



DEPARTMENT OF THE NAVY  
COMMANDER NAVY RESERVE FORCES COMMAND  
1915 FORRESTAL DRIVE  
NORFOLK VA 23551-4615

COMNAVRESFORCOMINST 5100.4H  
N00SA  
7 Jan 2026

COMNAVRESFORCOM INSTRUCTION 5100.4H

From: Commander, Navy Reserve Forces Command

Subj: SAFETY MANAGEMENT SYSTEM

Ref: (a) COMNAVRESFORINST 5100.4H  
(b) OPNAV M-5100.23  
(c) OPNAVINST 5102.1E  
(d) OPNAVINST 3500.39D  
(e) OPNAV 11320.23G  
(f) OPNAVINST 5100.23H

Encl: (1) Sample Letter Format

1. Purpose. This instruction issues the Commander Navy Reserve Forces Command (COMNAVRESFORCOM) Safety Management System, a comprehensive framework that ensures operational readiness through continuous improvement and risk-based decision-making processes and procedures. 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 to prevent losses due to mishaps while preserving required operational capabilities in all environments.

2. Cancellation. COMNAVRESFORCOMINST 5100.4G

3. Scope and Applicability. All personnel attached to COMNAVRESFORCOM.

4. Action. Safety is the inherent responsibility of the unit commander, leaders, and supervisors. COMNAVRESFORCOM is tasked by Commander Navy Reserve Force (COMNAVRESFOR) to maintain an aggressive, active, and continuous safety and occupational health 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. Per references (a) through (f), this revision implements major changes and should be reviewed in its entirety.

5. Policy. The policy of COMNAVRESFORCOM is to maintain aggressive, active, and continuous Safety Management System and safety and occupational health programs. The mission is to eliminate preventable occupational injury, illness, and property damage mishaps while increasing overall effectiveness of the Force, thereby enhancing mobilization readiness. The methods to safeguard program success will be accomplished through a formal, top-down and bottom-up approach to ensure and assure

COMNAVRESFORCOM is safe-to-operate and operating safely. There are four desired outcomes: safe place, safe people, safe property and material and safe processes and procedures.

- a. Outcome 1: Safe Place. Safe workplace and working environment from a benign office environment through high-risk operational environments. Ensure safe entry, safe work, and safe egress, including in an emergency. Ensure emergency protocols and systems are operable and tested regularly.
- b. Outcome 2: Safe People. People and their supervisors are trained and qualified in all aspects of conducting their work properly and who are experienced, proficient, current, procedurally compliant, risk-aware, and fit to work (general health and well-being). This outcome includes working safely, regardless of role, level, or position in the Navy.
- c. Outcome 3: Safe Property and Materiel. Proper and available tools, equipment, machinery, infrastructure, and whole equipment systems that are safe-to-operate and operated safely.
- d. Outcome 4: Safe Processes and Procedures. Proper and accessible standard operating procedures, emergency procedures, safety procedures, maintenance standards, etc.

6. Unity of Effort. Commanders have the responsibility to ensure all personnel are deeply engaged in the command's safety posture. Traits and methods of engaged leadership are:

- a. Organizational Commitment and Accountability. Leadership at all levels should be actively engaged in the command's safety posture. Commanders must publish their safety policy with expectations of ensuring all personnel understand their safety roles and responsibilities commensurate to their positions, assess Safety Management System effectiveness through facility safety inspections and program assessments, ensure personnel identify, report, control and 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, must be analyzed, assessed, and appropriately controlled via a continuous improvement process. Development of courses of action should be integrated into plan of action and milestones 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 Enterprise Safety Applications Management System (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 into the Safety Management System with the purpose of improving program performance.

d. Promotion. Establish clear lines of communication with all personnel in 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 command assessments, and 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 Safety Management System. 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 performance awards.

## 7. Responsibilities

a. COMNAVRESFORCOM Safety Manager. Utilizing the methods of continuous process improvement, the safety manager will:

- (1) Assist the COMNAVRESFOR safety director with planning and execution of subordinate command safety and occupational health programs.
- (2) Ensure all COMNAVRESFORCOM commands implement the necessary safety and occupational health components applicable to their organization.
- (3) Serve as the COMNAVRESFORCOM Safety Management System lead.
- (4) Recommend policy for COMNAVRESFORCOM and coordinate policy development with the COMNAVRESFOR safety director.
- (5) Maintain a continuous audit of subordinate command safety and health programs.
- (6) Ensure appropriate command self-evaluations and command safety assurance assessments are conducted at subordinate commands.
- (7) Represent COMNAVRESFORCOM on policy committees and provide systematic input to COMNAVRESFOR concerning current Navy Occupational Safety and Health trends which may affect command missions, capabilities, and readiness.

(8) Serve as the COMNAVRESFORCOM traffic safety program manager.

(9) Ensure COMNAVRESFORCOM has an active motorcycle mentorship program and either serve as or ensure the motorcycle mentorship program has a mentor assigned to lead the program.

(10) Serve as the COMNAVRESFORCOM federal fire safety program manager. Perform these duties per the Commander Naval Installation Command fire and emergency services directives.

(11) Serve as the operational risk management (ORM) subject matter expert. Ensure high risk activities or events conducted by COMNAVRESFORCOM subordinate commands are identified, risk assessments are coordinated, and appropriate levels of risk controls are implemented.

a. Echelon 3 through Echelon 5 Commands. Roles and responsibilities are delineated per reference (a).

b. Navy Reserve Centers with Industrial Plant Equipment are considered industrial activities and will comply with reference (a).

c. Individual Civilian and Military Personnel. Roles and responsibilities are delineated per reference (a).

## 8. Requirements

### a. Councils, Committees, and Boards.

(1) Councils and Committees. Comply with appendix C of reference (a).

### (2) Hazard Review Boards

(a) Establish and maintain hazard review board per reference (b). The broad purpose of a hazard review board is to evaluate hazards that exist within the operating environment of the command and subordinate commands to better understand the risks associated with those hazards, determine whether stronger risk controls are needed, and keep the commander informed of those risks. At a minimum, hazard review boards will:

1. Manage all open mishap recommendations from Class A and B mishaps and all open risk assessment codes 1 and 2 hazard recommendations assigned to the office of primary responsibility (OPRs) within the command including subordinate commands

2. Periodically reevaluate the effectiveness of risk controls that were put in place when mishap recommendations and hazard recommendations were implemented to determine if these controls are having the desired effect. In cases of elevated risk, make a recommendation to the convening authority to convene a hazard investigation.

3. Evaluate risk assessments prepared by OPRs for sufficiency. Submit risk assessments to the commander for review and signature.

4. Review and approve updates from OPRs for open mishap recommendations and hazard recommendations. Upload all approved updates into the RMI-SIR.

5. Provide a brief or written report to COMNAVRESFORCOM at least semiannually.

6. Develop a command hazard review board charter delineating purpose, roles, and responsibilities.

(b) Convening. The hazard review board will meet at least semiannually via Teams or alternate media communication methods. A memorandum for the record must be created for each hazard review board meeting and retained at the controlling command for 3 calendar years beyond the current calendar year.

(c) Chair. The hazard review board will be chaired by the COMNAVRESFORCOM safety manager.

(d) Members. Members will consist of, at a minimum, each Navy Reserve Region Readiness and Mobilization Command (REDCOM), command duty safety officer and other personnel directly involved in controlling and abating identified hazards.

b. Safety Program Self-Assessments

(1) Commands must perform a self-assessment of the command safety program at least annually. Elements of self-assessments are outlined in reference (a), appendix B.

(2) The COMNAVRESFORCOM command assessment tool will be utilized to complete command annual safety self-assessments.

c. Prevention and Control of Workplace Hazards. Comply with reference (a).

- d. Training Program. Comply with reference(a), appendix A.
- e. Disseminating Program Information. Comply with reference (a).
- f. Safety and Occupational Health Program Management. Comply with reference (a).
- g. Mishap Investigation, reporting, and record keeping must meet all minimum requirements delineated in reference (c).
- h. ORM. The ORM program imposes various training requirements. Specific training must be consistent with reference (d).
  - i. Federal Fire Program. Comply with reference (a), appendix D.

9. Command Safety Assurance Assessments. COMNAVRESFORCOM safety will conduct command safety assurance assessments at subordinate commands to evaluate command safety program effectiveness. COMNAVRESFORCOM also requires echelon 4 commands to coordinate and conduct a command safety assurance assessments of each subordinate echelon 5 command at a minimum of every 3 years. COMNAVRESFORCOM command safety assurance assessments must:

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

10. Annual Safety Excellence Award. An annual award will be presented to echelon 4 and 5 commands that demonstrate superior performance in the implementation and execution of the Safety Management System outlined in this instruction.

- a. Selection Procedures. Each REDCOM is authorized to submit one nomination package. Nominations must be submitted to the COMNAVRESFORCOM safety office no later than 30 November following the applicable period of performance, 1 October through 30 September.
- b. Selection Criteria. Nominated commands must have demonstrated exceptional performance in the areas listed in subparagraphs 8b(1) through 8b(7).

(1) Demonstrating a history of proactive hazard identification, control, and correction through facilities safety inspections, open deficiencies, and closed deficiencies within the period of performance.

(2) Substantiate command-wide comprehensive training and procedural compliance through a continual training program. Substantiated by ESAMS and RMI-SIR training and deficiencies reports, annual and safety stand down muster reports.

(3) Implementing and following safe processes and procedures, including standard operating procedures, emergency procedures, and maintenance standards. Documentation should be provided to include copies of procedures, inspection reports, and records.

(4) Use of safety assurance measures such as performance indicators including command safety score cards and self-command safety assurance assessments.

(5) Active promotion of safety through communication, leadership reinforcement, including policy statements, feedback systems, and recognition programs.

(6) The supporting documentation provided in this instruction is not exhaustive and is intended to serve as examples only. Additional documentation may be required or accepted based on the specific circumstances.

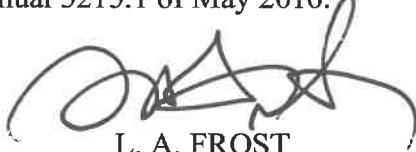
(7) Metrics or information provided by commands will be validated via ESAMS and RMI-SIR.

c. Submittal Review. A safety awards review board will convene, evaluate nomination packages, and select the awardee based on the criteria listed in this instruction. The selected command will be recognized by COMNAVRESFOR with an appropriate award to follow.

11. Action. Commanders, COs, and officers in charge of COMNAVRESFORCOM activities must implement proactive safety and occupational health 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 the COMNAVRESFORCOM safety department for forwarding to the Chief of Naval Operations for review.

12. Records Management. Records created as a result of this notice regardless of media format, will be managed per Secretary of the Navy Manual 5210.1 of September 2019.

13. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM N3 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



L. A. FROST

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Navy Reserve Web site, <https://www.navyreserve.navy.mil/Resources/Official-RESFOR-Guidance/Instructions/>

COMNAVRESFORCOMINST 5100.4H  
7 Jan 2026

SAMPLE LETTER FORMAT

[COMMAND LETTER HEAD]

From: Commander, [Nominating Command]  
To: Commander, Navy Reserve Forces Command

Subj: ANNUAL SAFETY EXCELLENCE AWARD NOMINATION IN THE CASE OF  
[NOMINATED COMMAND]

Ref: (a) COMNAVRESFORCOMINST 5100.4H

Encl: (1) [INCLUDE ALL SUPPORTING DOCUMENTATION]

1. Per reference (a) [NOMINATED COMMAND] is nominated for the fiscal year XXXX  
Annual Safety Excellence Award.

2. Point of Contact for this Nomination is:

a. Rate/Rank and Name:

b. E-mail Address:

c. Phone Number:

d. Mailing Address:

3. Commander's Justification of Nomination:

4. Commander's Remarks:

[SIGNATURE]  
I. M. OFFICER