Based upon the results of the Employee Discomfort Survey, the EPM determines which individuals/areas/departments are in need of detailed workplace analysis. The EPM then schedules individual appointments to conduct the workplace analysis utilizing appropriate worksheets and checklists and provides one-on-one training at the time of the survey.



**ERGONOMICS PROCESS**

Consult OPNAVINST 5100.23E for details and request assistance from the EPM to arrange occupational health assistance.

End

EPM updates database to assist the Commanding Officer in defining and approving selected parameters to measure progress of the ergonomics program with improvement goals as identified in the annual OSH improvement plan.

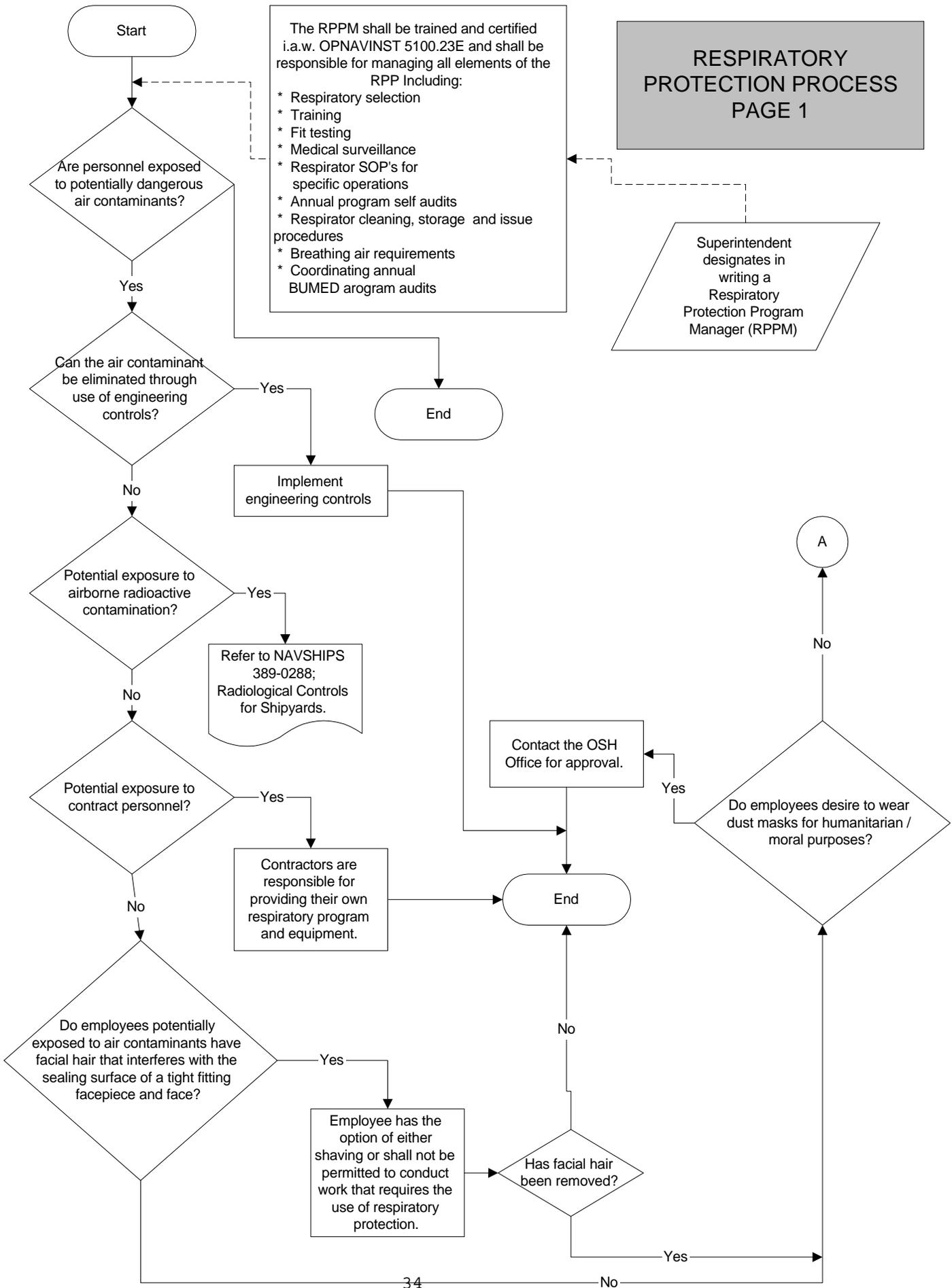
Departmental Management provides written response to EPM of the abatement actions implemented as well as those recommendations that were not implemented and the justification there of. **NOTE:** Activities shall not use back support belts or wrist splints as personal protective equipment devices in the prevention of back or wrist injuries. These devices are considered medical appliances, and must be prescribed by a credentialed health care provider who shall assume responsibility for medical clearance, proper fit and treatment, monitoring and supervision of the wearer.

Aggressive and coordinated management actions are necessary to prevent WMSD's and to control claims and costs related to these injuries. Departmental Management abates WMSD risk factors and implements recommendations which may include:

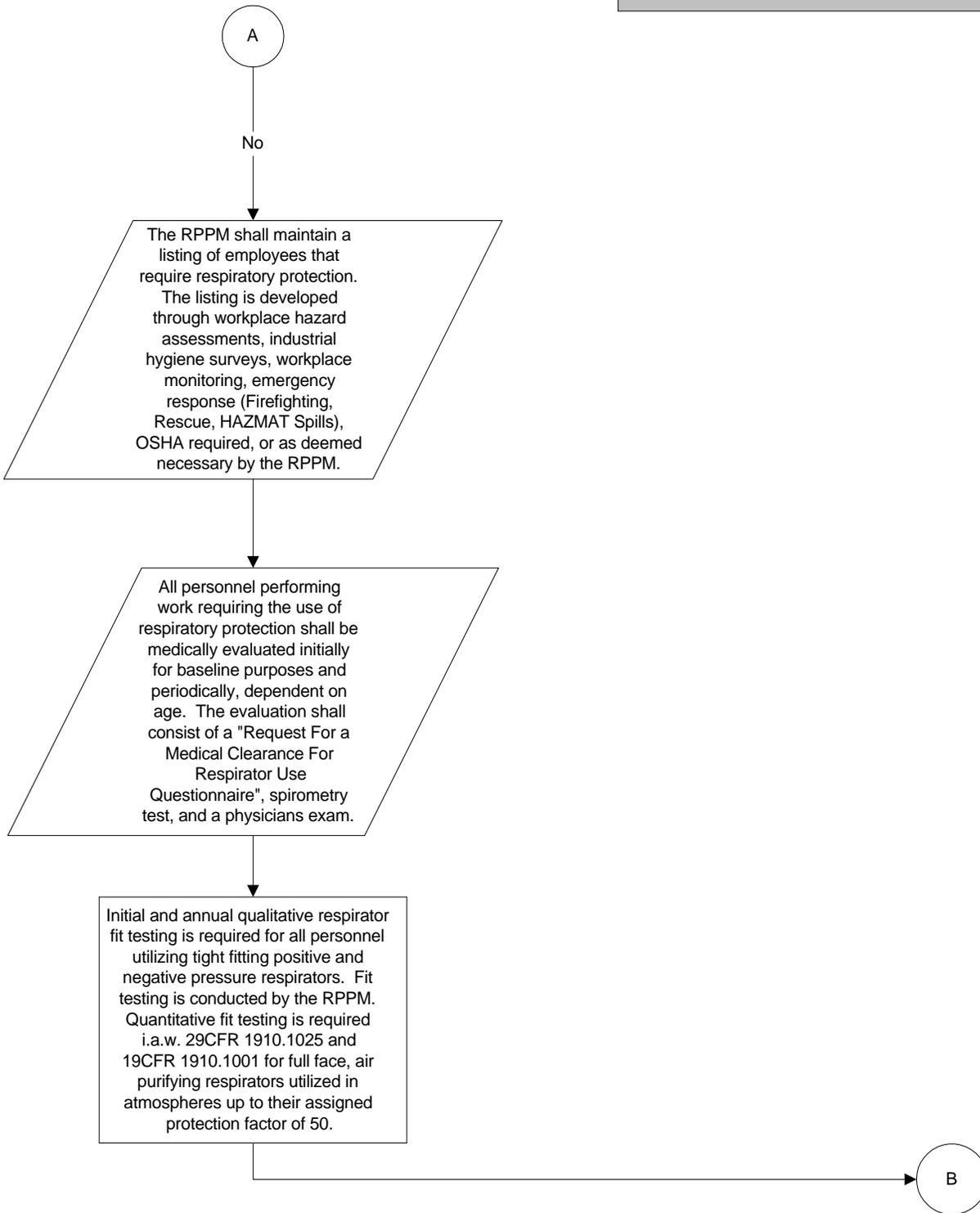
- \* Process elimination
- \* Engineering controls (workstation design, work method design, tool design)
- \* Material/tool/equipment substitution
- \* Improved work practices
- \* Administrative controls

EPM documents workplace analysis results and forwards the report with appropriate recommendations to the departmental manager(s).

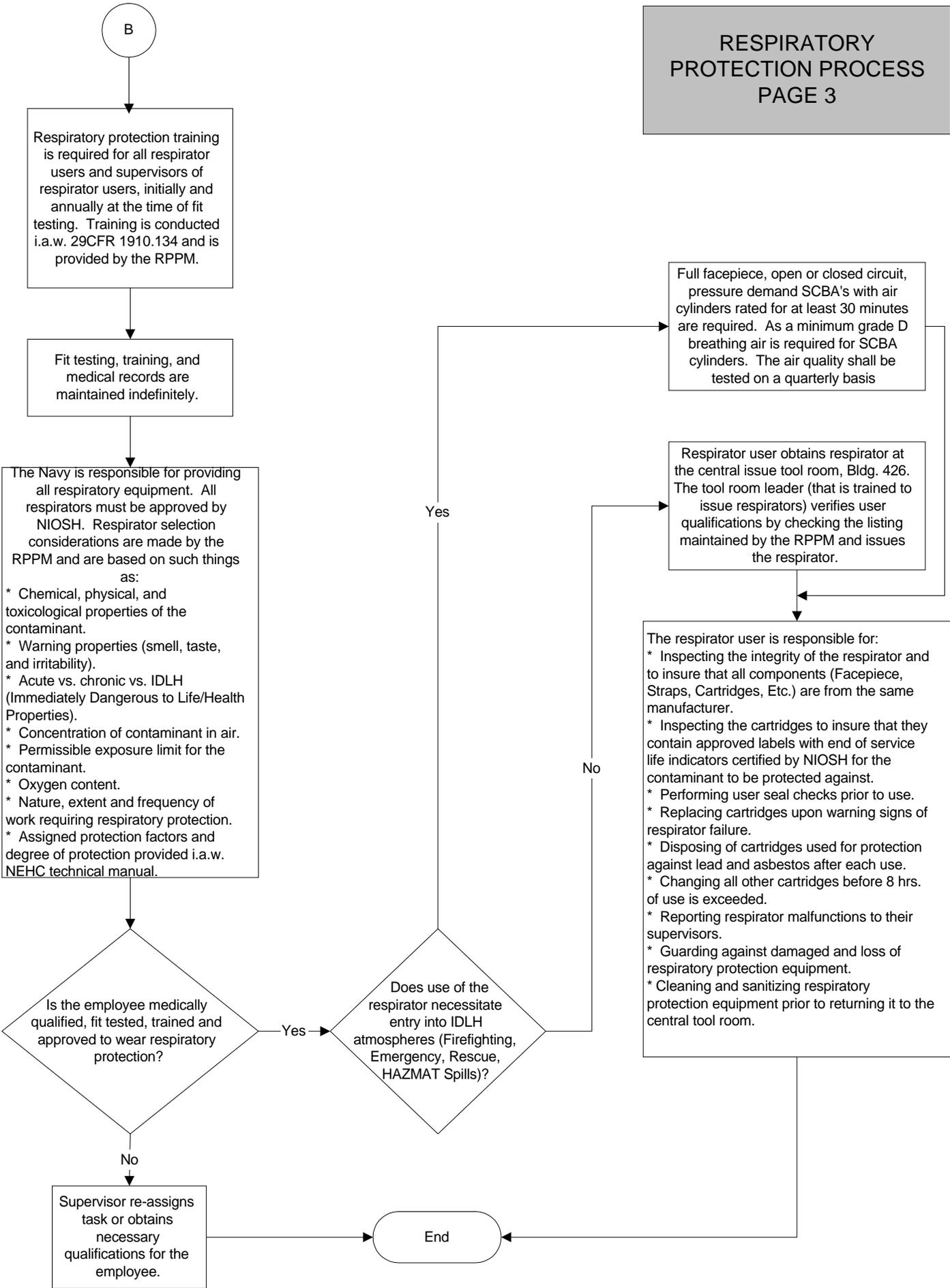
# RESPIRATORY PROTECTION PROCESS PAGE 1



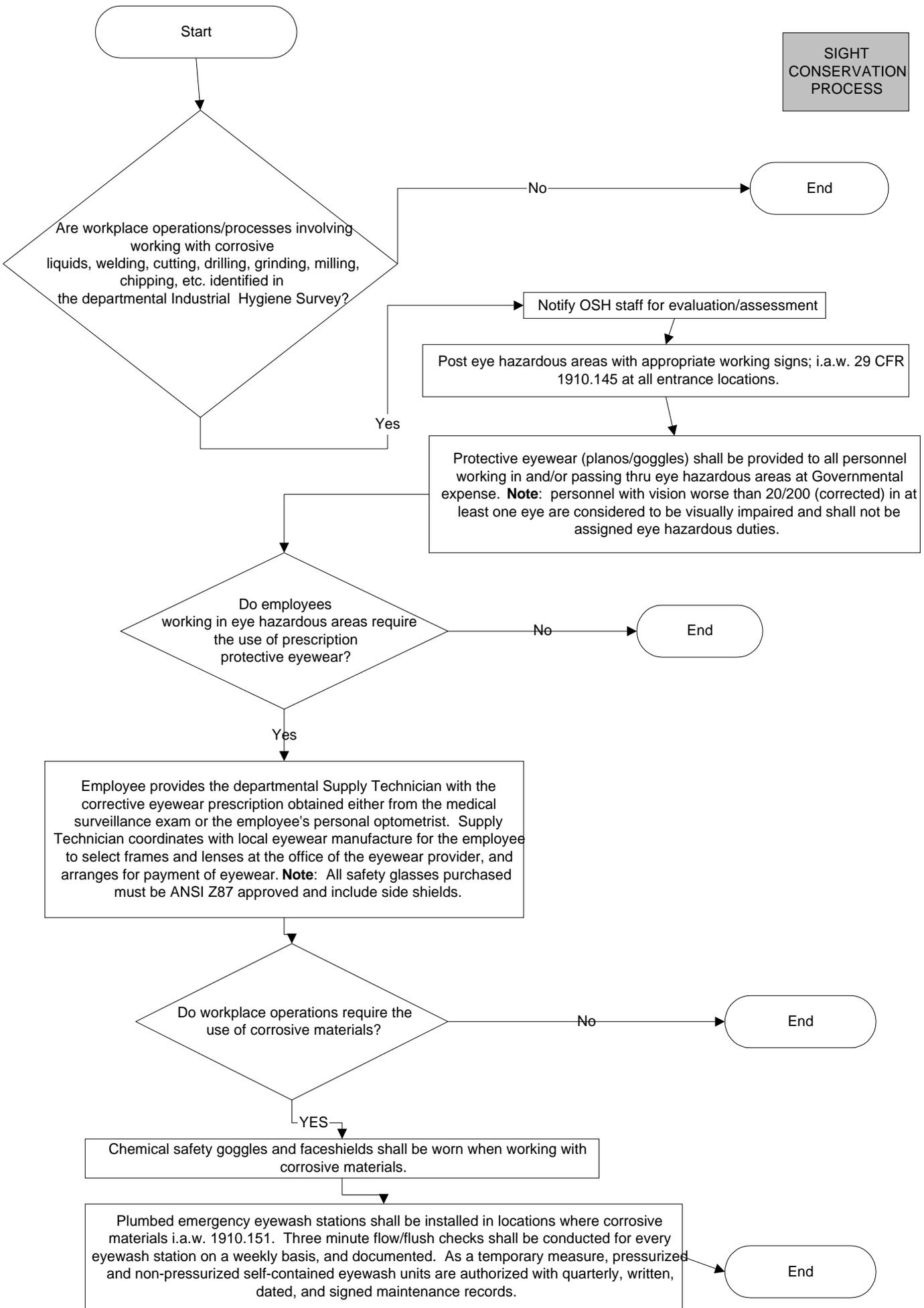
RESPIRATORY  
PROTECTION PROCESS  
PAGE 2

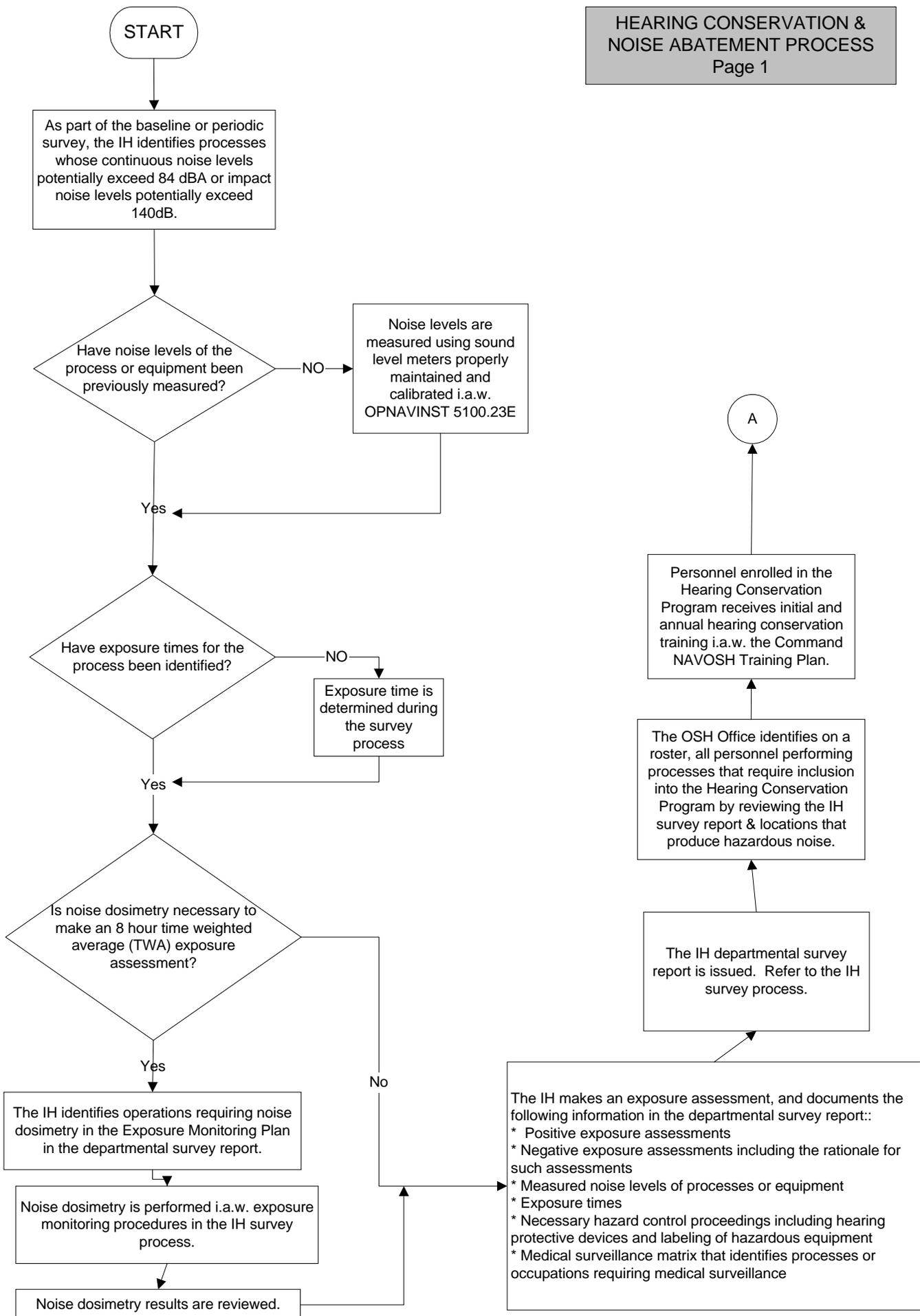


**RESPIRATORY  
PROTECTION PROCESS  
PAGE 3**

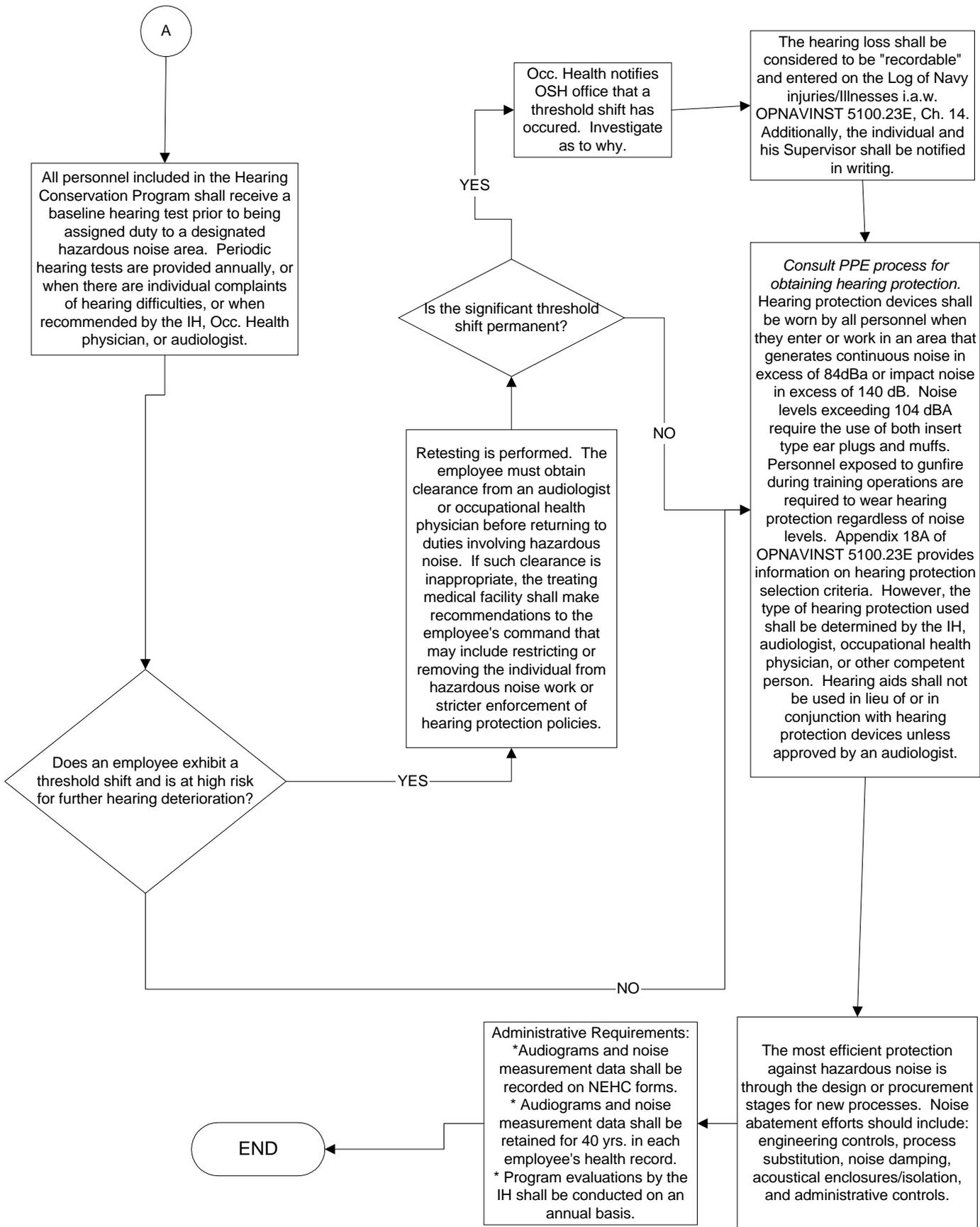


SIGHT  
CONSERVATION  
PROCESS





**HEARING CONSERVATION &  
NOISE ABATEMENT PROCESS**  
Page 2



# ASBESTOS CONTROL PROCESS

Superintendent appoints, in writing, an Asbestos Program Manager responsible for managing the 3 primary aspects of the Asbestos Control Program:  
 \* Survey and Material Evaluation  
 \* Operations & Maintenance Program  
 \* Design & Abatement

The Environmental Office, in conjunction with the OSH office, and Public Work's Shops conducts a tri-annual conditional inspection of all NPS facility identified Asbestos Containing Material (ACM).

Start

Is all identified ACM properly labeled?

No

Env/OSH affixes proper label to the ACM that reads as follows:  
 DANGER  
 CONTAINS  
 ASBESTOS FIBERS  
 AVOID CREATING  
 DUST  
 CANCER & LUNG  
 DISEASE HAZARD

Yes

Does any identified asbestos appear to be damaged?

Do not remove installed ACM that's in good condition for the sole purpose of eliminating Asbestos.

END

Report damage to the Asbestos Program Manager at x2475 or Environmental office at x2841

Does the damage warrant a RAC of greater than or equal to 2 and/or is there evidence of visible debris?

A work request is issued for the repair and maintenance in-place of the damaged asbestos.

A chit is issued through the Trouble Desk for immediate spill clean-up by the PW emergency asbestos clean-up crew.

MCD reviews work request, determines scope of work, and issues job order.

Does the scope of work for the repair of damaged asbestos and/or asbestos that needs to be disturbed/abated require the services of a licensed contractor?

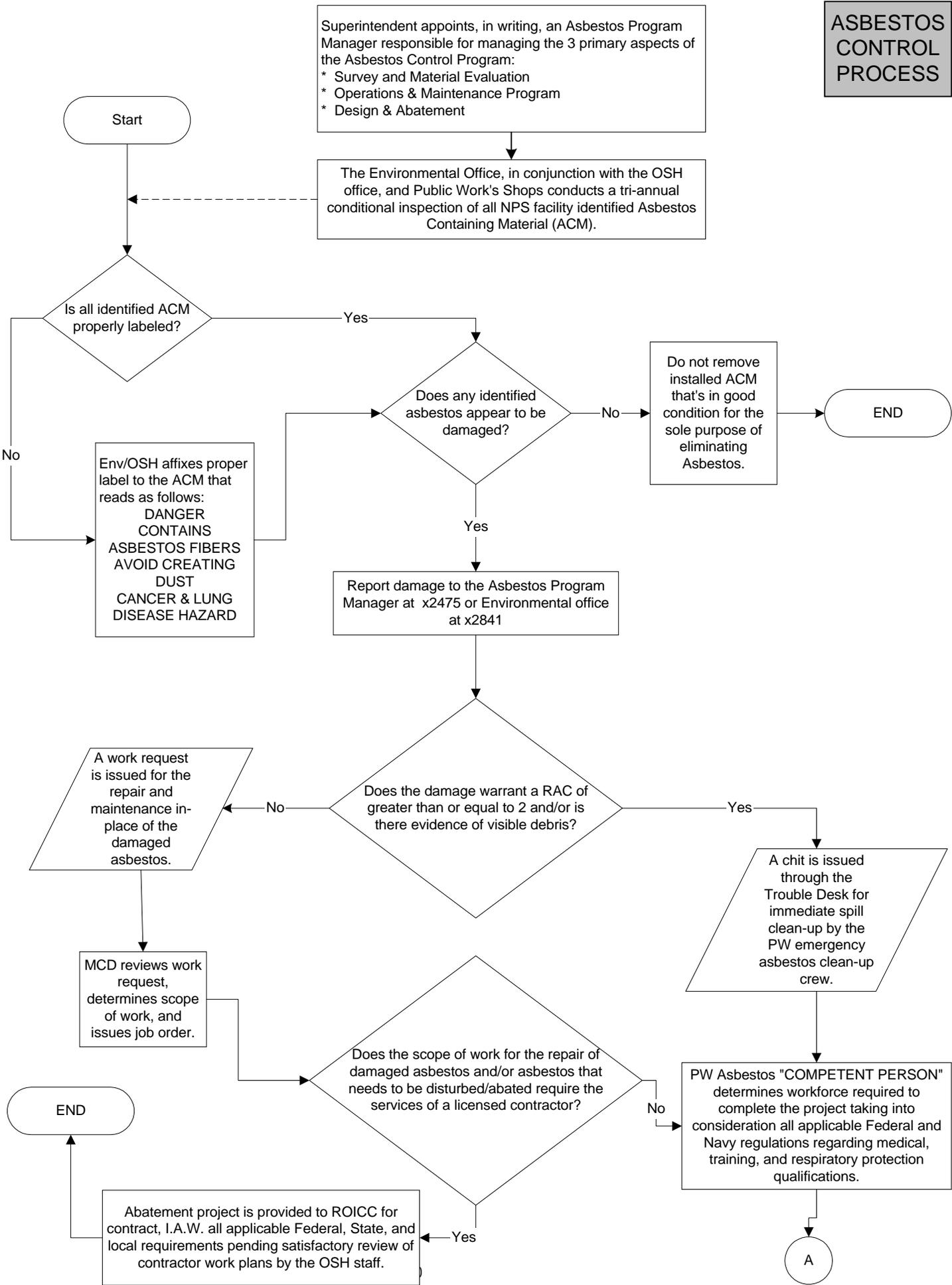
No

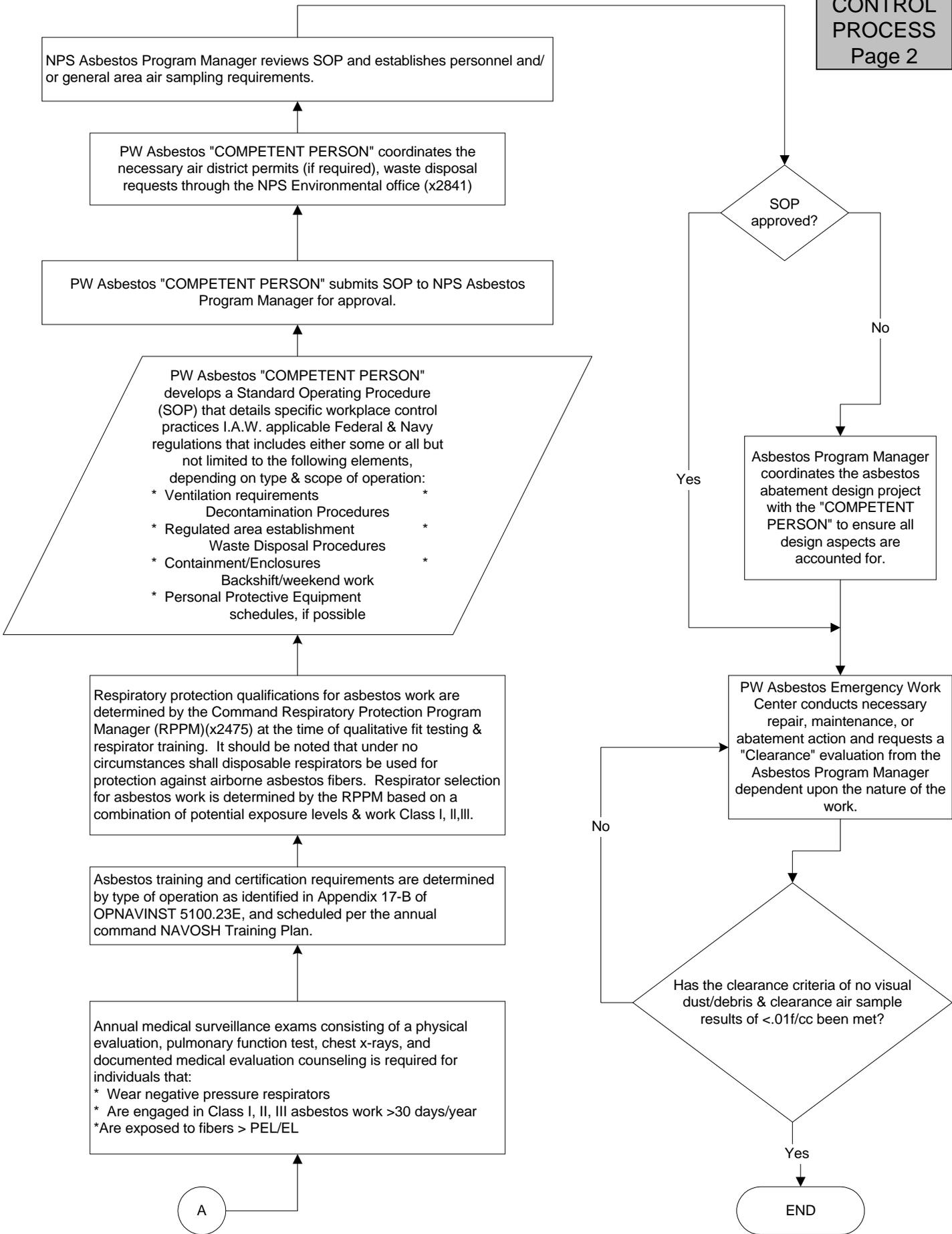
PW Asbestos "COMPETENT PERSON" determines workforce required to complete the project taking into consideration all applicable Federal and Navy regulations regarding medical, training, and respiratory protection qualifications.

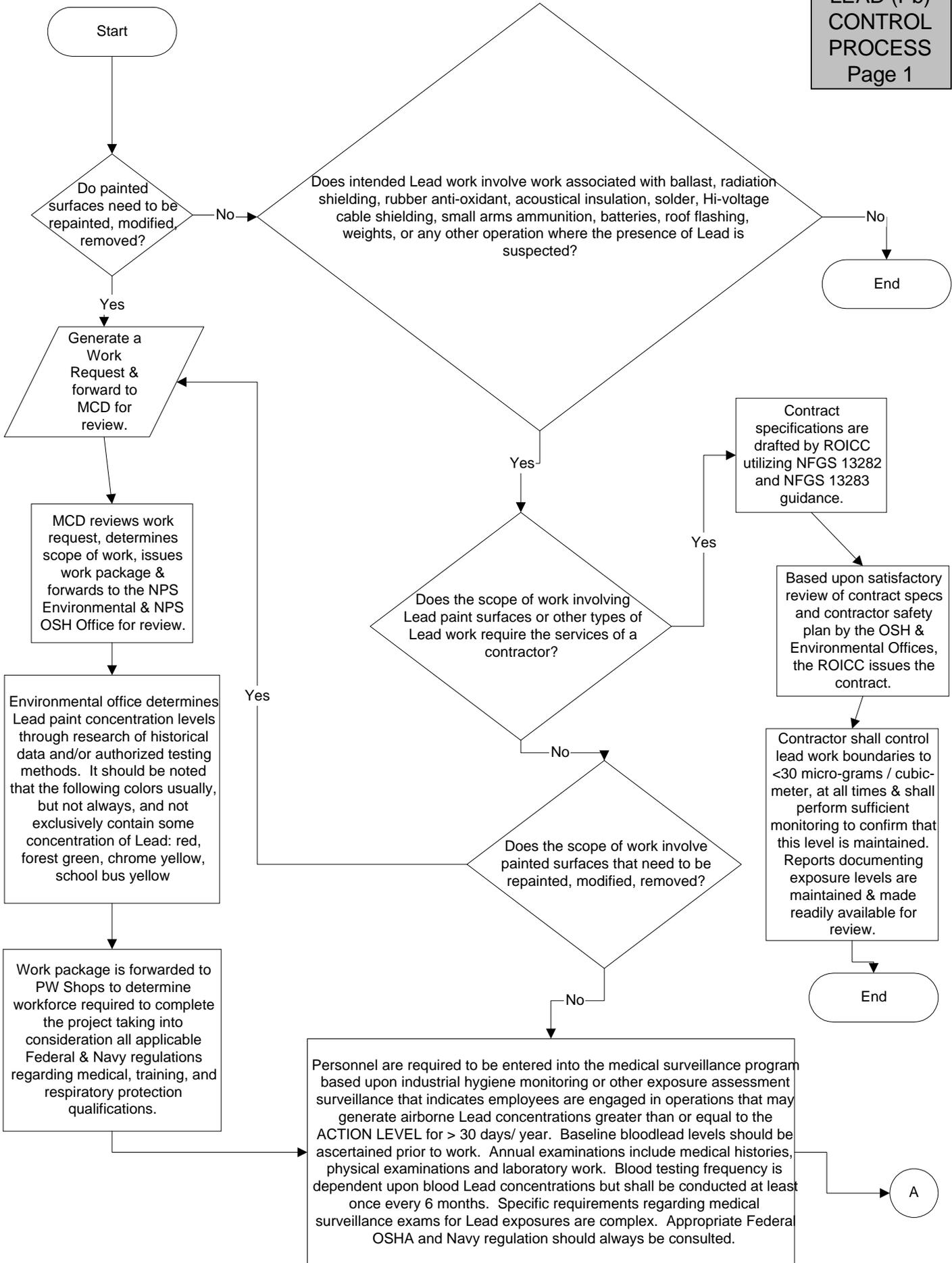
END

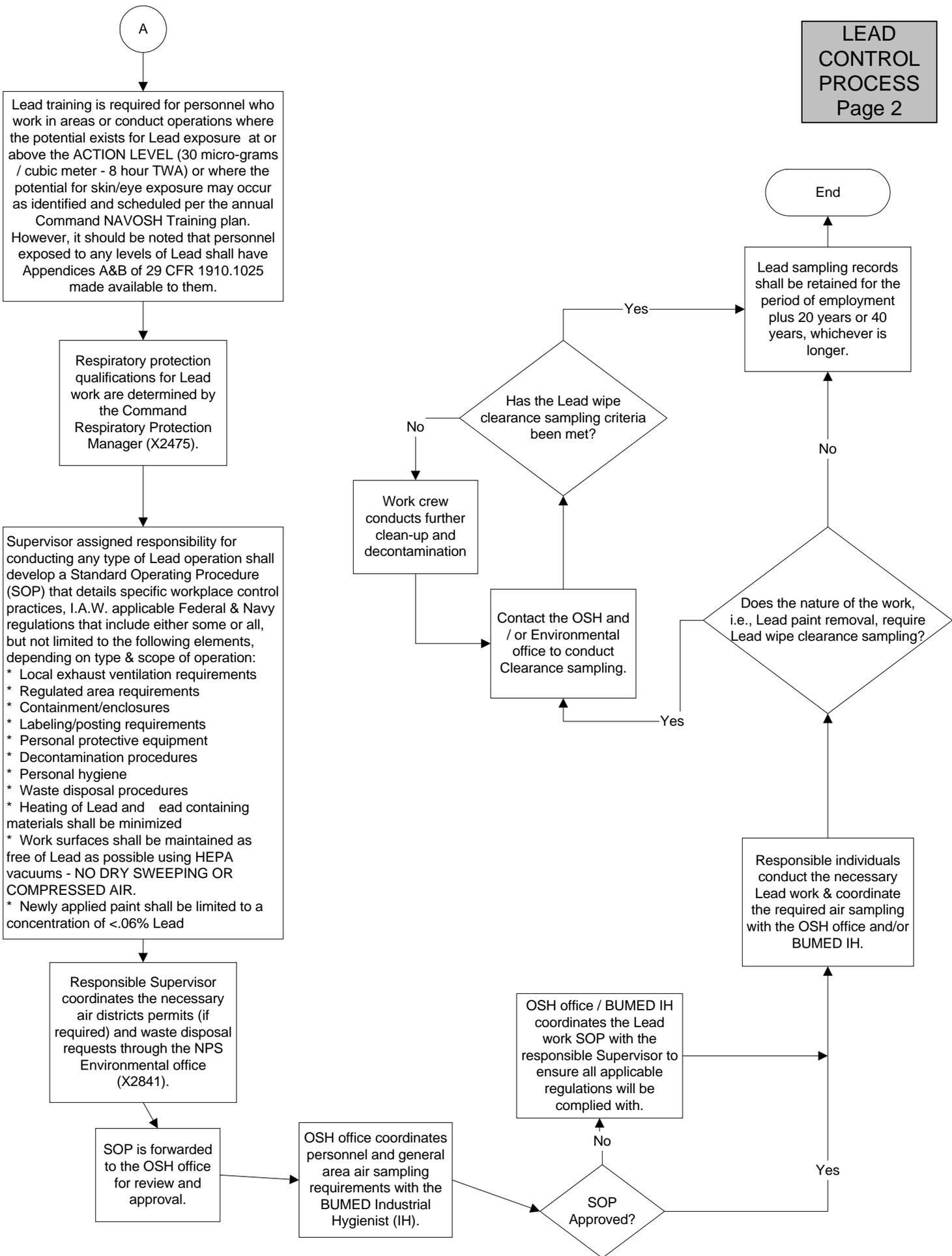
Abatement project is provided to ROICC for contract, I.A.W. all applicable Federal, State, and local requirements pending satisfactory review of contractor work plans by the OSH staff.

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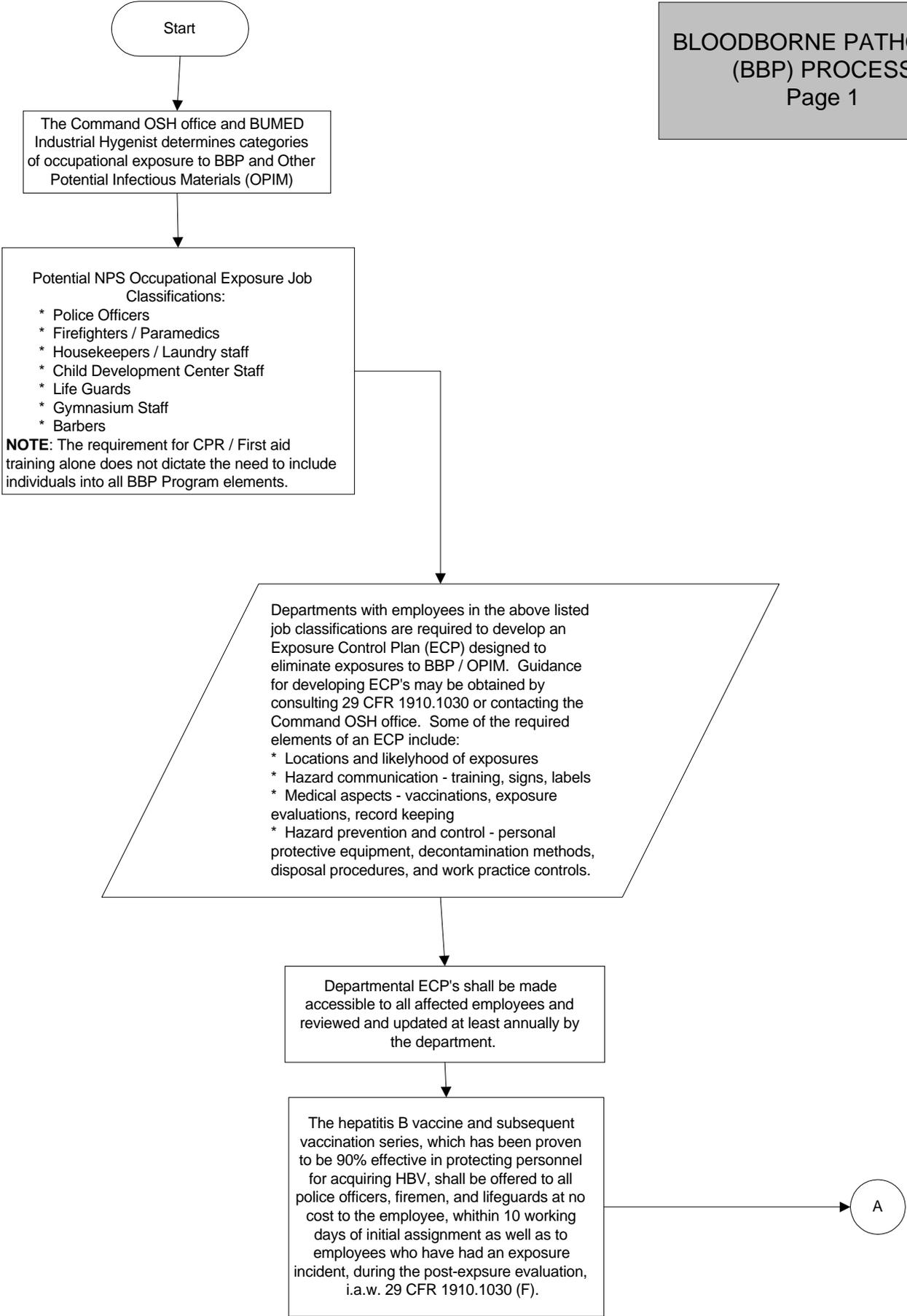




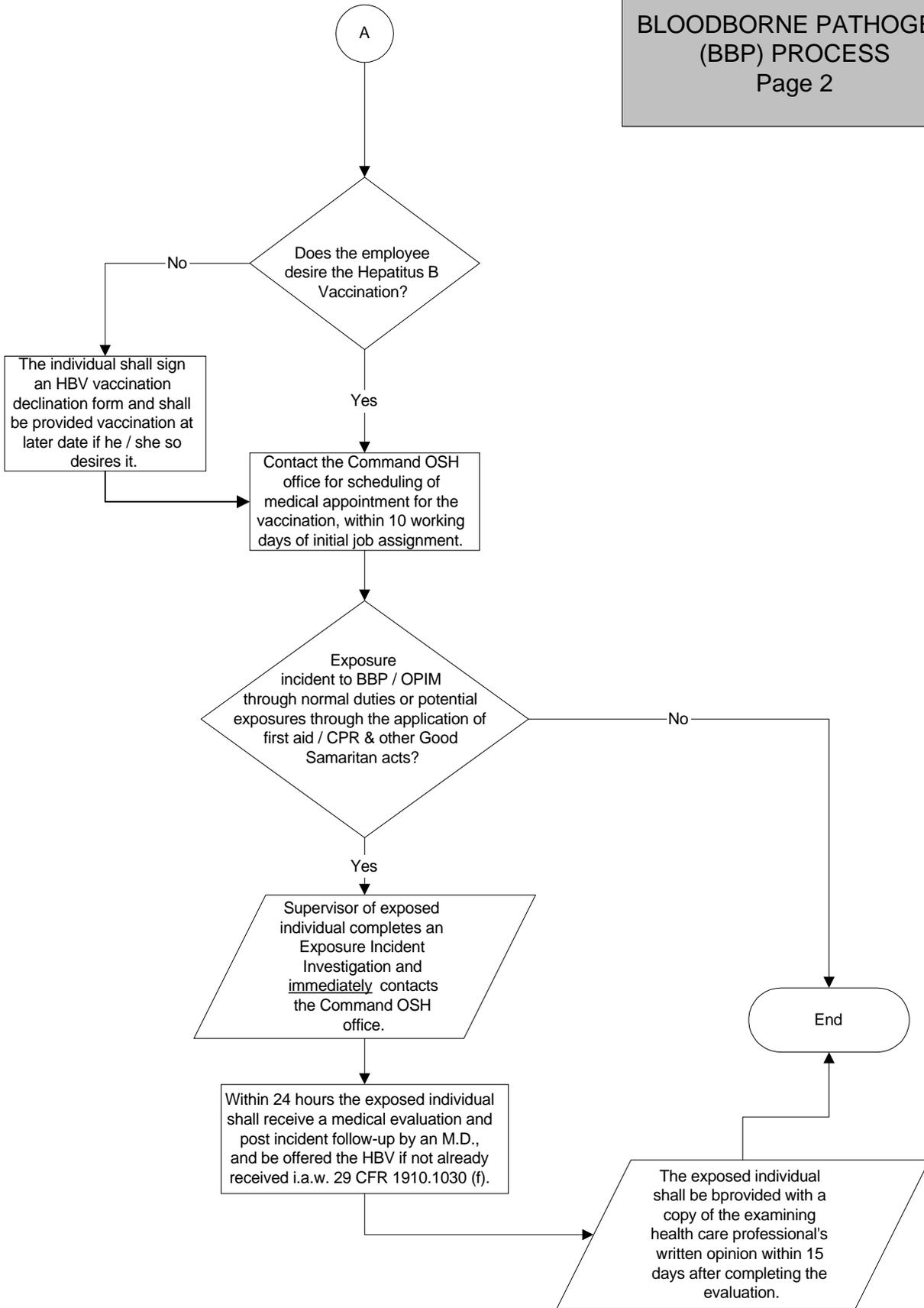




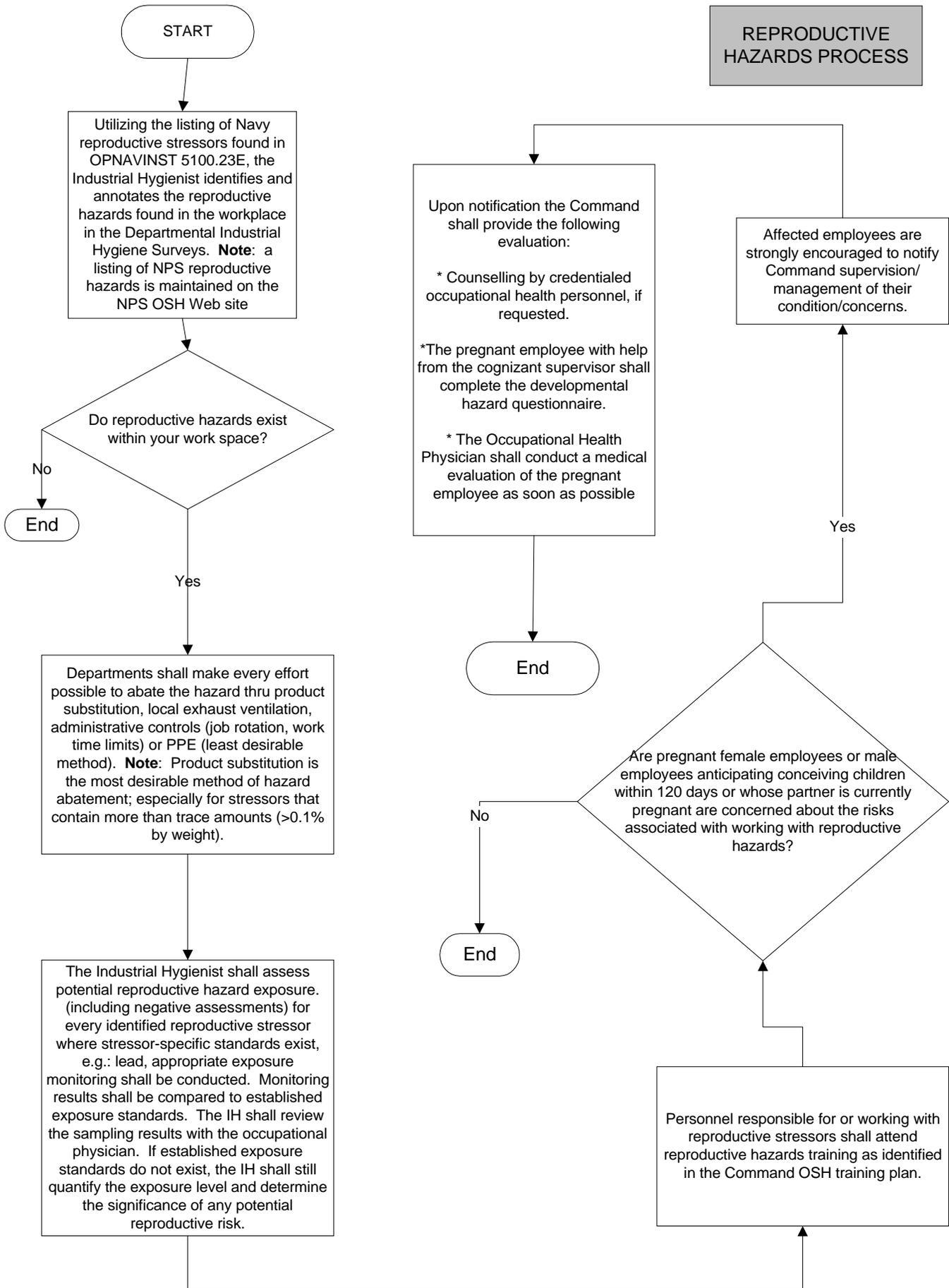
**BLOODBORNE PATHOGEN (BBP) PROCESS**  
Page 1



BLOODBORNE PATHOGEN  
(BBP) PROCESS  
Page 2



**REPRODUCTIVE HAZARDS PROCESS**



# INDOOR AIR QUALITY PROCESS

