



DEPARTMENT OF THE NAVY  
NAVAL HOSPITAL  
2080 CHILD STREET  
JACKSONVILLE, FLORIDA 32214-5000

IN REPLY REFER TO:  
6200.2

Ser 06IHZZ/ 0632

MAY 17 2016

From: Commanding Officer, Naval Hospital Jacksonville  
To: Commanding Officer, Headquarters and Support Company, Marine Corps Logistics  
Base, Albany, GA

Subj: PERIODIC INDUSTRIAL HYGIENE SURVEY OF THE HEADQUARTERS AND  
SUPPORT COMPANY, MARINE CORPS LOGISTICS BASE ALBANY

Ref: (a) OPNAVINST 5100.23G  
(b) NAVMC DIR 5100.8

Encl: (1) Executive Summary  
(2) Industrial Hygiene Survey Report (AL16007)

1. A periodic Industrial Hygiene Survey of the Headquarters and Support Company offices was conducted 6-7 April 2016 as required by reference (a). Enclosures (1) and (2) are provided for your information.

2. Point of contact is Ms. Tamara Walker, Industrial Hygiene Department, at 904-546-7114 or [tamara.r.walker2.civ@mail.mil](mailto:tamara.r.walker2.civ@mail.mil).

A handwritten signature in black ink, appearing to read "B. L. Sharpe".

B. L. SHARPE  
By direction

Copy to:  
MDMC Risk Management Office, MDMC Albany  
Occupational Health Division, NBHC Albany

## EXECUTIVE SUMMARY

A periodic industrial hygiene survey of the Headquarters and Support Company, Marine Corps Logistics Base (MCLB) Albany offices was conducted on 6 through 7 April 2016 by Alan Dooley, Industrial Hygienist, Naval Hospital, Jacksonville. The purpose of this survey was to identify health hazards present, assess actual health risk, and recommend controls where needed, as well as to assess your Occupational Health program status. No formal response to Industrial Hygiene is needed, although the MCLB Risk Management Office or the unit's Safety representative may specify recommendations made in this report as items for mandatory corrective action. Following is a summary of major findings and recommendations. Detailed findings, observations and recommendations are provided in enclosure (2) and its associated attachments.

**Item:** *Hazard Assessments.* Since the previous industrial hygiene (IH) survey dated 30 November 2011, there have been no major operational changes. This survey consisted of a walk-through evaluation of the work areas, sampling as required and employee interviews, as appropriate, to assist in the industrial hygiene assessment.

**Recommended Action:** Please review the program summaries in Attachment (1) and the individual work center hazard assessments in Attachment (2) for more details on all identified hazards. If there are any changes in work operation from what is described in this report, or if a focused health hazard evaluation of a specific work operation or new project is needed, as the industrial hygienist position at Naval Branch Health Clinic Albany is currently vacant please contact Ms. Tamara Walker, Industrial Hygiene Department, Naval Hospital Jacksonville at (904) 546-7114.

**Item:** *Respirator Protection Program (RPP).* The Mail Room and Operations and Training Division (firing range operations) had respirators/dust masks. These respirators were not properly documented and individuals were neither fit tested nor medically cleared, per the installation's Respirator Protection Program Manager (RPPM), Mr. Stacey Williams (Rick Management Office at [Stacey.williams@usmc.mil](mailto:Stacey.williams@usmc.mil)). Discussions with shop POCs, Mr. Williams, and a review of various references indicated additional discussion between the shops and Mr. Williams is necessary to determine the proper enrollment into the RPP.

**Recommended Action:** Conduct the following actions and/or actions with the RPPM:

- 1) Remove dust masks from the firing range pending an evaluation and usage approval;
- 2) Determine the appropriate disposition of the P95 respirators at the Mail Room;
- 3) If any shop is authorized to use respirators, ensure the appropriate operating instructions, training, and medical clearances are provided. Additionally, request that the Industrial Hygiene Department POC, Ms. Tamara Walker, be contacted so appropriate notifications to the Albany Health Clinic can be provided and documented.

**Reference:** OPNAVINST 5100.23G, Chapter 15, Para 1503; DoD 4525.8-M.; DoD Official Mail Manual, Dec 26 2001

**Item:** *Personal Protective Equipment (PPE).* 3M ear plugs stored in the small locker at the range appeared to have aged and become “hardened”, which typically indicates they will not properly expand and fit inside the ear. This condition can lead to hearing loss due to inadequate hearing protection.

**Recommended Action:** Conduct the following actions:

- 1) Discard current aged ear plugs;
- 2) Obtain new ear plugs for instructor and student use;
- 2) Store the new plugs in a temperature controlled environment, such as an office.

**Reference:** OPNAVINST 5100.23G, Chapter 18, Para 1807

**Item:** *Hazardous Material Control and Management (HMC & M).* The firing range’s Hazardous Material Inventory/Authorized Use Lists (HMI/AUL) requires updating, especially due to outdated Material Safety Data Sheets (MSDS) for items routinely used. All MSDSs should be updated to reflect the most current Safety Data Sheet (SDS). (NOTE: Per OSHA, MSDSs must be replaced with current SDSs by June 2016). Additionally, there appeared to be hazardous material (HAZMAT) items improperly stored or used for pistol range maintenance located in the storage room.

The shops should continue to participate in the HMC & M Program. This includes continuing to update the HMI/AUL as needed and maintaining the appropriate Safety Data Sheets so that the file can remain current.

**Recommended Action:** Replace SDSs with the most current SDS, from either the HMMS system or via the manufacturer’s website. Remove all unused HAZMATs from the storage area and modify the AUL to reflect only HAZMATs used.

**Reference:** OPNAVINST 5100.23G, Chapter 7, Para 0702g(10)(h); OPNAVINST 5100.23G, Chapter 7, Para 0702g(6); OPNAVINST 5100.23G, Chapter 7, Para 0702g(2); OPNAVINST 5100.23G, Chapter 6, Appendix 6-A; and 29 CFR 1910.1200(j)(2)(ii).

**Item:** *Ergonomics.* Office areas in each shop were typically equipped with cubicle or executive styled desks. In general, the desks had round edges and keyboards and mice were placed on the desktop. A few of the keyboards had gel pads or wrist rests in front of them to help maintain the wrists in the optimal neutral position and prevent a pressure point between the wrists and desk edge. An exception was the mail room where keyboards and monitors were not at eye level resulting in awkward posture during operation. A more detailed assessment is documented in each shop’s IHA.

**Recommended Actions:** In an office environment, ergonomic hazards are present due to the nature of the tasks performed, including frequent keyboarding. It is recommended that personnel try to maintain a “neutral position” when performing computer work. That is, arms relaxed and at a 90 degree angle with the wrist flat, sitting with both feet flat on the floor and the back against the lumbar support. An example has been included in Attachment (5) of this report. Computer monitors should be positioned in front of the worker at eye level so that the eye sight

hits approximately one inch into the screen. As new chairs are procured, they should be replaced with ergonomic chairs which have adjustable arm height, chair height and lumbar support. Personnel who spend the majority of their day at the computer should have stations and chairs better fitted to them to prevent chronic problems from occurring.

**Reference:** OPNAVINST 5100.23, Chapter 23.

**PERIODIC INDUSTRIAL HYGIENE SURVEY  
HEADQUARTERS AND SUPPORT COMPANY OFFICES  
MARINE CORPS LOGISTICS BASE ALBANY, GEORGIA  
REPORT NUMBER: AL16007**

Ref: (a) OPNAVINST 5100.23G, *Navy Safety and Occupational Health Program Manual*  
(b) NAVMC 5100.8, *Marine Corps Occupational Safety and Health (OSH) Program Manual*  
(c) Navy and Marine Corps Public Health Center (NMCPHC) Industrial Hygiene Field Operations Manual (IHFOM)

Att: (1) Program Evaluation Summary  
(2) Individual Hazard Assessment  
(3) Medical Surveillance Summary  
(4) Exposure Monitoring Plan  
(5) Neutral Posture for Computer Use/Computer Breaks  
(6) Customer Satisfaction Survey

**1. Introduction.** Per reference (a), a periodic industrial hygiene survey of the Headquarters and Support Company, Marine Corps Logistics Base Albany offices was conducted 6 and 7 April 2016 by Alan Dooley, Industrial Hygienist, Naval Hospital Jacksonville. This survey consisted of a walk-through evaluation of the work areas, a review of the operations and the hazards associated and employee interviews, as appropriate, to assist in the industrial hygiene assessment.

**2. Report Contents.** Reference (a) requires that each Navy workplace, or naval base supported DOD workplace, be thoroughly evaluated in order to accurately identify and quantify all potential health hazards. This report fulfills that requirement. An evaluation summary of Safety and Occupational Health (SOH) programs, control measures, and hazard evaluations is provided in attachment (1). The updated Individual Hazard Assessments for surveyed workcenters are provided in attachment (2). Medical surveillance recommendations are provided in attachment (3). The Exposure Monitoring Plan, provided in attachment (4), details the operations/processes on which more information is required in the form of periodic sampling. Attachment (5), the Neutral Posture for Computer Use/Computer Breaks, can be used for training personnel in utilizing their computer workstations ergonomically. Attachment (6) is a Customer Satisfaction Survey, so that you may critique the services provided.

**3. Design Reviews.** Per reference (a), industrial hygienists should participate in the review of plans and specifications for local projects, standard operating procedures, purchasing transactions, and contracts which involve, or could create, exposure to potential health hazards, such as toxic materials, radiation, noise, or other health hazards. Cognizant facilities management and/or occupational health and safety personnel should ensure that the supporting industrial hygienist is made aware of such plans and specifications and that they are made available for his/her review.

4. **Re-evaluation Schedule and Changes in the Workplace.** Please retain this report on file and post a copy in a common work area for personnel to review. IH surveys had historically been accomplished with an established survey frequency based on the nature of operations at the Activity/Command in accordance with reference (a). Survey periodicity is now scheduled at the command or shop level in accordance with reference (c).

Ratings and associated survey frequency are now listed on individual work center assessment(s) within this report and reflect as High (annual), Moderate (biennial), or Low (quadrennial) hazard category. Shop periodicity will be continually re-assessed during future IH surveys. The following table provides the shop hazard category and re-evaluation schedule for the SDR work centers.

Work Center	Hazard Category <sup>(1)</sup>	Next Survey Due (Mon/Yr)
Headquarters and Support Company	3 (Low)	APR 2020
Staff Judge Advocate	3 (Low)	APR 2020
Operations and Training Division – Military Training Branch	2 (Medium)	APR 2018
Adjutant – Administration	3 (Low)	APR 2020
Adjutant – Installation Personnel Admin Center	3 (Low)	APR 2020
Adjutant – Mail Service	2 (Medium)	APR 2018

(1) Hazard categories are based on a consideration of health risk of identified chemical stressors and potential of these stressors to exceed Navy occupational exposure limits, ACGIH Threshold Limit Values, or OSHA substance-specific standards. Hazard category determination protocol is spelled out in reference (b), Chapter 2. Industrial Hygiene has discretion to conduct surveys more often than the minimum frequencies listed above.

Any significant changes in the type of operations currently performed, current workplace setting, new equipment acquired, or change in the kinds or amounts of chemical used, as identified in the survey, will result in a need for an immediate re-evaluation of the affected area. Industrial Hygiene Department, Naval Hospital Jacksonville should be notified in the event of any significant operational changes as described above so that a prompt re-evaluation can be completed.

**PERIODIC INDUSTRIAL HYGIENE SURVEY  
PROGRAM EVALUATION SUMMARY  
HEADQUARTERS AND SUPPORT COMPANY OFFICES  
MARINE CORPS LOGISTICS BASE ALBANY, GA  
REPORT: AL16007  
APRIL 2016**

New or Significantly Modified Work Center Operations/Processes?

Comments:

- Numerous shops and processes were identified, assessed, and added as compared to the last survey conducted November 2011.
- All operations identified for each of the shops are provided in the Individual Hazard Assessments (attachment (2)).

**Safety and Occupational Health (SOH) Program Findings and Recommendations**

Ref: OPNAVINST 5100.23G

1. Medical Surveillance Program Status.

- No Medical Surveillance is Recommended.  
 Medical Surveillance is Recommended.

Comments:

- The Medical Surveillance Program Summary, attachment (3) summarizes medical surveillance requirements.

2. Hazardous Material Control and Management (HMC&M) Program (Chapter 7):

- |                               |                                       |                                       |                              |          |                                       |                                       |                      |
|-------------------------------|---------------------------------------|---------------------------------------|------------------------------|----------|---------------------------------------|---------------------------------------|----------------------|
| AUL                           | <input checked="" type="checkbox"/> Y | <input type="checkbox"/> N            | <input type="checkbox"/> N/A | Accurate | <input checked="" type="checkbox"/> Y | <input type="checkbox"/> N            | (where spot checked) |
| SDS Files                     | <input checked="" type="checkbox"/> Y | <input type="checkbox"/> N            | <input type="checkbox"/> N/A | Accurate | <input type="checkbox"/> Y            | <input checked="" type="checkbox"/> N | (where spot checked) |
| HAZMAT Training Required?     | <input checked="" type="checkbox"/> Y | <input type="checkbox"/> N            |                              |          |                                       |                                       |                      |
| Other (lead, asbestos, etc.): | <input type="checkbox"/> Y            | <input checked="" type="checkbox"/> N |                              |          |                                       |                                       |                      |

Comments:

- The firing range's Hazardous Material Inventory/Authorized Use Lists (HMI/AUL) requires updating, especially due to outdated Material Safety Data Sheets (MSDS) for items routinely used. All MSDSs should be updated to reflect the most current Safety Data Sheet (SDS). (NOTE: Per OSHA, MSDSs must be replaced with current SDSs by June 2016).
- There were hazardous material (HAZMAT) items improperly stored or used for pistol range maintenance located in the storage room. Remove all unused HAZMATs from the storage area and modify the AUL to reflect only HAZMATs used.
- Ensure HAZCOM training is conducted on an annual basis for all work centers. Training should include training on specific hazards and OSHA's new Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

3. Respiratory Protection Program (Chapter 15):

- |   |                            |                                       |  |
|---|----------------------------|---------------------------------------|--|
| Are respirators used to control workplace exposures?    | <input type="checkbox"/> Y | <input checked="" type="checkbox"/> N | <input type="checkbox"/> Voluntary Use                         |
| Are they effective?                                     | <input type="checkbox"/> Y | <input type="checkbox"/> N            | <input checked="" type="checkbox"/> N/A                        |
| Is the Respiratory Protection Program satisfactory?     | <input type="checkbox"/> Y | <input checked="" type="checkbox"/> N | <input type="checkbox"/> Marginal <input type="checkbox"/> N/A |
| ESAMS agrees with medical surveillance recommendations? | <input type="checkbox"/> Y | <input type="checkbox"/> N            | <input checked="" type="checkbox"/> N/A                        |

Comments:

- The Mail Room and Operations & Training Division (firing range operations) had unapproved respirators on site. These uses were not properly documented and individuals were neither fit tested nor medically cleared, per the installations Respirator Protection Program Manager (RPPM), Mr. Stacey Williams (Risk Management Office at [Stacey.williams@usmc.mil](mailto:Stacey.williams@usmc.mil)). Discussions with shop POCs, Mr. Williams, and a review of various references indicated additional discussions between the shops and Mr. Williams is necessary to determine the proper enrollment into the RPP.
- Conduct the following actions and/or actions with the RPPM:
  - 1) Remove dust masks from the firing range pending an evaluation and usage approval;
  - 2) Determine the appropriate disposition of the P95 respirator at the Mail Room;
  - 3) If any shop is authorized to use respirators, ensure the appropriate operating instructions, training, and medical clearances are provided. Additionally, request that the Industrial Hygiene Department POC, Ms. Tamara Walker, be contacted so appropriate notifications to the Albany Health Clinic can be provided and documented.

4. Noise and Hearing Conservation Program (HCP) (Chapter 18):

- Are personnel recommended for the HCP?  Y  N
- Are personnel receiving audiograms?  Y  N  Not All  N/A
- Is hearing protection readily available?  Y  N  N/A
- Is hearing protection used?  Y  N  N/A  Not observed
- Are hearing protection devices adequate?  Y  N  N/A
- ESAMS agrees with medical surveillance recommendations?  Y  N  N/A

Comments:

- 3M ear plugs stored in the small locker at the range appeared to have aged and become "hardened", which typically indicates they will not properly expand and fit inside the ear. This condition can lead to hearing loss due to inadequate hearing protection. Conduct the following actions related to the 3M plugs:
  - 1) Discard aged ear plugs;
  - 2) Obtain new ear plugs for instructor and student use;
  - 2) Store the new plugs in a temperature control environmental, e.g. an office.
- Sound level measurements are planned to update hazardous noise producing equipment in the indoor simulation marksmanship area, along with noise dosimetry on the range instructors as identified in attachment (4).
- All military personnel are on noise (503) medical surveillance by Marine Corps policy.

5. Personal Protective Equipment (PPE) (Chapter 20).

- Is PPE required for the job?  Y  N
- Is PPE provided?  Y  N  Not All  N/A

Comments:

- None.

6. Lead Control Program (Chapter 21).

- Is lead used in the workplace?  Y  N
- Is exposure to lead in excess of the action level (AL)?  Y  N  N/A

Comments:

- Risk to lead exposure during the firing at the outdoor range is considered minimal. Following cleanup, washing of hands reduces the spread of any residue lead dust.

7. Ergonomics (Chapter 23):

Ergonomic risk factors were identified pertaining to:

- Shop work
- Office/Computer work
- Available equipment/furniture incorporates good ergonomic design?  Y  N  N/A
- Ergonomic training recommended?  Y  N

Comments:

- Office areas in each shop were typically equipped with cubicle or executive styled desks. In general, the desks had round edges and keyboards and mice were placed on the desktop. A few of the keyboards had gel pads or wrist rests in front of them to help maintain the wrists in the optimal neutral position and prevent a pressure point between the wrists and desk edge. An exception was the mail room where keyboards and monitors were not at eye level resulting in awkward posture during operation. A more detailed assessment is documented in each shop's IHA.
- Attachment (5) illustrates the optimum computer station setup and placement of the screen, hands, wrists, etc.

8. Management of Reproductive hazards (Chapter 29):

Reproductive Hazards Present?  Y  N

Comments: Reproductive hazards listed in OPNAVINST 6000.1C or NMCPHC-TM-OEM 6260.01C have been identified in this workcenter. It is recommended that, wherever possible, the workcenter reduce, minimize, and/or eliminate the reproductive hazards and personnel exposure. Reproductive hazards are specifically identified for all operations addressed in attachment (2) and is summarized below:

- All military personnel are exposed to noise and lead in the workplace due fire arms qualification.
- Personnel in the mail room have the potential to lift heavy objects. Heavy lifting is a recognized developmental reproductive hazard.
- Mail room personnel use an X-Ray machine and ionizing radiation is a recognized reproductive hazard. It is fully enclosed.
- Personnel that augment to security from the Adjutant-Installation Personnel Admin Shop can be exposed to heat stress which is a recognized reproductive hazard.

9. Management of Carcinogenic hazards:

Cancer Causing Hazards Present?  Y  N

Comments:

- Personnel in the mail room use an X-Ray machine. Ionizing radiation is a recognized carcinogen hazard.

10. Other Applicable Programs:

- Asbestos Control (Chapter 17)
- Non-ionizing radiation (Chapter 22)
- Ventilation
- PCBs (Chapter 25)
- Bloodborne Pathogens (Chapter 28)
- Other

Comments: None

11. Exposure Monitoring Plan (EMP):

- Exposure Monitoring needs were identified.
- No Exposure Monitoring needs were identified.

Comments:

- Attachment (4) provides the current Exposure Monitoring Plan.

Additional Comments: None.

**TABLE OF CONTENTS**  
**INDUSTRIAL HYGIENE SURVEY**  
**WORKCENTER SPECIFIC EVALUATIONS FOR**  
**HEADQUARTERS AND SUPPORT COMPANY**  
**MARINE CORPS LOGISTICS BASE ALBANY, GA**

<b>DEPARTMENTS/WORKCENTERS</b>	<b>Page</b>
Headquarters and Support Company	2
Staff Judge Advocate	4
Operations and Training Division -- Military Training Branch	6
Adjutant -- Administration	8
Adjutant -- Installation Personnel Admin Center	10
Adjutant -- Mail Room	12

INDIVIDUAL HAZARD ASSESSMENT		DATE: 6 April 2016		
RECORDED BY: Alan Dooley COMMAND: MCLB Albany Headquarters and Support Company BLDG: 3500, Rooms 50 & 59 SHOP: Headquarters and Support Company Admin SHOP HAZARD PRIORITY RATING: 3		POC: Capt Gil Cardona PHONE: 229-639-9553 TOTAL PERSONNEL: 6 (Civ: 1) MALE: 5 FEMALE: 1		
SHOP OPERATIONS: Perform leadership and administrative functions for the Marine Corps Logistics Headquarter Battalion Headquarters and Support Company. Included in this IHA is the Base Career Planner who provides advice to military members.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Weapons Qualification: Noise*  Military personnel qualify on various weapons, e.g. 9mm and M-4, based on grade.	5	2x/year 6-8 hours	Single hearing protection is required for noise levels at or above 85 dBA. Double hearing protection is required for noise levels at or above 96 dBA.  <b>Double protection is required during weapons firing on range.</b>	<b>UNACCEPTABLE:</b> All active duty Marine Corps personnel are included by Marine Corps policy (MCO 6260.3 of 18 Mar 15) in the Hearing Conservation Program and its associated medical surveillance. Weapons qualification is known based on historical sampling to produce overexposures to noise.  <b>Medical surveillance for Noise (503) is required.</b>  <i>*Noise is a recognized developmental reproductive hazard.</i>
Weapons Firing: Lead* dust  Potential inhalation of airborne hazard during weapons firing and/or cleaning.  Note: Air sample results were accessed and evaluated from other facilities that perform similar outdoor shooting.	5	2x/year 6-8 hours	PPE: Safety glasses.  ADM: Wash hands.	<b>ACCEPTABLE.</b> Based on sampling of similar exposure groups at indoor/outdoor facilities at other installations and the natural dilution that occurs at the outdoor facility.  <i>*Lead is a recognized developmental reproductive hazard.</i>
Administrative type duties, computer use including keyboarding and using mouse: Work-related musculoskeletal disorders (WMSD)  Personnel work at desks where the keyboard and mouse are placed on top of the desks.	All	Daily 6-8 hours	ADM: Stretch breaks to avoid long periods in the same posture.	<b>WMSD RISK FACTORS:</b> No other ergonomic-related injuries/problems directly related to work were reported during the survey walkthrough.  Personnel should ensure that workstations are set up correctly (example included in attachment (5)) to help prevent WMSD issues from occurring.  Any ergonomic-related injury should be reported to the command safety officer.

<b>INDIVIDUAL HAZARD ASSESSMENT</b>			DATE: 6 April 2016	
RECORDED BY: Alan Dooley COMMAND: MCLB Albany Headquarters and Support Company BLDG: 3500, Rooms 50 & 59 SHOP: Headquarters and Support Company Admin SHOP HAZARD PRIORITY RATING: 3			POC: Capt Gil Cardona PHONE: 229-639-9553 TOTAL PERSONNEL: 6 (Civ: 1) MALE: 5 FEMALE: 1	
SHOP OPERATIONS: Perform leadership and administrative functions for the Marine Corps Logistics Headquarter-Battalion Headquarters and Support Company. Included in this IHA is the Base Career Planner who provides advice to military members.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
1. USE THE FOLLOWING CONTROL CODES: ADM – Administrative Controls      PPE – Personal Protective Equipment      ISO – Isolation DV – Dilution Ventilation      ENG – Engineering Controls      LV – Local Ventilation				
2. EXPOSURE ASSESSMENT refers to "Potential" exposure and does not take PPE such as respiratory protection or hearing protection into account. Use the following exposure codes: ACCEPTABLE – One where the IH will not expect the similar exposure group (SEG), on average, to be above the selected occupational exposure limit (OEL). UNCERTAIN – Additional data needs to be collected to clarify the exposure assessment. The IH should make an interim exposure assessment based on observation of the process and/or professional judgment. UNACCEPTABLE – One where the IH will expect the SEG, on average, to be exposed above the selected OEL. WMSD RISK FACTORS – Work-related musculoskeletal disorder (WMSD) risks include but are not limited to force, repetition, awkward or static postures, vibration and contact stress. SKIN – The material poses a skin absorption hazard. REPRO HAZARD – The material is a Navy-recognized reproductive hazard. CARCINOGEN – The material contains greater than 0.1% of an OSHA, ACGIH, IARC, OR NTP-recognized carcinogen.				

INDIVIDUAL HAZARD ASSESSMENT			DATE: 6 April 2016	
RECORDED BY: Alan Dooley COMMAND: MCLB Albany Headquarters and Support Company BLDG: 3500 SHOP: Staff Judge Advocate SHOP HAZARD PRIORITY RATING: 3			POC: Capt Gil Cardona PHONE: 229-639-9553 TOTAL PERSONNEL: 4 (Civ: 0) MALE: 3 FEMALE: 1	
SHOP OPERATIONS: Personnel perform administrative operations including legal assistance and notary services.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Weapons Firing: Noise*  Military personnel qualify on various weapons based on grade. Pistol qualification for E-6s and above is conducted at the Albany firing range. Initial qualification includes the use of the indoor simulation marksmanship training (ISMT) facility at Bldg. 11211.  (Note: E-5s and below conduct rifle qualification at the Parris Island facility.)	All	1x/year 2-3 days 6-8 hours	PPE: Single hearing protection is required for noise levels at or above 85 dBA. Double hearing protection is required for noise levels at or above 96 dBA.  Double protection is required during weapons firing on range.	<b>UNACCEPTABLE:</b> All active duty Marine Corps personnel are included by Marine Corps policy (MCO 6260.3 of 18 Mar 15) in the Hearing Conservation Program and its associated medical surveillance. Weapons qualification is known based on historical sampling to produce overexposures to noise.  <b>Medical surveillance for Noise (503) is required.</b>  <i>*Noise is a recognized developmental reproductive hazard.</i>
Weapons Firing: Lead* dust  Potential inhalation of airborne hazard during weapons firing and/or cleaning.  Note: Air sample results were accessed and evaluated from other facilities that perform similar outdoor shooting.	All	1x/year 2-3 days 6-8 hours	PPE: Safety glasses.  ADM: Wash hands.	<b>ACCEPTABLE.</b> Based on sampling of similar exposure groups at indoor/outdoor facilities at other installations and the natural dilution that occurs at the outdoor facility.  <i>*Lead is a recognized developmental reproductive hazard.</i>
Administrative type duties, computer use including keyboarding and using mouse: Work-related musculoskeletal disorders (WMSD)  Personnel worked at desk where the keyboard and mouse are placed on top of the desks. Keyboards were equipped with wrist rest or a gel pad in front of the keyboard.	All	Daily 2-4 hours	ADM: Stretch breaks to avoid long periods in the same posture.	<b>WMSD RISK FACTORS:</b> No ergonomic-related injuries/problems directly related to work were reported during the survey walkthrough.  As chairs are replaced, consideration should be given to purchasing ergonomic chairs with adjustable lumbar support and arm rest height. ErgoGenesis, BodyBilt chairs are an approved GSA source.  Personnel should ensure that workstations are set up correctly (example included in attachment (5)) to help prevent WMSD issues from occurring.  Any ergonomic-related injury should be reported to the command safety officer.

<b>INDIVIDUAL HAZARD ASSESSMENT</b>			DATE: 6 April 2016	
RECORDED BY: Alan Dooley COMMAND: MCLB Albany Headquarters and Support Company BLDG: 3500 SHOP: Staff Judge Advocate SHOP HAZARD PRIORITY RATING: 3			POC: Capt Gil Cardona PHONE: 229-639-9553 TOTAL PERSONNEL: 4 (Civ: 0) MALE: 3 FEMALE: 1	
SHOP OPERATIONS: Personnel perform administrative operations including legal assistance and notary services.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
1. USE THE FOLLOWING CONTROL CODES: ADM – Administrative Controls      PPE – Personal Protective Equipment      ISO – Isolation DV – Dilution Ventilation      ENG – Engineering Controls      LV – Local Ventilation				
2. EXPOSURE ASSESSMENT refers to "Potential" exposure and does not take PPE such as respiratory protection or hearing protection into account. Use the following exposure codes: ACCEPTABLE – One where the IH will not expect the similar exposure group (SEG), on average, to be above the selected occupational exposure limit (OEL). UNCERTAIN – Additional data needs to be collected to clarify the exposure assessment. The IH should make an interim exposure assessment based on observation of the process and/or professional judgment. UNACCEPTABLE – One where the IH will expect the SEG, on average, to be exposed above the selected OEL. WMSD RISK FACTORS – Work-related musculoskeletal disorder (WMSD) risks include but are not limited to force, repetition, awkward or static postures, vibration and contact stress. SKIN – The material poses a skin absorption hazard. REPRO HAZARD – The material is a Navy-recognized reproductive hazard. CARCINOGEN – The material contains greater than 0.1% of an OSHA, ACGIH, IARC, OR NTP-recognized carcinogen.				

INDIVIDUAL HAZARD ASSESSMENT			DATE: 6 April 2016	
RECORDED BY: Alan Dooley COMMAND: MCLB Albany Headquarters and Support Company BLDG: 3500 SHOP: Operations and Training Division -- Military Training Branch SHOP HAZARD PRIORITY RATING: 2			POC: MSgt Roberto Nolasco PHONE: 229-639-7489 TOTAL PERSONNEL: 6 (Civ: 0) MALE: 6 FEMALE: 0	
SHOP OPERATIONS: Personnel provide training and oversight for physical fitness (PFTs), combat fitness tests (CFTs), and firearm instructors. They ensure obstacle course and outdoor pistol range is maintained.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Weapons Instruction: Noise*  Provide instructors during pistol qualification. Pistol qualification for E-6s and above is conducted at the Albany firing range. Initial qualification includes the use of the indoor simulation marksmanship training (ISMT) facility at Bldg. 11211. ISMT is generally used during the 1 <sup>st</sup> day of instruction.  (Note: E-5s and below conduct rifle qualification at the Parris Island facility.)	All	1 week/month 4-6 hours/day	PPE: Single hearing protection is required for noise levels at or above 85 dBA. Double hearing protection is required for noise levels at or above 96 dBA.  Double protection is required during weapons firing on range.	UNACCEPTABLE: All active duty Marine Corps personnel are included by Marine Corps policy (MCO 6260.3 of 18 Mar 15) in the Hearing Conservation Program and its associated medical surveillance. Weapons instruction/qualification is known based on historical sampling to produce overexposures to noise.  Medical surveillance for Noise (503) is required.  <i>*Noise is a recognized developmental reproductive hazard.</i>  Hearing protection plugs stored in the small locker at the range appeared old and had hardened due to age and temperature exposure. Store PPE in area where temperature extremes are not expected, e.g. office area.
Weapons Firing: Lead* dust  Potential inhalation of airborne hazard during weapons firing and/or cleaning.  Note: Air sample results were accessed and evaluated from other facilities that perform similar outdoor shooting.	All	1 week/month 15-30 min/day	PPE: Safety glasses.  ADM: Wash hands.	ACCEPTABLE. Based on sampling of similar exposure groups at indoor/outdoor facilities at other installations and the natural dilution that occurs at the outdoor facility.  <i>*Lead is a recognized developmental reproductive hazard.</i>
Range Maintenance: calcium carbonate, titanium dioxide  Paint minor markings via brush or roller to maintain the facility and spread calcium carbonate on range tires for ease of movement.	All	1-2x/year 1-4 hours	PPE: Gloves and safety glasses.	ACCEPTABLE. Based on method of application, amounts, and frequency.

INDIVIDUAL HAZARD ASSESSMENT			DATE: 6 April 2016	
RECORDED BY: Alan Dooley COMMAND: MCLB Albany Headquarters and Support Company BLDG: 3500 SHOP: Operations and Training Division – Military Training Branch SHOP HAZARD PRIORITY RATING: 2			POC: MSgt Roberto Nolasco PHONE: 229-639-7489 TOTAL PERSONNEL: 6 (Civ: 0) MALE: 6 FEMALE: 0	
SHOP OPERATIONS: Personnel provide training and oversight for physical fitness (PFTs), combat fitness tests (CFTs), and firearm instructors. They ensure obstacle course and outdoor pistol range is maintained.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Administrative type duties, computer use including keyboarding and using mouse: Work-related musculoskeletal disorders (WMSD)  Personnel worked at desk where the keyboard and mouse are placed on top of the desks. Keyboards were equipped with wrist rest or a gel pad in front of the keyboard.	All	Daily 2-4 hours	ADM: Stretch breaks to avoid long periods in the same posture.	WMSD RISK FACTORS: No ergonomic-related injuries/problems directly related to work were reported during the survey walkthrough.  As chairs are replaced, consideration should be given to purchasing ergonomic chairs with adjustable lumbar support and arm rest height. ErgoGenesis, BodyBilt chairs are an approved GSA source.  Personnel should ensure that workstations are set up correctly (example included in attachment (5)) to help prevent WMSD issues from occurring.  Any ergonomic-related injury should be reported to the command safety officer.
1. USE THE FOLLOWING CONTROL CODES: ADM – Administrative Controls                      PPE – Personal Protective Equipment                      ISO – Isolation DV – Dilution Ventilation                              ENG – Engineering Controls    LV – Local Ventilation				
2. EXPOSURE ASSESSMENT refers to "Potential" exposure and does not take PPE such as respiratory protection or hearing protection into account. Use the following exposure codes: ACCEPTABLE – One where the IH will not expect the similar exposure group (SEG), on average, to be above the selected occupational exposure limit (OEL). UNCERTAIN – Additional data needs to be collected to clarify the exposure assessment. The IH should make an interim exposure assessment based on observation of the process and/or professional judgment. UNACCEPTABLE – One where the IH will expect the SEG, on average, to be exposed above the selected OEL. WMSD RISK FACTORS – Work-related musculoskeletal disorder (WMSD) risks include but are not limited to force, repetition, awkward or static postures, vibration and contact stress. SKIN – The material poses a skin absorption hazard. REPRO HAZARD – The material is a Navy-recognized reproductive hazard. CARCINOGEN – The material contains greater than 0.1% of an OSHA, ACGIH, IARC, OR NTP-recognized carcinogen.				

INDIVIDUAL HAZARD ASSESSMENT			DATE: 6 April 2016	
RECORDED BY: Alan Dooley COMMAND: MCLB Albany Headquarters and Support Company BLDG: 3600, Rooms 122 & 123 SHOP: Adjutant - Administration SHOP HAZARD PRIORITY RATING: 3			POC: Capt Sean Fitzgibbons PHONE: 229-639-5218 TOTAL PERSONNEL: 5 (Civ: 0) MALE: 4 FEMALE: 1	
SHOP OPERATIONS: Provides leadership and administrative functions to military personnel.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Weapons Qualification: Noise*  Military personnel qualify on various weapons, e.g. 9mm and M-4, based on grade. Pistol qualification for E-6s and above is conducted at the Albany firing range. Initial qualification includes the use of the indoor simulation marksmanship training (ISMT) facility at Bldg. 11211. ISMT is generally used during the 1st day of instruction.  (Note: E-5s and below conduct rifle qualification at the Parris Island facility.)	5	1 week/year 4-6 hours/day	Single hearing protection is required for noise levels at or above 85 dBA. Double hearing protection is required for noise levels at or above 96 dBA.  <b>Double protection is required during weapons firing on range.</b>	<b>UNACCEPTABLE:</b> All active duty Marine Corps personnel are included by Marine Corps policy (MCO 6260.3 of 18 Mar 15) in the Hearing Conservation Program and its associated medical surveillance. Weapons qualification is known based on historical sampling to produce overexposures to noise.  <b>Medical surveillance for Noise (503) is required.</b>  <i>*Noise is a recognized developmental reproductive hazard.</i>
Weapons Firing: Lead* dust  Potential inhalation of airborne hazard during weapons firing and/or cleaning.  Note: Air sample results were accessed and evaluated from other facilities that perform similar outdoor shooting.	5	1 week/year 30 minutes/day	PPE: Safety glasses.  ADM: Wash hands.	<b>ACCEPTABLE.</b> Based on sampling of similar exposure groups at indoor/outdoor facilities at other installations and the natural dilution that occurs at the outdoor facility.  <i>*Lead is a recognized developmental reproductive hazard.</i>
Administrative type duties, computer use including keyboarding and using mouse: Work-related musculoskeletal disorders (WMSD)  Personnel work at desks where the keyboard and mouse are placed on top of the desks.	All	Daily 6-8 hours	ADM: Stretch breaks to avoid long periods in the same posture.	<b>WMSD RISK FACTORS:</b> No other ergonomic-related injuries/problems directly related to work were reported during the survey walkthrough.  Personnel should ensure that workstations are set up correctly (example included in attachment (5)) to help prevent WMSD issues from occurring.  Any ergonomic-related injury should be reported to the command safety officer.

<b>INDIVIDUAL HAZARD ASSESSMENT</b>			DATE: 6 April 2016	
RECORDED BY: Alan Dooley COMMAND: MCLB Albany Headquarters and Support Company BLDG: 3600, Rooms 122 & 123 SHOP: Adjutant - Administration SHOP HAZARD PRIORITY RATING: 3			POC: Capt Sean Fitzgibbons PHONE: 229-639-5218 TOTAL PERSONNEL: 5 (Civ: 0) MALE: 4 FEMALE: 1	
SHOP OPERATIONS: Provides leadership and administrative functions to military personnel.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
1. USE THE FOLLOWING CONTROL CODES: ADM – Administrative Controls                      PPE – Personal Protective Equipment                      ISO – Isolation DV – Dilution Ventilation                              ENG – Engineering Controls    LV – Local Ventilation				
2. EXPOSURE ASSESSMENT refers to "Potential" exposure and does not take PPE such as respiratory protection or hearing protection into account. Use the following exposure codes: ACCEPTABLE – One where the IH will not expect the similar exposure group (SEG), on average, to be above the selected occupational exposure limit (OEL). UNCERTAIN – Additional data needs to be collected to clarify the exposure assessment. The IH should make an interim exposure assessment based on observation of the process and/or professional judgment. UNACCEPTABLE – One where the IH will expect the SEG, on average, to be exposed above the selected OEL. WMSD RISK FACTORS – Work-related musculoskeletal disorder (WMSD) risks include but are not limited to force, repetition, awkward or static postures, vibration and contact stress. SKIN – The material poses a skin absorption hazard. REPRO HAZARD – The material is a Navy-recognized reproductive hazard. CARCINOGEN – The material contains greater than 0.1% of an OSHA, ACGIH, IARC, OR NTP-recognized carcinogen.				

INDIVIDUAL HAZARD ASSESSMENT			DATE: 6 April 2016	
RECORDED BY: Alan Dooley COMMAND: MCLB Albany Headquarters and Support Company BLDG: 3600, Rooms 122 & 123 SHOP: Adjutant – Installation Personnel Admin Center SHOP HAZARD PRIORITY RATING: 3			POC: Mr. Derrick Thomas PHONE: 229-639-6995 TOTAL PERSONNEL: 6 (Civ: 1) MALE: 5 FEMALE: 1	
SHOP OPERATIONS: Provides leadership and administrative functions for military personnel, which includes issuing of order, maintaining records, separation actions, and TAD. Personnel perform Security Augmentation Force duties as required.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Weapons Qualification: Noise*  Military personnel qualify on various weapons, e.g. 9mm and M-4, based on grade. Pistol qualification for E-6s and above is conducted at the Albany firing range. Initial qualification includes the use of the indoor simulation marksmanship training (ISMT) facility at Bldg. 11211. ISMT is generally used during the 1st day of instruction.  (Note: E-5s and below conduct rifle qualification at the Parris Island facility.)	5	1 week/year 4-6 hours/day	Single hearing protection is required for noise levels at or above 85 dBA. Double hearing protection is required for noise levels at or above 96 dBA.  <b>Double protection is required during weapons firing on range.</b>	<b>UNACCEPTABLE:</b> All active duty Marine Corps personnel are included by Marine Corps policy (MCO 6260.3 of 18 Mar 15) in the Hearing Conservation Program and its associated medical surveillance. Weapons qualification is known based on historical sampling to produce overexposures to noise.  <b>Medical surveillance for Noise (503) is required.</b>  <i>*Noise is a recognized developmental reproductive hazard.</i>
Weapons Firing: Lead* dust  Potential inhalation of airborne hazard during weapons firing and/or cleaning.  Note: Air sample results were accessed and evaluated from other facilities that perform similar outdoor shooting.	5	1 week/year 30 minutes/day	PPE: Safety glasses.  ADM: Wash hands.	<b>ACCEPTABLE.</b> Based on sampling of similar exposure groups at indoor/outdoor facilities at other installations and the natural dilution that occurs at the outdoor facility.  <i>*Lead is a recognized developmental reproductive hazard.</i>
Gate Operations: Heat* and cold  Personnel augment police force at the facilities' entry gates.	4	1 month/year 8-10 hours/day	ENG: Gate entry includes cover and AC/Heat.	<b>ACCEPTABLE.</b> Based on gate booths that control excessive heat or cold exposure, WBGT flag condition notification, and availability of water.  <i>* High heat is considered a reproductive hazard.</i>

<b>INDIVIDUAL HAZARD ASSESSMENT</b>			DATE: 6 April 2016	
RECORDED BY: Alan Dooley COMMAND: MCLB Albany Headquarters and Support Company BLDG: 3600, Rooms 122 & 123 SHOP: Adjutant – Installation Personnel Admin Center SHOP HAZARD PRIORITY RATING: 3			POC: Mr. Derrick Thomas PHONE: 229-639-6995 TOTAL PERSONNEL: 6 (Civ: 1) MALE: 5 FEMALE: 1	
SHOP OPERATIONS: Provides leadership and administrative functions for military personnel, which includes issuing of order, maintaining records, separation actions, and TAD. Personnel perform Security Augmentation Force duties as required.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Administrative type duties, computer use including keyboarding and using mouse: Work-related musculoskeletal disorders (WMSD)  Personnel work at desks where the keyboard and mouse are placed on top of the desks. Computers were not equipped with wrist rest or a gel pad in front of the keyboard.	All	Daily 6-8 hours	ADM: Stretch breaks to avoid long periods in the same posture.	WMSD RISK FACTORS: No other ergonomic-related injuries/problems directly related to work were reported during the survey walkthrough.  Gel pads or wrist rests should be employed in front of the keyboards to help maintain a neutral wrist and keep the wrist off of the hard edge of the desk. As chairs are replaced, consideration should be given to purchasing ergonomic chairs with adjustable lumbar support and arm rest height. ErgoGenesis, BodyBilt chairs are an approved GSA source.  Personnel should ensure that workstations are set up correctly (example included in attachment (5)) to help prevent WMSD issues from occurring.  Any ergonomic-related injury should be reported to the command safety officer.
1. USE THE FOLLOWING CONTROL CODES: ADM – Administrative Controls                      PPE – Personal Protective Equipment                      ISO – Isolation DV – Dilution Ventilation                              ENG – Engineering Controls    LV – Local Ventilation				
2. EXPOSURE ASSESSMENT refers to "Potential" exposure and does not take PPE such as respiratory protection or hearing protection into account. Use the following exposure codes: ACCEPTABLE – One where the IH will not expect the similar exposure group (SEG), on average, to be above the selected occupational exposure limit (OEL). UNCERTAIN – Additional data needs to be collected to clarify the exposure assessment. The IH should make an interim exposure assessment based on observation of the process and/or professional judgment. UNACCEPTABLE – One where the IH will expect the SEG, on average, to be exposed above the selected OEL. WMSD RISK FACTORS – Work-related musculoskeletal disorder (WMSD) risks include but are not limited to force, repetition, awkward or static postures, vibration and contact stress. SKIN – The material poses a skin absorption hazard. REPRO HAZARD – The material is a Navy-recognized reproductive hazard. CARCINOGEN – The material contains greater than 0.1% of an OSHA, ACGIH, IARC, OR NTP-recognized carcinogen.				

INDIVIDUAL HAZARD ASSESSMENT			DATE: 6 April 2016	
RECORDED BY: Alan Dooley COMMAND: MCLB Albany Headquarters and Support Company BLDG: 3600, Rooms 122 & 123 SHOP: Adjutant -- Mail Room SHOP HAZARD PRIORITY RATING: 2			POC: Mr. Derrick Thomas PHONE: 229-639-6995 TOTAL PERSONNEL: 4 (Civ: 0) MALE: 3 FEMALE: 1	
SHOP OPERATIONS: Provides mail service that includes the x-raying of mail and package upon arrival.  Note: Shop Hazard Priority Rating may change to 1 pending final determination about placing this shop on the respiratory protection program depending on clarification of their response to a suspicious package. See Executive Summary (Enclosure 1) and Program Evaluation Summary (Attachment 1) of the 2016 IH Survey report for more details.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Weapons Qualification: Noise*  Military personnel qualify on various weapons, e.g. 9mm and M-4, based on grade. Pistol qualification for E-6s and above is conducted at the Albany firing range. Initial qualification includes the use of the indoor simulation marksmanship training (ISMT) facility at Bldg. 11211. ISMT is generally used during the 1st day of instruction.  (Note: E-5s and below conduct rifle qualification at the Parris Island facility.)	5	1 week/year 4-6 hours/day	Single hearing protection is required for noise levels at or above 85 dBA. Double hearing protection is required for noise levels at or above 96 dBA.  <b>Double protection is required during weapons firing on range.</b>	<b>UNACCEPTABLE:</b> All active duty Marine Corps personnel are included by Marine Corps policy (MCO 6260.3 of 18 Mar 15) in the Hearing Conservation Program and its associated medical surveillance. Weapons qualification is known based on historical sampling to produce overexposures to noise.  <b>Medical surveillance for Noise (503) is required.</b>  <i>*Noise is a recognized developmental reproductive hazard.</i>
Weapons Firing: Lead* dust  Potential inhalation of airborne hazard during weapons firing and/or cleaning.  Note: Air sample results were accessed and evaluated from other facilities that perform similar outdoor shooting.	5	1 week/year 30 minutes/day	PPE: Safety glasses.  ADM: Wash hands.	<b>ACCEPTABLE.</b> Based on sampling of similar exposure groups at indoor/outdoor facilities at other installations and the natural dilution that occurs at the outdoor facility.  <i>*Lead is a recognized developmental reproductive hazard.</i>
Mail Handling and Sorting: X-Ray (ionizing radiation*)  Personnel use an X-Ray machine to test all incoming mail for hazards.	All	5 days/week 1-2 hours	ADM: Training.  ENG: Enclosed system.	<b>ACCEPTABLE.</b> X-ray machine is fully enclosed and represents no hazard.  <i>*Ionizing radiation is a recognized carcinogen and reproductive hazard.</i>
Mail Handling and Sorting: Work-related musculoskeletal disorders (WMSD) Heavy lifting*  Mail arrives at the dock in the morning, placed in rolling bins, and moved to the x-ray machine for evaluation of hazards. Packages are generally less than 5 pounds.	All	5 days/week 1-2 hours	ADM: 2 man lift for items over 35 lbs.	<b>WMSD RISK FACTORS:</b> No ergonomic-related injuries/problems directly related to work were reported during the survey walkthrough.  Any ergonomic-related injury should be reported to the command safety officer.  <i>*Heavy lifting is a recognized developmental reproductive hazard.</i>

INDIVIDUAL HAZARD ASSESSMENT			DATE: 6 April 2016	
RECORDED BY: Alan Dooley COMMAND: MCLB Albany Headquarters and Support Company BLDG: 3600, Rooms 122 & 123 SHOP: Adjutant – Mail Room SHOP HAZARD PRIORITY RATING: 2			POC: Mr. Derrick Thomas PHONE: 229-639-6995 TOTAL PERSONNEL: 4 (Civ: 0) MALE: 3 FEMALE: 1	
SHOP OPERATIONS: Provides mail service that includes the x-raying of mail and package upon arrival.  Note: Shop Hazard Priority Rating may change to 1 pending final determination about placing this shop on the respiratory protection program depending on clarification of their response to a suspicious package. See Executive Summary (Enclosure 1) and Program Evaluation Summary (Attachment 1) of the 2016 IH Survey report for more details.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Administrative type duties, computer use including keyboarding and using mouse: Work-related musculoskeletal disorders (WMSD)  Personnel work at desks and counter where the keyboard and mouse are placed on top and at very awkward positions in relationship to the user. Computers were not equipped with wrist rest or a gel pad in front of the keyboard.	All	Daily 6-8 hours	ADM: Stretch breaks to avoid long periods in the same posture.	<b>WMSD RISK FACTORS:</b> No ergonomic-related injuries/problems directly related to work were reported during the survey walkthrough.  Gel pads or wrist rests should be employed in front of the keyboards to help maintain a neutral wrist and keep the wrist off of the hard edge of the desk. As chairs are replaced, consideration should be given to purchasing ergonomic chairs with adjustable lumbar support and arm rest height. ErgoGenesis, BodyBilt chairs are an approved GSA source.  Personnel should ensure that workstations are set up correctly (example included in attachment (5)) to help prevent WMSD issues from occurring.  PSD's ergonomic lead, Ms. Donna Chalmers, 229-639-6215, can address specific concerns with a full office evaluation and/or provide a more definitive guide, "Creating the Ideal Computer Workstation: A Step-by-Step Guide", for conducting a self-assessment.  Any ergonomic-related injury should be reported to the command safety officer.
<b>1. USE THE FOLLOWING CONTROL CODES:</b> ADM – Administrative Controls                      PPE – Personal Protective Equipment                      ISO – Isolation DV – Dilution Ventilation                      ENG – Engineering Controls                      LV – Local Ventilation				
<b>2. EXPOSURE ASSESSMENT</b> refers to "Potential" exposure and does not take PPE such as respiratory protection or hearing protection into account. Use the following exposure codes: <b>ACCEPTABLE</b> – One where the IH will not expect the similar exposure group (SEG), on average, to be above the selected occupational exposure limit (OEL). <b>UNCERTAIN</b> – Additional data needs to be collected to clarify the exposure assessment. The IH should make an interim exposure assessment based on observation of the process and/or professional judgment. <b>UNACCEPTABLE</b> – One where the IH will expect the SEG, on average, to be exposed above the selected OEL. <b>WMSD RISK FACTORS</b> – Work-related musculoskeletal disorder (WMSD) risks include but are not limited to force, repetition, awkward or static postures, vibration and contact stress. <b>SKIN</b> – The material poses a skin absorption hazard. <b>REPRO HAZARD</b> – The material is a Navy-recognized reproductive hazard. <b>CARCINOGEN</b> – The material contains greater than 0.1% of an OSHA, ACGIH, IARC, OR NTP-recognized carcinogen.				

**SUMMARY OF MEDICAL SURVEILLANCE RECOMMENDATIONS  
HEADQUARTERS AND SUPPORT COMPANY  
MARINE CORPS LOGISTICS BASE ALBANY, GA  
REPORT NO. AL16007  
APRIL 2016**

Ref: (a) Medical Surveillance Procedures Manual and Medical Matrix, Edition 12, NMCPHC-TM OM 6260 (<http://www.med.navy.mil/sites/nmcphc/occupational-and-environmental-medicine/oemd/Pages/medical-surveillance-certification.aspx>)

The following table summarizes identified medical surveillance recommendations.

WORK CENTER	WORK PROCESSES	MEDICAL SURVEILLANCE	ESTIMATED # OF PERSONS
Headquarters and Support Company (Admin)	Weapons Qualification	Noise (503)	5
Staff Judge Advocate	Weapons Qualification	Noise (503)	4
Operations and Training Division – Military Training Branch	Weapons Qualification	Noise (503)	6
Adjutant – Administration	Weapons Qualification	Noise (503)	5
Adjutant – Installation Personnel Admin Center	Weapons Qualification	Noise (503)	5
Adjutant – Mail Room	Weapons Qualification	Noise (503)	4

**1. Explanation of Medical Surveillance/Certification Recommendations:** Recommendation for inclusion in a hazard-based medical surveillance program for employees involved in a given operation is based on the industrial hygienist's judgment, either through observation or knowledge of the process or representative sampling, that these employees will be routinely exposed to workplace concentrations at or above 50% of applicable OSHA standards or action levels established by Navy instruction or Federal regulation. Medical certification is required by specific Navy or Federal directive where a certain degree of physical fitness has been judged as necessary for a component of the job (i.e. respirator use) or the job itself (i.e. forklift operators or security guards). Governing references regarding certifications should be followed. Scheduling of these personnel for examination is to be accomplished through Occupational Medicine.

**2. New Medical Surveillance Requirements:** The Supervisor's Medical Surveillance and Certification Exam Referral form (SECNAV 5100.1T) is required to be filled out prior to personnel visiting Occupational Medicine for medical surveillance exams ([https://navalforms.documentservices.dla.mil/formsDir/SECNAV\\_5100\\_1T\\_10914.pdf](https://navalforms.documentservices.dla.mil/formsDir/SECNAV_5100_1T_10914.pdf)).

**UPDATED EXPOSURE MONITORING PLAN**  
**MARINE CORPS LOGISTICS BASE ALBANY HEADQUARTERS COMPANY**  
**MARINE CORPS LOGISTICS BASE ALBANY, GA**  
**REPORT: AL16007**  
**APRIL 2016**

COMMAND: Marine Corps Logistics Base Albany Headquarters Company UIC: N67004		P.O.C: See Below PHONE: See Below		SURVEY PERIOD: 2016 BY IHO: Alan Dooley ASSIGNED TO IHT: TBD	
EXPOSURE MONITORING PLAN					
OPERATION AND STRESSOR TO BE MONITORED	NUMBER OF SAMPLES	I METHOD	II AREA	III FREQ	IV MAN-HOURS
Noise – Noise Dosimetry Ops & Training Division (MSgt Nolasco, 229-639-7489)  <b>Rationale: B</b> <span style="float: right;"><b>Priority: 2</b></span>	6 (Over 2 days)	PD	HZ	One Time	18
Action. Conduct noise dosimetry during range instruction over a 2 day period. Include sampling on Monday during the indoor simulation marksmanship and then Tuesday (if range firing planned). Make detailed evaluation of location of instructors throughout the day and activity being performed. Include as many of the instructors for each day as possible. Make note of the condition of the ear plugs (e.g. how old), how installed, and ear muffs being used by both the instructors and students. Also note procedures used to clean the ear muffs, their condition (i.e. any signs of cracks) and their storage.					
Noise-SLM Ops & Training Division (MSgt Nolasco, 229-639-7489)  Conduct noise SLM measurement on the various amplifier settings during indoor simulation marksmanship training (ISMT) in bldg. 1121.  <b>Rationale: D</b> <span style="float: right;"><b>Priority: 3</b></span>	Approx. 4	DR	SZ	One Time	2.5
Action. Conduct SLM measurements at various volume settings on the ISMT equipment. Ensure markings are recorded on the volume control to identify an acceptable non-hazardous noise setting.					
Monitoring Plan Completion Reviewed By:				TOTAL HOURS:	<b>20.5</b>
I Method of Measurement	II Area	III Frequency	IV Man-hours (Type/Number of Units/Hours)		
DR--DIRECT READING INSTRUMENT	BZ – BREATHING ZONE	1 - 1X/YEAR	AIR: Full Shift for each area: Up to 3 9		
IT ---INDICATOR TUBE	HZ - HEARING ZONE	2 - 2X/YEAR	STEL: Up to 3 samples 1.5		
F ---- FILTER	GA – GENERAL AREA	3 - 3X/YEAR	HEAT STRESS: Full Shift 8		
PD --PERSONAL DOSIMETER	SZ – SOURCE ZONE	4 - 4X/YEAR	NOISE DOSIMETRY: Full Shift: Up to 5 9		
AT --ADSORPTION TUBE (CHARCOAL, SILICA GEL, ETC.)	O - OTHER (SPECIFY)	5 - 1X/2 YEARS	NOISE SLM: All Sources: Up to 5 2.5		
W ----WIPE SAMPLE		6 - 1 X/4 YEARS	VENTILATION: All Hoods, Tanks, or Exhausts: Up to 5 3.5		
B ----BULK		7 - 12X/YEAR	VENTILATION: Air Changes: Up to 3 2.5		
			VENTILATION: Each Walk-In Booth 2.5		
			VENTILATION: Operating Rooms: Each survey: 6 rooms (10 air supply/9 exhaust units) 18		

**Sample Rationale:**

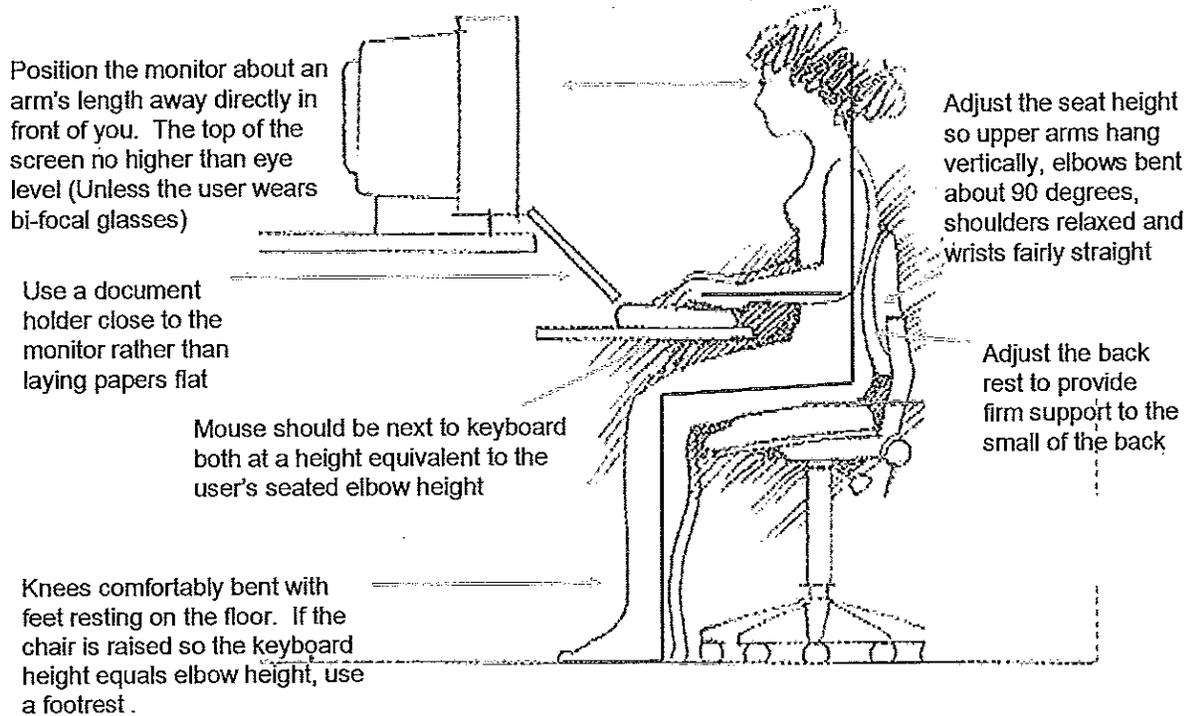
- A:** Fulfill regulatory sampling requirements.
- B:** Collect sufficient data to allow statistically valid exposure assessments.
- C:** Track workplace exposures to determine trends.
- D:** Validate professional judgments of unchanged exposure assessments.

**Priority Category:**

- Priority 1:** Needed to fulfill regulatory/instructional requirements (Federal, Navy, BUMED, etc).
- Priority 2:** Noise dosimetry and non-regulatory personal breathing zone sampling.
- Priority 3:** Other sampling needed in order to provide a more accurate or statistically valid exposure assessment.
- Priority 4:** Needed to validate professional judgments and/or to refresh existing data

Regardless of the **Priority** assigned, exposure monitoring is an essential part of the Industrial Hygiene Program for the command. Command and employee support for the sampling process is important. It is requested that every effort be given to cooperating with the personnel assigned to perform the exposure monitoring. Cooperation by both workers and supervisory personnel will expedite the sampling and minimize undue interference with work center operations.

# Neutral Posture for Computer Use



# TIME TO TAKE A COMPUTER BREAK

For every 20 minutes of computer use,  
look at an object 20 feet away for  
20 seconds. This reduces eyestrain.

Move your eyes from the screen  
top to bottom, then side to side,  
your eyes and reduces eye strain.

Cup your eyes with your hands  
and close your eyes. Do  
any direct pressure on your  
This relaxes your face and  
moistens your eye.

Rotate your head. This promotes  
blood circulation to the brain.

While seated, round your back  
by pretending there are wheels  
attached to your neck that are slowly  
pulling you forward. This will promote  
good posture and relieve some  
low back pain.

Slowly pull your arms back as far as  
you can, then forward, then back  
together. This will reduce  
upper back stress.

Close your eyes and gradually  
lower your head. This relaxes  
your neck and shoulders.

Stretch your arms and fingers  
and wrists. This reduces stress  
upper extremities.

Lower your arms at your sides,  
and your fingers. This  
relaxes your arms, hands  
and wrists.

Shake your shoulders. This eliminates  
tension from the shoulders and upper back.

**Tip:** Taking 20 second micro-breaks throughout the day to refocus your eyes will reduce fatigue at the end of the day. 20/20 rule: for every 20 minutes of work, rest the eyes 20 seconds.

## CUSTOMER SATISFACTION SURVEY

Industrial Hygiene Department  
Naval Branch Health Clinic, Albany

Command: \_\_\_\_\_ Date: \_\_\_\_\_

Please rate this survey and report by indicating the numbers below that reflect your level of satisfaction:

	Level of Satisfaction				
	Low				High
	1	2	3	4	5
1. Coordination and/or response to request					
2. Courtesy and professionalism of IH personnel					
3. IH personnel's ability to communicate clearly and openly					
4. Clarity of Report					
5. Usefulness of Report					
6. Exposure Monitoring (if applicable)					
7. Timeliness of Report					

7. How can we improve the services we are providing?

8. What other services would you like Industrial Hygiene Services to provide?

9. Additional Comments (add a separate sheet if necessary):

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Shop/Codes: \_\_\_\_\_

PLEASE RETURN THIS SURVEY TO:

Head, Industrial Hygiene Department  
Naval Hospital Jacksonville  
Tamara.r.walker2.civ@mail.mil

**THANKS!!!**