NAVSEA
STANDARD ITEM

FY-14

ITEM NO: 009-74
DATE: ***17 JAN 2013***
CATEGORY: I

1. SCOPE:

1.1 Title: Occupational, Safety and Health Requirements; accomplish

2. REFERENCES:

2.1 29 CFR ***Part*** 1915, Occupational Safety and Health Standards for Shipyard Employment

2.2 Safe Work Practices for Marine Hanging Staging: An OSHA Guidance Document, April 2005

2.3 Joint Fleet Maintenance Manual (JFMM)

2.4 S0400-AD-URM-010/TUM, Tag-Out Users Manual

2.5 S9086-KC-STM-010/CH-300, Electric Plant – General

2.6 29 CFR Part 1904.7, Recording and Reporting Occupational Injuries and Illness, General Recording Criteria

3. REQUIREMENTS:

3.1 Establish, document, implement, and maintain a written Safety Plan appropriate for the work to be accomplished. Provide a copy of the Safety Plan to the SUPERVISOR upon request. At a minimum, the Safety Plan shall include the following elements:

3.1.1 Method(s) of communicating potential hazards, prior to the start of any task, to contractor’s employees.

3.1.1.1 Hazards to be addressed shall include but not be limited to emergency evacuation and muster policy, confined space, and energy control.

3.1.2 Method(s) of communicating potential hazards, prior to the start of any task, to subcontractors and other potentially affected personnel.

3.1.2.1 Hazards to be addressed shall include but not be limited to emergency evacuation and muster policy, confined space, and energy control.

3.1.3 A process for performing a Job Safety Analysis/Job Hazard Analysis (JSA/JHA) for:

3.1.3.1 Processes and equipment new to the worksite.

3.1.3.2 Existing processes and equipment that have been involved in mishaps or near misses.

3.1.3.3 Maintain a copy of each JSA/JHA which shall be available for review by the SUPERVISOR upon request.

3.1.4 A process for identification, communication, abatement, and prevention of unsafe conditions and work practices.

3.1.5 Method(s) to account for employees and subcontractors working in isolated areas, e.g. Confined spaces.

3.1.6 Method(s) to ensure work areas and walkways are adequately illuminated.

3.1.7 Method(s) to establish and maintain good housekeeping practices.

3.1.8 Method(s) to ensure that medical services and first aid are readily accessible.

3.1.9 Method(s) to provide adequate and readily accessible sanitation facilities.

3.1.10 A process for notifying the Quarterdeck and initiating emergency response.

3.2 Update the Safety Plan as circumstances warrant or at the request of the SUPERVISOR.

3.3 Provide a Safety Point of Contact to the SUPERVISOR before each project.

3.4 Provide appropriate Personal Protective Equipment (PPE) for employees and monitor utilization in accordance with 2.1.

3.5 Mark or tag material and equipment brought aboard naval facilities and vessels. Marking or tags must endure the repair process, and must stay attached and/or be readable until the material or equipment is removed.

3.5.1 Marking/tags shall be a company unique identifier or display the company name, point of contact, phone number, item description and contents.

3.6 Provide the SUPERVISOR a complete list of subcontractors (e.g., company name) hired by the contractor prior to subcontractor(s) commencing work aboard naval facilities or vessels.

3.6.1 Contractor shall monitor, inspect, oversee, and abate hazardous or deficient conditions related to the conduct and work practices of subcontractor(s).

3.7 Ensure Material Handling Equipment (MHE) and Aerial Work Platforms (AWP) are operated and maintained in accordance with 2.1 and manufacturer's specifications.

3.7.1 Ensure operators of MHE and AWP meet applicable training and licensing requirements and provide documentation to the SUPERVISOR upon request.

3.7.2 Ensure operators conduct a daily operational check of the MHE or AWP before use.

3.7.2.1 Maintain copies of the daily operational checks for the duration of the performance period of the prime contract and provide copies to the SUPERVISOR upon request.

3.8 “Screw type” hose clamps are prohibited on any pressurized hose (e.g., compressed gas and air hoses).

3.9 Temporary lights shall have 3-conductor cable, guard or shield, hook, and lamp holder. Exposed non-current-carrying metal parts of the fixture shall be grounded either through a third wire in the cable containing the current conductors, or through a separate wire that is grounded at the fixture's voltage source.

3.10 Rigging of temporary services, such as but not limited to hoses, electrical lines, welding leads, and temporary lights shall be kept clear of the decks on temporary trees or brackets and be arranged to minimize tripping and other safety hazards and to allow free access through doors, hatches, and passageways.

3.10.1 Temporary service lines shall be routed to allow emergency access and egress to all areas of the ship and shall not impede damage control and watchstander performance of duties. Where appropriate, run temporary services outboard to keep passageways clear.

3.10.2 Secure temporary services with metal hangers or heat and flame resistant line. Plastic tie wraps, string, rope or other combustible material shall not be used.

3.10.3 Remove temporary services from the ship when no longer needed.

3.10.4 Evaluate temporary services during the daily fire prevention and housekeeping inspection made jointly with the SUPERVISOR and Ship's Force. Discrepancies shall be promptly corrected.

3.***11*** Each employee shall have a flashlight or other adequate light source onboard a navy vessel.

3.1***2*** Notify personnel of lifting operations by audible alerts during crane operations (e.g., whistles or horns). Audible alerts shall be utilized throughout the lifting evolution.

3.1***3*** Comply with the fall protection requirements of 2.1.

3.1***4*** Scaffolding shall be built and maintained in accordance with 2.1 and manufacturer's specifications or under the direction of a Professional Engineer.

3.1***4***.1 Provide manufacturer's specifications to the SUPERVISOR upon request.

3.1***4***.2 Tag all scaffolding. Tags must endure the repair process, and must stay attached and be readable.

3.1***4***.2.1 Tags shall display the stage of completion, scaffold load capacity, and availability for use.

3.1***4***.3 Erect scaffolding so that a swing gate is installed at each working level accessed by a ladder.

3.1***4***.4 Ensure marine hanging scaffolding meets the guidance provided in 2.2.

3.1***4***.5 When there is a danger of tools, materials, or equipment falling from a scaffold and striking employees below during the erection, dismantling, or altering of scaffolding, the area below the scaffold to which objects can fall shall be barricaded and adequately identified with signs and danger tape. Employees not involved with the scaffolding operation shall not be permitted to enter the hazard area.

3.1***5*** Ensure protective measures are taken in accordance with 2.1 before creating a deck opening or an unguarded edge.

3.1***5***.1 Deck openings and unguarded edges shall not be left unprotected for any amount of time.

3.1***6*** Crimping or pinching of fuel gas/oxygen/compressed gas hoses, air hoses, or hoses carrying hazardous/toxic/flammable materials is prohibited. All hoses shall be disconnected at the manufacturer's fittings. Prior to disconnecting hoses from equipment/tool, pressure shall be released by disconnecting the hose from the source, e.g., manifold or gas cylinder.

3.1***7*** Notify the SUPERVISOR and accomplish the requirements of 2.1, Volume IV, Chapter 10 of 2.3, and 2.4 prior to working aloft.

3.1***7***.1 Accomplish the requirements of the vessel's work aloft instruction and utilize the vessel's working aloft request form.

3.1***7***.1.1 The vessel's working aloft request form shall be routed to the OOD/CDO for permission for working over the side or aloft. Do not go aloft on masts, stacks, or kingposts or be suspended over the side by a crane without first obtaining written permission from the OOD in the form of a working aloft request form.

3.1***7***.1.2 Verify that the working aloft request form is active prior to going aloft each time.

3.1***7***.2 Provide and use personal fall arrest system (PFAS), working lanyard, and climber safety device when going aloft where a climber safety rail is installed. If a climber safety rail is not installed, use a double lanyard configuration.

3.1***7***.3 In the absence of a properly guarded work platform, position a safety observer on deck near the work being performed. The safety observer shall keep the deck area beneath the work aloft free of unnecessary personnel.

3.1***7***.4 In case of an emergency, the safety observer shall notify the Quarterdeck or emergency services.

3.1***8*** Accomplish safety precautions as specified in 2.5 for work on electrical/electronic circuits and equipment.

3.1***8***.1 Obtain written authorization from the ship's Commanding Officer before testing or entering components which are energized at a value greater than 30 volts.

3.1***9*** ***Notify the SUPERVISOR and vessel's Quarterdeck immediately by verbal means of each accident, injury, fire, flooding, and electrical shock occurring on the vessel, dry dock or pier/berth involving contractor/subcontractor personnel.***

3.1***9***.1 Secure the accident/fire and electrical shock site and preserve the scene until released by the SUPERVISOR.

3.1***9***.2 Submit one legible copy, in approved transferrable media, of a formal written report, Attachment A, of the event to the SUPERVISOR within 24 hours of each accident requiring medical treatment, ***shock,*** and each fire. Provide daily updates within 24 hours upon request by the SUPERVISOR, until the final report is submitted. The written report shall contain the name of each injured person, date and time of incident/fire, extent of each personal injury or property damage, contractor/subcontractor name, Job Order/Work Item Number, type of incident/fire, location of event (ship name and hull number, space, compartment), a brief description of the event including occurrences leading up to the incident/fire, equipment involved, Contract Number, witness and/or individuals involved, short term and long term corrective action, and root cause analysis.

3.***20*** Repair and maintenance employees working aboard vessels, dry docks and piers shall have a valid 10 hour OSHA Maritime Shipyard Employment Course #7615 ***or NAVSEA-approved equivalent*** completion card within 60 days of employment.

3.***20***.1 The authorized maritime trainer shall have successfully completed the OSHA 5400 trainer course in occupational safety and health standards for the maritime industry. The authorized maritime trainer shall have a current OSHA Training Institute ID number and shall follow the OSHA outreach training program guidelines.

3.***20***.2 Maintain current copies of the training documents required by the guidelines for reference by the SUPERVISOR. Submit one legible copy in approved transferrable media when requested by the SUPERVISOR.

4. NOTES:

4.1 ***The term "medical treatment" is defined in 2.6.***

4.2 Requests for deviations/waivers of training requirements will only be approved by NAVSEA and on a case-by-case basis. This includes equivalent training for foreign nationals.

4.3 Contractors may provide the OSHA outreach training program report as documentation of completing Course #7615 until completion cards are received.

4.4 The term "repair and maintenance employee" is defined as one whose employment relates to or is in conjunction with ship repairing, shipbuilding, or shipbreaking work, including, but not restricted to, inspection, testing, and employment as a fire watch. This excludes employees who provide incidental services that do not influence shipyard employment such as delivery services.

ATTACHMENT A
FOR OFFICIAL USE ONLY

INCIDENT REPORT
Report #

INITIAL REPORT ☐	*REQUESTED UPDATE* ☐	*FINAL REPORT* ☐

TYPE OF INCIDENT:

NAME(S) OF INJURED (if applicable):

INCIDENT DATE: TIME:	COMPANY: SUPERVISOR:
LOCATION OF INCIDENT:	TYPE OF INJURY OR FIRE:
CAUSE OF INCIDENT:	EQUIPMENT INVOLVED:
WORK ITEM NUMBER:	CONTRACT NUMBER:

WITNESS AND/OR INDIVIDUALS INVOLVED

NAME(S)	DEPT.	COMPANY

DESCRIPTION OF INCIDENT

DISPOSITION OF INJURED (if applicable)

IMMEDIATE CORRECTIVE ACTION

INVESTIGATED BY (NAME):	TITLE:
SIGNATURE OF INVESTIGATOR:	DATE:

INCIDENT REPORT
Report #

LONG TERM CORRECTIVE ACTION

ROOT CAUSE ANALYSIS

INVESTIGATED BY (NAME):	TITLE:
SIGNATURE OF INVESTIGATOR:	DATE:

Incident Report Instructions

REPORT NUMBER- Unique tracking number created by contractor

TYPE OF INCIDENT- Injury, fire or near miss

ATTACHMENT A
FOR OFFICIAL USE ONLY

NAME(S) OF INJURED- Self Explanatory

INCIDENT DATE: - Self Explanatory
TIME: - Self Explanatory

COMPANY: - Prime and subcontractors involved

SUPERVISOR – Supervisor of employee(s) involved

LOCATION OF INCIDENT: - Base/Yard, Ship name and hull number, space number and compartment name

TYPE OF INJURY OR FIRE – i.e. broken arm, laceration to head or Class A, B, C fires, smoldering

CAUSE OF INJURY – i.e. Equipment failure, PPE, process

EQUIPMENT INVOLVED – Equipment working on and equipment being used to cause incident

WORK ITEM NUMBER – Work Item being accomplished when incident occurred

CONTRACT NUMBER: - Contract Number assigned by government agency i.e. RMC, AIT Sponsor.

WITNESS AND/OR INDIVIDUALS INVOLVED – Name, company of witnesses and or individuals involved with the incident.

DESCRIPTON OF INCIDENT OR NEAR MISS – Short description of events leading up to incident and extent of injuries and or damage to equipment.

DISPOSITION OF INJURED – i.e. Transported to hospital via ambulance or POV, transported to clinic, released from hospital, name of hospital or clinic, limited duty or loss time (if known).

IMMEDIATE CORRECTIVE ACTION – i.e. Scene/space secured, ship notified (who and when), ***RMC*** notified (who and when) clean up of blood, equipment secured fire debris cleaned up.

INVESTIGATED BY – Self Explanatory.

TITLE – Self Explanatory.

SIGNATURE OF INVESTIGATOR – Self Explanatory.

DATE – Self Explanatory.

LONG TERM CORRECTIVE ACTION – What action(s) were taken so that incident does not reoccur, i.e. training, safety stand down or process/policy change.

ROOT CAUSE ANALYSIS – Process by which you will identify the cause or contributing factors of the incident.

Note: Attach additional information as necessary.