



**DEPARTMENT OF THE NAVY**

NAVY RECRUITING DISTRICT NEW YORK  
990 STEWART AVENUE  
2ND FLOOR, SUITE 220  
GARDEN CITY, NY 11530-4858

NAVCRUITDISTNYINST 5100.6 CH-2

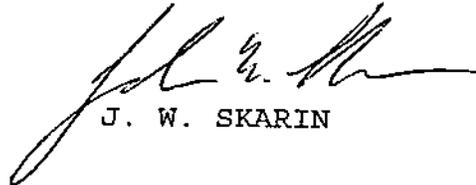
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11 Mar 13

NAVCRUITDIST NEW YORK INSTRUCTION 5100.6 CHANGE TRANSMITTAL 2

Subj: HAZARD ABATEMENT

1. Purpose. To promulgate changes to the basic directive.
2. Action. All holders of basic directive are to make the following pen and ink changes:
  - a. Changes on first page in the Ref section instruction OPNAVINST 5100.23G to OPNAVINST 5100.23G CH-1.
  - b. Changes on first page in the Ref section instruction OPNAVINST 3500.39B has been revised to 3500.39C.

  
J. W. SKARIN



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### NAVY RECRUITING DISTRICT NEW YORK INSTRUCTION 5100.6

Subj: HAZARD ABATEMENT

Ref: (a) OPNAVINST 5100.23G CH-1  
(b) OPNAVINST 3500.39C

Encl: (1) Facility Hazard Abatement Checklist

1. Purpose. To aide personnel in the detection of unsafe or unhealthy working conditions at the earliest possible time, and prompt correction of the hazardous conditions are essential elements of mishap prevention.

2. Scope. This instruction applies to all members of Navy Recruiting District (NRD) New York. The NRD New York Supply Officer (SUPPO) is the point of contact for Hazard Abatement.

#### 3. Background

a. The Navy incurs significant costs every year as a result of injuries, illnesses and property damage resulting from workplace hazards. Therefore, it is essential that the Navy develops and maintains programs to eliminate or control all identified hazards in a systematic manner.

b. Navy commands are directed to develop Occupational Safety and Health (OSH) Hazard Abatement (HA) programs. These programs place the primary responsibility for corrective action upon shore commanders, with assistance as required from higher-level commands.

c. Hazards can be identified through daily inspections, formal annual inspections, industrial hygiene surveys, employee hazard reports and other inspections. Activity or regional OSH offices are responsible for managing hazard abatement. For hazards that are work process-related, the owner of the work process manages hazard abatement. For hazards that are facility-related, the owner of the facility manages hazard abatement.

4. Discussion. NRD New York shall establish procedures for recruiter/employee reporting of unsafe and unhealthy conditions.

information of recruiters/employees. The following should be publicized through local informational media and safety meetings:

a. Encourage recruiter/employee participation in prompt identification and reporting of unsafe or unhealthy working conditions and emphasize a recruiter's/employee's right and obligation to report hazardous conditions. All Navy employees have rights and are protected from coercion, discrimination, or reprisals for participation in Navy Occupational Safety and Health (NAVOSH) program.

b. Encourage oral reports by recruiters/employees to workplace supervisors as the most prompt and effective method of identifying hazardous conditions. All Navy employees have rights and are protected from coercion, discrimination, or reprisals for participation in Navy Occupational Safety and Health (NAVOSH) program.

c. Emphasize recruiters/employees desiring anonymity may submit written reports to the NRD New York LSO 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/employee originating a report.

5. Implementation. Supervisors shall conduct daily inspections of their spaces utilizing enclosure (1). Any facilities deficiencies at the station/office will be annotated on enclosure (1). Enclosure (1) will be kept on file and a copy will be forward to NRD New York LSO for action.

  
S. M. McNINCH

Distribution:  
NAVCRUITDISTNYINST 5216.3P  
List I and II

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FACILITY HAZARD ABATEMENT CHECKLIST

Station/Department: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

OVERALL RATING: (Sat/Unsat) with comments: \_\_\_\_\_

Remarks: \_\_\_\_\_

**Aisles and Floors**

\_\_\_\_\_ Aisle clearance is adequate for two-way traffic and for unobstructed access to all parts of the office and building.

\_\_\_\_\_ Office arrangement allows easy egress under emergency conditions

\_\_\_\_\_ There are no trip hazards in the area created from either placement of loose objects, furniture projection, loose carpeting or floor tile.

\_\_\_\_\_ Floors are clear of pencils, bottles, and other loose objects that may create a slipping hazard.

\_\_\_\_\_ Aisles, exits, stairwells and doorways are kept clear at all times.

**Electrical Equipment**

\_\_\_\_\_ Electric fans are protected with guards of no more than one-half inch mesh.

\_\_\_\_\_ Cords and plugs are in good condition.

\_\_\_\_\_ Electrical and extension cords are not run through

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\_\_\_\_\_ openings in door, walls, ceilings, or under carpets and not placed over radiators or steam pipes.

\_\_\_\_\_ Multi-outlet strips are not plugged into other multi-outlet strips ("daisy" chained).

\_\_\_\_\_ Extension cords are not plugged into other extension cords.

\_\_\_\_\_ Small appliances (e.g., fans, lights) with exposed metal must have a 3-prong (grounded) plug unless double insulated.

\_\_\_\_\_ Space heaters are UL-listed.

\_\_\_\_\_ Space heaters have automatic shut-offs that will actuate if the heater tips over.

\_\_\_\_\_ Space heaters are located at least 3 feet from combustible material

\_\_\_\_\_ Small appliances that draw high current including, but not limited to, space heaters, coffee makers, microwave ovens, and personal refrigerators are plugged directly into a wall receptacle (not into power strips, extension cords).

### **Emergency Preparedness**

\_\_\_\_\_ Station/department personnel are familiar with emergency signals and procedures, and emergency equipment (i.e., fire extinguisher, pull station, Automated External Defibrillator (AED) station) usage in the building.

\_\_\_\_\_ Emergency numbers are prominently posted.

### **Housekeeping**

\_\_\_\_\_ Housekeeping is maintained to minimize accidents.

\_\_\_\_\_ Ladders/step stools are provided for reaching materials on shelves and are kept in safe serviceable condition.

\_\_\_\_\_ Use step stools or ladders—not swivel chairs or other office furniture.

\_\_\_\_\_ Cleaning fluids are used only in small quantities and are stored in closed containers that are kept in well-ventilated areas. If flammable, they are not used near a

flame or an open heating element.

- \_\_\_\_\_ Do not permanently store combustibles in offices.
- \_\_\_\_\_ Do not place combustibles under desks, tables, or shelves where they would be shielded from automatic sprinkler protection.
- \_\_\_\_\_ Wrap sharp objects (e.g., razor blades, utility blades, metal pieces), broken/cracked glass, brittle plastic objects, or other material that may break and produce a sharp or rough edge in corrugated cardboard, secured with tape, and marked with the condition and material type (e.g., broken glass) before placing in a trash container.

#### Office Furniture and Equipment

- \_\_\_\_\_ Office furniture, equipment and electrical appliances are arranged to obtain maximum safety.
- \_\_\_\_\_ Bookshelves and cabinets that are potentially unstable (e.g., over 5 feet in height, top-heavy) are secured so they will not fall over.
- \_\_\_\_\_ Desks, file cabinets, etc., are arranged so that drawers do not open in aisles or walkways. Desk and file drawers are closed after use.
- \_\_\_\_\_ Weight is distributed in file cabinets so that upper drawer contents do not create a top-heavy condition.
- \_\_\_\_\_ Faulty desks, chairs, or other office equipment is repaired or taken out of service.
- \_\_\_\_\_ Adequate and sufficient lighting is provided in all working areas.
- \_\_\_\_\_ Paper cutter blades are in locked position when not in use.
- \_\_\_\_\_ Knife blades have guards when not in use.