



DEPARTMENT OF THE NAVY
COMMANDING OFFICER
SOUTHEAST REGIONAL MAINTENANCE CENTER
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NAVAL STATION MAYPORT
JACKSONVILLE, FL 32228-0057

SERMCINST 5100.4E
106
22 Mar 2021

SERMC INSTRUCTION 5100.4E

From: Commanding Officer, Southeast Regional Maintenance Center

Subj: PERSONAL PROTECTIVE EQUIPMENT PROGRAM

Ref: (a) OPNAV M-5100.23 of Jun 2020
(b) 29 CFR 1915

Encl: (1) Engine and Heat Exchanger Shop PPE Diagram
(2) Machine, Pump and Valve Shop PPE Diagram
(3) 2M Lab PPE Diagram
(4) Corrosion Control, Divers and Hazardous Material (HAZMAT) Issue Point PPE Diagram
(5) Electrical Shop PPE Diagram
(6) Self-Contained Breathing Apparatus (SCBA), Paint, 25MM, Flex Hose and Non Destructive Testing (NDT) Shop PPE Diagram
(7) Weld and Surface Vessel Torpedo Tube (SVTT) Shop PPE Diagram
(8) Close-In Weapon System (CIWS), Deluge, and Antenna Shop PPE Diagram
(9) Rigid-Inflatable Boat (RIB), Rigging and Golf Cart Shop PPE Diagram
(10) Gas Turbine Shop PPE Diagram
(11) Outside Blast Booth PPE Diagram
(12) Combat Systems Product Family Tents PPE Diagram

1. Purpose. To establish the Personal Protective Equipment (PPE) plan for protecting Southeast Regional Maintenance Center (SERMC) employees from anticipated hazards that cannot be abated by utilizing the Hierarchy of Controls; elimination, substitution, engineering or administrative controls per references (a) and (b) and issue enclosures (1) through (12).

2. Cancellation. SERMCINST 5100.4D.

3. Scope and Applicability. It is SERMC policy that each employee will use Operational Risk Management (ORM) and anticipate the hazards associated with the task and the potential exposure to the work environment. Recognized hazards will be abated using the Hierarchy of Controls; elimination, substitution, engineering controls, administrative controls and as a last resort and least effective PPE.

4. Policy. Per reference (a), chapter 20 paragraphs (b) 2001 through (b) 2004, and reference (b), subpart I, the appropriate PPE will be worn when there is potential exposure to hazards. The employee and supervisor with the assistance of the Safety Department will conduct a hazard assessment of the work to be performed to determine what controls should be put in place to protect the employee. Job Hazard Analyses (JHA) have been developed jointly with the employee, supervisor and the Safety Department for common job processes that have been determined to have significant risk involved. At a minimum, a hardhat, safety toed shoes, and eye protection will be worn while in industrial environments, to include wharf areas, contractor facilities, and non-designated industrial areas onboard vessels. Hearing protection will be carried by employees while in industrial environments and will be worn while in noise hazard areas as identified by placards and signs or as identified in the code's Industrial Hygiene Surveys as per chapter 18 of reference (a). A flashlight will also be carried by employees while onboard vessels to assist with emergency egress when adequate lighting is interrupted. In SERMC Production Areas, employees will comply with code and shop diagrams outlined in enclosures (1) through (12) and Industrial Hygiene Surveys.

5. Responsibilities

a. Supervisors will:

- (1) Ensure employees complete required training.
- (2) Enforce the use, care and maintenance of PPE per the manufacturer's instructions and the applicable rules, regulations, instructions and procedures regarding equipment use.
- (3) Ensure employees are familiar with the process for procuring safety toed shoes and prescription safety glasses.
- (4) Coordinate with the Safety Department when procuring code/shop specific safety equipment to ensure the proper PPE is selected.
- (5) Provide PPE job specific usage training to all employees.

b. Employees will:

- (1) Complete all required training.
- (2) Request PPE from the Safety Department.
- (3) Review the Safety Quick Takes for the procurement of safety toed shoes and prescription safety glasses.
- (4) Ensure PPE is maintained per manufacturer's requirements and recommendations.

(5) Request replacement of PPE that is expired, damaged or defective from the Safety Department.

(6) Comply with all posted signs and markings.

(7) Wear PPE as required per this instruction.

(8) Report changes in equipment or procedures to supervisors and the Safety Department to reevaluate hazards.

c. Safety Department will:

(1) Determine the PPE requirements for hazardous operations and serve as a technical consultant in the procurement thereof and coordinate all facets of personnel protection and sight and hearing conservation programs.

(2) Provide training to each employee that is required to wear PPE.

(3) Procure or evaluate the procurement of all necessary PPE.

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV M-5210.1.

7. Review and Effective Date. Per OPNAVINST 5215.17A, this instruction will be reviewed annually around the anniversary of its issuance date to ensure applicability, currency and consistency with Federal, DoD, SECNAV and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction 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 M-5215.1.

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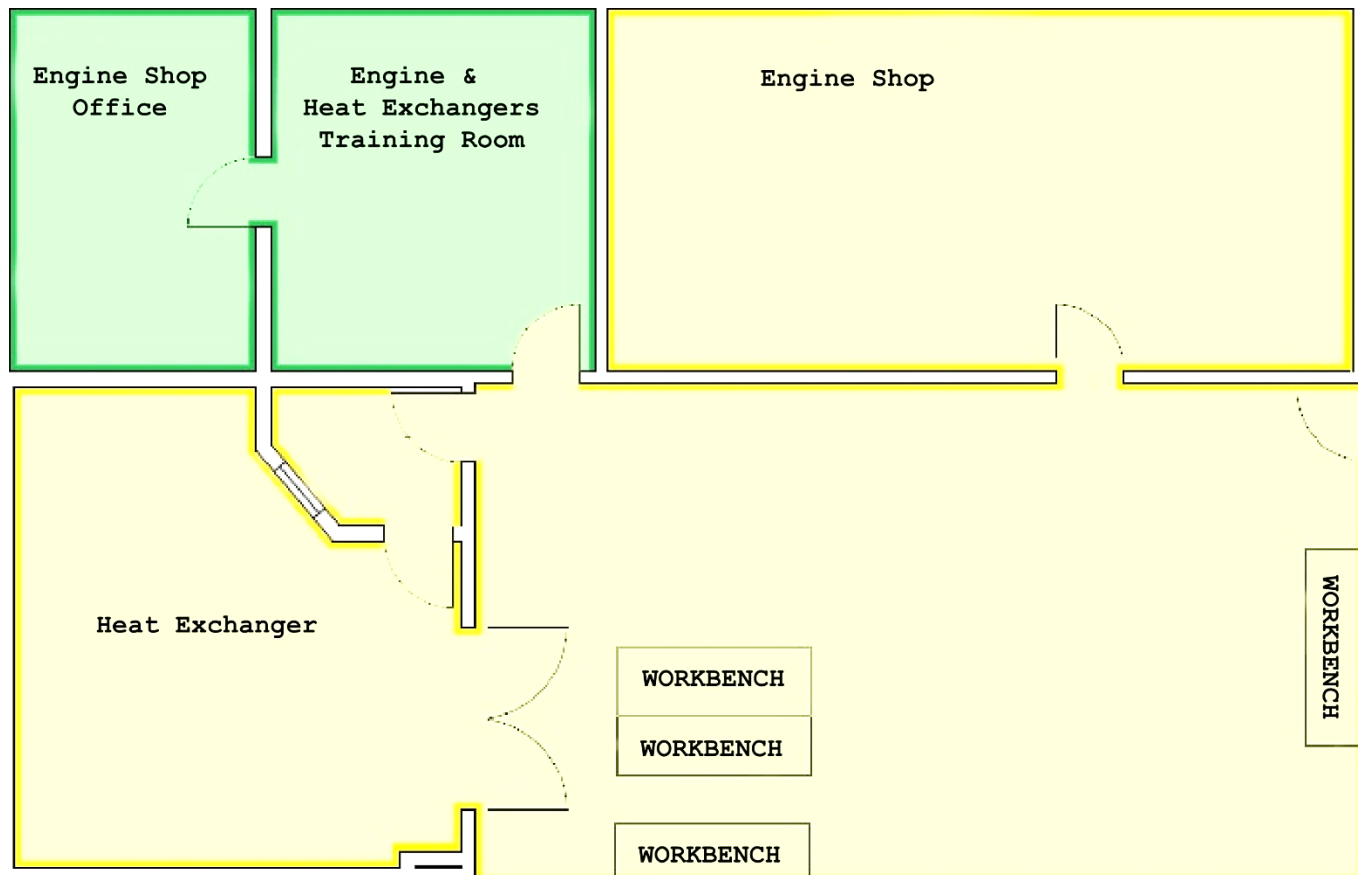
J. A. LOBUONO

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ENGINE AND HEAT EXCHANGER SHOP PPE DIAGRAM



**PPE NOT REQUIRED
EATING AND DRINKING PERMITTED**

MINIMUM PPE REQUIREMENTS:

- SAFETY TOED SHOES
- SAFETY GLASSES

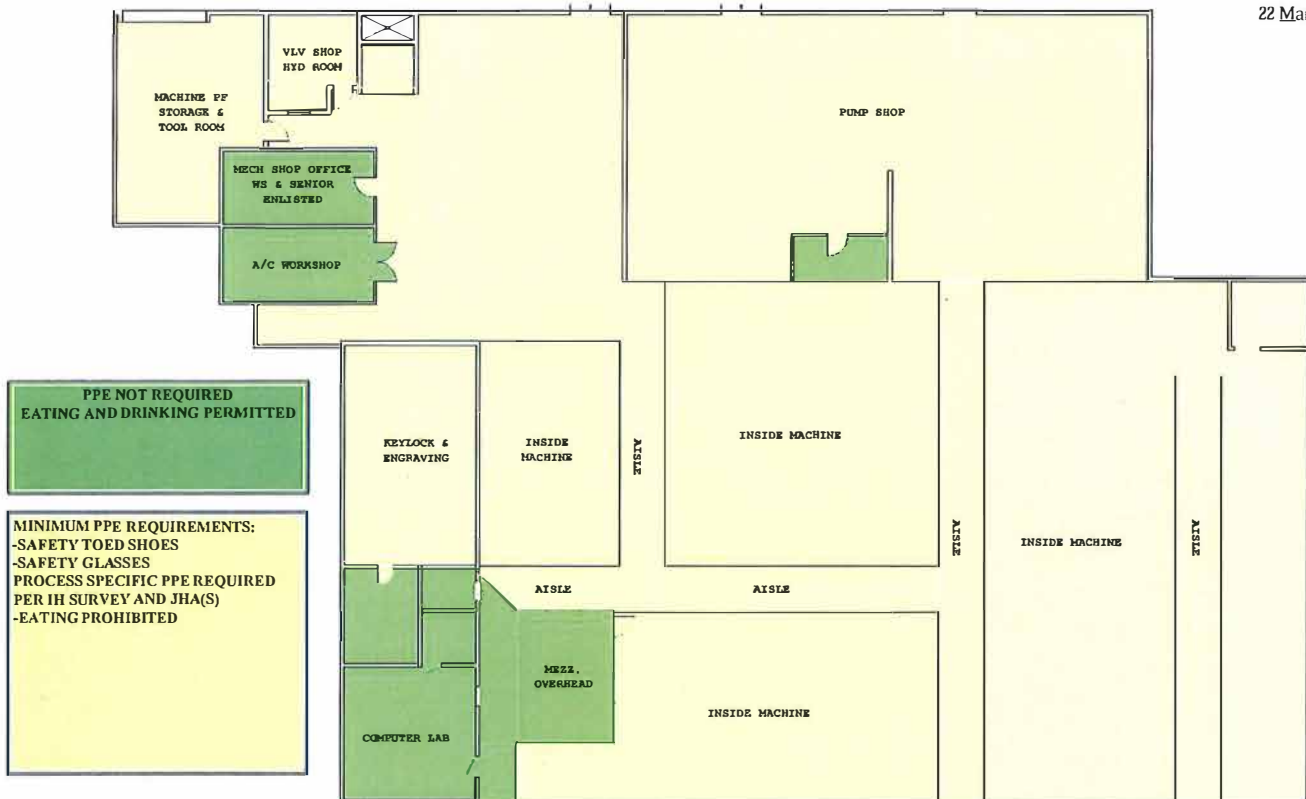
PROCESS SPECIFIC PPE REQUIRED PER IH SURVEY AND JHA(S)

- EATING PROHIBITED

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MACHINE, PUMP AND VALVE SHOP PPE DIAGRAM

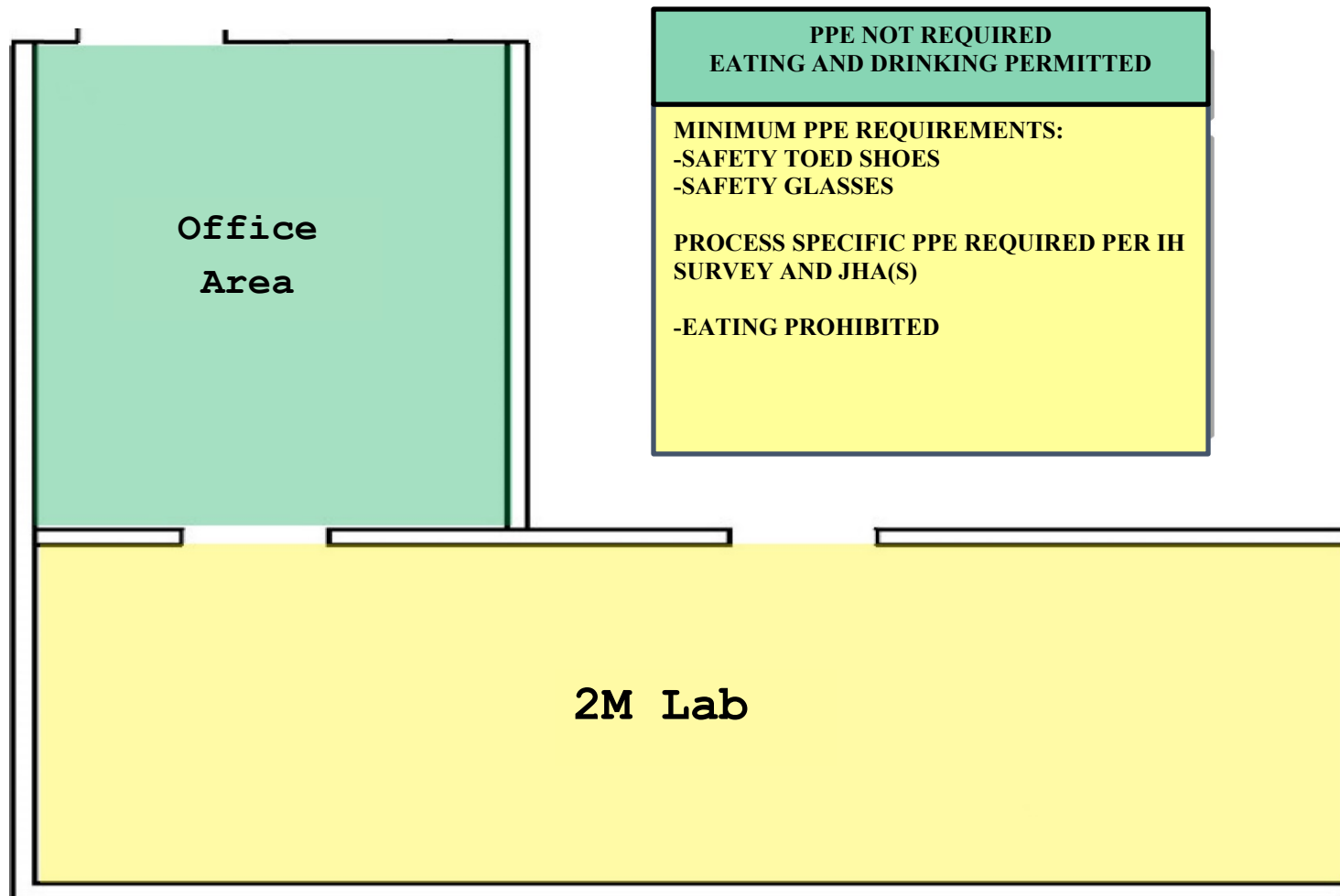
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Enclosure (2)

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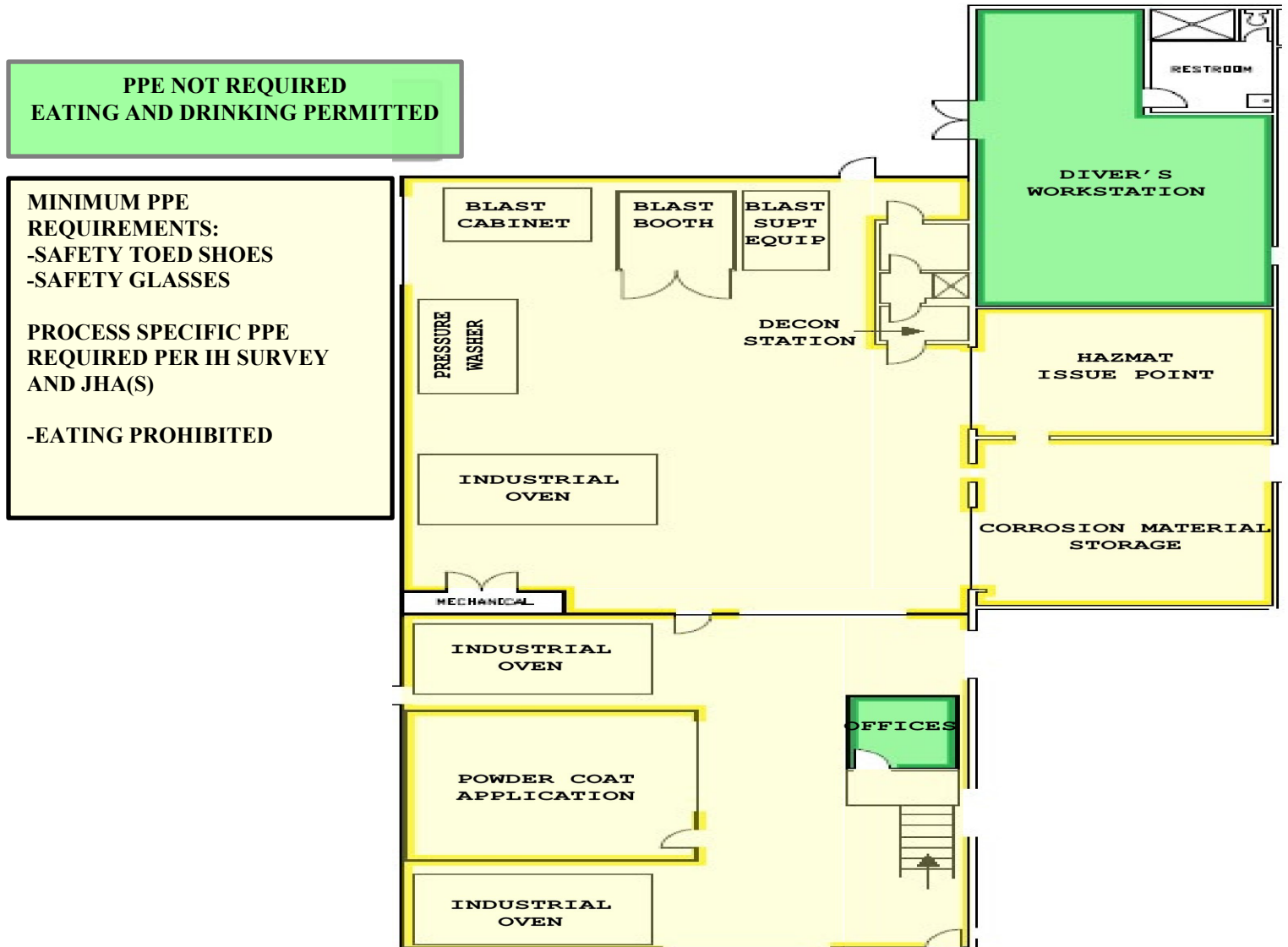
2M LAB PPE DIAGRAM



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CORROSION CONTROL, DIVERS AND HAZARDOUS MATERIAL (HAZMAT) ISSUE POINT PPE DIAGRAM



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ELECTRICAL SHOP PPE DIAGRAM

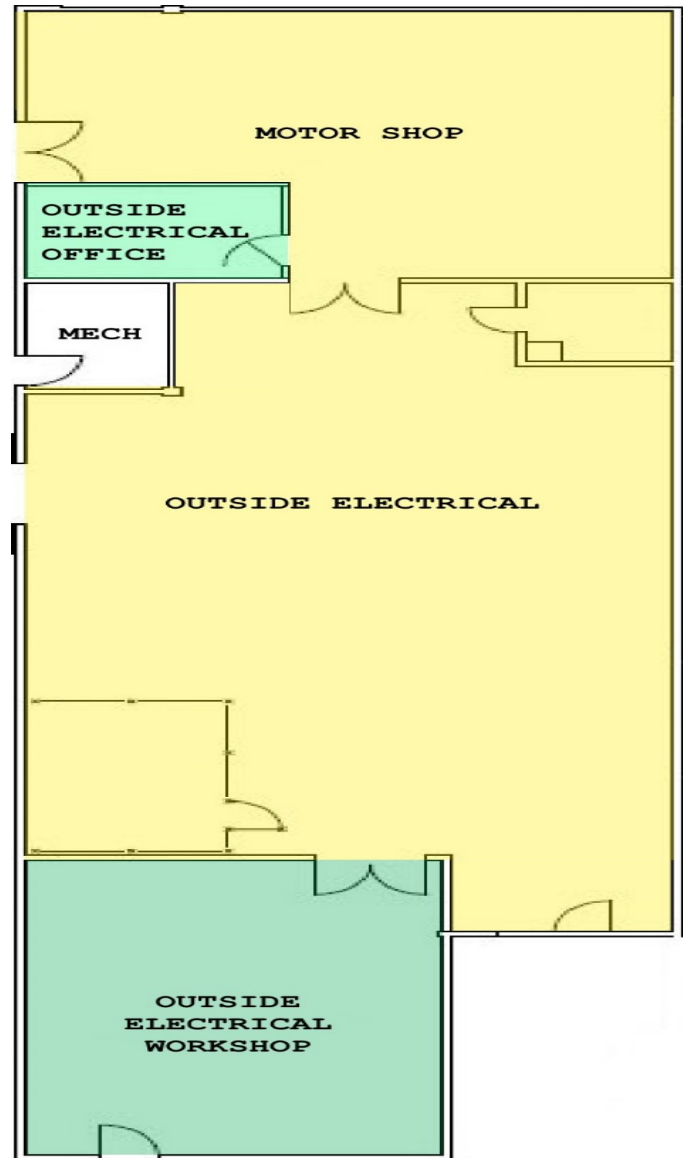
**PPE NOT REQUIRED
EATING AND DRINKING PERMITTED**

MINIMUM PPE REQUIREMENTS:

- SAFETY TOED SHOES**
- SAFETY GLASSES**

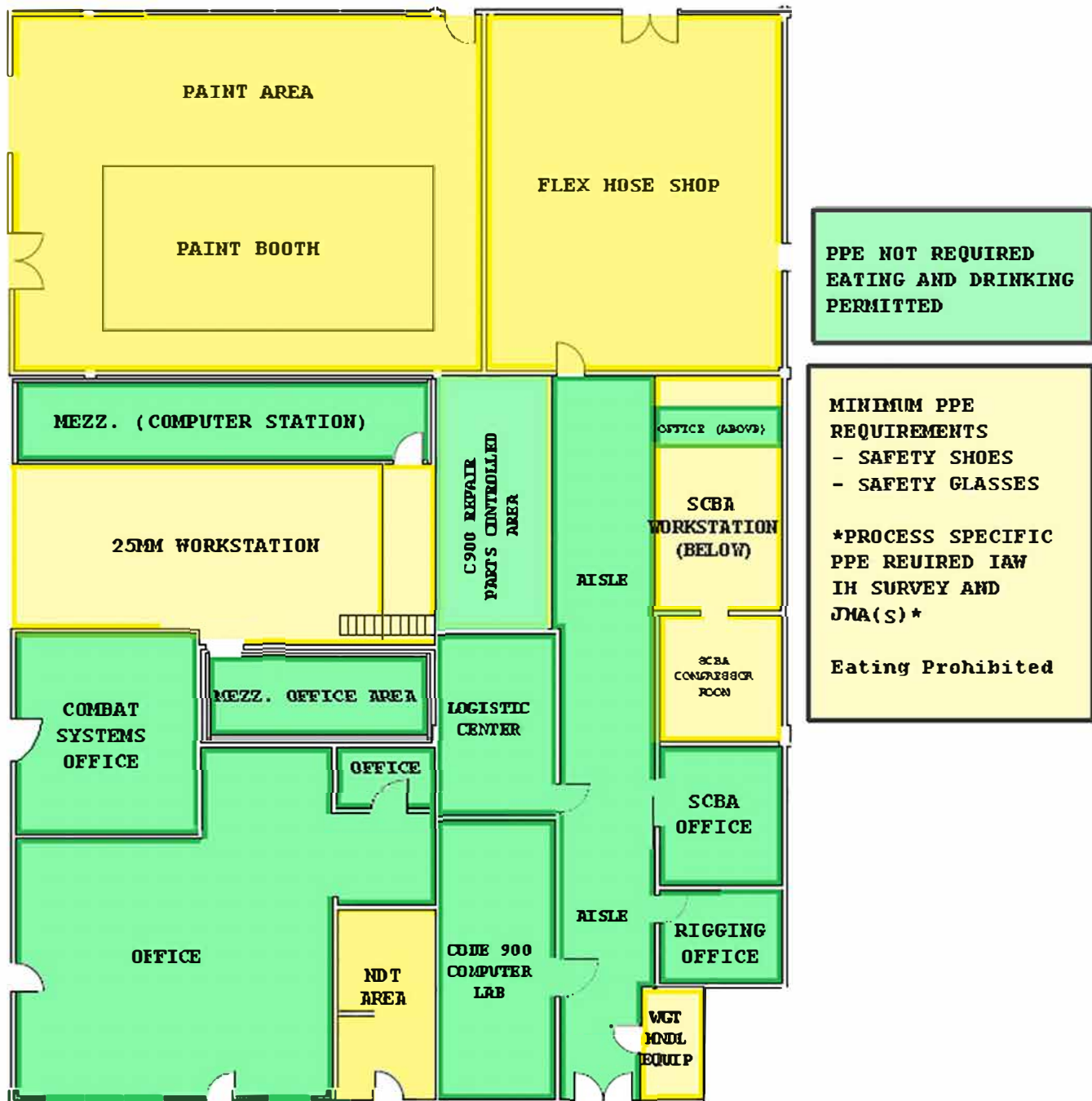
**PROCESS SPECIFIC PPE REQUIRED PER IH
SURVEY AND JHA(S)**

- EATING PROHIBITED**



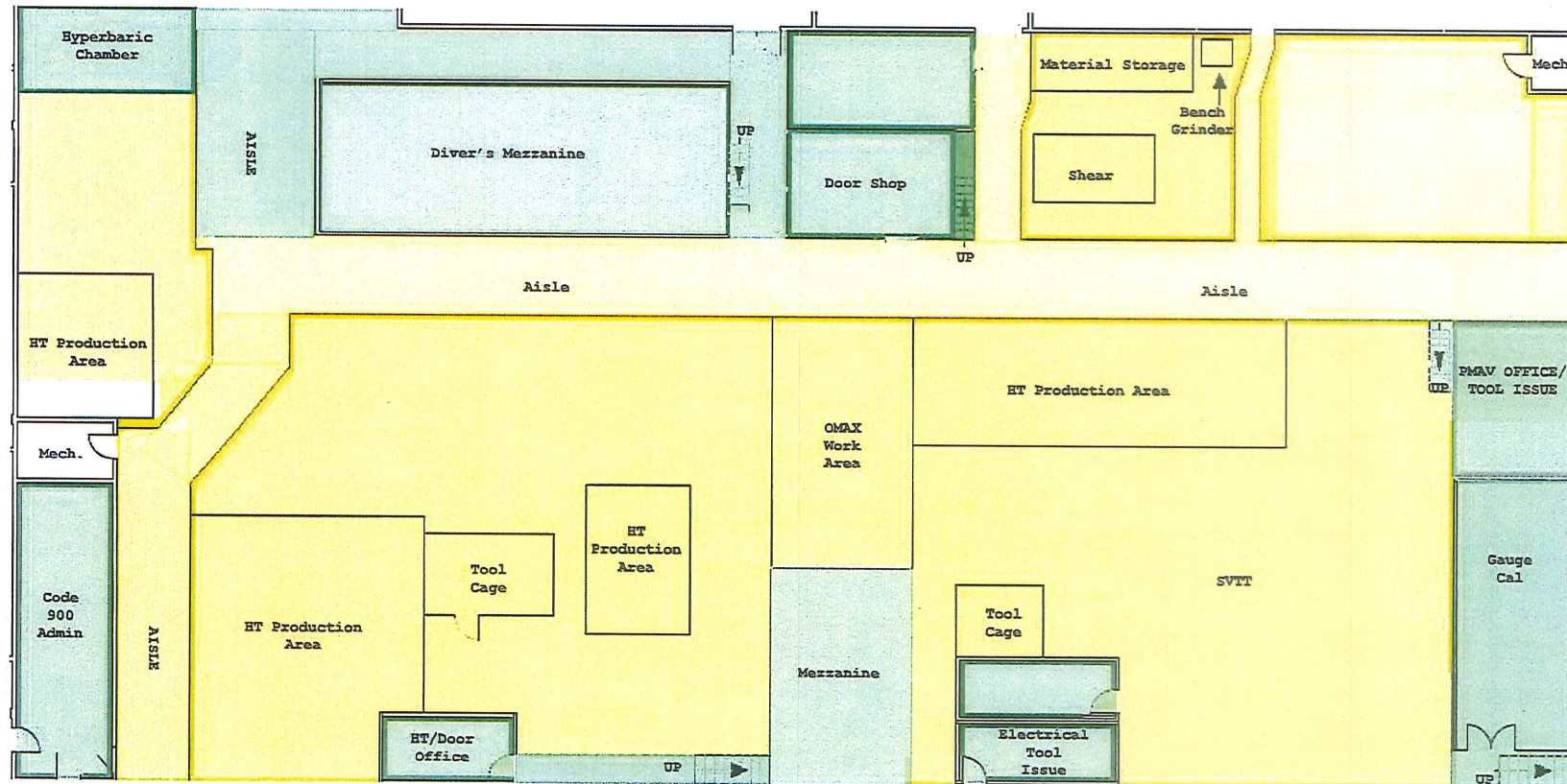
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SELF-CONTAINED BREATHING APPARATUS (SCBA), PAINT, 25MM, FLEX HOSE AND NON-DESTRUCTIVE TESTING (NDT) SHOP
PPEDIAGRAM



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WELD AND SURFACE VESSEL TORPEDO TUBE (SVTT) SHOP, GAUGE CAL/PMVA TOOL ISSUE
PERSONAL PROTECTIVE EQUIPMENT DIAGRAM



PPE Not Required
Eating and Drinking Permitted

MAIN STREET

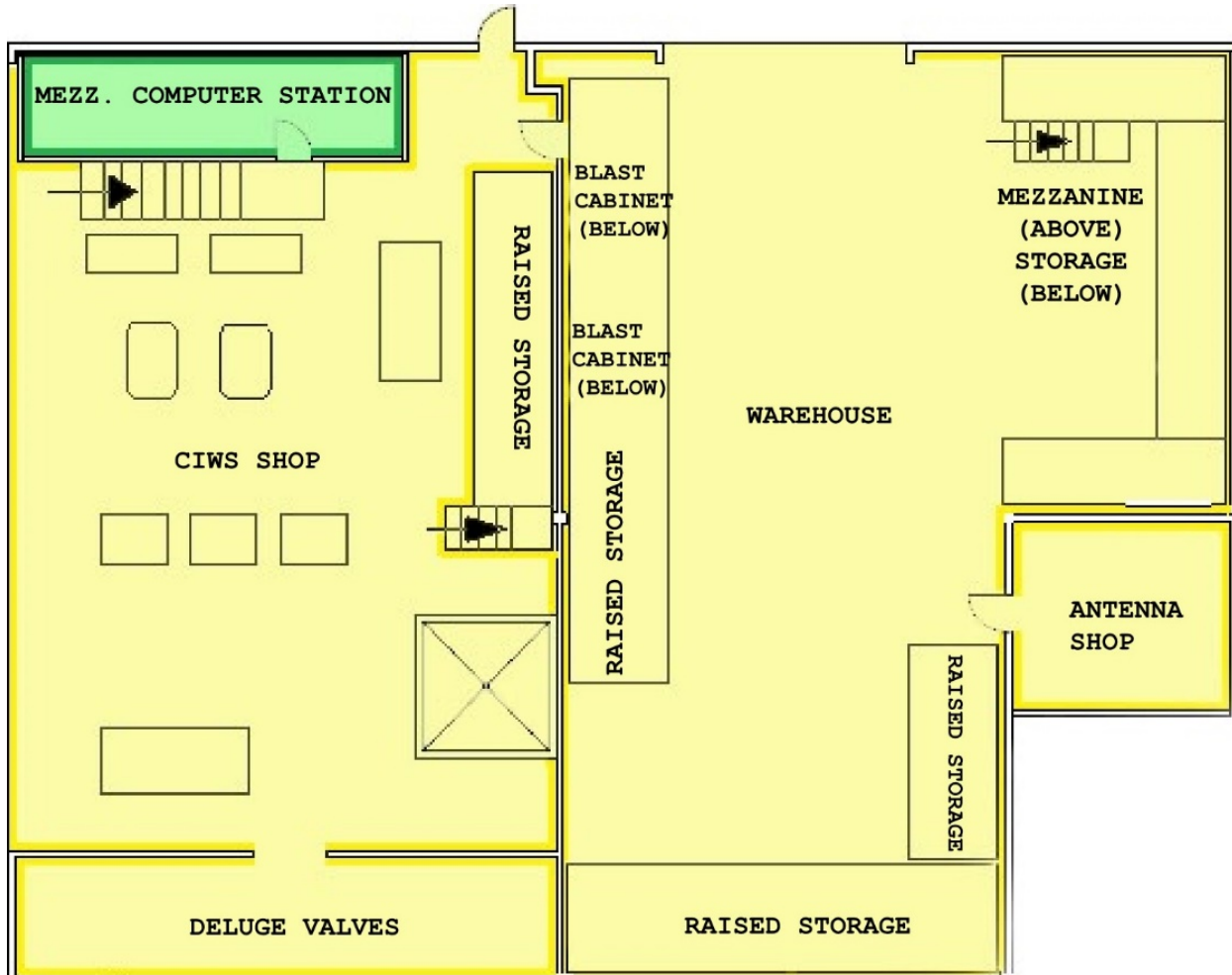
MINIMUM REQUIREMENTS:
-SAFETY SHOES
-SAFETY GLASSES

*PROCESS SPECIFIC PPE REQUIRED
IAW IN SURVEY AND JEA(S) *

EATING PROHIBITED

Enclosure (7)

CLOSE-IN WEAPONS SYSTEM (CIWS), DELUGE, AND ANTENNA SHOP PPE



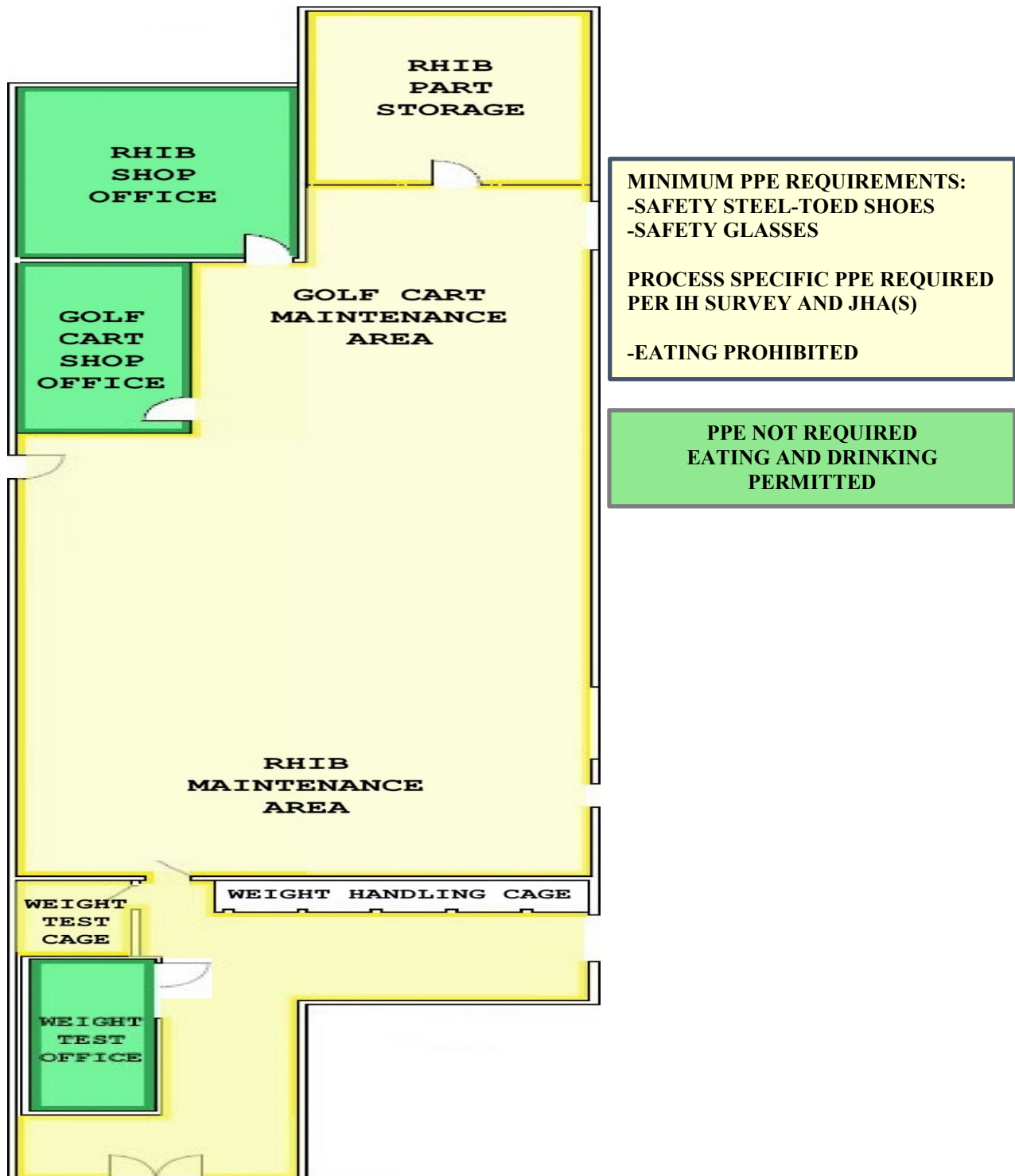
MINIMUM PPE REQUIREMENTS:
-SAFETY STEEL-TOED SHOES
-SAFETY GLASSES

**PROCESS SPECIFIC PPE
REQUIRED PER IH SURVEY AND
JHA(S)**

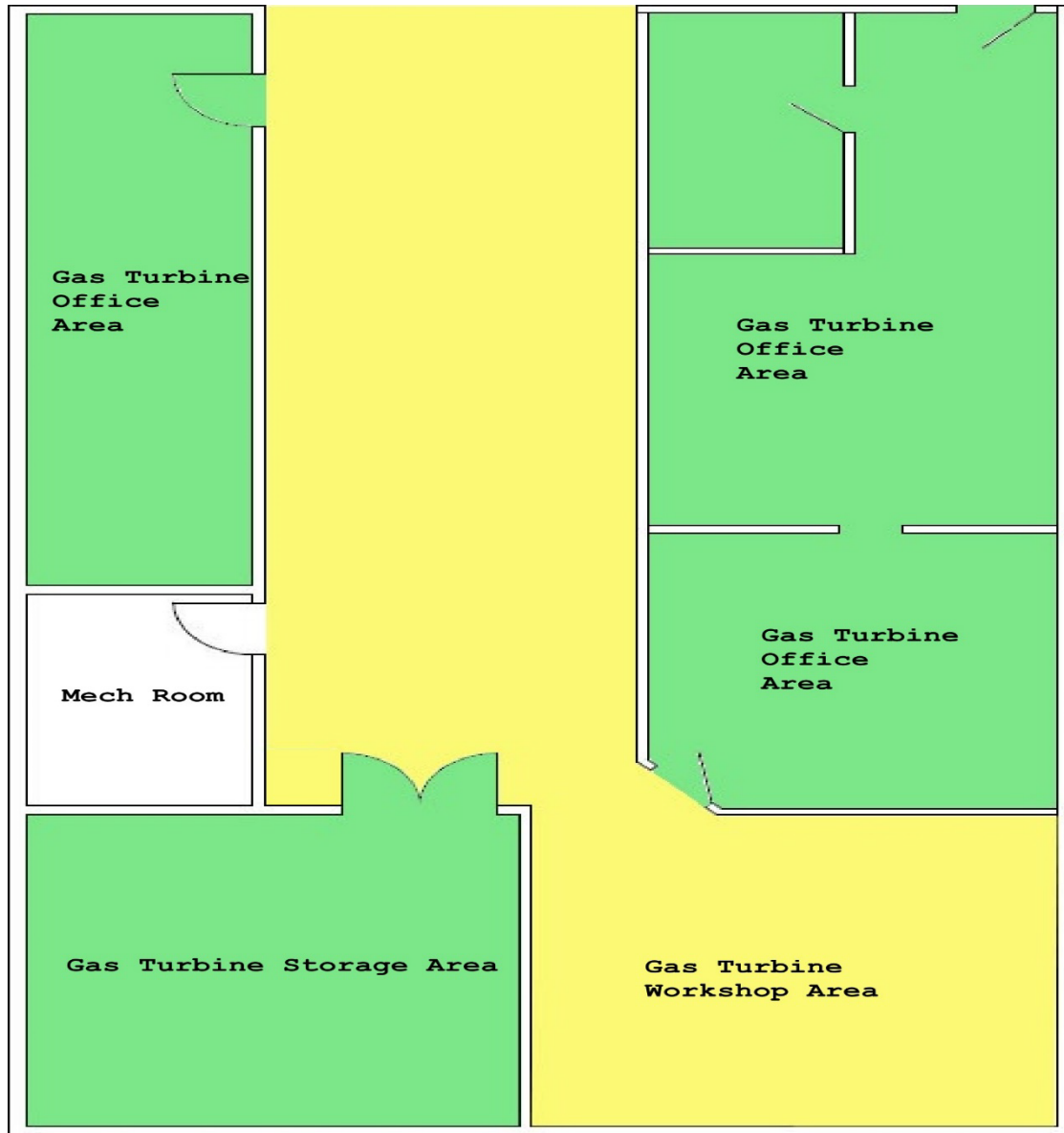
-EATING PROHIBITED

**PPE NOT REQUIRED
EATING AND DRINKING
PERMITTED**

RIGID-INFLATABLE BOAT (RIB), RIGGING AND GOLF CART SHOP PPE DIAGRAM



GAS TURBINE SHOP PPE DIAGRAM



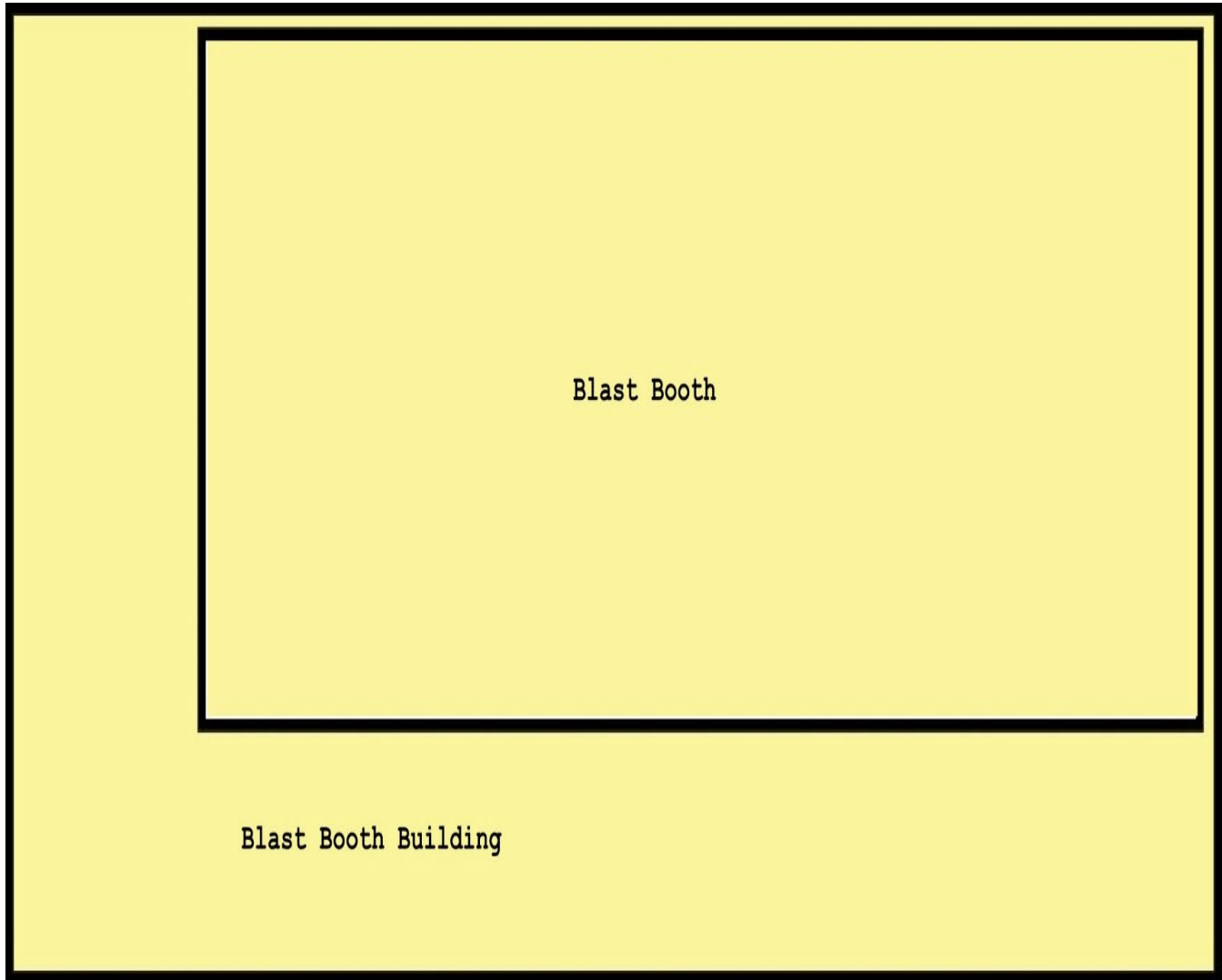
**PPE NOT REQUIRED
EATING AND DRINKING
PERMITTED**

**MINIMUM PPE REQUIREMENTS:
-SAFETY STEEL-TOED SHOES
-SAFETY GLASSES**

**PROCESS SPECIFIC PPE REQUIRED
PER IH SURVEY AND JHA(S)**

-EATING PROHIBITED

OUTSIDE BLAST BOOTH PPE DIAGRAM



MINIMUM PPE REQUIREMENTS:

- SAFETY TOED SHOES**
- SAFETY GLASSES**

**PROCESS SPECIFIC PPE REQUIRED PER IH
SURVEY AND JHA(S)**

- EATING PROHIBITED**

COMBAT SYSTEMS PRODUCT FAMILY TENTS PPE DIAGRAM

Combat Systems Tent

Combat Systems Tent

MINIMUM PPE REQUIREMENTS:

- SAFETY TOED SHOES**
- SAFETY GLASSES**

**PROCESS SPECIFIC PPE REQUIRED
PER IH SURVEY AND JHA(S)**

- EATING PROHIBITED**