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COMNAVRESFORINST 5100.4H  
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## COMNAVRESFOR INSTRUCTION 5100.4H

From: Commander, Navy Reserve Force

Subj: SAFETY MANAGEMENT SYSTEM/ SAFETY AND OCCUPATIONAL HEALTH  
(SOH) FOR THE NAVY RESERVE

Ref: (a) OPNAVINST 5100.23H  
(b) OPNAV M-5100.23  
(c) OPNAVINST 5102.1D  
(d) OPNAVINST 3500.39D  
(e) NAVAIR 01-1A-35  
(f) OPNAV 11320.23G

### 1. Purpose

a. This instruction promulgates the Commander, Navy Reserve Force (COMNAVRESFOR) Safety Management System (SMS), a comprehensive framework that ensures operational readiness through continuous improvement and risk-based decision making processes and procedures as required by references (a) through (f). The key to this framework requires leadership, both military and civilian, to actively engage in day-to-day operations to manage both safety and risk in order to prevent losses due to mishaps while preserving required operational capabilities in all environments.

b. This instruction as well as reference (a) have undergone a complete revision and must be reviewed in its entirety.

c. The changes to this revision includes implementation of the COMNAVRESFOR Safety Management System (SMS), updated SOH programs, Mishap Reporting procedures, Traffic Safety and Recreation, and Off Duty Safety.

### 2. Cancellation. COMNAVRESFORINST 5100.4G

3. Discussion. Safety is the inherent responsibility of the command and supervisors. COMNAVRESFOR is tasked by the Chief of Naval Operations (CNO) to maintain an aggressive, active, and continuous safety and occupational health (SOH) program throughout the Navy Reserve Force. This is a 24 hour a day, comprehensive program encompassing all aspects of safety disciplines such as systems safety, off duty safety, motor vehicle safety, fire prevention and occupational safety and health. Commanders, commanding officers (CO) and officers in charge (OIC) will implement proactive SOH programs consistent with mission requirements and local needs per governing directives. Effectiveness of these programs must be continuously monitored to ensure maximum benefit is derived from the time, effort, and funding that is

expended. The goal of any safety program is a continual reduction in the number of mishaps with complete elimination as the goal. Program implementation efforts should be directed toward the goal of mishap prevention and reduction. The requirements in the references should be considered minimum standards and should be expanded as required to meet command objectives. Recommendations for suggested revisions to Navy safety instructions based on local experience should be submitted to COMNAVRESFOR Safety department for forwarding to the CNO for review.

#### 4. Introduction to the COMNAVRESFOR SMS Framework

a. Organizational Commitment and Accountability. Leadership at all levels shall be actively engaged in the commands safety posture. Commanders will publish their safety policy with expectations of ensuring all personnel understand their safety roles and responsibilities commensurate to their positions, assess SMS effectiveness through facility safety inspections and program assessments, ensure personnel identify, report, control and/or eliminate workplace hazards, receive safety training relevant to their duties, and understand how to report unsafe work practices.

b. Risk Management. Commanders will apply the tenets of risk management into the commands battle rhythm. Processes, whether routine or deemed moderate to high risk, shall be analyzed, assessed and appropriately controlled via a continuous improvement process. Development of courses of action (COA) will be integrated into plan of actions and milestones (POAM) which will reflect levels of assurance. Create policy or procedures to mitigate or eliminate recurring risk.

c. Assurance. Commanders will utilize performance indicators derived from ESAMS, Risk Management Information-Serious Incident Reporting (RMI-SIR), internal self-assessments, formal command assessments and organic surveys to determine program effectiveness. Leading and lagging indicators will be identified, analyzed and integrated in to the SMS with the purpose of improving program performance.

d. Promotion. Establish clear lines of communication to all personnel within the command. Continuously promote and reinforce through leadership actions. Identify target audiences within the command (senior leadership, junior personnel and civilians) and promote safety initiatives relative to personnel. Information such as risk management control measures, results of commands assessments, safety media, i.e. lessons learned, safety newsletters, and surveys, directly contribute to effective communication. Establish a feedback system (formal or informal) which allows personnel to share opinions and recommendations on the efficacy of the SMS. As a motivational tool, recognize and reward personnel for their safety performance. Service members can receive formal awards, be granted time off, or any other type of award as recognized by leadership. Supervisors should recognize civilian employees through annual appraisals and/or performance awards.

5. Responsibilities

a. COMNAVRESFOR Safety Director. The COMNAVRESFOR's Safety Director is the head of the SOH division responsible for Navy Occupational Safety and Health (NAVOSH) policy. The director will:

(1) Serve as the SMS lead.

(2) Recommend policy for COMNAVRESFOR and coordinate policy development with COMNAVRESFORCOM, Commander, Naval Air Force Reserve (CNAFR) and Commander, Naval Information Force Reserve (CNIFR).

(3) Maintain a continuous audit of subordinate command safety and health programs.

(4) Ensure appropriate evaluations of safety program effectiveness are conducted at subordinate commands and field activities.

(5) Represent COMNAVRESFOR on policy committees and provide systematic input to COMNAVRESFOR concerning current NAVOSH trends which may affect command missions, capabilities, and readiness.

(6) Conduct command evaluations at subordinate commands to evaluate command safety program effectiveness.

b. COMNAVRESFOR Safety Chief. The Safety Chief will evaluate the effectiveness of NAVOSH policies, plans, programs and procedures. The Safety Chief will:

(1) Assist the COMNAVRESFOR Safety Director with planning and execution of subordinate command safety inspections.

(2) Ensure all subordinate commands implement the necessary SOH components applicable to their organization.

c. Commanders or commanding officers of echelon III and IV activities will:

(1) Conduct an aggressive safety, fire prevention, and mishap prevention program for personnel and property under their command. The operation of an effective NAVOSH program is a line management responsibility at all echelons. Ensure an adequate budget is maintained and resources are used to execute the activity's SOH program.

(2) Within three months of assuming command, issue a policy statement which reflects commitment to safety and to programs that prevent or minimize occupational and off duty mishaps. Disseminate the statement to all personnel by posting the policy on official bulletin boards and other means as appropriate (i.e. publications, e-mail, minutes, meetings,

indoctrinations, videos, etc.). The policy must protect all Navy personnel from coercion, discrimination, or reprisals for participation in the safety program. Ensure that employees are aware they may file, through their appropriate grievance processes, allegations of reprisals for having filed a complaint of unsafe or unhealthy working conditions.

(3) Organize and maintain a safety function/office, which at a minimum assigns safety responsibilities to a qualified full-time military or civilian supervisor to serve as the command collateral duty safety officer (CDSO). Supervisory personnel are defined as military personnel (E-5 or above) and civilian personnel who give direction to one or more military and/or civilian personnel. Ensure this member satisfactorily completes the Naval Safety and Environmental Training Center (NAVSAFENVTRACEN) courses, Introduction to NAVOSH (Ashore), CIN A-493-0050 or CIN A-493-0550, Introduction to Hazardous Materials (Ashore), A-493-0031 or A-493-0331 and Mishap Investigation CIN A-493-0078. Ensure implementation of the Enterprise Safety Applications Management System (ESAMS) and Risk Management Information-Streamlined Incident Reporting (RMI-SIR). The CDSO will also serve as the command primary ESAMS/RMI-SIR coordinator. Additional training courses may be required based on the nature of a commands mission.

(4) Post the Department of Navy Occupational Safety and Health Protection Program poster in prominent locations such as official bulletin boards.

(5) Make available a copy of each command, unit or activity's annual summary report of work-related injuries and illnesses for the preceding calendar year. The summary report must be certified by the CO or OIC indicating he or she has examined the document, and to the best of his or her knowledge the entries are true, accurate, and complete. Post this summary no later than 1 February through 30 April, annually. In addition to posting, commands, units and activities may publish it in appropriate written media, such as the commands', units' and activities' newspaper. A copy of the annual summary report will be compiled and posted separately for civilian and military personnel, as applicable.

(6) Ensure all workplaces are inspected at least annually or more frequently based on the level of risk (echelon II safety office, Commander, Bureau of Medicine and Surgery (BUMED) and other supporting industrial hygienist, or CNIC NAVOSH manager may assist with level of risk determinations). Ensure safety and industrial hygiene inspections review all processes and identify SOH deficiencies in operations, facilities, equipment and administrative programs. Ensure the industrial hygiene periodic and ongoing monitoring is conducted as recommended or warranted after each industrial hygiene inspection.

(7) Establish education and training programs per the references. Ensure all levels and categories of personnel receive required training pertinent to their needs. See Appendix A

(8) Ensure all personnel are fully aware of their obligations and personal responsibilities to the Navy Safety Program. Establish clear lines of accountability. Ensure that senior

management, middle management and first line supervisors support the safety program to the extent of their authority and responsibility. Supervisory personnel must:

- (a) Set the example for subordinates.
  - (b) Promptly correct recognized hazards.
  - (c) Clearly define and assign individual safety responsibilities to subordinates.
  - (d) Document safety performance in evaluation of subordinates.
  - (e) Ensure employees receive appropriate training, participating in committees or meetings, and conducting stand up safety meetings where required.
  - (f) Conduct or participate in worksite inspections, including those made by commands, units and activities safety personnel.
  - (g) Encourage safety awareness through incentives and awards programs.
  - (h) Receive training appropriate to their level of responsibility and authority, in accordance with Chapter 6 of reference (b).
  - (i) Acquire, maintain, require, and enforce the use of approved personal protective equipment, approved safety equipment, and other devices necessary to protect employees.
  - (j) Encourage a free flow of information and ideas from employees on methods of improving the safety of their workplaces, work practices, and work processes.
  - (k) Develop a reward process for outstanding safety contributions.
- (9) Establish and maintain liaison between the local safety offices and other Department of Defense regions or activities for coordination of specialty functions such as medical, fire, security, etc. Coordinate occupational health and industrial hygiene field support with the cognizant medical command.
- (10) Ensure compliance with the mishap investigation reporting procedures. Review lost time mishaps; ensure corrective actions have been taken to prevent recurrence of incidents. At a minimum, review any mishap requiring submission of a safety investigation report (Class A, B or C).
- (11) Implement and maintain a comprehensive safety self-assessment program for the command using the Process Review and Measurement System (PR&MS) (Self-Assessment in ESAMS) or an equivalent management tool. The Commander will review the annual self-

assessment, acknowledge the results and establish a plan of action and milestone to eliminate deficiencies, if required. See Appendix B.

(12) Establish safety councils and committees at appropriate command levels per reference (a), unless the command is able to attend and participate in local or host command safety councils and committees. Ensure support of the Field Federal Safety and Health Councils and coordinate mutually beneficial accident prevention and safety programs with local communities to the maximum extent feasible per applicable laws and regulations. See appendix C.

Note: Large aviation commands, Squadrons, and activities will form an Aviation Safety Council.

(13) Ensure that personnel are aware of the formal procedures for processing written reports of unsafe or unhealthful working conditions. Include provisions to preserve the individual anonymity of those reporting unsafe conditions when requested. The reporting procedures should encourage employees to make beneficial suggestions as a positive means of correcting potential hazards.

(14) Establish a hazard abatement program to include a plan that lists identified hazards, prioritizes these hazards, maintain progress on elimination of hazards and documents final correction or elimination of the hazards. This hazard abatement plan may be maintained by the base safety office that provides safety inspection service to your command.

(15) Notify COMNAVRESFOR Safety via the chain of command of any adverse safety citations or findings from external authorities (i.e., OSHA, the Naval Inspector General, or state agency) are received. This will facilitate the flow of communication and ensure the underlying cause of problems are identified and corrective actions address the root causes and not merely the symptoms.

(16) Ensure that a detailed memorandum of understanding (MOU) or intraservice support agreement (ISSA) for SOH exists with the host command, CNIC region, or a nearby federal activity which possesses a qualified professional safety organization. This will provide onsite professional assistance for technical problem solving to augment existing resources. This agreement must identify each of the safety services provided, the conditions under which those services are provided and specify provider and receiver responsibilities. If assistance is required in formalizing the MOU or ISSA, contact COMNAVRESFOR Safety Department. At a minimum, the agreement must provide for:

- (a) An annual formal safety inspection of the activity.
- (b) Participation in the host and or provider command sponsored SOH training.
- (c) Technical advice and assistance by professional safety and health personnel at the providing command or organization.

(d) If necessary, requirements to participate in host installation Motorcycle Mentorship Program (MMP), RODS briefs, and councils and committees.

(17) Coordinate and provide a safety program assessment, evaluation, and inspection of each subordinate command at a minimum of every three years. Command evaluations must:

- (a) Evaluate the results of mishap prevention efforts.
- (b) Include a review of the region or activity self-assessment program.
- (c) Review compliance with program requirements.
- (d) Evaluate mishap trends.
- (e) Evaluate the CO's support of the safety program.

(18) Disseminate program information to all command personnel. Information should include, at a minimum:

(a) Procedures for reporting unsafe conditions or acts must be posted and disseminated in any number of ways to personnel (e.g. command safety indoctrination, bulletin boards, email, ESAMS indoctrination, etc).

(b) Information on activity safety and health programs must be posted.

(c) Location of Safety Program, Educational, and Reference Materials. Educational and promotional materials such as media, films, technical publications, pamphlets and related materials are useful in promoting the reduction and prevention of workplace-related accidents and illnesses. Commands must maintain and subscribe to appropriate materials as an integral element of the safety program. Safety records must be located in the safety office. Copies of SOH standards, OSHA standards, records of safety inspections, and educational materials must be available for review by employees upon request in a designated area, usually the safety office or library.

(d) The SOH program should be publicized in the command's plan of the day/week/month and newspaper. Off-duty, athletic, motor vehicle, and recreational safety information should also be publicized consistently.

(e) All personnel must be informed of the location and means to contact the local OSHA office serving the command.

(19) Ensure the prevention and control of workplace hazards. Risk management is vital to controlling both direct and indirect costs, waste reduction and/or elimination. Commanders will develop and implement a hazard prevention and control program to eliminate unsafe conditions

that are identified as a result of internal or external safety inspections, fire inspections, industrial hygiene surveys, reviews of construction projects in design stages, or employee reports of unsafe or unhealthful working conditions. Prevention of workplace hazards must conform to principles of hazard control described in reference (b). Commanders will:

(a) Ensure monitoring of hazard controls on a continual basis including engineering, maintenance, management policy and supervisory control to ensure the identification and elimination of hazards.

(b) Ensure procedures are in place for control across the design, engineering, installation, operations, maintenance, and disposal interface ensuring the integration of a dynamic hazard control program consistent with operational and safety and occupational health requirements.

d. Echelon V commands. Commanders are responsible for implementing and maintaining an aggressive SOH, fire safety and mishap prevention program for personnel and property under their command which is tailored to the diversified mission and or size of the activity. Commanders have the same responsibilities as listed in para 5.c. with additional requirements. Commanders will also:

(1) Designate a SOH CDSO full-time safety member in the grade of E5 or higher, who has sufficient technical competence to identify, evaluate, and control hazardous conditions in an industrial environment and manage all command SOH program elements. The designated CDSO will also have successfully completed the NAVSAFENVTRACEN courses: Introduction to NAVOSH (Ashore) CIN A-493-0050 or CIN A-493-0550 and Mishap Investigation (Ashore), A-493-0078.

Note: Echelon V commands that use, handle, store and/or transport hazardous material (HAZMAT); the CDSO will attend and have successfully completed the Introduction to Hazardous Materials (Ashore), A-493-0031 or A-493-0331.

(2) Ensure Navy Reserve Readiness Units (NRRU) are exempt from the Introduction to NAVOSH (Ashore), CIN A-493-0050 training requirement. However, each NRRU will ensure assigned personnel receive appropriate safety training as required (i.e., fire prevention, traffic, recreation, off-duty safety, etc.). NRRU in this category will assign a CDSO or ESAMS administrator who will seek guidance from the servicing Echelon V CDSO when administering the safety program for their individual unit.

(3) Ensure SOH programs include NRRU personnel serviced by the Echelon V activity. All NRRU personnel will participate in applicable SOH programs including at a minimum, training, occupational health medical surveillance, use of personal protective equipment, traffic safety and recreational and off duty safety.



(4) Commands specifically with Industrial Plant Equipment (IPE) are considered industrial activities. Commanders will:

(a) Assign the duties of SOH Collateral Duty Safety Officer (CDSO) to a full-time member in the grade of E5 or higher, who has sufficient technical competence to identify, evaluate, and control hazardous conditions in an industrial environment and manage all command SOH program elements. The designated CDSO must also have successfully completed the NAVSAFENVTRACEN course, Introduction to NAVOSH (Ashore), CIN A-493-0050 or CIN A-493-0550. Other SOH courses are encouraged.

(b) Each Echelon V command with IPE is required to be inspected annually by an industrial hygienist and to maintain an active occupational health program. It is the responsibility of each Echelon V command with IPE to coordinate with the servicing BUMED industrial hygiene provider to ensure mandatory occupational health industrial hygiene services and workplace monitoring occurs. All official requests for services should be in writing.

(c) Ensure that a detailed MOU or ISSA for SOH exists with the host command, CNIC region or a nearby federal activity which possesses a qualified professional safety organization. This will provide onsite professional assistance for technical problem solving to augment existing resources. This agreement must identify each safety service provided, the conditions under which those services are provided and specify provider and receiver responsibilities. If assistance is required in formalizing the MOU or ISSA, contact the ISIC command and COMNAVRESFORCOM (N00SA). At a minimum, the agreement must provide for:

1. An annual formal safety inspection of the activity.
2. Participation in the host or provider command sponsored SOH training.
3. Technical advice and assistance by professional safety and health personnel at the providing command or organization.
4. Participating, if applicable and appropriate, in centrally managed programs such as respiratory protection, HAZMAT control, and confined space and gas free engineering. Such programs, if operated by non-Navy activities, must be evaluated by the Echelon V command CDSO to ensure requirements meet Navy instructions and directives (most stringent requirements override lesser requirements for identical items).
5. If necessary, requirements to participate in host installation MMP, traffic safety programs, RODS briefs, and councils and committees.
6. Coordinate with federal or municipal fire department to ensure annual fire inspection is received.

(5) Squadron Commanders will:

(a) Designate a SOH CDSO full-time safety member in the grade of E5 or higher, who has sufficient technical competence to identify, evaluate, and control hazardous conditions in an industrial environment and manage all command SOH program elements. The designated CDSO will also have successfully completed the NAVSAFENVTRACEN courses: Introduction to NAVOSH (Ashore) CIN A-493-0050 or CIN A-493-0550 and Mishap Investigation (Ashore), A-493-0078.

NOTE: Squadrons that use, handle, store and/or transport HAZMAT; the CDSO will attend and have successfully completed the Introduction to Hazardous Materials (Ashore), A-493-0031 or A-493-0331.

(b) Ensure that a detailed MOU or ISSA for SOH exists with the host command and/or CNIC Region Base Operating Service (BOS) provider. These agreements must identify each safety service provided, the conditions under which these services are to be provided and specify host/tenant responsibilities. At a minimum, the agreement must provide for:

1. Formal safety and fire inspections of the hangar and other facilities occupied by squadron personnel. All formal SOH inspections of squadron work centers must be performed by a professional qualified inspector possessing the safety skill requirements of a GS-0018 Safety and Occupational Health Specialist.

2. Participation in the host command provided SOH training.

3. Technical advice and assistance by professional safety and health personnel at the host command and/or CNIC region.

4. Centralized management of the Hazardous Material Control and Management (HMC&M) program by the host command.

5. Centralized management of the Respiratory Protection program by the Host command.

6. If necessary, requirements to participate in host installation MMP, traffic safety programs, RODS briefs, and councils and committees.

(c) Each Squadron will be inspected annually by an industrial hygienist and maintain an active occupational health program. BUMED is tasked with providing occupational health and industrial hygiene services to shore activities.

e. Civilian and Military Personnel. Safe and healthful work places can be achieved through personal awareness. Each employee will:

(1) Comply with Navy SOH standards and all applicable rules, regulations, and orders issued by this instruction. Violators of regulations or instructions will be subject to disciplinary action.

(2) Report observed workplace hazards or anything suspected to be unsafe or unhealthful to employees in the workplace. Employees have the right to participate in this program free from coercion, discrimination or reprisal.

(3) Decline a task if there is a reasonable belief that there is imminent risk of injury or death and insufficient time for normal hazard reporting and abatement actions.

(4) Immediately report injuries or occupational illnesses or property damage resulting from a mishap to their supervisor.

(5) Review the Safety Data Sheets (SDS) for HAZMAT, which provides information on the hazards associated with use of the product and whether or not personal protective equipment is needed before, during and after use.

(6) Make beneficial suggestions as a positive means of correcting potential hazards.

(7) Properly utilize all required PPE when engaging in tasks requiring its usage (e.g. gloves, goggles, leathers, boots, aprons, respirators, and etc.).

(8) Ensure understanding with the content of safety training provided. Ask questions in order to clarify understanding of purpose, hazards and actions required of the employee for training content presented.

6. SOH Program Management. SOH programs including, but not limited to, HMC&M, Occupational Health (OH), SOH Inspection Program, Employee Reports of Unsafe or Unhealthful Working Conditions, Hazard Abatement (HA), Fall Protection Program, Respiratory Protection, Hearing Conservation and Noise Abatement, PPE, Lead, Ergonomics Program, Energy Control Program, CSE (Non-Maritime), Bloodborne Pathogens, Occupational Reproductive Hazards, Indoor Air Quality, Weight Handling Safety (Cranes), Safety Awards Program Ashore, Traffic Safety Program, Material Handling, Electrical Safety, Mishap Investigation, reporting and record keeping, Operational Risk Management, and RODS must meet the minimum requirements delineated in references (a) through (d).

7. Federal Fire Program. Adherence to the Navy installation's Fire Protection and Emergency Services (F&ES) standards is required for tenant commands aboard Navy installations per ref (f), see appendix D.



J. B. MUSTIN

**Releasability and distribution:**

This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Website, <https://navyreserve.navy.afpims.mil/Resources/Official-Guidance/Instructions/>.

## Appendix A Training

Training Program. Adherence to safe operating practices and procedures cannot be assured unless there is a clear and defined knowledge of the job, its potential hazards and of the strategies necessary to perform the job properly and prevent mishaps. Commands will design, provide and tailor training programs to the level of responsibility of the individual so as to instruct individual employees to perform their work in a safe and healthful manner.

1. COMNAVRESFOR policy requires mandatory safety training to be a condition of employment for all personnel. Training will be conducted during normal duty hours without forfeiture of leave or at personal cost. The exception to this policy is hobby shop training and remedial safety training resulting from disciplinary action which may be conducted after hours.
2. All COMNAVRESFOR personnel will receive SOH training. The training will be consistent with the individual's task and workplace environment, with particular emphasis on hazard recognition, evaluation, and control.
3. All safety training will be formally documented in the individual's training record via ESAMS or other means and will accompany the individual upon transfer. Documentation of training will also be maintained in the activity safety office via ESAMS or other means.
4. Special consideration and attention must be given to Selected Reserve (SELRES) personnel. A program must be developed and/or implemented consistent with the hazards of their duties. Before the first inactive training period, SELRES personnel will be re-indoctrinated to the hazards of their work environment for the purposes of enhancing safety awareness. SELRES personnel must be included in command hazard awareness training.
5. Fire Prevention and Extinguisher Use. Fire extinguisher use is voluntary to non-fire fighter personnel. However, where the command has provided portable fire extinguishers for employee use in the workplace, the employer must provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with fire fighting. The employer will provide training to all employees initially and at least annually thereafter.
6. The Traffic Safety Program imposes various training requirements. Specific training must be consistent with reference (b).
7. The RODS program imposes various training requirements. Specific training must be consistent with reference (b).
8. Hazardous Material Control and Management (HMC&M). Specific HMC&M training must be consistent with the nature of their work performed and associated responsibilities, as outlined in reference (b).

9. **Unsafe Unhealthful Working Conditions.** This training is mandatory for all personnel and may be provided during safety indoctrination training or at an appropriate time during the command onboarding process. All personnel must understand the program, how to use the program, their responsibilities to report any unsafe or unhealthful working conditions to their supervisor, and their rights per chapter 10 of reference (b).
10. **Fall Protection Program.** All Navy civilians and military personnel who use fall protection equipment must be trained in accordance reference (b).
11. **Mishap Investigation.** Personnel who conduct class A, B, C and other mishap investigations or conduct mishap analysis must complete formal training in mishap investigation procedures and techniques. Personnel must attend the NAVSAFENVTRACEN course, Mishap Investigation and Prevention (Ashore), course A-493-0078 in accordance with reference (c).
12. **Respiratory Protection.** All Navy civilians and military personnel who use respiratory protection equipment must be trained in accordance reference (b).
13. **Hearing Conservation and Noise Abatement.** All individuals exposed to hazardous noise, their supervisors, and personnel providing hearing conservation services must receive training. Training is vital to the overall success of a hearing conservation program. An understanding of the permanent nature of noise-induced hearing loss, its negative effects on operational readiness and individual fitness for duty, the command's hearing conservation program, and the individual's responsibilities under the program are all essential for program effectiveness. Additionally, all commands are required to encourage Navy personnel to use hearing protection when exposed to hazardous noise during off-duty activities. Commands must refer to their required industrial hygiene surveys when identifying personnel for inclusion in the hearing conservation program. Personnel who have been included in the hearing conservation program must receive initial and refresher training per reference (b).
14. **PPE.** PPE includes eye, face, hearing, respiratory, head, foot, hand, clothing, personal fall protection equipment, and electrical protective devices. This training program must promote and emphasize the importance of using the appropriate PPE on the job. The training must cover all elements listed in reference (b).
15. **Lead.** All Navy personnel who work in areas where the potential exists for lead exposure at or above the action level, or for whom the possibility of skin or eye irritation exists must receive initial training at time of assignment and at least annually thereafter per reference (b).

16. Ergonomics. Each command must ensure that all managers, supervisors, professional staff, teams and employees are trained for the employee's role in the workplace. Comply with ergonomic training requirements provided in reference (b).

17. Energy Control Program. Affected employees must receive training about the energy control program including at minimum lockout and tagout identification, notification requirements and general energy control program requirements. Ensure that all training complies with requirements in reference (b).

18. Confined Space Entry (CSE) (Non-Maritime). The CSE program must explain, in writing, the process the command or installation uses to ensure that employees are trained and have demonstrated proficiency prior to entering such spaces. Employees who are required to enter confined spaces must be trained and possess the understanding, knowledge and skill necessary for the performance of their duties in complying with the process per reference (b).

19. Aviation Gas Free Engineering. COMNAVRESFOR squadrons must comply with the requirements relative to training for fuel cell gas free engineering per reference (e).

20. Blood borne Pathogens. Employees who have occupational exposure to potential blood borne pathogens (e.g. emergency rescue personnel, law enforcement personnel, medical treatment facilities, laboratories, and all other personnel who can reasonably anticipate having occupational exposure to blood borne pathogens), must meet the training requirements established in reference (b).

21. Operational Risk Management (ORM). The ORM program imposes various training requirements. Specific training will be in accordance with the requirements delineated in reference (d).

22. Ancillary Safety Training. There may be several different training requirements for personnel depending on the nature of their work and responsibility in addition to those identified above in this instruction. Ensure compliance with applicable regulations and standards for ancillary safety training as applicable to the command. These requirements may be identified as a result of internal or external safety inspections, fire inspections, industrial hygiene surveys, occupational health medical surveillance, or employee reports of unsafe or unhealthful working conditions.

Appendix B  
Safety Program Self-Assessments

1. Commands will perform a self-assessment of the command safety program at least annually. This self-assessment must include, at a minimum, a review of mishap statistics and analysis data, inspection records, hazard reports and risk assessments, evaluations of compliance posture, and the industrial hygiene exposure assessment reports. Based on the results of the assessment, the command must develop and implement a plan of action and milestones (POA&M) to address performance in areas identified as needing improvement for both the command and its subordinate commands.
2. ESAMS, the web based safety management tool, can be utilized to complete command annual safety self-assessments.



## Appendix C Councils and Committees

Safety Councils and Committees. At Navy region and command level, a safety council must be established to consider pertinent SOH matters. The council must be chaired by the program manager, commanding officer, executive officer or equivalent. Members must be appointed by local directives and include key civilian, military supervisory personnel, and safety and health professionals. Where a significant portion of the workplace consists of civilian employees, they will also be represented on the council. The council must meet at least once annually, and minutes must be maintained by the host activity safety office. Based on activity needs, each council will develop its own rules of operation, agendas, and action items. Tennant commands may be asked to participate.

Note: Squadrons, air stations, and other large aviation commands, units, and activities will form an Aviation Safety Council.

1. Activities that are primarily administrative in nature, or have fewer than 100 employees, are not required to establish formal safety councils; however, heads of such activities must ensure an open line of communication exists for all employees on safety matters, and use captain's calls, handouts, local newsletters, CO's safety policy letters, command indoctrination and other methods, as appropriate for communication.
2. Activities that are industrial in nature or have 100 employees or more must either establish a formal safety council or participate in a Navy region or command level safety council. It is recommended that applicable Reserve component commands endeavor to attend existing Navy region, command level and or host activity safety councils in an effort to maximize existing resources vice creating separate safety councils.
3. Sublevel Committees. Activities may also organize additional SOH committees at the supervisory and/or department levels. When such sublevel committees are formed, provisions must be made for their input to the activity SOH council as appropriate. Activities with industrial or other hazardous operations are strongly encouraged to organize additional committees or attend other host command committees as appropriate.
4. Field Federal Safety and Health Councils. Attendance and participation by Navy personnel in field federal safety and health councils is strongly encouraged. These councils exist in many metropolitan areas, functioning on a local level for the OSHA Federal Advisory Council on Occupational Safety and Health. These councils consist of representatives from local area Federal agencies. The Navy must support the operation of local councils by making available, where appropriate, facilities for meetings, speakers and the use of educational resources (films, libraries, and etc.).
5. Annual Navy Professional Development Conference. Attendance and participation by Navy personnel in this conference is strongly encouraged.

Appendix D  
Federal Fire Program

Navy tenants of other DoD installations will adhere to the host's fire and emergency services standards. Stand alone commands or activities may develop their own plan or adopt regional (CNIC) F&ES directives to comply with federal fire program standards per reference (f).

1. Emergency exit drills will be conducted and documented at least once per year. Exit drills must be conducted during periods of maximum building occupancy. Tenant commands should contact regional or host command fire departments for assistance with fire drills, or they may arrange to conduct these drills without actually activating the fire alarm if established procedures permit. Stand alone commands may coordinate with municipal fire departments for assistance with conducting fire drills, or arrange to conduct these drills without actually activating the fire alarm if established procedures permit. Annual fire emergency exit drills are not to be confused with annual fire inspections (fire detection, alarm and sprinkler systems test and inspections); these are two separate requirements. Stand-alone commands must coordinate with municipal fire departments and/or CNIC region BOS F&ES offices to ensure this annual inspection occurs and is documented.
2. All COMNAVRESFOR commands must perform monthly visual inspections on all portable fire extinguishers to ensure they are ready for use unless written directives assign this responsibility to others. These monthly inspections must also be documented.