

OSHE SPECIALIST (OSS)



Occupational Safety Health and Environmental Specialist (OSS)

DESK GUIDE



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FOREWORD

Ref: (a) COMUSFLTFORCOMINST 4790.3
(b) CNRMC Fleet Desk Guide (FDG)

1. This Occupational Safety Health and Environmental (OSHE) Specialist (OSS) Role-Based Desk Guide (RBDG) provides the OSS with standardized procedures to assist in execution of his/her duties and responsibilities outlined in reference (a). Augmented by reference (b), it contains procedures for executing all phases of the maintenance availability end-to-end (E2E) process. This desk guide is provided as another tool to assist Safety and Environmental specialists in the performance of their duties.

2. This RBDG can be accessed and downloaded through the CNRMC web portal at <https://dodcac.portal.navy.mil/navsea/CNRMC/fdg/default.aspx>. Any recommended changes should be submitted using the change request/feedback form located on the website, or forwarded to:

Commander, Navy Regional Maintenance Center, Suite 245
Norfolk, VA 23511-2245
ATTN: Code 710

3. This Desk Guide is not intended to cover all aspects of safety but is used as a reference for use by the OSS's.

4. Cancellation. CNRMC M4700.6, Safety Inspector.


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Chapter 1

The Role of the Occupational Safety Health and Environmental Specialist (OSS)

Ref: (a) Title 29 Code of Federal Regulations (CFR)
(b) OPNAVINST 5100.19
(c) OPNAVINST 5100.23
(d) COMUSFLTFORCOMINST 4790.3

1. Introduction. The Navy has conducted Safety and Occupational Health (SOH) programs for many years. These programs gained special prominence after passage of the Occupational Safety and Health Act (OSHA Act) in 1970. The primary thrust of the OSHA Act was directed at the private sector employer; however, section 19 of the OSHA Act and several subsequent presidential executive orders directed federal agencies to establish and maintain occupational safety and health programs. Requirements for such programs are contained in reference (a), Part 1960 (29 CFR 1960).

a. Effective safety management facilitates continuous improvement in safety performance by managing hazards, mitigating risks and implementing actions to reduce mishaps. Reducing the extent and severity of work related injuries, illnesses and materiel losses ultimately results in improved readiness and increased organizational operational performance. Effective Safety Management System elements include:

- (1) Management leadership and employee involvement.
- (2) Worksite analysis.
- (3) Hazard prevention & control.
- (4) Safety & health training.
- (5) Mishap reporting.

b. Safety standards and regulations are based on established procedures for minimizing risk. These standards are located in references (b) and (c), and technical publications. Thorough monitoring and consistent and effective use of risk management techniques are necessary to determine the adequacy of the unit's standards and hazard controls. If necessary, new standards and/or more effective controls should be recommended to reduce risks and correct hazardous conditions.

c. The Occupational Safety Health and Environmental

Specialist (OSS) coordinates actions between the Naval Supervisory Authority (NSA), the Lead Maintenance Activity (LMA), Surface Ship Maintenance Engineering, Planning and Procurement Activity (SURFMEPP), Type Commander (TYCOM), Ship's Force (S/F) and other stakeholders to aid in compliance and adherence to all required laws and regulations.

d. Environmental concerns are specifically addressed by the Environmental Protection Specialist. The Specialist serves as Environment and Safety Representative and program manager for the NSA at multi-location private and public facilities engaged in the alteration, repair, and testing of Naval Ships. The Specialist is directly responsible for all matters pertaining to Environment, Safety and Health.

2. Roles and Responsibilities of the Occupational Safety Health and Environmental Specialist (OSS). The OSS is the NSA subject matter expert related to safety and environmental concerns during the availability. The roles and responsibilities detailed throughout this guide are intended to describe the OSS's responsibility during the execution of the availability. Specific duties include:

a. Through daily walk-throughs and random site inspections, the Safety Specialist monitors compliance with ESH policies and procedures.

b. Schedule fire prevention and housekeeping walk-through inspections with the shipyard safety manager and ship's safety officer during the arrival conference and throughout the availability.

c. Provide mentoring and assistance to the Ship's Force safety and environmental program as requested. Assisting ship's force and improving awareness of ship repair safety and environmental requirements will make the availability environment better.

d. The Environmental Protection Specialist provides continuous monitoring of environmental programs in order to determine compliance with established policies and regulations and to determine the need for corrective action and to identify areas where improvements can be made. They serve a wide range of industrial and maritime establishments to include maintenance, general supply, hazardous, and toxic chemicals, and naval vessels. They also monitor the effectiveness of policies and procedures within the NSA and provide technical assistance to military, civilian, and contractor personnel.

3. Core Competencies of the OSS. Core competencies are the skills, knowledge and abilities which a person must possess in order to successfully perform specific job functions. Particularly, the OSSs should possess the strengths, experience, knowledge and abilities listed below:

a. The Safety and Occupational Health Specialist directs controls, monitors, interprets, and seeks resolutions to matters pertaining to the effective planning and conduct of Safety and Occupational Healthy (SOH) Programs. This includes monitoring contractor compliance to NAVSEA Standard Items (NSI) and OSHA Standards; and monitoring Production (Industrial) Department compliance with OSHE safety laws, Environmental Protection Administration (EPA) rules, and regulations. Establishing and maintaining these programs is essential for a safe workplace. This high-visibility position requires a significant "hands on" effort in the development, implementation and day-to-day management of the SOH Programs.

b. The Environmental Protection Specialist provides continuous monitoring of environmental programs in order to determine compliance with established policies and regulations and to determine the need for corrective action and to identify areas where improvements can be made. They serve a wide range of industrial and maritime establishments to include maintenance, general supply, hazardous, and toxic chemicals, and naval vessels. They also monitor the effectiveness of policies and procedures within the NSA and provide technical assistance to military, civilian, and contractor personnel.

c. Specific attributes to include:

(1) Ability to interact with multiple maintenance activities and effectively communicate safety and environmental information with senior engineers, technicians, project managers and maintenance team personnel.

(2) Where firsthand knowledge of specific systems is limited, has the ability to identify and reach back to subject matter experts within the NSA organizations for assistance.

(3) Ability to effectively communicate with forces afloat and ashore naval commands including senior officers, ship Commanding Officers and other officer and enlisted personnel.

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PROCEDURE 1

Daily Fire Prevention and Housekeeping (FP&H) Walk-Through
Inspections

1. Through the conduct of safety assessments during the daily Fire Prevention and Housekeeping (FP&H) walk-through inspections and random site inspections, the OSS can ensure compliance with all Occupational Safety and Environmental policies and procedures. It is the responsibility of the OSS to report all non-compliance incidents, accidents or violations through the chain of command.

a. Safety assessments are essential to continuous improvement in hazard identification, risk mitigation and ultimately mishap reduction, thereby enhancing mission readiness. Maximizing the effectiveness of the safety assessment process requires the participation of personnel at all levels in the organization including senior leadership, process owners, and deck-plate operators, as well as the safety staff. A thorough assessment requires in-depth reviews of not only safety programs, but also the operations, processes, operating procedures and environments with the potential to cause personal injury, material damage or mission failure.

2. Procedure for Fire Prevention & Housekeeping Walk-Through

a. Purpose. To establish requirements for the OSS to conduct daily shipboard FP&H walk-through during availabilities.

b. Discussion. The OSSs will be the primary NSA liaison with the contractor and Ship's Force in regards to the daily FP&H walk-through and random site inspections.

c. Action. The OSS shall ensure a daily (at a minimum) FP&H walk-through onboard every ship in an availability to ensure compliance with all ESOH policies and procedures in accordance with NAVSEA Standard Item (NSI). Additional actions include:

(1) Report hazards as well as shipyard and Ship's Force safety concerns. Establish a mutual understanding of how to report hazards to the shipyard. Part of the process should be discussions on who "owns" the hazard. Document findings of your walk-through as part of your FP&H report.

(2) When occupational safety and health concerns arise, the OSS will bring the matter up to their shipyard safety counterpart. When cases of imminent danger are identified, it is the

responsibility of whoever observes this unsafe condition to stop all work immediately. The NSA shall be notified of the situation, and action taken as soon as possible. Imminent danger is defined as a shipboard condition that immediately threatens the loss of life, bodily injury, illness to personnel, or damage to equipment. If personnel have an occupational safety and health concern then these concerns should be communicated to their management.

(3) Fire Prevention and Housekeeping (FP&H) requirements are included in the NAVSEA Standard Items. Appendix A provides a tool that the OSS may use in the performance of their duties.

APPENDIX A

Safety Walk Through Checklist

- Ref: (a) OPNAVINST 5100.23
 (b) OPNAVINST 5100.19
 (c) Code of Federal Regulations (29 CFR)
 (d) National Fire Protection Association Codes
 (e) NSI009-07 Confined Space Entry, Certification,
 Fire Prevention and Housekeeping; Accomplish

Walking/Working Surfaces:

	YES	NO	N/A
➤ Work center floors clean and dry. . . .	[]	[]	[]
➤ Hangar decks clean of FOD & spills . . .	[]	[]	[]
➤ Spaces free of unprotected/unidentified trip hazards.	[]	[]	[]
➤ Stairs safe (secure rails, treads)	[]	[]	[]
➤ Maintenance ladders in good repair (rungs, feet)	[]	[]	[]
➤ Scaffolding/maintenance stands >2 ft have top & mid rails, toe boards, wheel locks. . . .	[]	[]	[]
➤ If Deck Plates are removed and then adequately posted with barriers/signs.	[]	[]	[]
➤ Hatches and doors not excessively fouled and can still allow reasonable passage. . . .	[]	[]	[]
➤ Ship's ladders and safety chains properly installed	[]	[]	[]

Electrical:

	YES	NO	N/A
➤ All disconnects and circuit breakers labeled. .	[]	[]	[]
➤ 36" clearance around circuit breaker panels. . (No obstructions)	[]	[]	[]
➤ Work site free of live wires or circuits. . .	[]	[]	[]
➤ All receptacles, switches, & boxes have covers in place and in good condition. . .	[]	[]	[]
➤ Extension cords not used as permanent wiring.	[]	[]	[]

- Explosive proof light/machinery in use where needed. [] [] []
- GFCI circuits used in wet areas. [] [] []
- Plug ends do not have ground pins removed. . . [] [] []

Machinery Guarding:

- | | YES | NO | N/A |
|--|-----|-----|-----|
| ➤ Barrier guards on moving machinery parts, Belts & pulleys. | [] | [] | [] |
| ➤ Point-of-operation & pinch points guarded & marked. | [] | [] | [] |
| ➤ Fan blades guarded (<1/2" opening). | [] | [] | [] |
| ➤ Fixed machinery anchored to deck/work bench to prevent movement. | [] | [] | [] |
| ➤ Bench grinders tool rests and tongue guards properly adjusted | [] | [] | [] |
| ➤ Abrasive wheels in good condition with no evidence of side grinding or non-ferrous materials being ground. | [] | [] | [] |
| ➤ On/Off/Kill switch easily accessible. | [] | [] | [] |

Personal Protective Equipment (PPE):

- | | YES | NO | N/A |
|---|-----|-----|-----|
| ➤ Personnel are familiar with PPE Equipment. . . | [] | [] | [] |
| ➤ Personnel wear PPE when and where required. . . | [] | [] | [] |
| ➤ Proper signage and markings are posted to indicate where PPE is required. | [] | [] | [] |

Scaffolding and Fall Protection:

- | | YES | NO | N/A |
|--|-----|-----|-----|
| ➤ Scaffolding is not erected, moved, dismantled or altered except under the supervision of competent persons. | [] | [] | [] |
| ➤ Ensure scaffold inspection has been conducted to meet requirements in accordance with type, site and intended use. | [] | [] | [] |
| ➤ Ensure scaffolding is tagged. Must display | | | |

the certification date, load capacity, and
availability for use. [] [] []

Hot Work Requirements:

- | | YES | NO | N/A |
|--|------------|-----------|------------|
| ➤ Space has been certified safe for hot work. | [] | [] | [] |
| ➤ Proper documentation has been approved and posted. | [] | [] | [] |
| ➤ Fire watch properly posted with firefighting gear and appropriate communications | [] | [] | [] |
| ➤ Proper ventilation rigged/installed as needed | [] | [] | [] |
| ➤ Personnel have PPE. | [] | [] | [] |
| ➤ Combustible materials have been relocated away from the hot work area. | [] | [] | [] |
| ➤ Fire watch has proper credentials | [] | [] | [] |

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PROCEDURE 2

Oil and Hazardous Substance (OHS) Spill Response

Ref: (a) 40 CFR Part 260
(b) OPNAVINST 5100.19

1. Purpose. To provide consideration for the OSS review during an Oil and Hazardous Substance (OHS) spill.

2. Discussion. A hazardous material spill can happen at any time, even when proper prevention procedures are in place. When a spill occurs, it is the responsibility of trained personnel to aggressively perform their duties to help prevent further damage, contain the spill, and oversee proper cleanup of the affective area while ensuring this happens in a safe manner. The OSS will be the primary Naval Supervisory Authority (NSA) liaison with Ship's Force and the Lead Maintenance Activity (LMA) during OHS spills. Because of the extremely hazardous nature of many materials used aboard ships, only trained personnel shall respond to a Hazardous Material (HAZMAT) or oil spill. Response procedures for many specific situations are provided in other documents. For descriptive purposes, the spill response procedures for the OSS have been divided into nine phases:

- a. Discovery and notification.
- b. Initiation of action.
- c. Evaluation.
- d. Containment and Damage control.
- e. Dispersion of gases/vapors.
- f. Cleanup and decontamination.
- g. Disposal of contaminated materials.
- h. Certification for re-entry.
- i. Follow-up reports and spill response kit replenishment.

Note 1: Each response phase is NOT a separate response action entirely independent of all other phases. Several phases may occur simultaneously and may involve common elements in their operation. For example, containment and damage control may also

involve cleanup and disposal techniques.

3. Action. A OSS may assist Ship's Force (as needed) in OHS response procedures.

a. During the spill discovery and notification phase, the OSS may assist Ship's Force in their notification and documentation requirements. Specific information that should be provided:

- (1) Time of spill discovery
- (2) Location of spill
- (3) Identification of spilled material
- (4) Behavior of material (reactions observed)
- (5) Source of spill (e.g., tank or container)
- (6) Personnel in vicinity of spill (name & department)
- (7) Volume of spill
- (8) Anticipated movement of spill (e.g., leakage to lower deck passage from amidships toward galley, floating in water toward pier, etc.).
- (9) Labeling or placard information required by reference (a).

b. During the initiation of action phase, the OSS may assist Ship's Force in coordination and direction of spill response efforts. This may include:

- (1) Evacuation of personnel.
- (2) Cordon off the affected area.
- (3) Arrange for first aid.
- (4) Establishment of a command post and communication network.
- (5) Preventing the spread of the spill.
- (6) Dispersal of gases and vapors.

(7) Elimination of any fire or explosion hazards.

c. During the Evaluation phase, the OSS may assist Ship's Force in obtaining information to properly evaluate the spill. Obtain as much of the following information as possible:

(1) Type and concentration of the spilled material.

(2) Hazardous characteristics of the spilled material, such as:

(a) Flash Point

(b) Toxicity

(c) Corrosiveness

(d) Potentially incompatible substances.

(e) Effects resulting from exposure.

(f) First aid measures for exposure.

(3) Determine dangerous conditions or potential consequences of the spill, including:

(a) Fire or explosion.

(b) Presence of oxygen-deficient atmosphere in compartment.

(c) Presence of toxic or explosive gases.

(d) Possibility of dangerous vapors.

(e) Other HAZMAT in the compartment that could impact.

(4) Determine from the Safety Data Sheet (SDS) the appropriate spill response equipment and protective clothing necessary for safe and effective response.

d. In the containment and damage control phase, the OSS may provide oversight and technical support to Ship's Force in taking actions directed toward controlling the immediate spread of the spill and minimizing the impact to the ship and crew. Depending on the type of spill, some or all of the following procedures may be employed:

(1) For a chemical fire, provide recommendations for firefighting methods compatible with the material involved.

(2) Isolate the source of the spill whenever feasible. Recommendations could include:

(a) Replacing leaking containers.

(b) Plugging leaks in tanks.

(c) Emptying tank of remaining contents.

(d) Encapsulating a leaking container into a larger, liquid-tight container.

(e) Segregating leaking containers.

(3) Predicting spill movement and taking further action to prevent the spill from possibly entering other compartments.

(4) Contain liquid material using barriers.

e. In the Dispersion of Gas/Vapor stage, the OSS may assist Ship's Force in dispersing or diluting as soon as possible. The gas/vapor should not be allowed to enter other compartments. In some cases, the explosive atmosphere shall be contained and diluted to lower its concentration below the Lower Explosive Limit (LEL). May assist the Gas Free Engineer in checking the spill area for LEL and toxicity. The atmosphere can then be dispersed by one of the following methods:

(1) Normal exhaust ventilation (explosion-proof only).

(2) Blow-out ventilation (explosion-proof only).

(3) Doors and hatches open to the weather.

(4) Portable fans (explosion-proof only).

f. During the clean-up and decontamination phase, the OSS may assist Ship's Force in employing spill cleanup materials from the oil spill response kit or the HAZMAT spill response kit), as applicable. Clean up methods for specific types of spills (e.g. HAZMAT, fuel oil, and mercury) are discussed in reference (b). Appropriate personnel safety procedures shall be used for the cleanup of HAZMAT and oil spills. All surfaces shall be thoroughly cleaned of the spilled material. After the

spill cleanup, the compartment shall be thoroughly ventilated. Reusable protective clothing shall be thoroughly decontaminated and otherwise maintained before it is returned to its proper storage location. Ensure identification of specific requirements for respiratory protection and proper use of this equipment is a critical aspect of all cleanup and decontamination operations.

g. During the Disposal of Contaminated Materials phase, the OSS may assist Ship's Force in disposing of non-reusable cleanup materials which are to be placed in impermeable containers, stored and disposed of as hazardous waste. Chapter B3 of reference (b) contains the procedures for proper disposal of contaminated materials. These materials include unrecoverable protective clothing, absorbents, rags, brooms, and containers.

h. During the Certification for Safe Re-Entry phase, the OSS may assist Ship's Force to ensure the spaces affected by the spill have been certified safe by the proper authority before normal shipboard operations are resumed in that space.

i. During the Follow-up reports and spill response kit replenishment phase, the OSS may assist Ship's Force in reporting procedures for spills. The reporting procedures for overboard spills are discussed in reference (b).

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APPENDIX B

Oil and Hazardous Substance Spill Response Checklist

Ref: (a) OPNAVINST 5100.19
(b) U.S. Navy Shipboard Oil Spill Contingency Plan (SOSCP)
Guide

Spill Discovery Notification:

- | | YES | NO | N/A |
|--|-----|-----|-----|
| ➤ Was initial report made upon discovery of spill [] [] [] | | | |
| ➤ Did initial report provide time, location, source, type, volume, behavior, anticipated movement, and personnel in vicinity of spill. | [] | [] | [] |

Spill Response Actions:

- | | YES | NO | N/A |
|---|-----|-----|-----|
| ➤ Were all personnel evacuated from affected area. | [] | [] | [] |
| ➤ Was the affected area cordoned off . . . | [] | [] | [] |
| ➤ Were arrangements made for injured personnel (if needed). | [] | [] | [] |
| ➤ Was a command post and communications network established. | [] | [] | [] |
| ➤ Were measures taken to prevent the spread of the spill into other compartments. | [] | [] | [] |
| ➤ Were gases and vapors properly dispersed. . . | [] | [] | [] |
| ➤ Were other hazardous materials removed from the area. | [] | [] | [] |

Evaluation:

- | | YES | NO | N/A |
|--|-----|-----|-----|
| ➤ Were the type and concentration of the spilled material obtained. | [] | [] | [] |
| ➤ Were the characteristics of the spilled materials obtained. | [] | [] | [] |
| ➤ Were the dangerous conditions or potential consequences of the spill considered. . . . | [] | [] | [] |

- Was the Safety Data Sheet (SDS) used to determine the appropriate spill response equipment and protective clothing necessary for safe and effective response. [] [] []

Containment and Damage Control:

- | | YES | NO | N/A |
|---|------------|-----------|------------|
| ➤ Was the source of the spill secured . . . | [] | [] | [] |
| ➤ Was the proper fire fighting method used to fight fire (if needed). | [] | [] | [] |
| ➤ Was predicted spill movement considered for planning actions. | [] | [] | [] |
| ➤ Were containment barriers used to prevent spread. | [] | [] | [] |

Dispersal of Gas/Vapor:

- | | YES | NO | N/A |
|--|------------|-----------|------------|
| ➤ Were the gas/ vapors dispersed/diluted as soon as possible from the source | [] | [] | [] |

Cleanup and Decontamination:

- | | YES | NO | N/A |
|--|------------|-----------|------------|
| ➤ Were the proper cleanup methods and material utilized. | [] | [] | [] |
| ➤ Was the proper Personal Protective Equipment (PPE) utilized during the clean up and decontamination. | [] | [] | [] |

Disposal of Contaminated Materials:

	YES	NO	N/A
➤ Were all contaminated materials properly containerized and disposed.	[]	[]	[]

Certification for Safe Re-entry:

	YES	NO	N/A
➤ Were spaces affected by the spill properly Certified safe prior to re-entry.	[]	[]	[]

Follow Up Reports:

	YES	NO	N/A
➤ Were the proper follow-up reports made. . .	[]	[]	[]

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PROCEDURE 3

Equipment Tag-Out

Ref: (a) NAVSEA S0400-AD-URM-010/Tag-Out Users Manual (TUM)

1. Discussion. A properly administered tag-out system is vital for personnel and equipment safety. Tag-out procedures should be conducted per reference (a).

2. Enforcement. The tag-out program shall be audited to ensure compliance with all requirements of reference (a).

3. Training. Personnel assigned to prepare tag-outs, review tag-outs, attach tags, remove tags, check tags, position components or perform tag-out program audits shall be qualified for these duties, and knowledgeable of the involved systems/components. All personnel, not previously qualified or proficient, shall receive indoctrination training on the tag-out program.

4. Introduction. Tag-outs during maintenance availability are very important to the safety of all personnel. The large amount of tags hung and cleared during an availability increases the possibility of an incorrect tag-out. Improper tag-outs could cause equipment to not be fully de-energized or isolated. All Tag-outs should be conducted strictly according to reference (a). Some important things to remember are:

a. Availabilities. For ships that are in overhaul, conversion, or restricted availability, reference (a) requires that Ship's Force conduct audits of the propulsion plant tag-out log(s) weekly.

b. Ship's Force. Ship's Force is responsible for ensuring the adequacy and accuracy of all tag-outs, including those proposed by the repair activity. They shall also verify that tags, which are no longer needed, are removed as soon as possible after the operation/work item(s) has been cleared from the Tag-out Record Sheet (TORS). Ship's Force is responsible for system restoration (e.g., valve/switch lineups) after tags are cleared.

c. Injury/Damage Prevention. Use enough tags to prevent injury to personnel or damage to equipment by completely isolating the work area.

d. Tag Placement. The use of tags is not a substitute for

other safety measures such as chaining or locking valves, removing fuses, or racking out circuit breakers. However, tags shall be attached to the fuse panel, racked out circuit breaker cabinet or locked valve to indicate such action. Minimize the number of TORS and tags used through careful work planning in an effort to maintain better control of the tag-out process.

PROCEDURE 4

Electrical Safety

Ref: (a) OPNAVINST 5100.19
(b) NSTM Chapter 300

1. Standard Electrical Requirements. Electrical procedures shall be conducted per references (a) and (b).

2. Electrical Safety in an Availability. With the increased amount of ongoing work by different entities onboard ship during an availability, personnel not accustomed to working in an industrial environment may not be familiar with the type of electrical safety infractions during an availability. An availability often brings a lot of dirt, debris, and moisture that can get into electrical equipment and an increased chance for electrical cables to be damaged causing shock hazards

3. Spot-Check procedure for Electrical Safety

a. Purpose. To establish requirements for the Safety Specialist (OSS) to spot check the Electrical Safety program.

b. Discussion. A properly enforced Electrical Safety program is mandatory to ensure safety of personnel. The large amount of ongoing work during an availability increases the possibility of electrical safety hazards.

c. Action. The OSS will work with personnel involved in the availability to ensure compliance and enforcement of safety policy. In this role the OSS shall:

(1) Become familiar with requirements for Electrical Safety as provided in references (a) and (b).

(2) Perform unannounced work site inspections. These inspections shall not relieve the maintenance personnel of responsibility for enforcement of and compliance with applicable Occupational Safety & Health Administration (OSHA) electrical safety regulations.

(3) Whenever conditions exists that pose an immediate threat to life or possible injury, issue a stop work order. In the event that work site conditions exist that could potentially impact the safety of personnel, OSS shall issue a verbal or

written warning to the contractor and shall notify the Safety Director. If the unsafe conditions can not be immediately corrected and represent a danger or have the potential to harm personnel then the OSS will:

(a) Document the Navy/or OSHA violations that were noted on a NAVOSH Deficiency Notice (NDN) explaining the potential impact upon personnel or provide written documentation to the Safety Director, delineating the circumstances of the deficiency, signed by the NSA Safety Officer. NDN will be sent via e-mail to the Safety Director.

(b) As appropriate, notify the project manager and Administrative Contracting Officer (ACO) of the "stop work".

(c) Assist maintenance personnel as requested in identifying electrical safety hazards and correcting in a timely manner.

(d) Review whether maintenance personnel are complying with all safety procedures required for working on energized electrical equipment.

PROCEDURE 5

Damage Control and Fire Prevention

Ref: (a) NAVSEA Standard Items (NSI)
(b) Industrial Ship Safety Manual for Fire Prevention
and response (8010 manual)

1. An Availability/Overhaul does not change the requirement for maintaining Damage Control (DC) and Fire Prevention onboard ship. However, because of the increase in work and the environment in an availability, there is an increased risk for the possibility of fires, floods, etc. Damage Control gear must be maintained in "ready for use" condition. If for any reason the Ship's Force DC gear is removed from the ship, alternate DC gear must be made available. If a repair locker is not accessible due to ongoing work or blocked by temporary services, and alternate location must be established. Damage Control and Fire Prevention is everyone's responsibility. Specific contractor and Ship's Force obligations are outlined in references (a) and (b)

2. Spot-Check procedure for Damage Control and Fire Prevention

a. Purpose. To establish requirements for the OSS to spot check the Damage Control (DC) and Fire Prevention equipment.

b. Discussion. A properly enforced Damage Control program is mandatory to ensure safety of personnel. The OSS is the primary Navy Supervising Activity (NSA) liaison with Ship's Force and maintenance personnel in regards to the DC and Fire Prevention.

c. Action. The OSS shall work with all personnel involved in the availability to ensure compliance and enforcement of Damage Control requirements specified by references (a) and (b). In this role the OSS shall:

(1) Become familiar with all requirements for Damage

(2) Verify all DC gear is maintained in "ready to use" condition.

(3) Verify DC gear is not blocked by ongoing work or temporary services.

(4) Verify there is a Self-Contained Breathing Apparatus (SCBA) charging system either on board or available pier side.

(5) Verify there is an up to date status board for use by the on-scene commander and responding firefighters.

(6) Verify materials are pre-staged to provide temporary access closures to control airflow in the event of a fire.

(7) Verify all temporary services are properly routed to allow emergency access to all areas of the ship.

(8) Verify there is a robust means for suspending temporary services.

(9) Verify all quick disconnect fittings on temporary services are properly marked with highly visible tape or tags for easy identification.

(10) Verify prompt removal of temporary services when they are no longer required.

(11) Verify future use equipment is stored in the proper lay-down area and there is not a build up onboard ship.