



**DEPARTMENT OF THE NAVY**  
NAVY RECRUITING DISTRICT, NEW ORLEANS  
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NAVCRUITDISTNOLAINST 5100.2B  
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18 Jun 2015

NAVY RECRUITING DISTRICT NEW ORLEANS INSTRUCTION 5100.2B

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: OCCUPATIONAL SAFETY AND HEALTH PROGRAM FOR NAVY  
RECRUITING DISTRICT NEW ORLEANS

Ref: (a) OPNAVINST 5100.23 series

Encl: (1) Supplemental Guidance for Activity Occupational  
Safety and Health Programs  
(2) Office Safety Inspection Checklist  
(3) Navy Employee Report of Unsafe or Unhealthful Working  
Condition (OPNAV 5100-27)

1. Purpose. To adopt the policy set forth in reference (a), and promulgate supplemental procedures for the implementation, management and conduct of the Occupational Safety and Health (OSH) Program within the Navy Recruiting District New Orleans.

2. Cancellation. NAVCRUITDISTNOLAINST 5100.2A.

3. Background. The Occupational Safety and Health Program is established to provide a safe and healthy workplace for all personnel.

4. Policy.

a. It is the policy of NRD New Orleans to adopt select sections of reference (a) as the standard by which NRD New Orleans and its recruiting stations will conduct their OSH program.

b. The OSH program is applicable to and shall be enforced at all levels of command, for all personnel and at all workplaces under NRD New Orleans cognizance.

5. Responsibilities.

a. General. An OSH program is an inherent responsibility of command and, therefore, implementation, direction and control

of the OSH program shall be through the chain of command with the Commanding Officer, Executive Officer, Department Heads, Division Officers (DIVO), and Division Leading Chief Petty Officers (DLCPO) being primarily responsible for ensuring safe and healthful operations and working conditions. Responsibility for program administration and coordination is a staff function of the Command Safety Officer.

b. NRD Recruiting Stations. The DIVO of each NRD New Orleans station is responsible for all facets of OSH program at his/her stations. In fulfilling this responsibility, the DIVO shall implement and maintain an OSH program in compliance with the provisions of reference (a) and other applicable references contained herein.

c. Employees. Each employee of NRD New Orleans shall abide by all OSH regulations promulgated and any supplemental instructions, verbal or in writing, given by their DIVO or Department Head. Each employee is responsible for prompt reporting to his/her immediate supervisor occupational injuries or illnesses, property damage resulting from a mishap or any hazard which could affect the health and well-being of employees which has been encountered or observed during the course of his/her work. Violations of OSH regulations or instructions can result in disciplinary action as appropriate.

6. Action. This instruction is effective upon issuance. The policies, procedures and actions prescribed herein are published without the necessity for implementing instructions except where specifically directed in this instruction, reference (a), or by activities to establish more stringent requirements. All levels of command shall implement and maintain OSH programs in compliance with the policy, procedures, actions and guidance set forth in reference (a) and directed herein.

/s/  
C. A. WYNTER

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SUPPLEMENTAL GUIDANCE FOR ACTIVITY  
OCCUPATIONAL SAFETY AND HEALTH PROGRAMS

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SECTION 1

INSPECTION AND DEFICIENCY ABATEMENT PROGRAM

1. Requirements. In general conformance with reference (a), NRD New Orleans Safety Officer shall develop and maintain a program for the identification and correction of unsafe or unhealthful workplace conditions and operations. Detailed guidance concerning the conduct of OSH inspection and abatement programs at NRD New Orleans is contained in chapters 9 and 12 of reference (a) and requires all workplaces to be inspected at least annually in conjunction with the Facilities Inspection by utilizing enclosure (2).
  
2. Definition. For the purpose of this instruction annually is defined as: Within a twelve month period, on a fiscal year (FY) basis.

SECTION 2

EMPLOYEE REPORTS OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS

1. Requirements. Detection of unsafe or unhealthful working conditions at the earliest possible time and prompt correction of the hazardous conditions are essential elements of mishap prevention. The Safety Officer shall establish procedures for recruiter/employee reporting of unsafe and unhealthful conditions. Local instructions concerning the reporting program shall be prepared and posted in conspicuous places at each activity for the information of recruiters/employees. Additionally, the reporting program should be publicized through local informational media and various meetings. Local instructions shall include statements which:

a. Encourage recruiter/employee participation in prompt identification and reporting of unsafe or unhealthful working conditions and emphasize a recruiter's/employee's right and obligation to report hazardous conditions.

b. Encourage oral reports by recruiters/employees to workplace supervisors as the most prompt and effective method of identifying hazardous conditions. Indicate, however, that written reports may also be filed on the OPNAVINST 5100/11 (Navy Employee Report of Unsafe or Unhealthful Working Condition), enclosure (3).

c. Emphasize recruiters/employees desiring anonymity may submit written reports to the Safety Officer who shall not reveal his or her name and that the report will be treated in the same manner as those where the originator is identified.

d. Clearly state that no reprisals or other punitive action will be taken against a recruiter or an employee originating a report.

2. Hazard Reporting. The recruiter/employee reporting of unsafe or unhealthful working conditions will be established to comply with chapter 10, paragraph 1002, of reference (a).

3. Citations. The Commanding Officer will review all safety citations and findings within 48 hours of the finding by external authorities and/or internal sources.

4. Appeals. If the originator of an unsafe or unhealthful working condition is dissatisfied with the assessment of the alleged hazard made by the activity OSH office or with actions taken to abate a confirmed hazard, he/she shall be encouraged to confer with the activity Safety Officer to discuss the matter further. If after this discussion the originator remains dissatisfied, appeal procedures do exist. The initial appeal is to the Commanding Officer. Subsequent appeal(s) (or report) shall be in writing and submitted to comply with chapter 10, paragraph 1003, of reference (a).

SECTION 3

TRAINING

1. Definition. Successful implementation and execution of the NAVOSH program requires continuous, effective, all hands training and participation. All military and civilian personnel in all categories, (i.e., supervisory, non-supervisory, management) should receive OSH training suited to their needs.

2. Required Training.

a. NAVOSH rights and responsibilities training must be provided to all hands.

b. Appendix 6-A of reference (a) provides a recommended list of minimum training for all categories of personnel. Not all training on the list may be relative at all NRD Activities.

c. Additional training as required by other chapters of reference (a).

d. Safety training needs to be coordinated through the Safety Officer who will review Training Plan requirements and integrate safety training as appropriate.

3. Other Training. Examples of other types of training that should be conducted are: Safe driving; off duty/recreational safety; holiday emphasis training periodic awareness programs (i.e., Fire Prevention Week).

4. Documentation of Training Responsibilities.

a. Safety Officer:

(1) Plans and coordinates safety training.

(2) Ensures that muster lists are provided to Safety Officer.

b. Department Heads/Division Officers:

(1) Record or maintain information on unit training.

(2) Document training for recruiting station personnel.

SECTION 4

HAZMAT

1. Background

a. This chapter identifies Safety and Occupational Health (SOH) functions and defines requirements and responsibilities for NRD New Orleans Hazardous Material Control and Management (HMC&M). HMC&M focuses on preventing, minimizing, or eliminating the introduction of hazardous material (HM) into the Navy system, substituting less hazardous HM for HM already in the Navy system, safely using HM in the workplace, and safely handling and disposing of hazardous waste (HW). HMC&M incorporates the requirements of the Occupational Safety and Health Administration (OSHA).

b. HMC&M reinforces the importance of many basic SOH objectives and functions. All hands have a crucial role in support of the HMC&M program. Management leadership and the active involvement of employees and supervisors in implementing HMC&M-related programs are essential.

2. Responsibilities

a. Safety Officer, shall:

(1) Ensure that the DIVOs perform a safety and health review of HM and that a periodic review is performed to eliminate unnecessary HM, substitute less hazardous HM where feasible.

(2) Ensure HM is uniquely identified for reference, retrieval, and cross reference between the label, MSDS, and HM inventory.

(3) Maintain an MSDS for all HM brought into the station. This requirement may be satisfied by contacting the Safety Officer for a copy.

(4) Establish systems to ensure that all HM is properly labeled per the requirements below. There are several allowable options for accomplishing this requirement. All HM must be labeled with:

(a) The original HAZCOM compliant manufacturer's label or an exact copy of the HAZCOM compliant manufacturer's label, or

(b) A label developed by the facility that contains the following information from the MSDS: the manufacturer's name, product identity, and hazard warnings.

(5) Ensure DIVO's, and DLCPO's participate in the HMC&M program by:

(a) Overseeing their respective areas of responsibility to ensure that personnel use HM only in processes for which it is authorized.

(b) Establish criteria and procedures for reviewing incoming MSDSs to ensure they contain the information required. Report all MSDS deficiencies to the Safety Officer for correction.

(c) Provide reports and recommendations resulting from the safety and health review to the DLCPO.

SECTION 5

MISHAP REPORTING

1. Discussion

a. Mishaps that result in damage to Navy facilities and equipment or occupational injuries, illnesses, or deaths to Navy personnel degrade operational readiness and increase operational costs. Investigation of such mishaps to identify causes and preventive actions as well as establishing accurate record keeping are essential to the success of the Safety and Occupational Health program. Mishap investigations aimed at determining how and why the event occurred are necessary to prevent future occurrence of similar events. Accurate records are necessary to establish trends, to conduct analyses, and to assess the effectiveness of the overall program. Certain records are necessary to comply with Department of Labor (DOL) Federal agency record keeping and reporting requirements. These records should be part of the mishap record keeping program.

b. This section includes procedures that apply to Navy mishap investigation, reporting, and record keeping requirements for shore on-duty Navy personnel and Navy shore operational mishaps per reference (a).

c. Recording of Occupational Illnesses and Injuries shall be in accordance with the requirements in reference (a). Since all recording is conducted using web enabled safety system (WESS), all civilian and military occupational illnesses and injuries are reportable in addition to being recordable. Illness and Injury Logs for civilian and military personnel, and civilian Annual Reports of Work-related Illnesses and Injuries, will be maintained using WESS.

2. Background

a. Reporting and investigation of mishaps have been established in writing in sections 1403 and 1405 of reference (a).

b. A safety investigation is conducted for every mishap, major or minor and firm, factual finds and recommendations are developed in section 1403 of reference (a).

c. Personnel conducting Class A, B, and C mishaps have completed appropriate training as stated in section 1405 of reference (a).

d. The Webb Enabled Safety System (WESS) is an electronic data base used to track mishaps, injuries and illnesses.

e. All off duty recreation, athletic, home, or motor vehicle injuries recorded and reported in accordance with reference (a).

f. Mishap records retained for minimum of five years.

### 3. Definition

a. Reference (a) (Chapter 14) is the basic reference governing the reporting of mishaps and recordkeeping. Mishaps can result in property damage as well as occupational or non-occupational injuries and death. They can occur at home, on the job, on Temporary Additional Duty, or in a motor vehicle.

b. The above instructions will tell you the proper format of each type of mishap report; will tell you whether or not a report is required, and will explain that mishap reporting requirements may differ depending on whether the injured person is on active duty, or is a civilian employee.

(1) An active duty Navy person or civilian employee injured in a work related occupational mishap at the Recruiting station and loses one (1) full day or more of work.

(2) Active duty Navy personnel who are injured in a recreational or off duty mishap and who loses one (1) full day or more of work.

c. Reference (a) will also describe how to keep the log of Navy Injuries and Occupational Illnesses.

### 4. Action

a. Occupational Safety and Health (OSH) reports, including mishap reports, shall be submitted per reference (a). All safety personnel shall be thoroughly familiar with mishap

reporting requirements, mishaps and deaths meeting the reporting requirements of reference (a) must be reported to NAVSAFECEN, Norfolk, VA with an information copy to each echelon in the chain of command including COMNAVCRUITCOM.

b. Before any mishap can be accurately reported, it must be investigated. The sole purpose of a mishap report is to prevent similar mishaps and provide personnel with information to prevent the mishap from recurring and should be reminded of this fact. Before conducting interview or taking statements from personnel, ensure the appropriate Privacy Act Statement is provided. Mishap reports are not to be used in determining misconduct, line of duty status or any other punitive/administrative action.

c. The Safety Officer must maintain a complete file of mishap reports. These reports shall be retained for 5 years.

d. Commanding Officers shall be familiar with the mishap experience at their activities and shall personally review all mishaps involving five or *more* lost workdays.

The object of the review is to determine compliance and adequacy of established Navy Occupational Safety and Health (NAVOSH) standards and procedures identify the underlying cause(s) of the mishap, and to take corrective action to prevent recurrence. The review should also involve safety, medical, compensation, and other management personnel as appropriate.

e. Commanding Officer review of lost workday mishaps shall be documented.

APPENDIX A

LIST OF REFERENCES

1. The following is a list of regulations, instructions, and other documents applicable to the NRD New Orleans OSH program.

Code of Federal Regulations

29 CFR 1910      General Industry Occupational Safety and Health Regulations  
29 CFR 1918      Safety and Health Regulations for Longshoring  
29 CFR 1960      Basic Program Elements for Federal Employee Occupational Safety and Health Programs

Occupational Safety and Health Programs

DOD Instructions 6055.1, Department of Defense Occupational Safety and Health Program

OPNAV Instruction 5100.23G, Navy Occupational Safety and Health Program Manual

SECNAV Instruction 5100.10J, Department of the Navy Occupational Safety and Health Policy

Mishap Investigation. Reporting and Recording

DOD Instruction 6055.7 w/CH-1, Mishap Investigation, Reporting and Recording

OPNAV Instruction 5102.1D, Mishap Investigation and Reporting

Safety Inspection/Deficiency Abatement

NAVFAC Instruction 5100.14A, Navy Occupational Safety and Health Deficiency Abatement Program Ashore

Motor Vehicles

OPNAVINST 5100.12J, Navy Traffic Safety Program

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Personnel Protection

DOD Instruction 6055.1, DOD Occupational Safety and Health  
Program

OPNAVINST 5100.23G, Navy Occupational Safety and Health Program

## NAVY RECRUITING DISTRICT NEW ORLEANS Office Safety Inspection Checklist for Safety Managers

(This checklist is intended as a guide to assist Safety Managers in conducting safety and health inspections. It includes questions relating to general office safety, ergonomics, fire prevention, and electrical safety.

|   |  |              |  |
|---|--|--------------|--|
| <b>Name:</b>                              |  | <b>Date:</b> |  |
| <b>NRS,<br/>NORS,<br/>NOSC,<br/>MEPS:</b> |  | <b>RSID:</b> |  |
| <b>Signature:</b>                         |  |              |  |

| Deficiency Description  | Yes | No | N/A | Remark(s) | SCORE |
|---|-----|----|-----|-----------|-------|
| <b>1. Facilities</b>  |     |    |     |           |       |
| Is there adequate lighting?   |     |    |     |           |       |
| Is ventilation adequate?  |     |    |     |           |       |
| <b>2. Walking and Working Areas</b>   |     |    |     |           |       |
| Are carpet/floor tiles secure?  |     |    |     |           |       |
| Is carpeting free of tears or trip hazards?   |     |    |     |           |       |
| Are floors free of water or slippery substances?  |     |    |     |           |       |
| Are floor or running mats used at building entrances safe from trips?                   |     |    |     |           |       |
| Are materials and cords stored so they don't interfere with walkways?                   |     |    |     |           |       |
| Are aisles free of boxes, wastebaskets, chairs, and other obstacles that impede egress? |     |    |     |           |       |
| Are desk, file, and book case drawers closed when not in use?                           |     |    |     |           |       |
| Are ceiling tiles secure?   |     |    |     |           |       |
| Are vents free of obstructions?   |     |    |     |           |       |
| <b>3. Emergency and Safety Information</b>  |     |    |     |           |       |
| Are emergency phone numbers posted?   |     |    |     |           |       |
| Is a copy of the facility fire prevention and emergency action plan available on site?  |     |    |     |           |       |

|  |            |           |            |                  |              |
|--|------------|-----------|------------|------------------|--------------|
| Are employees trained on emergency procedures?                                   |            |           |            |                  |              |
| <b>Deficiency Description</b>  | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>Remark(s)</b> | <b>SCORE</b> |
| <b>4. Ergonomics</b>   |            |           |            |                  |              |
| Are ergonomic conditions adequate?   |            |           |            |                  |              |
| Workstations?  |            |           |            |                  |              |
| Keyboards?   |            |           |            |                  |              |
| Postures?  |            |           |            |                  |              |
| <b>5. Fire Safety and Prevention</b>   |            |           |            |                  |              |
| Are fire extinguishers mounted, visible, and accessible?                         |            |           |            |                  |              |
| Are fire extinguishers fully charged and inspected monthly? (tag, date, initial) |            |           |            |                  |              |
| Is extinguishing equipment adequate and unobstructed?                            |            |           |            |                  |              |
| Are fire alarm pull stations locations adequate and unobstructed?                |            |           |            |                  |              |
| Do outlets have appropriate covers?  |            |           |            |                  |              |
| Do electrical appliances have ground pins or double insulation?                  |            |           |            |                  |              |
| Are all appliances plugged directly into wall outlets?                           |            |           |            |                  |              |
| Are coffee pots or heat producing appliances away from flammables?               |            |           |            |                  |              |
| Is heat producing equipment turned off at night when no one is present?          |            |           |            |                  |              |
| Are electrical cords free of frays or damage?                                    |            |           |            |                  |              |
| <b>6. Hazmat Storage</b>   |            |           |            |                  |              |
| Are all containers labeled?  |            |           |            |                  |              |
| <b>7. Vehicles and PRT</b>   |            |           |            |                  |              |
| * How many Gov. Motor Vehicle accidents in the past 12 months?                   |            |           |            |                  |              |
| <b>Other:</b>  |            |           |            |                  |              |
|  |            |           |            |                  |              |
|  |            |           |            |                  |              |
|  |            |           |            |                  |              |

