



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

IN REPLY REFER TO:

6200.2

Ser 06IHZZ/ 0040

JAN 19 2016

From: Commanding Officer, Naval Hospital Jacksonville
To: Director, Marine Corps Community Services Division, Albany, GA

Subj: PERIODIC INDUSTRIAL HYGIENE SURVEY OF MARINE CORPS COMMUNITY SERVICES DIVISION

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

Encl: (1) Executive Summary
(2) Industrial Hygiene Survey Report (AL15021)

1. A periodic Industrial Hygiene Survey of the Marine Corps Community Services Division was conducted on 7-11 December 2015 as required by reference (a) and (b). Enclosures (1) and (2) are provided for your information.

2. Point of contact is Mr. Jeffrey Huffman at (904) 542-2454 or Mr. John Sorenson, Industrial Hygiene Department, at (229) 639-7846.

A handwritten signature in black ink, appearing to read "T. R. Walker", written in a cursive style.

T. R. WALKER

By direction

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

EXECUTIVE SUMMARY

A periodic industrial hygiene survey of Marine Corps Community Services (MCCS) Division was conducted on 7-11 December 2015 by Jeffrey Huffman, Industrial Hygienist, U.S. 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 Safety Manager of MCLB 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 in October 2014, these changes have occurred to the Divisions shops: Bowling Alley was closed, Teen Center closed, and MCCS Administrative Office was changed to MCCS Review and Analysis. 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, please contact Mr. John Sorenson, Industrial Hygiene Dept., Naval Branch Health Clinic, Albany at 229-639-7846.

Item: Noise. Maintenance, Custodians, Lawn Maintenance, and Auto Skills Shop Personnel have exposure to various pieces of noise producing equipment that exceed 85 dBA. Hearing protection must be worn, per DOD criteria, when noise exposures exceed 85 dBA.

Recommended Action: Personnel should continue to be provided and wear ear muffs or earplugs when exposed to noise levels that exceed 85 dBA.

Reference: OPNAVINST 5100.23G, Chapter 18, 18-8.

Item: Asbestos. Personnel, and others working in the vicinity where brake repair is performed, have potential exposure to asbestos. While the vast majority of automotive brakes are considered asbestos free, wet methods should be followed for each and every brake repair to ensure exposures are kept as low as possible.

Recommended Action: Personnel performing brake repair should continue to use engineering controls (i.e., wet method containment apparatus provided in auto skills shop) provided.

Reference: OPNAVINST 5100.23G, Chapter 17, 17-3.

Item: Ergonomics. No Ergonomic injuries at any of the locations surveyed were reported.

Enclosure (1)

- a. Most offices were outfitted with adjustable furniture with workstations set-up in a neutral position. Some personnel had their computer/monitor at an angle in relation to their body and seat placement.
- b. Engineering controls such as floor jacks, engine hoists, roller carts, and dollies had been provided in the various shops for heavy lifting. Where engineering controls were not feasible, a two-man lift was utilized.

Recommended Actions:

- a. 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 (6) 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.
- b. Personnel performing lifting of heavy objects should continue to use engineering controls provided. It is recommended that Ergonomic Training continue for those employees who are affected.

Reference: OPNAVINST 5100.23G, Chapter 23.

Item: *PPE.* Personnel are provided personal protective equipment for the various operations performed; however, there were a number of processes where safety glasses/chemical splash goggles should be worn and were not.

Recommended Actions: Personnel should wear safety glasses/chemical splash goggles while performing processes where corrosive products are used. It is strongly recommended that management verify and validate the types of chemicals by process used to ensure proper PPE is provided and worn. Attachment (2), the IHAs provide a good reference point.

Reference: 29 CFR 1910.133

Item: *Hazardous Materials Management.* At the time of the survey, all required sections, with only minor exceptions, were maintaining an Authorized Use List along with safety data sheets (SDSs) for each chemical product listed.

Recommended Actions: SDS files should be reviewed periodically to ensure the manufacturer's latest revision is available on file. Also recommend that products, which are no longer being used and which contain hazardous chemicals, be removed from all personnel work areas. SDS files for all remaining products must be readily available at all times. Recommend that personnel receive training in accordance with the Federal Hazard Communication Standard 29 CFR 1910.1200.

Reference: OPNAVINST 5100.23G, Chapter 7, 7-4

Enclosure (1)

Item: *Bloodborne Pathogens*. Custodian/Exchange employees have the potential to come into contact with unknown waste products (i.e., used insulin needles, various waste products left in restroom, etc.) that may contain blood or body fluids. While the clean-up protocols in place are effective to protect against potential exposure, employees are not part of the bloodborne pathogen program.

Recommended Actions: It is strongly recommended that employees who are associated with cleaning of restrooms be given bloodborne pathogen training and, potentially, the Hepatitis B vaccination.

Reference: CFR 29 1910.1030

**PERIODIC INDUSTRIAL HYGIENE SURVEY
MARINE CORPS COMMUNITY SERVICES DIVISION
ALBANY, GEORGIA
REPORT NUMBER: AL15021**

Ref: (a) OPNAVINST 5100.23G, *Navy Safety and Occupational Health Program Manual*
(b) 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) Noise Survey and Hearing Protection Requirements and Personal Noise Sampling Results Summary
(5) Exposure Monitoring Plan
(6) Neutral Posture for Computer Use/Computer Breaks
(7) Customer Satisfaction Survey

1. **Introduction.** Per reference (a), a periodic industrial hygiene survey of Marine Corps Community Services Division was conducted 7-11 December 2015 by Jeffrey Huffman, 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 division(s)/workcenter(s) are provided in attachment (2). Medical surveillance recommendations are provided in attachment (3). A list of the noise hazardous areas and operations and the required level of hearing protection is provided in attachment (4). The Exposure Monitoring Plan, provided in attachment (5), details the operations/processes on which more information is required in the form of periodic sampling. Attachment (6), the Neutral Posture for Computer Use/Computer Breaks, can be used for training personnel in utilizing their computer workstations ergonomically. Attachment (7) 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 (b).

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 division(s)/work center(s).

Work Center	Hazard Category⁽¹⁾	Next Survey Due (Mon/Yr.)
Gymnasium and Fitness Center	3 (Low)	DEC 2019
Library	3 (Low)	DEC 2019
Marine and Family Programs	3 (Low)	DEC 2019
MCCS Main Office	3 (Low)	DEC 2019
Maintenance	2 (Moderate)	DEC 2017
Auto Skills Shop	2 (Moderate)	DEC 2017
Child Development Center (CDC)	2 (Moderate)	DEC 2017
Family Care Branch: Exceptional Family Member Program	3 (Low)	DEC 2019
Kitchen	2 (Moderate)	DEC 2017
MC Exchange	2 (Moderate)	DEC 2017
Custodians	2 (Moderate)	DEC 2017
Lawn Maintenance	2 (Moderate)	DEC 2017
Review and Analysis	3 (Low)	DEC 2019

(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. Please contact John Sorenson, Industrial Hygienist, Naval Branch Health Clinic Albany at 229-639-7846 in the event of any significant operational changes as described above so that a prompt reevaluation can be completed.

**PERIODIC INDUSTRIAL HYGIENE SURVEY
PROGRAM EVALUATION SUMMARY
MARINE CORPS COMMUNITY SERVICES DIVISION
REPORT: AL15021
DECEMBER 2015**

New or Significantly Modified Work Center Operations/Processes?

Comments:

- The most significant change since the last survey, conducted on October 2014, was that the Auto Skills Shop no longer requires employees to enter the paint booth and, as a result, no respiratory protection is required.
- All operations/process were identified for each of the workcenters and 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: MC Exchange, specifically Janitorial/Restroom Attendant, and Custodians, who also clean restrooms, are recommended for inclusion in the bloodborne pathogen program. Note: Hepatitis B vaccination (HBV) should be offered.

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

AUL Y N N/A Accurate Y N (where spot checked)
 SDS Files Y N N/A Accurate Y N (where spot checked)
 HAZMAT Training Required? Y N
 Other (lead, asbestos, etc.): Y N

Comments:

- SDSs for at least 2 chemical products were not maintained. One SDS for a chemical product known as Awesome Orange Degreaser was not being maintained for the Auto Skills Shop. This product is considered corrosive. No SDS was being maintained for a chemical product, known as Roundup, used by Lawn Maintenance to spray the softball field for weeds. AUL must be updated to reflect current products used.
- Asbestos Policy, specifically dealing with asbestos brakes (Auto Skills Shop), requires the use of the wet method, along with safety klean to pick up residual waste for disposal.

3. Respiratory Protection Program (Chapter 15):

Are respirators used to control workplace exposures? Y N Voluntary Use
 Are they effective? Y N N/A
 Is the Respiratory Protection Program satisfactory? Y N Marginal N/A

Comments:

- Respirator use is not required for operations/processes performed in this shop/command. This is a change from the previous IH Survey that indicated personnel in the Auto Skills Shop were performing painting operations and were on the Respiratory Protection Program (RPP). It is our understanding that Auto Skills Shop personnel perform no painting as government employees. If this is incorrect, please contact the IH Department to schedule further evaluations.

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

Comments:

- Noise Dosimetry has been added to the Exposure Monitoring Plan to determine if other shops require inclusion in the HCP.

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:

- Personnel are provided personal protective equipment for the various operations performed; however, there were a number of processes where safety glasses/chemical splash goggles were not worn.
- In the Auto Skills Shop, the product known as Awesome Orange Degreaser is used to clean the shop floor. The concentrated product has a pH of 12.5-13.5 and is considered corrosive. Shop personnel pour approximately 2 cups of the concentrated liquid into a mop bucket before it is diluted. This product is used every day. Currently shop employees do not wear either safety glasses or chemical splash goggles when performing this process. Personnel do have access to and wear nitrile powder free gloves. At the time of the survey, no SDS sheet could be located on this product.
- Personnel in the Child Development Center, specifically the laundry and kitchen sections of the facility, use chemical products (i.e., Chlorox bleach, Clean Force Laundry Detergent Enzymatic Powder, and Cleanforce Dishmachine Detergent (DT 21 Detergent)) that are considered corrosive. Personnel currently do not wear any eye protection while handling these products. It is important to note that the DT 21 Detergent is automatically dispensed into the dishwashing machine; however, it has to be opened at the top and put in place before it can be dispensed. Personnel have access to nitrile or powder free vinyl gloves when performing this process.
- Personnel in the kitchen (this is considered the base restaurant kitchen) use various chemical products for cleaning. One chemical, known as Purosol oven cleaner is considered corrosive. No protective eyewear was being used while using this chemical product.

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:

- None

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:

- Most offices were outfitted with adjustable furniture with workstations set-up in a neutral position. Some personnel had their computer/monitor at an angle in relation to their body and seat placement. 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 (6) 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.
- Engineering controls such as floor jacks, engine hoists, roller carts, and dollies had been provided in the various shops for heavy lifting. Where engineering controls were not feasible, a two-man lift was utilized. Personnel performing lifting of heavy objects should continue to use engineering controls provided. It is recommended that Ergonomic Training continue for those employees who are affected.
- Attachment (6) 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:

- Heavy lifting of recreation equipment. Heavy lifting is a Navy recognized reproductive hazard.
- At the Navy Exchange heavy lifting of boxes and merchandise off pallets onto the showroom floor. Heavy lifting is a Navy recognized reproductive hazard.
- Serstripe Paint that is used to paint field stripes on sports fields contains the chemical stressor toluene. Toluene is considered a reproductive hazard.
- Various tools and equipment used by maintenance personnel create noise levels above DOD criteria. Noise is a recognized developmental reproductive hazard.
- Various pneumatic tools used by personnel in the Auto Skills Shop exceed DOD noise criteria. Noise is a recognized developmental reproductive hazard.
- Custodial personnel routinely vacuum carpets. Noise is a recognized developmental reproductive hazard.
- Lawn Maintenance personnel operate various pieces of equipment that generate noise levels exceeding DOD criteria. Noise is a recognized developmental reproductive hazard.

9. Management of Carcinogenic hazards:

Cancer Causing Hazards Present? Y N

Comments: Carcinogens have been identified in this workcenter. It is recommended that, wherever possible, the workcenter reduce, minimize, and/or eliminate carcinogens and personnel exposure. Cancer causing hazards are specifically identified for all operations addressed in attachment (2) and are summarized below:

- Personnel in the Auto Skills Shop perform brake repair. Most brakes are considered asbestos free; however, it is still possible for them to be encountered from time to time. Asbestos is a carcinogenic material.
- Personnel in Maintenance perform woodworking. Hard woods and Eastern Red Cedar are known carcinogens.

10. Other Applicable Programs:

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

Comments:

- Asbestos may possibly be encountered during brake repair. The auto skills shop currently uses a protective curtain they put around the brake assembly and wet method when performing this process.
- Two shops should be included in the bloodborne pathogen program (i.e., Custodial personnel, Navy Exchange Janitorial/Restroom Attendant). Employees have the potential to come into contact with unknown waste products (i.e., used insulin needles, various waste products left in restroom, etc.) that may contain blood or body fluids. While the clean-up protocols in place are effective to protect against potential exposure, employees are not part of the bloodborne pathogen program. It is strongly recommended that employees who are associated with cleaning of restrooms be given bloodborne pathogen training and, potentially, the Hepatitis B vaccination.

11. Exposure Monitoring Plan (EMP):

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

Comments:

- Attachment (5) provides the current Exposure Monitoring Plan.

Additional Comments: None.

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INDUSTRIAL HYGIENE SURVEY
WORKCENTER SPECIFIC EVALUATIONS FOR
MARINE CORPS COMMUNITY SERVICES DIVISION
ALBANY, GA

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INDIVIDUAL HAZARD ASSESSMENT			DATE: 11 December 2015	
RECORDED BY: Jeffrey Huffman COMMAND: MCLB, MCCA BLDG: 7360, 7960 SHOP: Gymnasium and Fitness Center SHOP HAZARD PRIORITY RATING: 3			POC: GYSGT. ASHLEY PHONE: 229-639-7724 TOTAL PERSONNEL: 13 (Civ: 12) MALE: 8 FEMALE: 5	
SHOP OPERATIONS: The Gymnasium and Fitness Center employees operate the exercise facilities that are used by base personnel. These employees check out sports equipment, perform minor repairs to the fitness equipment, paint field stripping on sports fields, and keep the area neat and clean. Most of the employee's time is spent away from their desks.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS AND STRESSORS	NUMBER OF WORKERS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Shop operations: Noise*	10	Daily Up to 8 hrs	None.	ACCEPTABLE. Noise hazards were not observed during IH walkthrough, nor mentioned during employee interviews. <i>*Noise is a recognized developmental reproductive hazard.</i>
Laundry: Oxi detergent "All, Stain Lifter Oxi" detergent Towel washing is done at both Thompson Gym and Daniels Fitness Center.	13	Daily Up to 2 hrs Rotated among employees	ENG: Washing Machine.	ACCEPTABLE. Machine washing detergent is poured into machine and not handled by employees.
Aerosol can spray painting (field stripes): Serstripe Paint (toluene*; aliphatic hydrocarbons; hexane) Personnel paint field stripes on sports fields using a remote spraying device.	3	Weekly Up to 3 hrs	ENG: Sprayer is on wheel extended 2 feet out in front of operator's feet.	ACCEPTABLE. Performed outdoors with natural ventilation provided. <i>*Toluene is a Navy recognized reproductive hazard</i>
Pool Operations: No chemical handling Health Center employees do test Cl levels, but all chemicals are added to the pool by I&E personnel. The pool has been converted to a NaCl electrode system which greatly reduces the amount of chemicals required.	15 extra lifeguards are hired for 14 weeks in the summer.	Daily Up to 10 min	ADM: I&E personnel handle all chemicals. ENG: Salt system reduces amount of chemicals required to sanitize the water.	ACCEPTABLE. Administrative controls; I&E personnel handle all chemicals.

INDIVIDUAL HAZARD ASSESSMENT			DATE: 11 December 2015	
RECORDED BY: Jeffrey Huffman COMMAND: MCLB, MCCA BLDG: 7360, 7960 SHOP: Gymnasium and Fitness Center SHOP HAZARD PRIORITY RATING: 3			POC: GYSGT. ASHLEY PHONE: 229-639-7724 TOTAL PERSONNEL: 13 (Civ: 12) MALE: 8 FEMALE: 5	
SHOP OPERATIONS: The Gymnasium and Fitness Center employees operate the exercise facilities that are used by base personnel. These employees check out sports equipment, perform minor repairs to the fitness equipment, paint field stripping on sports fields, and keep the area neat and clean. Most of the employee's time is spent away from their desks.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS AND STRESSORS	NUMBER OF WORKERS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Lifting of recreation equipment: Work-related musculoskeletal disorders (WMSD) Heavy lifting* of recreation equipment (tents and inflatable "moon walks"). Personnel re-rack weights that are left out by patrons.	3	Weekly Up to 2 hrs Daily Up to 15 min	ENG: floor jack, dollies, and forklifts.	WMSD RISK FACTORS: Personnel use engineering controls. Recommend training of proper lifting techniques. <i>*Heavy lifting is a Navy recognized reproductive hazard.</i>
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: 11 December 2015	
RECORDED BY: Jeffrey Huffman COMMAND: MCLB, MCCA BLDG: 7122 SHOP: Library SHOP HAZARD PRIORITY RATING: 3			POC: AMOS TOOKES PHONE: 229-639-5242 TOTAL PERSONNEL: 2 (Civ: 2) MALE: 2 FEMALE: 0	
SHOP OPERATIONS: Employees in the MCCA librarians carry out administrative tasks in an office setting. The Library employees operate the base library. The Education Center employees do administrative work.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS AND STRESSORS	NUMBER OF WORKERS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Shop operations: Noise* No noise hazards were observed in office areas.	4	Daily Up to 8 hrs	None.	ACCEPTABLE. Noise hazards were not observed during IH walkthrough, nor mentioned during employee interviews. <i>*Noise is a recognized developmental reproductive hazard.</i>
Professional/administrative tasks: Work-related musculoskeletal disorders (WMSD) Administrative type duties, computer use including keyboarding and using mouse. Lifting* of boxes containing books.	4	Daily Up to 8 hrs	ENG: Ergonomically adjustable furniture, Roller Carts & Dolly. ADM: Ergonomic Training.	WMSD RISK FACTORS: No ergonomic-related injuries/problems directly related to work were reported during the survey walkthrough. <i>*Heavy lifting is a Navy recognized reproductive hazard.</i>
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: 11 December 2015	
RECORDED BY: Jeffrey Huffman COMMAND: MCLB, MCCA BLDG: 7122 SHOP: Marine and Family Programs SHOP HAZARD PRIORITY RATING: 3			POC: CRAIG PRUETT PHONE: 229-639-5426 TOTAL PERSONNEL: 3 (Civ: 3) MALE: 1 FEMALE: 2	
SHOP OPERATIONS: Provide information on education benefits that are afforded to active duty, veterans, and reservists as well as personal/professional development courses.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS AND STRESSORS	NUMBER OF WORKERS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Shop operations: Noise* No noise hazards were observed in office areas.	3	Daily Up to 8 hrs	None.	ACCEPTABLE. No significant noise sources were present. <i>*Noise is a recognized developmental reproductive hazard.</i>
Professional/administrative tasks: Work-related musculoskeletal disorders (WMSD) Administrative type duties, computer use including keyboarding and using mouse.	3	Daily Up to 8 hrs	ENG: Ergonomically adjustable furniture. ADM: Ergonomic Training.	WMSD RISK FACTORS: No ergonomic-related injuries/problems directly related to work were reported during the survey walkthrough.
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: 11 December 2015	
RECORDED BY: Jeffrey Huffman COMMAND: MCLB, MCCA BLDG: 3600 SHOP: MCCA Main Office SHOP HAZARD PRIORITY RATING: 3			POC: DEBBRA BOUYER PHONE: 229-639-7716 TOTAL PERSONNEL: 12 (Civ: 12) MALE: 1 FEMALE: 11	
SHOP OPERATIONS: This office oversees all MCSS offices within the Division. Employees carry out administrative tasks in an office setting.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS AND STRESSORS	NUMBER OF WORKERS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Shop operations: Noise* No noise hazards were observed in office areas.	11	Daily Up to 8 hrs	None.	ACCEPTABLE. No significant noise sources were present. <i>*Noise is a recognized developmental reproductive hazard.</i>
Professional/administrative tasks: Work-related musculoskeletal disorders (WMSD) Administrative type duties, computer use including keyboarding and using mouse.	11	Daily Up to 8 hrs	ENG: Ergonomically adjustable furniture. ADM: Ergonomic Training, 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.
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: 09 December 2015	
RECORDED BY: Jeffrey Huffman COMMAND: MCLB, MCCC BLDG: 5592 SHOP: Maintenance SHOP HAZARD PRIORITY RATING: 2			POC: AL MCCARY PHONE: 229-639-6201 TOTAL PERSONNEL: 2 (Civ: 2) MALE: 1 FEMALE: 1	
SHOP OPERATIONS: This shop works with power tools as well as wood working equipment. Noise hazards are created when various tools and/or when wood working equipment is in operation. Noise producing equipment is marked with hazard warning stickers and signs are posted inside the shop.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS AND STRESSORS	NUMBER OF WORKERS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Wood Cutting/Drilling: Noise* Various tools and equipment used (i.e., table saws, band saw, drills, etc.) by personnel create noise levels above Navy Occupational Standards. Sound level measurements (from previous survey Oct. 20, 2014) are noted in attachment (4) of this report.	2	2x/week Up to 1 hr	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 96dBA. ADM: Noise Training	ACCEPTABLE. Based on the shortness of exposure. Hearing protection is recommended when using power tools. <i>*Noise is a recognized developmental reproductive hazard.</i>
Wood Cutting: Wood Dust* Personnel cut wood to make walls, build decks, and make picture frames.	2	2x/week Up to 1 hr	PPE: Safety glasses.	ACCEPTABLE. Based on frequency and short duration of exposure, exposure levels are considered well below recommended exposure limits for the air contaminant. <i>*Hard woods and Eastern Red Cedar are considered human carcinogens.</i>
Lifting* wood, saws, and 4`x 8` walls: Work-related musculoskeletal disorders (WMSD) Personnel make semi-permanent offices, put up small walls, build decks, and make picture frames.	5	Intermittent (as work requests come up) 2 days to 1 week in duration (approx. 6-8 hrs per day)	ADM: Ergonomic General Awareness Training.	WMSD RISK FACTORS: Employees have had extensive training on how to lift heavy objects (use 2 man-lift when appropriate). No injuries associated with this process have been reported. <i>*Heavy lifting is a Navy recognized reproductive hazard.</i>
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: 08 December 2015	
RECORDED BY: Jeffrey Huffman COMMAND: MCLB, MCCA BLDG: 5591 SHOP: Auto Skills Shop SHOP HAZARD PRIORITY RATING: 2			POC: REX MADDING PHONE: 229-639-5226 TOTAL PERSONNEL: 3 (Civ: 3) MALE: 3 FEMALE: 0	
SHOP OPERATIONS: Employees of this shop operate an auto repair garage on a fee-for-service basis as well as for base personnel allowing them to make repairs on their own personal automobiles. Fifty percent of the work is fee-for-service and the other is on a personal basis. Employees check out tools, monitor safety, and assist their customers. They do wear hearing protection when noise producing equipment is in operation.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS AND STRESSORS	NUMBER OF WORKERS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Car Repair/Maintenance: Noise* Various pneumatic tools used by shop patrons/personnel create noise levels greater than 85 dBA. This is based on previous sound level measurements of similar types of equipment in other shops. Power tools such as, but not limited to, include: <ul style="list-style-type: none"> • Impact wrench • Air ratchets • Air grinder 	3	Daily Up to 4 hrs	PPE: Ear muffs or plugs.	UNCERTAIN. Based on the duration of exposure of up to 4 hours, it is possible that personnel may exceed the noise standard and require inclusion into the hearing conservation program (HCP). Employees wear hearing protection when using power tools and high RPM engine testing. As a result of the initial exposure assessment, a noise dosimetry survey will be added to the exposure monitoring plan. <i>*Noise is a recognized developmental reproductive hazard.</i>
Parts washing/degreasing: Petroleum distillates Safety Kleen solvent used for part washing.	3	Daily Up to 10 min	PPE: Safety glasses, face shields, or goggles; disposable nitrile powder free gloves.	ACCEPTABLE. Based upon duration of exposure and personal protective equipment being provided.
Brake Repair: Asbestos* Possible exposure to asbestos brake shoes.	3	2x/week Up to 15 min	ENG: Use of wet methods to prevent airborne fibers.	ACCEPTABLE. Engineering controls using wet method is being performed. The vast majority of automotive brakes are asbestos free. <i>*Asbestos is a carcinogenic material.</i>
Car Maintenance: Oils/Greases/Lubricants Limited exposure. Products used on various parts of car for lubrication.	3	Daily Up to 10 min	PPE: Nitrile gloves and goggles.	ACCEPTABLE. No significant hazard due to products not making skin contact and limited duration of exposure.
Car Maintenance: Anti-Freeze (Ethylene Glycol)	3	Weekly Up to 1 hr	PPE: Goggles.	ACCEPTABLE. No significant hazard due to products not making skin contact and limited duration of exposure.

INDIVIDUAL HAZARD ASSESSMENT			DATE: 08 December 2015	
RECORDED BY: Jeffrey Huffman COMMAND: MCLB, MCCA BLDG: 5591 SHOP: Auto Skills Shop SHOP HAZARD PRIORITY RATING: 2			POC: REX MADDING PHONE: 229-639-5226 TOTAL PERSONNEL: 3 (Civ: 3) MALE: 3 FEMALE: 0	
SHOP OPERATIONS: Employees of this shop operate an auto repair garage on a fee-for-service basis as well as for base personnel allowing them to make repairs on their own personal automobiles. Fifty percent of the work is fee-for-service and the other is on a personal basis. Employees check out tools, monitor safety, and assist their customers. They do wear hearing protection when noise producing equipment is in operation.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS AND STRESSORS	NUMBER OF WORKERS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Shop floor cleaning: Sodium Hydroxide Awesome Orange Degreaser used to clean shop floor contains: Glycol Ether EB, Sodium Hydroxide, Sodium Metasilicate Pentahydrate.	3	Daily Up to 30 min	PPE: Nitrile gloves.	ACCEPTABLE. Due to noncontact with detergent. Detergent is poured directly into mop bucket and a mop is used to prevent skin contact while cleaning floors. It is strongly recommended that safety glasses/chemical splash goggles be worn when handling corrosive chemical products.
Air Conditioning Repair: Freon AC Freon reclamation during AC repairs.	3	Daily Up to 30 min	ENG: Freon is bled directly into recycle container.	ACCEPTABLE. Due to closed system process.
Paint spray booth: various paint product(s) A variety of paints are brought in by patrons each having different ingredients. Customer paint jobs are rare. Note: Not used by government employees.	2	Intermittent Spray paint booth has not been used for several months	PPE: Nitrile gloves.	ACCEPTABLE. Due to low frequency of operations, employees remain outside of spray booth while patrons are spraying their own vehicles, and acceptable air flow rate inside booth. ACGIH recommended air flow rate for paint booth with HVLP sprayer is 60 ACFM/ft ² . There is a manometer located outside the spray paint booth that has arrows which indicates whether there is adequate ventilation inside the booth. Ventilation inside the booth should be measured during next survey period and will be placed on the exposure monitoring plan. Note: Employees who work at this shop only handle paints. They do not perform any spray painting. Previous survey indicated that one employee was respirator certified; however, the shop has now discontinued respirator use entirely.

INDIVIDUAL HAZARD ASSESSMENT			DATE: 08 December 2015	
RECORDED BY: Jeffrey Huffman COMMAND: MCLB, MCCS BLDG: 5591 SHOP: Auto Skills Shop SHOP HAZARD PRIORITY RATING: 2			POC: REX MADDING PHONE: 229-639-5226 TOTAL PERSONNEL: 3 (Civ: 3) MALE: 3 FEMALE: 0	
SHOP OPERATIONS: Employees of this shop operate an auto repair garage on a fee-for-service basis as well as for base personnel allowing them to make repairs on their own personal automobiles. Fifty percent of the work is fee-for-service and the other is on a personal basis. Employees check out tools, monitor safety, and assist their customers. They do wear hearing protection when noise producing equipment is in operation.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS AND STRESSORS	NUMBER OF WORKERS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Running engines inside of garage: Carbon Monoxide* Potential exposure to exhaust emissions during vehicle engine test.	3	Daily/ Intermittent Up to 1 hr	ENG: Ventilation system attached directly to exhaust pipe.	ACCEPTABLE. Due to Engineering controls and natural ventilation provided by large bay doors that are open except during inclement weather. Each vent hose, used for removing exhaust emissions, should be surveyed and will be placed on the exposure monitoring plan. <i>*Carbon monoxide is a NMCPHC recognized reproductive hazard.</i>
Manual lifting*: Work-related musculoskeletal disorders (WMSD) Staff performs motions such as bending, twisting, lifting* and reaching (i.e., removing tires, working in, around, and under engine compartment, etc.).	3	Daily Up to 6 hrs	Lifting equipment is available (i.e., floor jacks, engine hoist, etc.) and used. ADM: Ergonomic General Awareness Training.	WMSD RISK FACTORS: No ergonomic issues were mentioned by management or employees. <i>*Heavy lifting is a Navy recognized reproductive hazard.</i>
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: 11 December 2015	
RECORDED BY: Jeffrey Huffman COMMAND: MCLB, MCCA BLDG: 7600 SHOP: Child Development Center (CDC) SHOP HAZARD PRIORITY RATING: 2			POC: PAULA CASERIO PHONE: 229-639-5767 TOTAL PERSONNEL: 55 (Civ: 55) MALE: 0 FEMALE: 55	
SHOP OPERATIONS: The Child Development Center employees care for dependent children of base personnel during the daytime hours. They watch the children play, organize learning activities, cook meals, clean the facility, and carry out administrative tasks. No significant health hazards were observed during the IH walk through of the Child Development Center.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS AND STRESSORS	NUMBER OF WORKERS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Shop operations: Noise* No noise hazards were observed during visit. Crying children did come up during the interviews. SEG data on crying children has been established as 73-80 dBA.	55	Daily/Intermittent Up to 1 hr	None.	ACCEPTABLE. There are no noise hazards present at the CDC or Youth Center. <i>*Noise is a recognized developmental reproductive hazard.</i>
Laundry: Clean Force Laundry Detergent Enzymatic Powder (sodium carbonate, sodium metasilicate, etc.), Stain Lifter Oxi™ detergent. Enzymatic Powder is considered corrosive.	50	Daily Up to 4 hrs	ENG: Washing Machine.	ACCEPTABLE. Machine washing detergent is poured into machine and not handled by employees. The enzymatic powder that is being used to clean clothing is considered corrosive. It is strongly recommended that safety glasses be worn when product is being handled and subsequently placed into the washing machine.
General cleaning: Clorox Bleach (contains sodium hypochlorite, sodium hydroxide, etc.); Windex Household cleaners are used in each classroom; Windex, weak (10%) bleach solutions are made up each day. Bleach solution used on various work surfaces to provide protection against BBP, etc.	50	Daily Up to 1 hr	PPE: Nitrile gloves, Chemical splash goggles	ACCEPTABLE. Cleaning solutions are used in a manner that is controlled and no significant exposure is expected. The bleach product that is used is considered corrosive prior to being diluted. It is strongly recommended that chemical splash goggles be worn when dilute solutions are being made.
Diaper Change/First Aid: Bloodborne Pathogens Bodily fluids and blood from dirty diapers and, for example, bloody noses, etc. Sharps may be encountered (A full-time nurse has been hired and will be providing care to children as required). It has not been determined as to the extent of treatment that may be provided. A sharps container was present at the time of the survey.	55	Daily Up to 1.5 hrs Minor bleeding also occurs once or twice per day.	ADM: Universal Precautions, BBP training. PPE: Nitrile Gloves, Vinyl Gloves. ENG: Sharps Container.	ACCEPTABLE. Based upon training, Universal Precautions, and PPE. All CDC employees are recommended for the Blood Borne Pathogen Program (178). All staff has been offered the HBV Vaccination as part of the medical surveillance screening for Childcare Workers (703).

INDIVIDUAL HAZARD ASSESSMENT		DATE: 11 December 2015		
RECORDED BY: Jeffrey Huffman COMMAND: MCLB, MCCC BLDG: 7600 SHOP: Child Development Center (CDC) SHOP HAZARD PRIORITY RATING: 2		POC: PAULA CASERIO PHONE: 229-639-5767 TOTAL PERSONNEL: 55 (Civ: 55) MALE: 0 FEMALE: 55		
SHOP OPERATIONS: The Child Development Center employees care for dependent children of base personnel during the daytime hours. They watch the children play, organize learning activities, cook meals, clean the facility, and carry out administrative tasks. No significant health hazards were observed during the IH walk through of the Child Development Center.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS AND STRESSORS	NUMBER OF WORKERS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Dish washing: Clean-force Detergent D21 (contains sodium hydroxide) Clean-force Rinse Additive D22 D21 Detergent is considered a corrosive.	2	Daily Up to 4 hrs	ENG: Liquids automatically dispensed from containers. PPE: Chemical splash goggles, gloves.	ACCEPTABLE. Based on auto-dispenser engineering control. Before the dish washing machine can be operated. The employee is required to initially place a bucket of D21 Detergent into place and open a small section of the container. A hose is then inserted into the bucket where chemical is automatically drawn out and into the dishwashing machine. It is during this part of the process, where a new container is required, that it is strongly recommended that employees wear chemical splash goggles to guard against chemical splash of this corrosive chemical product.
Cooking: Heat Stress* (this was corrected since the last survey)	2	Daily Up to 6 hrs	ENG: Vent hood above the grill and stove pull smoke and heat out of kitchen, Also portable supplemental AC unit located in kitchen.	ACCEPTABLE. Due to engineering controls. <i>*High heat is a NMCPHC recognized reproductive hazard.</i>
Child Care (Manual lifting): Work-related musculoskeletal disorders (WMSD) Staff performs motions such as bending, twisting, lifting* and reaching.	55	Daily Up to 8 hrs	ADM: Ergonomic General Awareness Training.	WMSD RISK FACTORS: Employees/Management did not indicate any problems during interviews. <i>*Heavy lifting is a Navy recognized reproductive hazard.</i>
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: 11 December 2015	
RECORDED BY: Jeffrey Huffman COMMAND: MCLB, MCCS BLDG: 7122 SHOP: Family Care Branch: Exceptional Family Member Program SHOP HAZARD PRIORITY RATING: 3			POC: Paula Caserio PHONE: 229-639-5767 TOTAL PERSONNEL: 2 (Civ: 2) MALE: 0 FEMALE: 2	
SHOP OPERATIONS: Assist active duty families with healthcare issues including coordinating care with providers. They work closely with clinic and tri-care. They also act as a liaison to help assist with the selection of schools for children of active duty members.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS AND STRESSORS	NUMBER OF WORKERS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Shop Operations: Noise* No noise hazards were observed during visit or mentioned during interviews.	2	Daily Up to 8 hrs	None.	Acceptable: No significant health hazards were observed during the IH walkthrough of the office area. <i>*Noise is a recognized developmental reproductive hazard.</i>
Professional/administrative tasks: Work-related musculoskeletal disorders (WMSD) Administrative type duties, computer use including keyboarding and using mouse.	2	Daily Up to 8 hrs	ENG: Ergonomically adjustable furniture and employee training.	WMSD RISK FACTORS: No problems were observed or mentioned during employee interviews.
1. USE THE FOLLOWING CONTROL CODES: ADM – Administrative Controls PPE – Personal Protective Equipment ISO – Isolation DV – Dilution Ventilation ENG – Engineering Controls LV – Local Ventilation				
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INDIVIDUAL HAZARD ASSESSMENT			DATE: 10 December 2015	
RECORDED BY: Jeffrey Huffman COMMAND: MCLB, MCCC BLDG: 7450 SHOP: Kitchen SHOP HAZARD PRIORITY RATING: 2			POC: Loomis Kerlegon PHONE: 229-639-5227 TOTAL PERSONNEL: 16 (Civ: 16) MALE: 3 FEMALE: 13	
SHOP OPERATIONS: This kitchen prepares meals for the base restaurant as well as for the bowling alley snack bar. Although the bowling alley has closed the snake bar remains open for food service. Employees use cleaning products such as bleaches, stainless steel cleaners, oven cleaners, floor cleaners, and ammonia solutions.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS AND STRESSORS	NUMBER OF WORKERS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Shop operations: Noise* No noise hazard was observed in operation during IH survey visit. Potential noise making appliances were seen but not operated.	16	Daily Up to 8 hrs	None.	UNCERTAIN. Noise dosimetry required to determine exposures. Dosimetry and SLM readings of kitchen appliances have been added to the EMP. At the time of the survey, SLM readings could not be taken due to holiday parties/events that were taking place. <i>*Noise is a recognized developmental reproductive hazard.</i>
General cleaning: bleach solution (sodium hypochlorite, sodium hydroxide); ECOLAB Oasis 133 degreaser (sodium dodecylbenzene sulfonate) The bleach product is sprayed on various kitchen work surfaces.	16	Daily Up to 2 hrs Daily Up to 30 min	PPE: Vinyl gloves, Chemical splash goggles.	ACCEPTABLE. Cleaners are used in a well ventilated and controlled manner. No significant exposure is expected. The bleach product that is used is considered corrosive prior to being diluted. It is strongly recommended that chemical splash goggles be worn when dilute solutions are being made.
Oven Cleaning: Cleanforce Low Temp Sanitizer (contains sodium hypochlorite) The Cleanforce chemical is sprayed inside the oven and is left on for a specified period of time before being wiped clean.	16	Weekly Up to 60 min	PPE: vinyl gloves, Chemical splash goggles.	ACCEPTABLE. Cleaner is used in a well ventilated and controlled manner. No significant exposure is expected. The oven cleaning product is considered corrosive and it is strongly recommended that when using this product chemical splash goggles are worn.
Dish washing: Detergents (no corrosive constituents) Various Detergents used: Solitaire Detergent (10884) Jet-Dry (11817) dishwasher detergent Pantastic (12971) for cleaning pots and pans.	16	Daily Up to 2 hrs	PPE: Vinyl gloves.	ACCEPTABLE. Due to no harsh chemical constituents and PPE used to reduce chemical contact with hands.

INDIVIDUAL HAZARD ASSESSMENT			DATE: 10 December 2015	
RECORDED BY: Jeffrey Huffman COMMAND: MCLB, MCCA BLDG: 7450 SHOP: Kitchen SHOP HAZARD PRIORITY RATING: 2			POC: Loomis Kerlegon PHONE: 229-639-5227 TOTAL PERSONNEL: 16 (Civ: 16) MALE: 3 FEMALE: 13	
SHOP OPERATIONS: This kitchen prepares meals for the base restaurant as well as for the bowling alley snack bar. Although the bowling alley has closed the snake bar remains open for food service. Employees use cleaning products such as bleaches, stainless steel cleaners, oven cleaners, floor cleaners, and ammonia solutions.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS AND STRESSORS	NUMBER OF WORKERS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Floor Cleaning: Floor Cleaner (contains alcohols, c12-16, ethoxylated amines, c10-16-alkyldimethyl, n-oxides) Wash-n-Walk no rinse floor cleaner (product used to clean floors) .	16	Daily Up to 1 hr	ENG: Use with mop. PPE: Vinyl gloves.	ACCEPTABLE. Used as diluted solution with mop. (no contact)
Kitchen Environment: Heat Stress*	16	Daily Up to 8 hr	ENG: Supplemental AC unit in kitchen.	ACCEPTABLE. Employee interviews indicate that heat stress is not an issue in this kitchen, with the supplemental AC unit. <i>*High heat is a NMCPHC recognized reproductive hazard.</i>
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: 08 December 2015	
RECORDED BY: Jeffrey Huffman COMMAND: MCLB, MCCS BLDG: Not Listed SHOP: MC Exchange SHOP HAZARD PRIORITY RATING: 2			POC: Lashun Sheard PHONE: 229-888-6801 TOTAL PERSONNEL: 27 (Civ: 27) MALE: 4 FEMALE: 23	
SHOP OPERATIONS: Operation of retail store for base personnel, their families, and retired military personnel. Employee's duties include stocking shelves, receiving merchandise, assisting customers, and cashiering. The following services are contracted out: Subway, Barber Shop, and Dry Cleaning.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS AND STRESSORS	NUMBER OF WORKERS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Computer Server Room: Noise* No noise hazards were observed during visit or mentioned during interviews. The computer server generates a noise level of 80-82 dBA. The desks across the room receive a residual background noise of 65-68 dBA. Although this level is below the Navy health hazard standard it is considered to be a nuisance to the employees exposed to it all day.	2	Daily Up to 8 hrs	None.	ACCEPTABLE. No significant noise hazards were identified at the time of the survey. <i>*Noise is a recognized developmental reproductive hazard.</i>
Balloon inflation: Helium 2 Helium Gas Cylinders were present at the time of the survey. Both were secured to the wall.	2	Weekly Up to 60 min	None.	ACCEPTABLE. Due to adequate natural ventilation.
Rest Room/Floor Cleaning: NABC Non-Acid Disinfectant Bathroom cleaner (Alcohol ethoxylate, Di-alkyl dimethyl ammonium chloride, alkyl dimethyl benzyl ammonium chloride), glass cleaner with ammonia, Lime Away (30% phosphoric acid), Sure-Pak floor cleaner (sodium carbonate, citric acid, alcohol ethoxylate), and Lysol disinfectant spray The NABC Bathroom Disinfectant is used to clean the entire bathroom except mirrors; Lime Away is used to remove water deposits from water fountains.	1	Daily Up to 3 hrs	ADM: Procedure for cleaning bathroom includes leaving restroom while cleaning product is resting on surfaces once applied, Hazard Communication Training. PPE: Nitrile Gloves, Chemical splash goggles.	ACCEPTABLE. No significant exposure expected due to procedures that are being followed. The Lime Away product is considered corrosive and it is strongly recommended that when working with this product some form of eye protection be used (i.e., chemical splash goggles.) Chemical splash goggles are recommended for other products used in this process.

INDIVIDUAL HAZARD ASSESSMENT			DATE: 08 December 2015	
RECORDED BY: Jeffrey Huffman COMMAND: MCLB, MCCS BLDG: Not Listed SHOP: MC Exchange SHOP HAZARD PRIORITY RATING: 2			POC: Lashun Sheard PHONE: 229-888-6801 TOTAL PERSONNEL: 27 (Civ: 27) MALE: 4 FEMALE: 23	
SHOP OPERATIONS: Operation of retail store for base personnel, their families, and retired military personnel. Employee's duties include stocking shelves, receiving merchandise, assisting customers, and cashiering. The following services are contracted out: Subway, Barber Shop, and Dry Cleaning.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS AND STRESSORS	NUMBER OF WORKERS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Rest Room Cleaning: Bloodborne Pathogens Potential exposure to insulin needles, various waste products left in restroom, etc.	1	Daily Up to 2 hrs	ADM: Procedure for cleaning bathroom includes wearing nitrile gloves/spraying work surfaces with disinfectant spray. PPE: Nitrile Gloves.	ACCEPTABLE. No significant exposure exists in that hand protection is provided along with basic procedures on how to handle waste/clean-up accordingly. A Disinfectant Bathroom cleaner is provided and has been shown to be effective against HIV and other viruses/microbes that may be encountered. It is strongly recommended that Bloodborne Pathogen training be provided. HBV Vaccination should be offered. Personnel should be placed in medical surveillance for Blood and Bodily Fluids (178).
Receiving and moving merchandise: Work-related musculoskeletal disorders (WMSD) Heavy lifting* of boxes and merchandise off pallets on-to the show room floor.	27	Daily Up to 3 hrs	ENG: Pallet jacks, carts and other mechanical lifting devices are used. ADM: Ergonomic General Awareness Training	WMSD RISK FACTORS: Due to Engineering Controls. <i>*Heavy Lifting is a Navy recognized reproductive hazard.</i>
Cashiers: Work-related musculoskeletal disorders (WMSD) Personnel work up to 3 hours total operating a cash register and assisting customers while standing for long periods of time. The remainder of the day is spent facing and stocking shelves.	24	Daily Up to 12 hrs	ADM: ESAMS video and PowerPoint (General Ergonomic Awareness). Breaks. ENG: Anti-fatigue floor mats.	WMSD RISK FACTORS: Due to Engineering controls, ergonomic training, and, at time of survey, no injuries or complaints had been reported.
1. USE THE FOLLOWING CONTROL CODES: ADM – Administrative Controls PPE – Personal Protective Equipment ISO – Isolation DV – Dilution Ventilation ENG – Engineering Controls LV – Local Ventilation				

INDIVIDUAL HAZARD ASSESSMENT			DATE: 08 December 2015	
RECORDED BY: Jeffrey Huffman COMMAND: MCLB, MCCS BLDG: Not Listed SHOP: MC Exchange SHOP HAZARD PRIORITY RATING: 2			POC: Lashun Sheard PHONE: 229-888-6801 TOTAL PERSONNEL: 27 (Civ: 27) MALE: 4 FEMALE: 23	
SHOP OPERATIONS: Operation of retail store for base personnel, their families, and retired military personnel. Employee's duties include stocking shelves, receiving merchandise, assisting customers, and cashiering. The following services are contracted out: Subway, Barber Shop, and Dry Cleaning.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS AND STRESSORS	NUMBER OF WORKERS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
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: 09 December 2015	
RECORDED BY: Jeffrey Huffman COMMAND: MCLB, MCCS BLDG: 5592 SHOP NAME: Custodians SHOP HAZARD PRIORITY RATING: 2			POC: AI MCCARY PHONE: 229-639-6201 TOTAL PERSONNEL: 6 (Civ: 6) MALE: 0 FEMALE: 6	
SHOP OPERATIONS: These employees travel from site to site cleaning all MCCS facilities. They clean floors by vacuuming and mopping (floors are no longer stripped or waxed), carry cleaning equipment, and use various household cleaning solutions.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS AND STRESSORS	NUMBER OF WORKERS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Shop Operation: Noise* Personnel vacuum carpets for all MCCS locations.	6	Daily Up to 3 hrs	PPE: Ear plugs are available.	ACCEPTABLE. Based on duration and frequency of exposure. <i>*Noise is a recognized developmental reproductive hazard.</i>
Cleaning Restrooms: Cleaning chemicals: Glass cleaner, Windex with ammonia Tough Duty spray cleaner – (Ethol Ethoxylate) Gojo – Hand Soap Dawn Dish Soap – Consumer Size Spartan Glass Cleaner - (Alkyl Polyglycoside) Floor Cleaner - NABC Non-Acid Disinfectant is mixed with water. (alcohol ethoxylate, dialkyl dimethyl ammonium chloride, alkyl dimethyl benzyl ammonium chloride).	6	Daily Up to 8 hrs	PPE: Nitrile Gloves and aprons are provided as required.	ACCEPTABLE. Chemicals used present minimal health risk.
Rest Room Cleaning: Bloodborne Pathogens Potential exposure to insulin needles, various waste products left in restroom, etc.	1	Daily Up to 2.5 hrs	ADM: Procedure for cleaning bathroom includes wearing nitrile gloves/spraying work surfaces with disinfectant spray. PPE: Nitrile Gloves.	ACCEPTABLE. No significant exposure exists in that hand protection is provided along with basic procedures on how to handle waste/clean-up accordingly. A Disinfectant Bathroom cleaner is provided and has been shown to be effective against HIV and other viruses/microbes that may be encountered. It is strongly recommended that Bloodborne Pathogen training be provided. HBV Vaccination should be offered. Personnel should be placed in medical surveillance for Blood and Bodily Fluids (178).

INDIVIDUAL HAZARD ASSESSMENT			DATE: 09 December 2015	
RECORDED BY: Jeffrey Huffman COMMAND: MCLB, MCCA BLDG: 5592 SHOP NAME: Custodians SHOP HAZARD PRIORITY RATING: 2			POC: AI MCCARY PHONE: 229-639-6201 TOTAL PERSONNEL: 6 (Civ: 6) MALE: 0 FEMALE: 6	
SHOP OPERATIONS: These employees travel from site to site cleaning all MCCA facilities. They clean floors by vacuuming and mopping (floors are no longer stripped or waxed), carry cleaning equipment, and use various household cleaning solutions.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS AND STRESSORS	NUMBER OF WORKERS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Cleaning various work surfaces, vacuuming; Work-related musculoskeletal disorders (WMSD) Personnel are bending/twisting to reach work surfaces both high and at floor level. They move a vacuum cleaner back and forth for up to several hours.	6	Daily Up to 8 hrs	ADM: Ergonomic General Awareness Training	WMSD RISK FACTORS: Employees have received ergonomic training and, at the time of the survey, no ergonomic related complaints had been filed.
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: 08 December 2015	
RECORDED BY: Jeffrey Huffman COMMAND: MCLB, MCCA BLDG: 5592 SHOP: Lawn Maintenance SHOP HAZARD PRIORITY RATING: 2			POC: AL MCCRARY PHONE: 229-639-6201 TOTAL PERSONNEL: 2 (Civ: 2) MALE: 2 FEMALE: 0	
SHOP OPERATIONS: Personnel are tasked with clearing parking lots of debris, cutting grass, weeds, shrubs, washing concrete decks with pressure washer, vacuuming playgrounds with artificial turf. The softball field is sprayed with weed killer when required.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS AND STRESSORS	NUMBER OF WORKERS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Lawn Maintenance: Noise* Personnel operate various types of noise producing equipment to provide lawn maintenance and other tasks. Types of equipment used include: <ul style="list-style-type: none"> • EX Mark (Lazer Z) - mower • Pro-Turn 472 (commercial Gravely) - mower • Dewart Pressure Washer • Backpack Blower • 	2	2x/month Up to 3 hrs	PPE: Earplugs. ADM: Hearing Conservation Training.	ACCEPTABLE. Currently employees are provided hearing protection and have training on how to use it. They are part of the hearing conservation program (HCP). It is recommended that employees wear hearing protection when operating any of the lawn maintenance as well as other power equipment they have been assigned. <i>*Noise is a recognized developmental reproductive hazard.</i>
Spraying Weed Killer: Roundup (contains Isopropylamine Salt of glyphosate, amines, tallow alkyl, ethoxylated) Personnel spray chemical product, known as Roundup, on the outdoor softball field for weed control. The solution is pre-mixed (i.e., diluted with water) prior to its application. This employee is not involved with the mixing of chemical so they have limited exposure only during the application process.	1	2x/month Up to 3 hrs (During Spring and Summer only)	PPE: Nitrile gloves, Chemical splash goggles; Chemical apron. ENG: Two foot spray nozzle.	ACCEPTABLE. No significant exposure expected based on the nature of exposure as described. It is strongly recommended that nitrile gloves, or other suitable glove option, be used while the spray process is being performed. In addition, if there is a possibility of overspray occurring on clothing, an apron should be worn.
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: 08 December 2015	
RECORDED BY: Jeffrey Huffman COMMAND: MCLB, MCCA BLDG: 5592 SHOP: Review and Analysis SHOP HAZARD PRIORITY RATING: 3			POC: ALISHA ENFINGER PHONE: 229-639-7259 TOTAL PERSONNEL: 3 (Civ: 3) MALE: 2 FEMALE: 1	
SHOP OPERATIONS: Workers in these offices conduct meetings, write, approve and process paper work. They operate computers, copy machines, facsimile machines and other standard office equipment. All copying machine and printer ink is installed in cartridges to prevent the possibility of human contact with ink and toner.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS AND STRESSORS	NUMBER OF WORKERS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Shop Operations: Noise* No noise hazards were observed nor mentioned during employee interviews.	4	Daily Up to 8 hrs	None.	ACCEPTABLE. No noise hazards exist in this area. <i>*Noise is a recognized developmental reproductive hazard.</i>
Professional/administrative tasks: Work-related musculoskeletal disorders (WMSD) Personnel work at desks and perform various computer operations, supervision, and other clerical duties.	4	Daily Up to 8 hrs	ENG: Ergonomically adjustable work stations. ADM: Ergonomic General Awareness Training.	WMSD RISK FACTORS: Due to Ergonomically adjustable work stations, education and training.
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.				

**SUMMARY OF MEDICAL SURVEILLANCE RECOMMENDATIONS
MARINE CORPS COMMUNITY SERVICES DIVISION
REPORT NO. AL15021
DECEMBER 2015**

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.

WORKCENTER	WORK PROCESSES	MEDICAL SURVEILLANCE	ESTIMATED # OF PERSONS
Lawn Maintenance (previously listed under Custodian Shop)	Lawn Maintenance	Noise (503)	2
Child Development Center	Child Care/First Aid	Blood and/or bodily Fluids (178)	55
MC Exchange	Janitorial/Rest Room Cleaning	Blood and/or bodily Fluids (178)	1
Custodians	Custodians	Blood and/or bodily Fluids (178)	6
Child Development Center	Child Care	Childcare Worker (703)	55

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 the 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 (<http://www.med.navy.mil/sites/nmcphc/occupational-and-environmental-medicine/oemd/Pages/medical-surveillance-certification.aspx>).

**NOISE SURVEY WITH HEARING PROTECTION REQUIREMENTS
AND PERSONAL NOISE SAMPLING RESULTS SUMMARY
MARINE CORPS COMMUNITY SERVICES DIVISION
ALBANY, GA
REPORT NO. AL15021
DECEMBER 2015**

1. BUMED NOTICE 6260, 26 May 2015, directs the Navy to follow the Department of Defense Hearing Conservation Program guidance provided in DoD Instruction 6055.12, 3 December 2010. This changed the noise levels for which single and double hearing protection are required, the calculated protection factor or noise reduction rating (NRR) for devices used, and the way in which personal exposure dosimetry data is calculated. Areas requiring hearing protection should be appropriately labeled according to DoD requirements. Personnel should also be trained to subjectively identify “noise hazardous” conditions that may be encountered throughout the command/shop. In general, if personnel must raise their voice or shout to be heard over a noise source by a colleague standing two feet or less away, they are in a noise hazardous condition. Personnel should know to wear single hearing protection whenever such conditions are encountered.

2. The following table identifies spaces, work tasks and equipment that require the use of hearing protection. These measurements were taken at Marine Corps Community Services Division, specifically the Maintenance Shop, during the previous industrial hygiene (IH) survey. All personnel working in the area or performing the identified tasks that are exposed to sound pressure levels of **85 dB(A)** and greater must use single hearing protection. Personnel exposed to sound pressure levels of **96 dB(A)** and greater require the use of double hearing protection, as indicated by the word “Double” in the “Level of Hearing Protection Required” column. The hearing protective devices used must meet the requirements of standard to reduce the noise attenuation below 85 dBA.

IDENTIFIED NOISE HAZARD AREA, OPERATIONS AND EQUIPMENT					
RESPONSIBLE WORKCENTER	SPACE	WORK TASK AND/OR CONDITIONS	RANGE OF MEASURED SOUND PRESSURE LEVELS (dBA)	NOISE RADIUS (FT)	HEARING PROTECTION REQUIRED
Maintenance	Maintenance Shop Area	Cutting - Table Saw I (Delta)	90	NM	Single
		Cutting - Table Saw II (Ridgid)	93	NM	Single
		Cutting - Table Saw III (Ridgid)	88	NM	Single
		Cutting - Band Saw (Delta)	89	NM	Single

*NM = Not measured.

3. At the discretion of Industrial Hygiene, additional noise measurements (sound level surveys) may be obtained in work centers or noise dosimetry (personal monitoring on individuals) performed to resolve compliance issues such as the posting of hazardous noise areas, the adequacy of hearing protection devices already in use, or implementing administrative controls to bring the effective exposure to less than the DoD OEL.

4. The hearing protection devices currently in use are capable of attenuating worker noise exposure below the OEL. It is recommended that the shop re-emphasize the need for wearing appropriate hearing protection continually when in designated noise hazard areas and it should be ensured that hearing protection use is strictly enforced throughout the shop. The shop should also consider any means available to minimize or eliminate noise wherever possible in order to reduce potential worker exposures. All noise hazardous areas/equipment should remain labeled with appropriate noise hazard stickers/signs. Should tasks change such that worker noise exposures are affected, notify Industrial Hygiene so that an additional assessment may be conducted.

5. The original sample results discussed in this attachment are on file with the Industrial Hygiene office.

**UPDATED EXPOSURE MONITORING PLAN
MARINE CORPS COMMUNITY SERVICES DIVISION, ALBANY
DECEMBER 2015**

MARINE CORPS COMMUNITY SERVICES DIVISION UIC: M38441000	P.O.C: Alisha Enfinger PHONE: 229-639-7259	SURVEY PERIOD: 2016/2017 BY IHO: John Sorenson 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 Auto Skills Shop: Noise Dosimetry for those who use power tools (i.e., impact wrench, air ratchets, air grinder, etc.) and when performing high RPM engine testing. P.O.C. Rex Madding, 229-639-5226 Rationale: B Priority: 4	2	PD	HZ	2	18
Action. Determine if exposures exceed TWA so individuals will be included in HCP. Take samples on two non-consecutive days.					
Ventilation Auto Skills Shop Garage Area (exhaust hoses) P.O.C. Rex Madding Rationale: D Priority: 1	Paint Booth- 1 LEV Unit(s) LEV Unit(s) - 6	DR	SZ	2	6
Action. Update Ventilation Survey.					
Kitchen (Base Restaurant) SLM readings for kitchen appliances Noise – Noise dosimetry P.O.C. Loomis Kerlegon, 229-639-5227 Rationale: D Priority: 4	5 2	DR PD	SZ HZ	2 2	2.5 18
Action. Update equipment noise survey. Determine if exposures exceed TWA so individuals will be included in HCP. Noise dosimetry should be collected on two non-consecutive days.					
Monitoring Plan Completion Reviewed By:				TOTAL HOURS:	44.5

MARINE CORPS COMMUNITY SERVICES DIVISION UIC: M38441000		P.O.C: Alisha Enfinger PHONE: 229-639-7259		SURVEY PERIOD: 2016/2017 BY IHO: John Sorenson 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
I Method of Measurement	II Area	III Frequency	IV Man-hours (Type/Number of Units/Hours)			
DR--DIRECT READING INSTRUMENT IT ---INDICATOR TUBE F ---- FILTER PD --PERSONAL DOSIMETER AT --ADSORPTION TUBE (CHARCOAL, SILICA GEL, ETC.) W ----WIPE SAMPLE B ----BULK	BZ - BREATHING ZONE HZ - HEARING ZONE GA - GENERAL AREA SZ - SOURCE ZONE O - OTHER (SPECIFY)	1 - 1X/YEAR 2 - 2X/YEAR 3 - 3X/YEAR 4 - 4X/YEAR 5 - 1X/2 YEARS 6 - 1 X/4 YEARS 7 - 12X/YEAR	AIR: Full Shift for each area: Up to 3 STEL: Up to 3 samples HEAT STRESS: Full Shift NOISE DOSIMETRY: Full Shift: Up to 5 NOISE SLM: All Sources: Up to 5 VENTILATION: All Hoods, Tanks, or Exhausts: Up to 5 VENTILATION: Air Changes: Up to 3 VENTILATION: Each Walk-In Booth VENTILATION: Operating Rooms: Each survey: 6 rooms (10 air supply/ 9 exhaust units)			9 1.5 8 9 2.5 3.5 2.5 2.5 18

Sample Rationale:

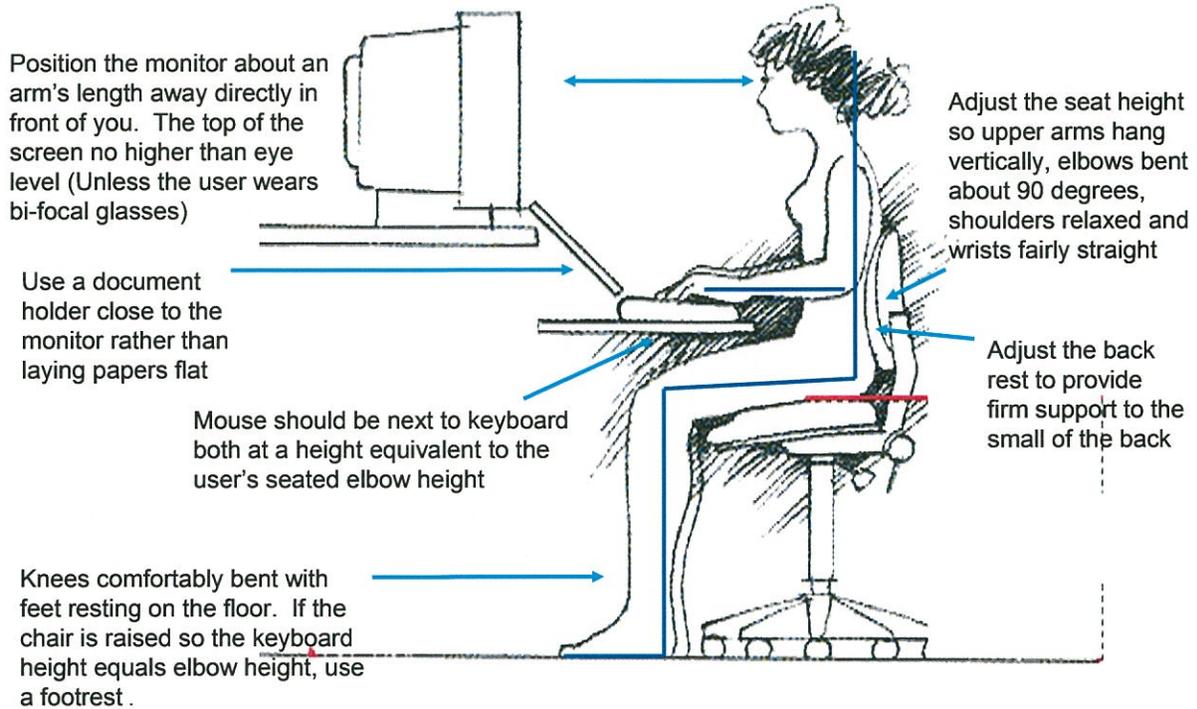
- A: Fulfill regulatory sampling requirements.
- B: Collect sufficient data to allow statistically valid exposure assessments.
- C: Track workplace exposures to determine trends.
- D: Validate professional judgments of unchanged exposure assessments.

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 side-to-side and
top to bottom. This helps moisten
your eyes and reduces eyestrain.

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

Cup your eyes with your hands,
and close your eyes. Do not put
any direct pressure on your eyes.
This relaxes your face and
moistens your eyes.

Extend your arms and fingers
and rotate. This reduces stress
on the upper extremities.

Rotate your ankle. This promotes
blood circulation in your legs.

With your arms at your sides,
shake your fingers. This
relaxes your arms, hands
and fingers.

While seated, elongate your back
by pretending there is a cable
attached to your head that is slowly
pulling upwards. This will promote
good posture and relieve some
low back pain.

Shrug your shoulders. This eliminates
stress from the shoulders and upper back.

Slowly pull your arms back as far as
you can, trying to touch your shoulder
blades together. This will reduce
upper back stress.

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:

Industrial Hygiene Department
Naval Branch Health Clinic, Albany
john.g.sorenson.civ@mail.mil

THANKS!!!