DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
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IN REPLY REFER TO

NAVSEAINST 5100.15A
Ser 00T/257
20 Dec 99

NAVSEA INSTRUCTION 5100.15A

From: Commander, Naval Sea Systems Command

Subj: NAVSEA OCCUPATIONAL SAFETY AND HEALTH (OSH) PROGRAM POLICY AND GUIDANCE

Ref:
(a) NAVSEAINST 5400.1E; NAVSEA Headquarters Organization Manual
(b) SECNAVINST 5100.10H; Department of the Navy Policy for Safety, Mishap Prevention, Occupational Health and Fire Protection Programs
(c) OPNAVINST 5100.23E; NAVOSH Program Manual
(d) OPNAVINST 5100.19C; NAVOSH Program Manual for Forces Afloat
(e) NAVSEAINST 5100.12A; Requirements for Naval Sea Systems Command System Safety Program for Ships, Shipborne Systems and Equipment
(f) OPNAVINST 5090.1B; Environmental and Natural Resources Program Manual
(g) OPNAVINST 5102.1C; Mishap Investigation and Reporting
(h) OPNAVINST 3500.39; Operational Risk Management

Encl:
(1) NAVSEA OSH Strategic Plan
(2) NAVSEA Safety and Occupational Health Programs Self-Evaluation Guidance

1. Purpose. To provide Naval Sea Systems Command (NAVSEA) Occupational Safety and Health (OSH) program policy and guidance with particular emphasis on those factors within the Navy Occupational Safety and Health (NAVOSH) community that should be at the forefront of the execution of the NAVSEA corporate OSH program.

2. Cancellation. NAVSEAINST 5100.15 of 30 September 1980 and Report Symbols NAVSEA 5100-15A, NAVSEA 5100-15A1, NAVSEA 5100-15B, NAVSEA 5100-15B1 and NAVSEA 5100-15B2. This instruction is a complete revision and should be read in its entirety.

0693-LD-026-3310

3. Scope. This instruction applies to all NAVSEA Headquarters and NAVSEA field activities, other component organizations and personnel.

4. Exclusions. As outlined in the NAVSEA Organization Manual, reference (a), Executive Order 12344, (statutorily prescribed by PL-98-525 (42 USC 7158, note)), establishes the responsibilities and authorities of the Deputy Commander, Nuclear Propulsion Directorate (SEA 08) [who is also the Director, Naval Nuclear Propulsion Program, NOON, in the Office of the Chief of Naval Operations] over all facilities and activities which comprise the Program, a joint Department of Energy (DOE)/Navy organization. These responsibilities and authorities include all technical and logistical matters related to naval nuclear propulsion. Nothing in this instruction alters or modifies these responsibilities and authorities. Accordingly, the Deputy Commander, Nuclear Propulsion Directorate will be consulted in all matters pertaining to, or affecting, nuclear propulsion plants and associated nuclear support facilities.

5. Background.

a. Establishing and maintaining an effective OSH program is a significant and vital component of leadership and management at all levels of command that, not only addresses the health and welfare of the workforce involved, but also is an integral part of mission readiness and capability. The OSH program should be considered a major business process and should be strategically linked to other business processes. A poorly run program and/or a program which lacks appropriate command attention and leadership may contribute to decreases in productivity due to a higher incidence of injury, illness and lost time from work, as well as a degradation to operational assignment, production down-time, process redesign, re-training, etc.

b. NAVSEA has the responsibility to implement and to manage a comprehensive and aggressive NAVOSH program in accordance with references (b) and (c). NAVSEA also has the responsibility to ensure that system safety and occupational safety and health aspects are considered in the design and engineering of all ships, weapons, weapon systems, equipment and materials that NAVSEA acquires, constructs, or provides in accordance with references (b), (c), (d) and (e). The NAVSEA OSH Quality Management Board (QMB) has developed a NAVSEA OSH Strategic Plan (enclosure (1)), building on the NAVSEA Strategic Plan and the CNO OSH Strategic Plan. The NAVSEA OSH Strategic Plan supports

the NAVSEA Mission, Vision and Guiding Principles and the NAVSEA Performance Initiative on Safety and the Environment.

c. The NAVSEA OSH Program does not exist in a vacuum. Activities at all echelons of command cannot have a truly effective program without tying OSH to the need to maintain robust environmental and operational programs. With respect to environmental programming, there is considerable overlap in the areas of hazardous material and hazardous waste management and the need for hazard communication training. Safety Program Managers should ensure that their OSH program is linked to the applicable portions of reference (f).

6. Objective. To ensure a safe and healthful working environment for all NAVSEA employees in support of NAVSEA's mission to provide safe and effective ships, systems and ordnance to the fleet by assigning responsibility for the conduct of the NAVSEA OSH program with particular emphasis on the need for:

(1) Accountability and awareness at all levels of command, including Commanders, Commanding Officers, and Officers in Charge, as well as, all activity level Safety Program Managers and all line managers, supervisors and activity employees; and,

(2) Field activities conducting OSH self-evaluations, correcting identified deficiencies, and using key performance metrics to maintain a consistently effective program.

7. Policy. The policy of the Commander, Naval Sea Systems Command is to ensure that all components:

a. Establish, fund and maintain the portions of the NAVOSH program applicable to NAVSEA consistent with references (c) and (d), the NAVSEA OSH Strategic Plan (enclosure (1)) and this instruction; and,

b. Adhere to the reporting requirements contained in reference (c).

8. Responsibilities.

a. Commanders, Commanding Officers, and Officers in Charge of NAVSEA field activities shall:

(1) Establish and maintain a safe and healthful working environment for all their employees;

(2) Set the example for demonstrating support of the activity's OSH program and ensure that senior management, middle management and all first line supervisors also support the program to the extent of their authority and responsibility;

(3) Issue an activity-level OSH Policy Statement that endorses and/or expands the NAVOSH policy expressed in reference (c);

(4) Ensure that supervisory military and civilian performance evaluations include consideration of personal accountability for OSH performance consistent with the duties of the position;

(5) Ensure a direct reporting link for the Safety Program Manager to the Commander/Commanding Officer in accordance with the provisions of reference (c);

(6) Include the Safety Program Manager as a principal member of all locally established boards, committees, working groups, etc. concerned with Occupational Safety and Health. This shall include related topics such as hazardous material and non-ionizing radiation control, hazardous material authorized use, hazardous material training and labeling, accident and injury investigation, performance metrics review, hazard abatement, deficiency correction, workplace monitoring, and Federal Employees' Compensation Act (FECA) cost reduction initiatives;

(7) Conduct all mishap investigations in accordance with references (c) and (g) as appropriate in a timely manner, as well as establishing criteria for near miss investigations;

(8) Conduct a comprehensive OSH self-evaluation at least annually, which addresses coordinated efforts to prevent and mitigate the effects of injuries, occupational illnesses and property damage according to the guidelines contained in enclosure (2);

(9) Use the results of the OSH self-evaluations as part of a comprehensive plan to improve the overall activity level OSH program and support the activity Strategic Plan/Business Plan;

(10) Ensure managers and supervisors effectively integrate OSH into business processes and work operations and participate, as appropriate, in OSH self-evaluations, workplace monitoring and inspections, hazard abatement, mishap investigations, community and regulatory public relations and OSH training;

(11) Report all OSH matters and concerns that involve or could potentially involve NAVSEA headquarters (e.g., union/employee safety grievances, Federal Labor Relations Board (FLRB) actions, OSHA and other regulatory inspections, near misses, etc.) directly to SEA 00T, keeping organizational lines of authority advised as deemed appropriate;

(12) Support safety and line managers in their efforts to incorporate known safety hazards, assessments, and controls into briefings, notices, and written plans associated with the need to publicize and discuss the identified hazard(s).

(13) Accept only the minimal level of risk necessary to accomplish an assigned mission in accordance with the operational risk management principles of reference (h).

b. Activity Safety Program Managers shall:

(1) Promote a pro-active OSH program and ensure all personnel are aware of their obligations and personal responsibilities to the OSH program;

(2) Establish annual OSH goals and objectives in concert with other activity management goals and objectives that are well publicized using bulletin boards, special "All Hands" memorandums or letters from the Commanding Officer, announcements in newsletters, inclusion in training classes including stand-up broadcasts by first line supervisors, etc.;

(3) Assist line managers to identify and correct hazards in a timely manner;

(4) Analyze injury and illness statistics and incorporate feedback results into appropriate awareness training and activity needs for program improvements;

(5) Support the Commanding Officer in implementing the OSH requirements of references (c) and (d) and linkages to reference (f) and the reporting requirements of reference (c) and paragraph 10 of this instruction; and

(6) Address the operational risk management process in safety, safety training, and lessons learned reports. The reports should comment on the hazards, risk assessment, and effectiveness of controls (as applicable) that are implemented in accordance with references (c) and (h).

c. All civilian and military personnel have the responsibility to:

(1) Comply with NAVOSH standards and all applicable rules and regulations and this instruction;

(2) Report observed workplace hazards in accordance with reference (c);

(3) Report immediately to the appropriate supervisor occupational illnesses and injuries or property damage resulting from an accident.

d. SEA 00T shall:

(1) Provide NAVSEA OSH policy and guidance;

(2) Manage the NAVOSH program and its coordination among NAVSEA field activities, organizations and all components within Headquarters;

(3) Represent NAVSEA and provide advocacy within the Navy and with other organizations;

(4) Perform all Echelon 2 duties identified in reference (c);

(5) Establish and maintain the NAVSEA OSH Quality Management Board.

e. SEA 09A shall manage the NAVOSH Program for NAVSEA employees at Headquarters, including the affiliated Program Executive Offices, and shall coordinate or implement local requirements regarding fire, traffic, smoking and hazardous material/hazardous waste management.

f. NAVSEA Directorates shall:

(1) Ensure compliance with the NAVOSH Program and the provisions of this instruction;

(2) Establish and maintain a safe and healthful working environment for all their employees;

(3) Ensure that supervisory military and civilian performance evaluations include consideration of personal

accountability for OSH performance consistent with the duties of the position;

(4) Set the example for demonstrating support of the corporate NAVSEA OSH Program and ensure that all senior managers, middle managers and all first line supervisors within each directorate also support the NAVOSH Program to the extent of their authority and responsibility.

g. Affiliated Program Executive Offices should:

(1) Ensure compliance with the NAVOSH Program including the provisions for system safety in references (b) and (e) and the provisions of this instruction;

(2) Establish and maintain a safe and healthful working environment for all their employees.

9. Action.

a. SEA 00T shall:

(1) Establish and maintain NAVSEA OSH performance metrics criteria and disseminate report summaries throughout NAVSEA and to higher authority as appropriate;

(2) Provide technical assistance visits to NAVSEA field activities upon request and agreement by activity Commanders and Commanding Officers;

(3) Provide assistance and support to affiliated Program Executive Offices and Program Managers in the review of design proposals, integrated logistics support, and program reviews as requested within the limits and capabilities of the office;

(4) Establish and maintain a NAVSEA Safety Awards program and forward nominations for Navy Safety Award program;

(5) Designate the Chairperson of the NAVSEA OSH QMB;

(6) Perform all other Echelon 2 OSH requirements in accordance with reference (c).

b. All NAVSEA managing Directorates shall:

(1) Implement the NAVOSH program and the tenets of this instruction where applicable;

(2) Ensure all reporting requirements of field activities under their cognizance are initiated and submitted directly to SEA 00T in accordance with established deadlines;

(3) Ensure all OSH requirements are considered and incorporated as appropriate in the development of products and processes;

(4) Provide membership to the NAVSEA OSH QMB as appropriate or when requested by SEA 00T.

c. Affiliated Program Executive Offices should:

(1) Implement the NAVOSH program and the tenets of this instruction where applicable;

(2) Ensure all reporting requirements of field activities under their cognizance are initiated and submitted directly to SEA 00T in accordance with established deadlines;

(3) Ensure all OSH requirements are considered and incorporated as appropriate in the development of products and processes; and,

(4) Support the NAVSEA OSH QMB efforts and participate when requested by SEA 00T.

d. Commanders, Commanding Officers, Officers in Charge and the Director, SEA 09A (where applicable) shall:

(1) Establish, implement, manage, and maintain a NAVOSH program to meet the requirements of reference (c) at all NAVSEA field activities and NAVSEA Headquarters respectively;

(2) Ensure all required reporting requirements are initiated and submitted to SEA 00T with copies to the appropriate chain of command, in accordance with established deadlines;

(3) Establish and maintain activity level OSH performance metrics and provide report and/or summaries to SEA 00T with copies to the supporting chain of command as applicable;

(4) Address all Occupational Safety and Health Administration (OSHA), Naval Inspector General Oversight Inspection Unit (NOIU) citations and findings, and NAVSEA Inspector General Command Performance Inspection (NAVSEA IG/CPI)

findings and discussions of areas for improvement in a timely manner;

(5) Establish and maintain an aggressive monitoring and tracking program to identify and reduce FECA costs;

(6) Encourage a free flow of information and ideas from employees on methods of improving the safety of their workplace, work practices, and work processes;

(7) Establish and maintain a hazard abatement program in accordance with reference (b) including the semi-annual program review that emphasizes project execution priorities, proposed corrective actions, and the timeliness of corrective actions;

(8) Make certain that senior management, middle management, and first line supervisors support the OSH program to the extent of their authority and responsibility through such actions as:

(a) Encouraging safety awareness;

(b) Ensuring the use of appropriate personal protective equipment;

(c) Defining and assigning individual OSH responsibilities;

(d) Promptly correcting recognized hazards;

(e) Ensuring appropriate training;

(f) Conducting and participating in workplace inspections;

(g) Participating in activity level OSH self-evaluations.

(9) Conduct activity level mishap investigations as required by references (c) and (g) as appropriate;

(10) Participate in Class A Mishap investigations upon request by SEA 00T.

10. Reporting. All reports required by reference (c) shall be submitted directly and in a timely manner to SEA 00T, concurrent with submittal through the appropriate chain of command. Copies

of all non-routine, ad hoc reports/notices shall also be provided directly to SEA 00T. Examples of the type of non-standard reports of interest to SEA 00T include OSHA Inspections, Notices of Non-Compliance, OSH Self-Assessments, "Near Miss" Incident Reports, annual and semi-annual reports of injuries and illnesses, and message or e-mail Unit SITREPS. Additionally, copies of any other reports to OSHA, Naval Safety Center, other regulatory agencies and other military commands that are of interest to SEA 00T (i.e., regulator visit requests) and Activity generated Lessons Learned Reports shall be provided directly to SEA 00T.

G. P. NANOS, JR.

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NAVSEA OCCUPATIONAL SAFETY AND HEALTH STRATEGIC PLAN

Over the course of a year the extended NAVSEA OSH QMB met to debate, discuss and decide on a strategic plan for the NAVSEA community to address Occupational Safety and Health issues. What follows is the result of that work.

The NAVSEA OSH Strategic Plan builds on the NAVSEA Strategic Plan and the CNO OSH Strategic Plan - which are presented here as framing the NAVSEA OSH Strategic Plan. The NAVSEA OSH Strategic Plan can and should be used by individual field activities to focus their own plans.

In addition to the Mission, Vision and Guiding Principles, the NAVSEA OSH Strategic Plan provides the seven pillars, or foundational requirements, for a strong OSH program and the processes associated with those pillars. A strong program will accomplish all of these pillars consistently and effectively. Each pillar is defined and the process or processes needed to accomplish the pillar described. These pillars and associated processes can be used to test the completeness and strength of any OSH program in NAVSEA, from headquarters to a detachment. Not all steps of each process will be performed by every activity, but all activities should be aware of their role in supporting each pillar.

The next step is for the NAVSEA Environmental Protection and Occupational Safety and Health Office, SEA 00T to begin to put in place the policy guidance and programs to accomplish each of the identified pillars. Each OSH office throughout NAVSEA should review existing policy and program documentation to determine whether their own programs are adequate to ensure performance of the relevant pillars of a strong OSH program. The NAVSEA OSH QMB will review NAVSEA progress.

NAVSEA MISSION

WE ARE SHIPS! We develop, acquire, modernize, and maintain affordable ships, ordnance, and systems that are operationally superior so our Sailors and Marines can protect and defend our national interests and, if necessary, fight and win.

NAVSEA VISION

The NAVSEA Team will be the world's best acquisition, in-service support, and technical organization.

We will deliver timely, cost effective solutions to meet future Naval and Joint war-fighting requirements.

NAVSEA GUIDING PRINCIPLES

- **RESPONSIVENESS** - We are responsive to the needs of our customers and co-workers.
- **COMMUNICATION** - We communicate openly, clearly, promptly, and honestly with our customers and coworkers.
- **INTEGRITY** - We commit to personal and professional integrity, and ethical performance
- **TECHNICAL EXCELLENCE** - We dedicate ourselves to technical excellence, cost consciousness, innovation, protection of the environment, and continuous improvement.
- **EMPOWERMENT** - We foster an environment that empowers people to take initiative, by assigning authority and responsibility to the lowest appropriate level.
- **ACCOUNTABILITY** - We accept responsibility and are accountable for our decisions and the quality, safety, and reliability of our products and services.
- **RESPECT** - We value and respect each other, promote individual and team development and recognize accomplishments.
- **DIVERSITY** - We ensure an equal opportunity environment and value the strength diversity brings to our workforce.
- **BUSINESS PRACTICES** - We use sound business processes and procedures seeking ways to improve our decisions, products, and services and to reduce costs.
- **TEAMWORK** - We team with our Customers, Industry and each other on the basis of trust.
- **PRODUCTIVE WORKPLACE** - We provide a safe and productive work environment

Strategic Goal:

Take the lead in effectively integrating pollution prevention and safety into the design and life cycle of our ships, systems, and ordnance, into the execution of our processes, and into the operation of our facilities.

Strategies:

*** Develop and implement criteria for:**

*** Acquiring and upgrading our ships and weapons systems to comply with environmental and safety requirements throughout their life cycle.**

*** Maintaining and disposing of our obsolete ships and weapons systems in compliance with applicable requirements.**

*** Pursuing opportunities to institute more efficient process or regulatory controls.**

*** Develop and implement strategies and tools for shore facility environment and safety programs that help our activities meet performance goals.**

To The NAVSEA Team This Means:

*** Integrating environment and safety considerations into our design decision-making and problem-solving processes.**

*** Increasing communication with NAVSEA Team members, regulators, our industry partners, and our surrounding communities to inform one another and to understand each other's concerns and needs.**

*** Reducing injuries, illnesses, and Federal Employee Compensation Act costs.**

*** Anticipating and influencing, where appropriate, regulations and requirements.**

NAVSEA SAFETY MISSION

To provide safe and effective ships, systems, and ordnance and a safe and healthful work environment.

NAVSEA SAFETY VISION

Our people make safety happen by making smart decisions. Everyone has a part.

NAVSEA SAFETY PROGRAM GUIDING PRINCIPLES

Smart Decisions
All Organizational Levels
Full and Open Communication
Excellence
Trained Workforce
You Are Responsible

- **Smart Decisions**: Providing a safe, healthful workplace supports the NAVSEA mission. Protecting people must be integral to every function performed by NAVSEA.

- **All Organizational Levels**: We operate our OSH program in partnership with our employees. Personnel at all levels fulfill their responsibilities for safety and health.

- **Full and Open Communication**: We provide honest, complete, and timely information to our employees and customers. We welcome and encourage customer participation in achieving and maintaining a safe and healthful work environment.

- **Excellence**: A safe and healthful work environment is a constant priority and management visibly supports the continuous improvement of OSH processes.

- **Trained Workforce**: A skilled and knowledgeable workforce is essential to the accomplishment of the NAVSEA mission.

- **You are Responsible**.

PILLAR ONE - GUIDANCE AND ADVOCACY

Provide OSH Program policy, direction, and guidance and serve as the advocate for the interest of the Command and its components.

Process

1.0 Identify Issue
2.0 Provide Issue to OSH Entry Point
2.1 Contact Local/Nearest OSH Representative
2.2 Screen/Feedback Decision
2.3 Elevate Potential Command Issues
2.4 Contact Chain of Command
2.5 Screen/Feedback Decision
2.6 Elevate to Echelon II
3.0 Assign Responsibility for Evaluation to OSH
3.1 Screen/Feedback Decision
3.2 Elevate Potential Command Issues
3.3 Contact Chain of Command
3.4 Provide Feedback to Entry Point/Command
4.0 Conduct Evaluation
4.1 Evaluate Impact, Benefits and Options
4.2 Determine External Influences (regulations, unions, etc.)
4.3 Determine Alternatives
4.4 Conduct Review Process
4.5 Determine Applicability
4.6 Provide Feedback/Recommendation for Tasking
5.0 Develop Game Plan (POA&M)
5.1 Determine Who, What and When
5.2 Feedback to Command on Plan
6.0 Execute Game plan
6.1 Provide Status Report to Community
7.0 Close Issue
7.1 Feedback to Command and Originator

PILLAR TWO - LEADERSHIP

Provide leadership for the Command OSH program and for the integration of OSH principles throughout the Command for instilling ownership, accountability, and responsibility.

Process

1.0 Identify Expectations and Requirements
2.0 Publish Them (Expectations and Requirements)
3.0 Allocate/Advocate Resources
4.0 Monitor Progress to Metrics
5.0 Assess/Reassess (Loop back to 1)

PILLAR THREE - FUNCTIONAL SUPPORT

Provide proactive, timely and accurate information and assistance on occupational safety and health matters, which support the customers' specific operating requirements.

Process

1.0 Identify Customers
1.1 Determine Key Characteristics
1.2 Develop the List of Customers
1.3 Maintain the List
2.0 Determine Customer Needs
2.1 Understand Customer Expectations
2.2 Validate Customer Expectations
2.3 Identify Opportunities to Express Customer Needs
3.0 Identify Potential Services Available
3.1 Identify Resource Constraints
4.0 Negotiate Required Service
4.1 Determine Required Service
4.2 Determine How Services are to be Provided
4.3 Document
5.0 Deliver Services
6.0 Obtain Customer Feedback

PILLAR FOUR - EVALUATION AND OVERSIGHT

Provide a cost-effective evaluation and oversight system to monitor OSH program performance and compliance status and to identify opportunities for improvement.

Process

1.0 Identify Elements
1.1 Review Leadership Goals
1.2 Define Externally Imposed Requirements
1.3 Define Customer Expectations (Internal/External)
1.4 Incorporate Feedback from Prior Reviews
2.0 Develop Assessment Plan
2.1 Publish Measures of Performance
2.2 Develop Assessment Strategy
2.3 Identify Customers and Customer Needs
2.4 Identify Performance Criteria and Indicators
2.5 Develop Assessment Tools/Procedures
2.6 Develop Assessment Schedule
2.7 Determine Reporting Mechanisms and Who Receives Reports
2.8 Identify and Provide for Resources Needed to Assess
3.0 Conduct Assessment
3.1 Compile Information
3.2 Analyze
3.3 Develop Conclusions/Recommendations
3.4 Prepare Reports as Required
3.4.1 Evaluation Reports
3.4.2 Follow-up/Close-out Findings
3.4.3 Lessons Learned
4.0 Process Feedback Loop
4.1 Re-evaluate Programs Periodically (Sunset Reviews)
4.2 Monitor and Analyze Trends
4.3 Evaluate Overall Program Effectiveness
4.3.1 Right Elements
4.3.2 Right Metrics
4.3.3 Opportunities for Improvement

PILLAR FIVE - RESOURCES

Obtain and manage resources at the program execution level, to accomplish OSH requirements, develop and implement program improvements, and satisfy emerging requirements.

Processes

Develop and Obtain a Budget
Budget Execution Process
1.0 Identify Program Requirements
1.0 Execute Business Plan
2.0 Determine alternatives to satisfy program within
  Budget Controls requirements
2.0 Manage Changes
2.1 Identify Technical Alternatives
2.1 Risk Analysis
2.2 Identify Resource Alternatives
3.0 Continuous Process
2.3 Identify Current Resources Review
2.4 Identify Shortfalls
4.0 Feedback
3.0 Develop Business Plan
3.1 Identify Budget Opportunities and Constraints
3.2 Develop Resources Strategy
3.3 Identify and Prioritize Resource Requirements
3.4 Define Program Impacts
3.5 Package and Sell the Plan
4.0 Feedback to 2.0

PILLAR SIX - RISK MANAGEMENT

Develop and apply a process of basing decisions, including resource allocation, on an understanding of risks involved and relative priorities.

Process

1. Identify decision-makers and decision points.
2. Provide appropriate OSH training.
3. Could the proposed decision affect health and safety in the workplace?

3.1 If so, take action.

4. Are guidance and expertise adequate?

4.1 If not, involve OSH professionals.

5. Identify objectives and alternatives.
6. Identify OSH considerations and risk.
7. Evaluate risks.
8. Document, as appropriate.
9. Make decision and implement.

PILLAR SEVEN - DESIGN

Integrate safety and health including human factors, into ships, systems and ordnance life-cycle management from design to disposal.

Process

1. Identify objectives and alternatives
2. Identify OSH considerations and risks
3. Evaluate risks
4. Document, as appropriate
5. Make decision and implement

Examples of OSH considerations and risks in step 2 are legal, health and safety, policy, public affairs, operational effectiveness, and operational suitability.

CNO OSH STRATEGIC PLAN

MISSION

To support operational readiness by enabling Navy personnel, ashore and afloat, to establish and maintain a safe and healthful environment.

To provide leadership, guidance, technical direction, and resources to protect people, prevent mishaps, achieve regulatory compliance, and control hazards, hazardous occupational exposures, and costs.

VISION

The Navy is the recognized leader in Occupational Safety and Health
and is committed to protecting people.
Our personnel accept responsibility for their safety and health performance.
Occupational Safety and Health support is customer-oriented, of the highest quality, and is delivered to the right people at the right time.
Hazard control and compliance with Occupational Safety and Health requirements are integral to doing the job right. The Navy operates safe ships, aircraft and installations.

GUIDING PRINCIPLES

Protecting people is our most important undertaking

We are committed to ensuring personnel have the knowledge and tools necessary to carry out their safety and health responsibilities

We will make decisions that are practical and technically sound.

We will be responsive and flexible in anticipating and meeting the customer's needs.

We will strive for compliance with applicable regulatory requirements.

We will promote and support Command responsibility for safety and health.

We are dedicated to maintaining a high level of professionalism and credibility and a positive image.

We will strive to continually improve our processes.

Naval Sea Systems Command
Safety and Occupational Health Programs
Self-Evaluation Guidance

The purpose of this document is to provide guidance on NAVSEA headquarters expectations for shore facility safety and occupational health programs when completing the self-evaluation required by OPNAVINST 5100.23(Series). This document describes five elements that form the basis of an effective safety and occupational health program which should be assessed annually; Leadership, Guidance & Advocacy; Evaluation and Oversight; Functional Support; Design of Prevention & Control; and Resources, Risk Management & Training. The standards of measurement for the Safety and Occupational Health Self-Evaluation may include Malcolm Baldridge Criteria and best business practices; but must include all regulatory requirements. The following provides the minimum criteria for the safety and occupational health self-evaluation; activities are free to embellish/expand the given criteria.

- The Command completes a safety and occupational health self-evaluation of all program areas on an annual cycle to identify areas for improvement and areas of noncompliance.

- As part of the safety and occupational health self-evaluation, the Command completes a Safety and Occupational Health Self-Evaluation Plan which will provide an ongoing evaluation of the programs compliance posture; define the scope of the safety and occupational health self-evaluation; and identify opportunities for process improvement, resources to complete the plan, methodology to be followed, the data validation process and the evaluation team selection process.

- The examiners completing the evaluation are trained in both the program areas they are assessing and in auditing/inspecting techniques; assess areas they are knowledgeable of but not program managers of, to the maximum extent possible; and, spend approximately 50 percent of the evaluation time reviewing program(s) that can be observed in the field.

- A documented Plan of Action and Milestones (POA&M) is developed and attached to the findings prior to issuance of the Safety and Occupational Health Self-Evaluation Report. The POA&M assigns responsibility and identifies corrective actions, a schedule and funding and/or resources to correct all deficiencies. All actions taken to close out a finding are fully documented and maintained in a central file.

- The POA&M addresses both short and long term goals. Short- term goals identify deficiencies and correct all areas of non-compliance in the safety and occupational health program for all activities. The long-term goals identify and correct the root cause of each specific finding by applying lessons learned, developing process improvements, and implementing appropriate changes wherever and whenever possible. These goals should include opportunities for accident prevention.

- The Commanding Officer endorses a Safety and Occupational Health Self-Evaluation Report with a copy to the Command's senior managers and a copy of the sections the Commanding Officer deems necessary to each of the participating tenants. This report identifies deficiencies, provides root cause analysis of deficiencies, and includes the POA&M described above.

- The safety and occupational health organization establishes and analyzes metrics for the POA&M in order to make fact-based decisions and provide senior management with the health of the Command's safety and occupational health program. Metrics to track on the POA&M may include timeliness and projects that are under, on and over budget.

Leadership, Guidance & Advocacy

"Provide leadership for the Command OSH program and for the integration of OSH principles throughout the Command for instilling ownership, accountability, and responsibility." NAVSEASYSCOM OSH Strategic Plan

" Provide OSH Program policy, direction, and guidance and serve as the advocate for the interest of the Command and its components." NAVSEASYSCOM OSH Strategic Plan

- The Command communicates a clear Command policy on safety and occupational health, so that all personnel understand the priority of safety and occupational health protection in relation to other organizational values.
- The Command establishes and communicates a clear goal for the safety and occupational health program and objectives for meeting that goal, so that all members of the organization understand the results desired and measures planned for achieving them.
- The Command addresses the current and potential safety and occupational health impacts and risks on the community from its products, services, facilities, and operations.
- The Command supports and strengthens its community involvement regarding safety and occupational health awareness and issues.
- The Command assigns and communicates responsibility for all aspects of the safety and occupational health program so that managers, supervisors and workers in all parts of the Command know what performance is expected of them.
- The Command provides adequate authority and resources to responsible parties, so that assigned safety and occupational health responsibilities can be met.
- The Command holds managers, supervisors, and workers accountable for meeting their safety and occupational health responsibilities, so that essential tasks will be performed.
- The Command reviews safety and occupational health program operations at least annually to evaluate their success in meeting the goals and objectives, so that deficiencies can be identified and the program and/or the objectives can be revised when they do not meet the goal for effective safety and occupational health protection.
- Senior leadership reviews, is trained, and is briefed on safety and occupational health issues and regulations that affect Command performance, capabilities and organization. This information is used to help the Command set direction.
- Senior leadership reviews the Command's safety and occupational health performance and reviews measurements in place to determine if the Command safety and occupational health program operations are effective.
- Senior leadership is visibly involved in implementing the program, so that all understand commitments from management are serious.
- Workers are encouraged to be involved in the structure and operation of the program and in decisions that affect the environment, so that they will commit their insight and energy to achieving the safety and occupational health program goals and objectives.

Functional Support: Customers

"Provide proactive, timely and accurate information and assistance on occupational safety and health matters which supports the customers' specific operating requirements." NAVSEASYSCOM OSH Strategic Plan

- The safety and occupational health organization identifies its internal and external customers.
- The safety and occupational health organization provides access and information to enable customers to seek assistance to conduct business and to voice complaints regarding safety and occupational health issues and requirements. Once the complaint is received there is a process in place to resolve the problem effectively and promptly.
- The safety and occupational health organization has processes in place to determine customer satisfaction and to enhance/build stronger relationships with their customers
- The Command establishes and analyzes metrics for customer satisfaction in order to make fact-based decisions and to qualify and quantify the health of the Command's safety and occupational health program

Evaluation and Oversight

"Full compliance with all applicable requirements has always been the bedrock of a facility environment and safety program. Self-assessments are one of the most effective tools for ensuring an understanding of the requirements, status of actual compliance and the capability for consistent compliance. Federal, state and local compliance checklists start the self assessment process and regular tracking of the correction of identified deficiencies complete the process." Iona Evans, SEA 00T Directorate

"Provide a cost-effective evaluation and oversight system to monitor OSH program performance and compliance status and to identify opportunities for improvement." NAVSEASYSCOM OSH Strategic Plan.

- The safety and occupational health self-evaluation always includes an evaluation of the Command compliance posture, based in part on the completion and review of an activity-prepared compliance checklist similar to, or modeled after, the Navy Oversight Inspection Unit (NOIU) Checklist (NAVSAFECEN PUB 5100/1 Series), as well as, input from other helpful checklist sources including applicable regulatory requirements. The results are collected, documented and analyzed. This safety and occupational health self-evaluation may include the safety standard site visit issues addressed during a Command Performance Inspection.

- In addition to scheduled evaluations, safety and non-safety managers, supervisors and workers generate areas for improvement and areas of noncompliance by using their safety and occupational health knowledge in their day-to-day activities.

- The Command has a process in place so that workers insight and experience in their jobs can be utilized to address safety and occupational health concerns, provide a reliable system for workers without fear of reprisal, notify management personnel about these concerns and receive timely and appropriate response. The Command encourages workers to use this process.

- The Command has in place a process to investigate safety and occupational health accidents and "near miss" incidents, so their causes and means for their prevention are identified.

- The Command analyzes injury and illness trends over time, so that patterns with common causes can be identified and prevented. The ultimate goal is to prevent any recurrence of injuries and illnesses.

- The safety and occupational health organization participates in the process to analyze planned and new facilities, processes, materials, and equipment in order to identify areas for improvement and potential areas of noncompliance regarding safety and occupational health issues.

- The Command establishes and analyzes metrics for compliance and safety and occupational health business processes in order to make fact-based decisions and to qualify and quantify the health of the Command's safety and occupational health program.

Resources, Risk Management & Training

"Obtain and manage resources at the program execution level, to accomplish OSH requirements, develop and implement program improvements, and satisfy emerging requirements." NAVSEASYSCOM OSH Strategic Plan

"Develop and apply a process of basing decisions, including resource allocation, on an understanding of risks involved and relative priorities." NAVSEASYSCOM OSH Strategic Plan

- The Command obtains and manages resources at the program execution level to accomplish safety and occupational health requirements, develop and implement program improvements, and satisfy emerging requirements.

- The Command has a process in place to include risk management to determine resource allocation. Risks may include impact on a core mission function, effect of overall program by known hazards, potential for adverse OSHA actions and visibility of the program with-in Navy, the public at large, financial costs versus benefits related to activity injury/occupational illness, property damage experience, compensation costs and control, and workplace hazards/deficiency abatement.

- The Command provides training resources so individuals can do their job. This training may include the following:

  - Provide training for workers so they understand the hazards to which they may be exposed and how to prevent harm to themselves, others or the environment. This training includes the appropriate protection to prevent harm.

  - Provide training for supervisors so they can carry out their safety and occupational health responsibilities effectively by ensuring they understand their responsibilities and the reasons for the responsibilities. This training may include hazardous material substitution, recognizing potential hazards, appropriate protection and on-the-job training of their subordinates.

  - Provide training for managers so they can effectively carry out their safety and occupational health responsibilities by communicating and completing the Commands goals and objectives for their safety and occupational health program.

  - Provide appropriate training required for safety and occupational health program managers to do their jobs.

- The Command establishes and analyzes metrics for resource, risk management and training in order to make fact-based decisions and to qualify and quantify the health of the Command's safety and occupational health program.

Design for Prevention & Control

"Integrate safety and health including human factors, into ships, systems and ordnance life-cycle management from design to disposal." NAVSEASYSCOM OSH Strategic Plan

- The Command has in place a process to analyze current and future processes or facilities for prevention and control of safety and occupational health concerns.
- The Command shares any best management practices regarding safety and occupational health issues. A best management practice is a process that is the best of its type at the Command and possibly in NAVSEA, has produced measurable results and will deliver products that fully meet or exceed customer requirements. A best management practice is efficient, institutionalized and can serve external or internal customers.
- The Command annually, as a minimum, reviews the adequacy and effectiveness of training provided, the adequacy of established goals and objectives, and the use of lessons learned from developed sources such as mishap and near miss investigations, the Naval Safety Center Advisories and Alerts, and NAVFAC Accident Abstracts.
- The Command has in place a process to correct or control in a timely manner current and potential hazards, however detected.
- The Command plans and prepares for emergencies and conduct training and drills as needed, so that the response of all parties to emergencies will be "second nature."
- The Command establishes and analyzes metrics for the design for prevention and control in order to make fact-based decisions and to qualify and quantify with the health of the Command's safety and occupational health program.