



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

*MSD  
23 Mar 16*

IN REPLY REFER TO:  
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MAR 01 2016

From: Commanding Officer, Naval Hospital Jacksonville  
To: Director, Public Safety Division, Albany, GA

Subj: PERIODIC INDUSTRIAL HYGIENE SURVEY OF THE PUBLIC SAFETY  
DIVISION

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

Encl: (1) Executive Summary  
(2) Industrial Hygiene Survey Report (AL16002)

1. A periodic Industrial Hygiene Survey of the Public Safety Division was conducted 9-10 February 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).

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 Public Safety Division (PSD) was conducted on 9 through 10 February 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 Public Safety Division Safety Officer 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 September 2014, there have been no 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, please contact Ms. Tamara Walker, Industrial Hygiene Dept., Naval Hospital, Jacksonville at 904-546-7114.

**Item: Hazardous Material Management.** At the time of this survey it was noted that the Fire and Police Department's Hazardous Material Inventory/Authorized Use Lists (HMI/AUL) required updating. The AUL list appeared to be outdated with many items listed but no longer used. Only materials currently in use or planned for reoccurring use should be listed on the AUL. Additionally, the attached Material Safety Data Sheets (MSDS) appeared outdated 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). 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:** The AUL list should be updated to reflect items routinely used. An accurate list can then be used to provide site specific HAZCOM training which is required for all new employees and annually. Attempting to provide site specific training on an outdated AUL is counter protective, provides incorrect information, and, often, results in inspection non-compliance. SDS files should be reviewed periodically to ensure the manufacturer's latest revision is available on file. 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, Para 0702g(10)(h), OPNAVINST 5100.23G, Chapter 7, Para 0702g(6) and OPNAVINST 5100.23G, Chapter 6, Appendix 6-A.

**Item: Respirator Protection Program.** Fit testing for the respirator protection program (RPP) is conducted by assigned POCs at the Fire Department and Police Department. These POCs were identified and trained by the Respirator Protection Program Manager (RPPM). A review at the fit testing sites revealed that standard operating procedures (SOPs) (or worksite specific respiratory protection plans) were not available or posted at the fit testing locations. Additionally, a random review of fire department respirators indicated that personnel who wore corrective glasses did not have respirator designed inserts. Inserts are required to ensure respirator seal is properly maintained.

**Recommended Action:** Update and/or create a SOP for the Fire Department and Police Department. Post the SOPs as directed by the Department's RPPM. Additionally, provide all personnel on the RP program, who wear corrective glasses, the proper RP inserts with lenses.

**Reference:** OPNAVINST 5100.23G, Chapter 15, Para 1513a(2) and OPNAVINST 5100.23G, Chapter 1, Para 0104d.

**Item: Personnel Protective Equipment.** Personnel protective equipment (PPE) was, generally, in working order and appropriate for the hazards identified. Several operations/processes require the use of, change to, or additional training to allow PPE to properly protect against the potential hazards. Additional details can be found in attachment (1), Program Evaluation Summary. Specific observations include:

- 1) PPE during the cleaning of the kennels;
- 2) Availability of both earplugs and muffs during the Fire Department's daily and weekly vehicle and equipment checks;
- 3) Training associated with the use of "throw away" ear plugs and the proper insertion techniques for the foam plugs.

**Recommended Action:** Provide the following:

- 1) Purchase recommended PPE identified in the Civilian Police Working Dog Section's Industrial Hygiene Assessment (attachment 2) for use during the cleaning of the dog kennels;
- 2) Purchase muffs, to be worn with earplugs, to protect against noise levels greater than 96 dB documented in the Fire Department's Industrial Hygiene Assessment (IHA), attachment (5).
- 3) Retrain personnel on the proper procedures to insert foam ear plugs, with additional emphasis to not reuse plugs designed for one time use.

**Reference:** OPNAVINST 5100.23G, Chapter 1, Para 0104d and OPNAVINST 5100.23G, Chapter 2, Para 0207b(17).

**Item: Ergonomics.** Personnel who handle the military dogs are subject to routine jerks and pulls that may create or inflame muscle and joint illnesses or injuries. This situation has been observed and reported by other kennels. These similar "pains" were confirmed by Kennel Master Lt Eric Brown. The IH's attempt to contact and discuss these observations on 24

February 2016 with the Department of Defense Military Working Dog School, 37<sup>th</sup> TRW, at Lackland AFB was unsuccessful.

**Recommended Action:** It is recommended that the following actions be taken and/or considered:

- 1) Prior to any routine dog handling or training personnel stretch and warmup;
- 2) Contact the Working Dog School to determine if they have or know of anyone that has addressed this issue, so additional guidance can be provided;
- 3) Include and assess this hazard on future Job Task Analysis;
- 4) Emphasize to all handlers the need to address any medical condition with the Navy Branch Health Clinic's Occupational Health team.

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

*Added EDAMS part*

**Item:** *Industrial Ventilation.* A review of the ventilation system at both Station #1 and #2 indicates several issues, not related to the functioning of the system, but its ability to be properly utilized. In Station #1 Bay #2, the ventilation hose cannot reach the engines tailpipe due to recent changes in parking requirements. Per Station #1 personnel, this situation has been reported and a work order submitted to the Public Works. In Station #2, recent tailpipe maintenance to the fire truck resulted in the installation of a larger diameter tailpipe which the ventilation can no longer be connected.

**Recommended Action:** It is recommended that the following actions be taken:

- 1) Place work order for Station #2 engine tailpipe to be adjusted/replaced to allow the ventilation system to be properly connected;
- 2) Only run the engines in their bays long enough to move them outside for daily or weekly inspection.

**Reference:** OPNAVINST 5100.23G, Chapter 5, Para 0502c(1), and OPNAVINST 5100.23G and *Industrial Ventilation Manual A Manual of Recommended Practice*, 27<sup>th</sup> Edition, Section 10.85 Vehicle Ventilation.

**PERIODIC INDUSTRIAL HYGIENE SURVEY  
PUBLIC SAFETY DIVISION  
MARINE CORPS LOGISTICS BASE  
ALBANY, GEORGIA  
REPORT NUMBER: AL16002**

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) Industrial Ventilation Systems Evaluations Summary  
(5) Noise Survey and Hearing Protection Requirements and Personal Noise Sampling Results Summary  
(6) Air Sampling Results Summary  
(7) Respiratory Protection Summary  
(8) Exposure Monitoring Plan  
(9) Neutral Posture for Computer Use/Computer Breaks  
(10) Customer Satisfaction Survey

**1. Introduction.** Per reference (a), a periodic industrial hygiene survey of the Public Safety Division (PSD) was conducted 9 -10 February 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 division(s)/workcenter(s) are provided in attachment (2). Medical surveillance recommendations are provided in attachment (3). A summary of industrial ventilation systems that were evaluated is provided in attachment (4). A list of the noise hazardous areas and operations and the required level of hearing protection is provided in attachment (5) along with a summary of personal noise sampling results. A summary of air sampling results is provided in attachment (6). The Respiratory Protection Summary, attachment (7), lists the operations requiring respirators and the type of respirators recommended. The Exposure Monitoring Plan, provided in attachment (8), details the operations/processes on which more information is required in the form of periodic sampling. Attachment (9), the Neutral Posture for Computer Use/Computer Breaks, can be used for training personnel in utilizing their computer workstations ergonomically. Attachment (10) 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)/workcenter(s).

Work Center	Hazard Category <sup>(1)</sup>	Next Survey Due (Mon/Yr)
Base Police Department	2 (Moderate)	FEB 2018
Civilian Police Working Dog Section	2 (Moderate)	FEB 2018
Fire Department	2 (Moderate)	FEB 2018
Risk Management Office	2 (Moderate)	FEB 2018
Public Safety Division Director's Office	3 (Low)	FEB 2020
Pass and ID Office, Bldg 3010	3 (Low)	FEB 2020

(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 Dept., Naval Branch Health Clinic, Albany 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  
PUBLIC SAFETY DIVISION  
REPORT: AL16002  
FEBRUARY 2016**

New or Significantly Modified Work Center Operations/Processes?

Comments:

- There have been no significant changes since the last survey conducted September 2014.
- 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:

- 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 type="checkbox"/> Y	<input checked="" 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 checked="" type="checkbox"/> Y	<input type="checkbox"/> N				

Comments:

- Fire and Police Department's Hazardous Material Inventory/Authorized Use Lists (HMI/AUL) required updating. The AUL list appeared to be outdated with many items listed but no longer used. Only materials currently in use or planned for reoccurring use should be listed on the AUL. Albany HAZMAT Cell's Hazardous Material Management System (HMMS) POC, Ms. Tscharna Dameron (229-639-5810), is aware of the outdated SDSs in the HMMS. She can assist these departments in obtaining updated SDSs for the HAZCOM binders.
- Fire Station #1 and #2 appear to have the same AUL. Currently, they are designated as separate zones in the HMMS. Consider consolidating into one zone to more easily maintain a common replica of the AUL and SDS binder in each station for employee access.
- All HAZMAT storage was well maintained and kept free of spillage.
- Ensure HAZCOM training is conducted on an annual basis for all departments. Training should include training on specific hazards for each shop.

**3. Respiratory Protection Program (Chapter 15):**

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

Comments:

- Respirator fit testing is conducted separately by POCs in the Fire and Police Department. The fit testers were designated and trained by PSD's RPPM. The fit testers are James Medford (Fire - ext 5610) and Lt Cedric Spring (Police - ext. 5349). Fit testing is performed using Porta Count Pro 8038 systems.
- A review at the fit testing sites revealed that standard operating procedures (SOPs) (or worksite specific respiratory protection plans) were not available or posted at the fit testing locations.
- A random review of the fire department respirators indicated that personnel who wore corrective glasses did not have respirator designed inserts. Inserts are required to ensure respirator seal is properly maintained.
- Enterprise Safety Applications Management System (ESAMS) data (8 February 2016 report) was reviewed to identify the number of assigned shop personnel who are current for Respiratory User Certification Exam (exam code 716) under the Respiratory Protection Program (RPP). As reported below, these figures suggest moderate compliance.
  - Supervisor reported number of shop personnel in RPP: 33 (Fire), 59 (Police)
  - ESAMS reported number of shop personnel in RPP: 28 (Fire), 55 (Police)
  - ESAMS reported number of shop personnel with current respirator Cert Exam: 23 (Fire), 48 (Police)
  - ESAMS reported % compliance: 82% (Fire), 87% (Police)

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:

- Shop personnel are potentially subject to noise above the DoD criterion for hazardous noise of 85 dBA as an 8-hour Time-Weighted Average (TWA) on a routine basis and should continue participation in the department's Hearing Conservation Program. If any worker enters a noise hazard area or uses noise hazard equipment, they should wear the appropriate hearing protection. Ensure that hearing protection use is strictly enforced throughout the work center.
- Hearing protection devices observed included LASER LITE (NRR 32), 3M EAR Classics (NRR 29), and ELVEX QUATTRO (NRR 25) disposable ear plugs. These plugs should generally be worn a limited number of times and then discarded. One Fire Department employee indicated he continued to wear the same pair on a regular basis. Training should emphasize the disposal and use of a new pair when old ones become soiled.
- Personnel indicated that plugs did not properly fit and, therefore, failed to reduce the hazardous noise levels. Their procedures for implanting the plugs into the ear canal were observed. It indicated the proper technique to seat the plugs into the ear canals and hold them in place until they fully expanded was not being followed. Additional training by the audiologist or their trained technician is recommended.
- Noise sample data indicates (see Attachment (5)) that double hearing protection (plugs and muffs) is required during Fire Department daily/weekly equipment and siren checks to protect against noise over 96 dBA. It was observed that muffs were not available at the Fire Station #2. Muffs should be purchased and available for use at both Station #1 and #2.
- Recent noise dosimetry data for employees inspecting vehicles at the commercial gate indicate a time weighted average (TWA) greater than 85 dBA. Commercial gate inspections should begin wearing proper hearing protection. Additionally, it was observed that the procedure to have commercial truck engines turned off during the inspection was not being followed.
- ESAMS data (8 February 2016 report) was reviewed to identify the number of assigned shop personnel who are current for periodic audiograms (exam code 503) under the Hearing Conservation Program. As reported below, these figures suggest moderate compliance.
  - Supervisor reported number of shop personnel in HCP: 33 (Fire), 59 (Police)
  - ESAMS reported number of shop personnel in HCP: 27 (Fire), 55 (Police)
  - ESAMS reported number of shop personnel with current audiograms: 22 (Fire), 42 (Police)
  - ESAMS reported % compliance: 81% (Fire), 76% (Police)
- A list of hazardous noise measurements are listed in Attachment (5).

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 currently perform cleaning of the kennel areas without the use of PPE protection. Personnel indicated that the bleach material was getting on their personal clothes and skin during this activity. PPE use should include long sleeve gloves, rubber apron (or appropriate coveralls), chemical splash goggles, and safety shield when cleaning the dog kennels using bleach solution.

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:

- Personnel in the Police Department (including Working Dog Section) are potentially exposure to lead during weapons qualification.

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:

- Personnel who handle the military dogs are subject to routine jerks and pulls that may create or inflame muscle and joint illnesses or injuries. This situation has been observed and reported by other kennels. These similar "pains" were confirmed by Kennel Master Lt Eric Brown. Alan Dooley, Industrial Hygienist, attempted to contact and discuss these observations on 24 February 2016 with the Department of Defense Military Working Dog School, 37th TRW, at Lackland AFB was unsuccessful. It is recommended that your Ergonomic POC, Ms. Donna Chalmers, continue to determine if any special assessments have been performed by either a civilian or military organization to address this hazard.
- Offices are typically equipped with cubicle or executive styled desks, most without keyboard trays. In general, the desks had round edges and keyboards and mice were placed on the desktop. Several noted exceptions were the work desks in Police Departments Room 218 which had hard edges and non-ergonomic chairs and the desk and chairs at the Working Dog Section, Bldg. 7521. 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.
- Attachment (9) illustrates the optimum computer station setup and placement of the screen, hands, wrists, etc. Ms. Donna Chalmers (229-639-6215) is available to address any specific ergonomic issues.

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 personnel in the Fire and Police Department are exposed to noise in the workplace due equipment checks, sirens, gate operations, and weapons qualification. Noise is a navy recognized developmental reproductive hazard. Recent hazardous noise exposure results indicated overexposure by personnel at the commercial gate. It was noted that commercial truck engines remained on during the inspections. It was identified by Lt Cedric Spring that procedures call for the trucks to turn off their engines during inspections.
- Fire and Police Department (including Working Dog Section) personnel are potentially exposed to lead during weapons qualification. Lead is a recognized developmental reproductive hazard.
- Fire and Police Department (including Working Dog Section) personnel are potential exposed to high heat and carbon monoxide during response and gate guard operations. Heat stress and carbon monoxide are recognized developmental reproductive hazards.
- Fire Department is subject to heavy lifting of equipment and medical patients. Heavy lifting is a recognized reproductive hazard.
- Working Dog Section is subject to heavy lifting of animals. Heavy lifting is a recognized reproductive hazard.
- Fire Department personnel are potential exposed to gasoline and diesel vapors. Gasoline and carbon monoxide are recognized developmental reproductive hazards.

9. Management of Carcinogenic hazards:

Cancer Causing Hazards Present?  Y  N

Comments: Carcinogens have been identified in this department. 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:

- The Working Dog Section utilized ammonium nitrate to simulate hazards for dog training. Ammonium nitrate is a known human carcinogen.
- Fire Department personnel are potential exposed to gasoline and diesel vapors. Gasoline is a known carcinogen.

10. Other Applicable Programs:

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

Comments:

- The ventilation hose cannot reach and connect to the engine tailpipe in Station #1, Bay #2, due to recent changes in parking requirements. It was indicated a work order had been submitted.
- The ventilation hose cannot connect to the Station #2, Bay #1 the fire truck after recent maintenance which resulted in the installation of a larger diameter tailpipe. Recommend adjustment to the tailpipe or hose connection be investigated and pursued.
- The Ventilation Evaluation Summary is included in Attachment (4).
- All emergency response personnel in the Fire and Police Department are placed on the bloodborne pathogens program due to their emergency response requirements.

11. Exposure Monitoring Plan (EMP):

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

Comments:

- Attachment (8) provides the current Exposure Monitoring Plan.

Additional Comments: None.

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INDUSTRIAL HYGIENE SURVEY  
WORKCENTER SPECIFIC EVALUATIONS FOR  
PUBLIC SAFETY DIVISION**

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<b>INDIVIDUAL HAZARD ASSESSMENT</b>		DATE: 9 February 2016		
RECORDED BY: Alan Dooley COMMAND: Marine Corps Logistics Base BLDG: 7520 SHOP: Base Police Department SHOP HAZARD PRIORITY RATING: 2		POC: Bob Henderson PHONE: 639-7957 TOTAL PERSONNEL: 52 (Civ: 50) MALE: 46 FEMALE: 6		
<p>SHOP OPERATIONS: Employees perform duties as car patrolmen, gate guard, traffic control &amp; enforcement, and other normal police duties. A weapons qualification is conducted twice per year on the outdoor firing range. Weapons are cleaned monthly. Personnel on patrol assignments perform a typical 12.5 hour shift with a 3-2-2-3 schedule (3 on, 2 off, 2 on, 3 off, etc...). Dispatchers perform Monday thru Friday (8 hours) with weekend rotations (12 hours).</p> <p>All personnel (excluding dispatchers) can perform normal security and gate guard duties. Special duties include traffic investigation (1 male), commercial vehicle inspectors (3 assigned, 1 male), special reaction team (5 males), dog handlers (7 assigned, 6 males), and dispatchers (8 assigned, 7 male).</p> <p>Notes:</p> <p>1. Seven members are K-9 dog handlers are not included in the personnel count (See Civilian Police Working Dog (CPWD) Section). A separate shop was generated during this survey period to account for unique hazards and work operations.</p> <p>2. Augmentees (not included in personnel count) are assigned to assist department activities. Currently 12 marines are augmenting activities with an additional 11 from different commands performing security augmentation duties at the gates. Additionally, range trainers are contract personnel that work out of the police department building.</p>				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
<p>Operations: Noise*</p> <p>Various operations that produce the most noise exposure include: gate security, patrolling, and weapons firing.</p> <p>Noise sources include sirens, horns during emergence response, vehicular traffic, dogs, and weapons qualifications.</p> <p>1. Weapon qualifications includes: 9mm Piston (All Personnel) 12 Gauge Shotgun (All Personnel) M-4 (Limited Personnel)</p> <p>2. Commercial gate operations include performing a security inspection of all commercial trucks that enter. This involves reviewing paperwork with the driver at his cab and, typically, conducting a walk around inspection of the vehicle and trailer.</p> <p>See Attachment (5) for sample results.</p>	<p>1. 44</p> <p>2. 3</p>	<p>1. 2x/yr 2-4 hrs</p> <p>2. Daily 6-8 hrs</p>	<p>1. PPE: Ear Plugs and Muffs. <b>Double protection is required during weapons firing on range.</b></p> <p>2. PPE: Ear Plugs.</p> <p>ADM: Trucks turn off engines during inspection.</p> <p>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.</p>	<p><b>UNACCEPTABLE.</b> All personnel who fire weapons, even for just qualification, are recommended for inclusion in the Hearing Conservation Program and its associated medical surveillance. Recent noise measurement during truck inspections at the commercial gate exceeded standards.</p> <p>During this review it was noted that commercial trucks were not being turned off per described procedures. Additional noise measurements are planned to be conducted in the near future.</p> <p>Medical surveillance for Noise (503) is required.</p> <p><i>*Noise is a recognized developmental reproductive hazard.</i></p>

INDIVIDUAL HAZARD ASSESSMENT		DATE: 9 February 2016		
RECORDED BY: Alan Dooley COMMAND: Marine Corps Logistics Base BLDG: 7520 SHOP: Base Police Department SHOP HAZARD PRIORITY RATING: 2		POC: Bob Henderson PHONE: 639-7957 TOTAL PERSONNEL: 52 (Civ: 50) MALE: 46 FEMALE: 6		
SHOP OPERATIONS: Employees perform duties as car patrolmen, gate guard, traffic control & enforcement, and other normal police duties. A weapons qualification is conducted twice per year on the outdoor firing range. Weapons are cleaned monthly. Personnel on patrol assignments perform a typical 12.5 hour shift with a 3-2-2-3 schedule (3 on, 2 off, 2 on, 3 off, etc...). Dispatchers perform Monday thru Friday (8 hours) with weekend rotations (12 hours).				
All personnel (excluding dispatchers) can perform normal security and gate guard duties. Special duties include traffic investigation (1 male), commercial vehicle inspectors (3 assigned, 1 male), special reaction team (5 males), dog handlers (7 assigned, 6 males), and dispatchers (8 assigned, 7 male).				
Notes:				
1. Seven members are K-9 dog handlers are not included in the personnel count (See Civilian Police Working Dog (CPWD) Section). A separate shop was generated during this survey period to account for unique hazards and work operations.				
2. Augmentees (not included in personnel count) are assigned to assist department activities. Currently 12 marines are augmenting activities with an additional 11 from different commands performing security augmentation duties at the gates. Additionally, range trainers are contract personnel that work out of the police department building.				
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. Majority of setups consisted of desks without hard edges and adjustable chairs. One noted exception was room 218 that consisted of hard edge desk and non-ergonomic chairs. Many of the computers throughout the building were not equipped with wrist rest or a gel pad in front of the keyboard.	All	Daily 1-4 hrs	ADM: Stretch breaks to avoid long periods in the same posture, ergonomics office (documented in ESAMS).	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 workstation is set up correctly (example included in attachment (9)) 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.
Weapons cleaning: CLP oil and lubricants (polyalpha-olefin)  Oil and lubricants applied by rag. Ingredients have little to no hazards.	44	Monthly 15 min	PPE: Nitrile gloves.	ACCEPTABLE. Based on amount, frequency, and low toxicity health hazard is minimum.

INDIVIDUAL HAZARD ASSESSMENT		DATE: 9 February 2016		
RECORDED BY: Alan Dooley COMMAND: Marine Corps Logistics Base BLDG: 7520 SHOP: Base Police Department SHOP HAZARD PRIORITY RATING: 2		POC: Bob Henderson PHONE: 639-7957 TOTAL PERSONNEL: 52 (Civ: 50) MALE: 46 FEMALE: 6		
SHOP OPERATIONS: Employees perform duties as car patrolmen, gate guard, traffic control & enforcement, and other normal police duties. A weapons qualification is conducted twice per year on the outdoor firing range. Weapons are cleaned monthly. Personnel on patrol assignments perform a typical 12.5 hour shift with a 3-2-2-3 schedule (3 on, 2 off, 2 on, 3 off, etc...). Dispatchers perform Monday thru Friday (8 hours) with weekend rotations (12 hours).  All personnel (excluding dispatchers) can perform normal security and gate guard duties. Special duties include traffic investigation (1 male), commercial vehicle inspectors (3 assigned, 1 male), special reaction team (5 males), dog handlers (7 assigned, 6 males), and dispatchers (8 assigned, 7 male).  Notes: 1. Seven members are K-9 dog handlers are not included in the personnel count (See Civilian Police Working Dog (CPWD) Section). A separate shop was generated during this survey period to account for unique hazards and work operations. 2. Augmentees (not included in personnel count) are assigned to assist department activities. Currently 12 marines are augmenting activities with an additional 11 from different commands performing security augmentation duties at the gates. Additionally, range trainers are contract personnel that work out of the police department building.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Gate Security: Heat/cold stress*, vehicle emissions (carbon monoxide*, nitrogen dioxide, sulfur dioxide), UV light  Conduct vehicle inspections at the commercial truck gate and from vehicles passing through all gates. Key vehicle hazard related to combustion of diesel trucks at the commercial gate. Additionally, inspections require outdoor exposure to the elements.	44	Daily 6-8 hrs	PPE: Sunscreen (>30 SPF), UV protective sunglasses, warm weather clothing for the winter.  ADM: Frequent rotation to other duties, heat and cold stress training, and WBGT base data monitoring.	ACCEPTABLE. Based on sampling results at other installations and large natural dilution of emissions, exposures are anticipated to be low. Personnel are trained on the hazards and symptoms of heat stress, rotated as necessary, and provided AC/heat access at gate facilities.  <i>*Heat stress is a recognized developmental reproductive hazard.</i> <i>* Carbon monoxide is a recognized developmental reproductive hazard.</i>
Weapons Firing: Lead* dust  Potential inhalation of airborne lead dust during weapons firing and/or cleaning.  Note: Air sample results were accessed and evaluated from other facilities that perform similar outdoor shooting.	44	2x/yr 4-6 hrs	None.	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>
Police operations: Work-related musculoskeletal disorders (WMSD)  Staff performs motions such as bending, twisting, lifting* and reaching. Items are installed, e.g. crowd rails, for planned events and emergencies.	44	1x/month 1-2 hrs	ADM: Ergonomic General Awareness Training.  ENG: 2 man lift on large barriers.	WMSD RISK FACTORS: Employees/ Management did not indicate any problems during interviews.  <i>*Heavy lifting is a recognized reproductive hazard.</i>

<b>INDIVIDUAL HAZARD ASSESSMENT</b>			DATE: 9 February 2016	
RECORDED BY: Alan Dooley COMMAND: Marine Corps Logistics Base BLDG: 7520 SHOP: Base Police Department SHOP HAZARD PRIORITY RATING: 2			POC: Bob Henderson PHONE: 639-7957 TOTAL PERSONNEL: 52 (Civ: 50) MALE: 46 FEMALE: 6	
SHOP OPERATIONS: Employees perform duties as car patrolmen, gate guard, traffic control & enforcement, and other normal police duties. A weapons qualification is conducted twice per year on the outdoor firing range. Weapons are cleaned monthly. Personnel on patrol assignments perform a typical 12.5 hour shift with a 3-2-2-3 schedule (3 on, 2 off, 2 on, 3 off, etc...). Dispatchers perform Monday thru Friday (8 hours) with weekend rotations (12 hours).				
All personnel (excluding dispatchers) can perform normal security and gate guard duties. Special duties include traffic investigation (1 male), commercial vehicle inspectors (3 assigned, 1 male), special reaction team (5 males), dog handlers (7 assigned, 6 males), and dispatchers (8 assigned, 7 male).				
Notes:				
1. Seven members are K-9 dog handlers are not included in the personnel count (See Civilian Police Working Dog (CPWD) Section). A separate shop was generated during this survey period to account for unique hazards and work operations.				
2. Augmentees (not included in personnel count) are assigned to assist department activities. Currently 12 marines are augmenting activities with an additional 11 from different commands performing security augmentation duties at the gates. Additionally, range trainers are contract personnel that work out of the police department building.				
<b>OPERATIONS AND POTENTIAL HEALTH HAZARDS</b>	<b>NUMBER OF WKRS</b>	<b>FREQUENCY /DURATION OF EXPOSURE</b>	<b>CONTROLS (1)</b>	<b>EXPOSURE ASSESSMENT (2)</b>
Patrolling and First Responder: Bloodborne Pathogens, chemicals  Potential for bodily fluids and blood exposure as first responders during emergency response from victims or perpetrators. Potential for various chemical hazards during an event while performing duties to control the entry to the hot zone area. Personnel are trained and equipment to respond to Chemical, Biological, Radiation, and Nuclear (CBRN) events. Rare event on military installation.	44	Rare	ADM: Universal Precautions, BBP training, avoid hot zone during CBRN type response (chemical hazard).  PPE: Nitrile or Vinyl Gloves (BBP), respirator (chemical hazard).  (Respirators are MSA full face with CBRN CAP1 filter.)	ACCEPTABLE. Based upon training, Universal Precautions, and PPE.  Personnel should be placed in a medical surveillance program for respirator use (716).  All employees are recommended for the Blood Borne Pathogen Program (Blood and/or Body Fluids (178)).
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: 9 February 2016		
RECORDED BY: Alan Dooley COMMAND: Marine Corps Logistics Base BLDG: 7521 SHOP: Civilian Police Working Dog (CPWD) Section SHOP HAZARD PRIORITY RATING: 2		POC: Lt Eric Brown PHONE: 229-639-5184 TOTAL PERSONNEL: 7 (Civ: 7) MALE: 6 FEMALE: 1		
SHOP OPERATIONS: The dog handler unit trains, manages and cares for dogs that are used to assist with searches for drugs and explosives and act as guard dogs. Personnel perform daily feeding, grooming, and hygiene of dogs, along with cleaning the dogs holding pens. Obedience training is performed at the on-site obstacle course. Employees may perform duties as car patrolmen, gate guard, traffic control & enforcement, and other normal police duties, but on a very limited basis. A weapons qualification is conducted twice per year on the outdoor firing range. Weapons are cleaned monthly. Personnel on patrol assignments perform a typical 12.5 hour shift with a 3-2-2-3 schedule (3 on, 2 off, 2 on, 3 off, etc...).				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Operations: Noise*  Various operations that produce the most noise exposure include: 1. gate security, 2. patrolling, 3. weapons firing, and 4. K-9 handling.  Noise sources include sirens, horns during emergence response, vehicular traffic, dogs, and weapons qualifications.  1. Weapon qualifications includes: 9mm Piston (All Personnel) 12 Gauge Shotgun (All Personnel) M-4 (Limited Personnel)  2. Dog noises during kennel cleaning and dog training may exceed noise levels.  See Attachment (5) for sample results.	7	1. 2x/yr 2-4 hrs  2. Daily 6-8 hrs	1. PPE: Ear Plugs and Muffs. <b>Double protection is required during weapons firing on range.</b>  2. PPE: Ear Plugs or Muff. (during kennel cleaning and multiple dogs barking).  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.	<b>UNACCEPTABLE.</b> Based on similar kennel operations at other facilities, noise levels may exceed standards. Additional noise measurements are planned to be conducted in the near future. Additionally, all personnel who fire weapons, even for just qualification, are recommended for inclusion in the Hearing Conservation Program and its associated medical surveillance.  <b>Medical surveillance for Noise (503) is required.</b>  <i>*Noise is a recognized developmental reproductive hazard.</i>
Weapons cleaning: CLP oil and lubricants (polyalpha-olefin)  Oil and lubricants applied by rag. Ingredients have little to no hazards.	7	Monthly 15 min	PPE: Nitrile gloves.	<b>ACCEPTABLE.</b> Based on amount, frequency, and low toxicity health hazard is minimum.
Kennel Sanitizing: 5% bleach solution (Sodium hypochlorite)  Bleach is used to help sanitize the kennel area by the dog handlers. Product is applied with a broom and squeegee. A hose is used to prewash and conduct final rinse.	7	Weekly 1-2 hrs	PPE: Long sleeve gloves (neoprene recommended), rubber apron, chemical splash goggles, and safety shield.  PPE not currently being used.	<b>ACCEPTABLE (IF PPE USED).</b> Based on solution strength, method of application, and outdoor natural dilution.  Currently, PPE is not provided during mixing and cleaning of the kennels using the bleach material. This potentially results in damage to clothing, eyes, and skin. Recommend proper PPE be purchased and utilized as soon as possible.

INDIVIDUAL HAZARD ASSESSMENT		DATE: 9 February 2016		
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SHOP OPERATIONS: The dog handler unit trains, manages and cares for dogs that are used to assist with searches for drugs and explosives and act as guard dogs. Personnel perform daily feeding, grooming, and hygiene of dogs, along with cleaning the dogs holding pens. Obedience training is performed at the on-site obstacle course. Employees may perform duties as car patrolmen, gate guard, traffic control & enforcement, and other normal police duties, but on a very limited basis. A weapons qualification is conducted twice per year on the outdoor firing range. Weapons are cleaned monthly. Personnel on patrol assignments perform a typical 12.5 hour shift with a 3-2-2-3 schedule (3 on, 2 off, 2 on, 3 off, etc...).				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Patrolling and First Responder: Bloodborne Pathogens, chemicals  Potential for bodily fluids and blood exposure as first responders during emergency response from victims or perpetrators. Potential to various chemical hazards during an event while performing duties to control the entry to the hot zone area. Personnel are trained and equipment to respond to Chemical, Biological, Radiation, and Nuclear (CBRN) events. Rare event on military installation.	7	Rare	ADM: Universal Precautions, BBP training, avoid hot zone during CBRN type response (chemical hazard).  PPE: Nitrile or vinyl gloves (BBP), respirator (chemical hazard).  Respirators are MSA full face with CBRN CAPI filter.	ACCEPTABLE. Based upon training, Universal Precautions, and PPE.  Personnel should be placed in a medical surveillance program for respirator use (716).  All employees are recommended for the Blood Borne Pathogen Program (Blood and/or Body Fluids (178))
Dog Training: Potassium chlorate, sodium chlorate, and ammonium nitrate*  Employees package chlorate and nitrate 4ml packages to serve as bomb simulates for dog training.	7	Rare (as needed)	PPE: Safety glasses or goggles, nitrile or rubber gloves.  ADM: Transfer product outdoors to use natural ventilation.	ACCEPTABLE. Based upon method of transfer, frequency, amounts, and PPE.  * Ammonium nitrate is a known carcinogen.
Weapons Firing: Lead* dust  Potential inhalation of airborne lead during weapons firing and/or cleaning.  Note: Air sample results were accessed and evaluated from other facilities that perform similar outdoor shooting.	7	2x/yr 4-6 hrs	PPE: Safety glasses, plugs and muffs.	ACCEPTABLE. Based on sampling of similar exposure groups at indoor/outdoor facilities at other installations, e.g. Mayport and Jacksonville, and the natural dilution that occurs at the outdoor facility.  * Lead is a recognized developmental reproductive hazard.

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OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Dog Training: Work-related musculoskeletal disorders (WMSD)  Staff performs motions such as bending, twisting, lifting* and reaching, with additional stressors associated with dog handling and training.	7	1x/month 2-4 hrs	ADM: Ergonomic General Awareness Training, warm up stretching prior to dog handling and training.	WMSD RISK FACTORS: Employees/ Management indicated that back and shoulder issues related to dog handling and training was occurring. This issue is consistent with other findings at other dog handling sections on other facilities.  Personnel are encouraged to discuss any joint or muscle issues with the local occupational health section.  <i>*Heavy lifting is a recognized 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. Majority of setups consisted of desks with hard edges and chairs with limited adjustments. Many of the computers throughout the building were not equipped with wrist rest or gel pad in front of the keyboard.	7	Daily 1-4 hrs	ADM: Stretch breaks to avoid long periods in the same posture, ergonomics office and lifting training (documented in ESAMS).	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 workstation is set up correctly (example included in attachment (9)) 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.
1. USE THE FOLLOWING CONTROL CODES: ADM – Administrative Controls                      PPE – Personal Protective Equipment                      ISO – Isolation DV – Dilution Ventilation                              ENG – Engineering Controls    LV – Local Ventilation				

<b>INDIVIDUAL HAZARD ASSESSMENT</b>			DATE: 9 February 2016	
RECORDED BY: Alan Dooley COMMAND: Marine Corps Logistics Base BLDG: 7521 SHOP: Civilian Police Working Dog (CPWD) Section SHOP HAZARD PRIORITY RATING: 2			POC: Lt Eric Brown PHONE: 229-639-5184 TOTAL PERSONNEL: 7 (Civ: 7) MALE: 6 FEMALE: 1	
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OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	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: 9 February 2016	
RECORDED BY: Alan Dooley COMMAND: Marine Corps Logistics Base BLDG: 1210 & 1005 SHOP: Fire Department SHOP HAZARD PRIORITY RATING: 2			POC: Greg Littleton PHONE: 639-5610/5611 TOTAL PERSONNEL: 33 (Civ: 33) MALE: 32 FEMALE: 1	
SHOP OPERATIONS: Staff provides on-site fire and emergency services operations, emergency medical responses, structural and confined space rescue firefighting, motor vehicle accidents, and hazardous materials mishap/spill responses for Marine Corps Logistics Base and tenant commands. Additionally, department conducts pre-operations checks on emergency vehicles and equipment, inspects and tests fire protection suppression systems and fire alarms on a scheduled bases. These employees spend a majority of their time doing equipment maintenance and training. Physical training is performed in the presence of emergency medical personnel.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Shop operations and Emergency Response: Noise*  Personnel operate various power equipment and tools (jaws of life, chain saws, hydraulic pumps) along with noise from sirens during emergency response.  Sound level measurements were collected on various tools with the following results: Chain saw: 90-108 dBA Smoke ejector: 85-94 dBA Circle saw: 86-107 dBA Hydraulic pump: 89 dBA Engine & Sirens: 94-97 dBA  See Attachment (5) for noise dosimetry sample results.	33	Weekly 5-10 min	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.	UNACCEPTABLE. Due to high noise level of power equipment and vehicles, all firefighters are enrolled in the HCP.  Medical surveillance for Noise (503) is required.  <i>*Noise is a recognized developmental reproductive hazard.</i>
Truck and Station Cleaning: Liquid detergents, soaps, bleach, window cleaners, tub and tile cleaners, and other household cleaners  Conduct general station and truck cleaning.	33	Daily 1 hour	PPE: Neoprene, butyl, nitrile, or other chemical resistant gloves, safety glasses.	ACCEPTABLE. No significant exposure expected based on limited toxicity of household products and adequate natural dilution.
Fuel Handling: Unleaded gasoline*, diesel fuel  Personnel check and fill up grounds maintenance and rescue equipment.	33	Daily 30-60 min	PPE: Chemical splash goggles, chemical resistant gloves, and neoprene or nitrile gloves.	ACCEPTABLE. No significant exposure expected based on the nature of exposure as described and adequate natural dilution.  <i>*Gasoline is a recognized developmental reproductive hazard and carcinogen.</i>
First Responder: Blood borne Pathogens  Potential for bodily fluids and blood exposure as first responders during emergency response from victims.	33	2-3x/week 1-2 hrs	ADM: Universal Precautions, BBP training.  PPE: Nitrile or Vinyl Gloves.	ACCEPTABLE. Based upon training, Universal Precautions, and PPE.  All employees are recommended to the Blood and Bodily Fluids (178) medical surveillance program.

INDIVIDUAL HAZARD ASSESSMENT		DATE: 9 February 2016		
RECORDED BY: Alan Dooley COMMAND: Marine Corps Logistics Base BLDG: 1210 & 1005 SHOP: Fire Department SHOP HAZARD PRIORITY RATING: 2		POC: Greg Littleton PHONE: 639-5610/5611 TOTAL PERSONNEL: 33 (Civ: 33) MALE: 32 FEMALE: 1		
SHOP OPERATIONS: Staff provides on-site fire and emergency services operations, emergency medical responses, structural and confined space rescue firefighting, motor vehicle accidents, and hazardous materials mishap/spill responses for Marine Corps Logistics Base and tenant commands. Additionally, department conducts pre-operations checks on emergency vehicles and equipment, inspects and tests fire protection suppression systems and fire alarms on a scheduled bases. These employees spend a majority of their time doing equipment maintenance and training. Physical training is performed in the presence of emergency medical personnel.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
First Responder: Heat Stress*  Personnel respond to emergencies and perform training in full fire fighter gear. Real world and training is often in direct sunlight, high humidity, and high temperatures.	33	During training and emergency response	ADM: Water, breaks, and training on heat stress.	ACCEPTABLE. Workers provided access to liquids, breaks, and monitored for heat stress during both training and real world.  <i>*Heat stress is a recognized developmental reproductive hazard.</i>
Truck and Station Cleaning: Diesel exhaust (carbon monoxide*, nitrogen dioxide, sulfur dioxide)  Engines are run in the garage* to maintain operational readiness and conduct inspections. Ventilation systems are hooked to the exhaust to capture and remove engine vapors direct to the outside.	33	Daily 30-60 min	LV: Vehicle Ventilation system.  (See comments under Exposure Assessment).	ACCEPTABLE. No significant exposure expected based on ventilation system, minimum time engines run indoors, and frequent garage door opening to allow natural dilution and air changes.  <i>*Ventilation in Bay 2 of Station 1 cannot currently reach and, therefore, connect to the engine exhaust of the fire truck. Vehicle is started then moved outside for daily check. Work order had been submitted.</i>  <i>*Ventilation in Bay 1 of Station 2 cannot hook up to engine exhaust of the fire truck due to incorrect exhaust pipe recently installed. Vehicle is started then moved outside for daily check. Recommend tail pipe fix to allow ventilation to be attached.</i>  Ventilation systems met standards (see Attachment (4)).  <i>* Carbon monoxide is a recognized developmental reproductive hazard.</i>

INDIVIDUAL HAZARD ASSESSMENT		DATE: 9 February 2016		
RECORDED BY: Alan Dooley COMMAND: Marine Corps Logistics Base BLDG: 1210 & 1005 SHOP: Fire Department SHOP HAZARD PRIORITY RATING: 2		POC: Greg Littleton PHONE: 639-5610/5611 TOTAL PERSONNEL: 33 (Civ: 33) MALE: 32 FEMALE: 1		
SHOP OPERATIONS: Staff provides on-site fire and emergency services operations, emergency medical responses, structural and confined space rescue firefighting, motor vehicle accidents, and hazardous materials mishap/spill responses for Marine Corps Logistics Base and tenant commands. Additionally, department conducts pre-operations checks on emergency vehicles and equipment, inspects and tests fire protection suppression systems and fire alarms on a scheduled bases. These employees spend a majority of their time doing equipment maintenance and training. Physical training is performed in the presence of emergency medical personnel.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Fire Fighting: Smoke and thermos decomposition products; hazardous materials  Exposure during emergency response may occur during firefighting operations. Potential to various chemical hazards during an event. Personnel are trained and equipped to respond to Chemical, Biological, Radiation, and Nuclear (CBRN) events. CBRN type event on military installation is rare.	33	During Emergency Response Only	PPE: SCBA and Level A or B protective suits.  (Respirator is full-face Scott AV300HV).	ACCEPTABLE. Based upon emergency response training and controls used to minimize exposure.  Personnel should be placed in a medical surveillance program for respirator use (716).
Equipment calibration: Carbon dioxide, methane, and hydrogen sulfide  Chemicals are used for calibrating Multirae meter for confined space monitoring. Operations consist of hook up and disconnect of gases to monitoring equipment.	2	Monthly 5-10 min	None.	ACCEPTABLE. Personnel perform operations that generate little to no gases being released.
Heavy Lifting: Work-related musculoskeletal disorders (WMSD)*  Heavy Lifting (up to 150 lbs) occurs along with awkward positions when lifting emergency response equipment, med bags, saws, dummy, SCBA gear, medical patients, and burner.	33	During Emergency Response and Training Only	ADM: Ergonomic General Awareness Training, 2 person lift teams.	WMSD RISK FACTORS: No problems reported. There is the potential for ergonomic injuries to occur. Changes to work practices have reduced ergonomic hazards such as reduced lifting, heavy objects put on carts and two person lifting techniques. The NIOSH Lifting equation recommends a maximum of 35 lbs lifted by one person.  <i>*Heavy Lifting is a recognized reproductive hazard.</i>

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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. Desks had hard edges and some keyboards were not equipped with a wrist rest or gel pads in front of it. Chairs had adjustable arm rest height.	33	Daily 2-4 hrs	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 workstation is set up correctly (example included in attachment (9)) 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.
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: 10 February 2016	
RECORDED BY: Alan Dooley COMMAND: Marine Corps Logistics Base BLDG: 3500 SHOP: Risk Management Office SHOP HAZARD PRIORITY RATING: 2			POC: Merrill Dickinson PHONE: 639-7049 TOTAL PERSONNEL: 8 (Civ: 8) MALE: 6 FEMALE: 2	
SHOP OPERATIONS: Conducts formal occupational safety and health (OSH) inspections of all workplaces annually, semiannually for high hazard workplaces. Provides inspection out-briefs providing senior leadership an overview their OSH Program. Provides core safety services to all garrison divisions LAW MCO 5100.29B. Conducts new supervisor specialized training (lockout/tagout, confined space entry, respiratory protection, ergonomics, radiation, explosives, PPE, etc...). Reviews specifications and designs related to new construction, renovations, and repair and replacement of the installation's infrastructure. Investigates all mishaps and near misses. Accompany inspectors from outside agencies. Administers the off-duty/recreational safety program. Teach and provide technical advice and consultation on OSHA's Voluntary Protection Program.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Safety Inspections: Noise*  Inspectors routinely conduct safety inspections in industrial areas. Visits may involve transitioning hazardous noise areas. Per employees, generally, most inspections and investigations are performed during nonhazardous noise operations. Incidental exposure to noise from surrounding shop work does occur.	8	2x/week 2-4 hrs	PPE: Ear plugs and/or muffs (if visiting hazardous noise area).  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.	ACCEPTABLE. Personnel exposure to noise in excess of the standard is not expected based on the duration and frequency of the inspections.  <i>*Noise is a recognized developmental reproductive hazard.</i>
Safety Inspections: Various Chemicals (Potential exposure based on individual shops and operations visited.)  Inspectors routinely conduct safety inspections in industrial areas. Inspections are generally performed in administrative areas or outside of known hazard zones, i.e. when hazardous operations are not being performed.	8	2x/week 2-4 hrs	PPE: Ear plugs and/or muff, safety glasses. (Generally wear same PPE being utilized by shops if operations on-going).	ACCEPTABLE. Personnel exposure to potential hazardous materials in excess of the standard is not expected since safety specialists do not conduct evaluations inside hazardous zone of operations.
Safety Training: Petroleum naphtha, propane, n-butane, barium sulfate  Spray paint is applied to the motorcycle range as needed.	2	Rare (It has been over 2 years since the last application on the range.)	PPE: Safety goggle and gloves.	ACCEPTABLE. Personnel exposure to potential hazardous materials in excess of the standard is not expected due to method of application.

INDIVIDUAL HAZARD ASSESSMENT			DATE: 10 February 2016	
RECORDED BY: Alan Dooley COMMAND: Marine Corps Logistics Base BLDG: 3500 SHOP: Risk Management Office SHOP HAZARD PRIORITY RATING: 2			POC: Merrill Dickinson PHONE: 639-7049 TOTAL PERSONNEL: 8 (Civ: 8) MALE: 6 FEMALE: 2	
SHOP OPERATIONS: Conducts formal occupational safety and health (OSH) inspections of all workplaces annually, semiannually for high hazard workplaces. Provides inspection out-briefs providing senior leadership an overview their OSH Program. Provides core safety services to all garrison divisions LAW MCO 5100.29B. Conducts new supervisor specialized training (lockout/tagout, confined space entry, respiratory protection, ergonomics, radiation, explosives, PPE, etc...). Reviews specifications and designs related to new construction, renovations, and repair and replacement of the installation's infrastructure. Investigates all mishaps and near misses. Accompany inspectors from outside agencies. Administers the off-duty/recreational safety program. Teach and provide technical advice and consultation on OSHA's Voluntary Protection Program.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Equipment calibration: Carbon dioxide, methane, and hydrogen sulfide  Chemicals are used for calibrating Multirae meter for confined space monitoring. Operations consist of hook up and disconnect of gases to monitoring equipment.	2	Monthly 5-10 min	None.	ACCEPTABLE. Personnel perform operations that generate little to no gases being released.
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. Most desks had rounded edges. Some keyboards were not equipped with a wrist rest or gel pads. Chairs had adjustable arm rest height and lumbar support.	8	Daily Up to 8 hrs	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.  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 workstation is set up correctly (example included in attachment (9)) 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>I. 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>INDIVIDUAL HAZARD ASSESSMENT</b>			DATE: 10 February 2016	
RECORDED BY: Alan Dooley COMMAND: Marine Corps Logistics Base BLDG: 3500 SHOP: Risk Management Office SHOP HAZARD PRIORITY RATING: 2			POC: Merrill Dickinson PHONE: 639-7049 TOTAL PERSONNEL: 8 (Civ: 8) MALE: 6 FEMALE: 2	
SHOP OPERATIONS: Conducts formal occupational safety and health (OSH) inspections of all workplaces annually, semiannually for high hazard workplaces. Provides inspection out-briefs providing senior leadership an overview their OSH Program. Provides core safety services to all garrison divisions IAW MCO 5100.29B. Conducts new supervisor specialized training (lockout/tagout, confined space entry, respiratory protection, ergonomics, radiation, explosives, PPE, etc...). Reviews specifications and designs related to new construction, renovations, and repair and replacement of the installation's infrastructure. Investigates all mishaps and near misses. Accompany inspectors from outside agencies. Administers the off-duty/recreational safety program. Teach and provide technical advice and consultation on OSHA's Voluntary Protection Program.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	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: 10 February 2016	
RECORDED BY: Alan Dooley COMMAND: Marine Corps Logistics Base BLDG: 3500 SHOP: Public Safety Division Director's Office SHOP HAZARD PRIORITY RATING: 3 (Low)			POC: Sandra James PHONE: 639-7991 TOTAL PERSONNEL: 4 (Civ: 4) MALE: 1 FEMALE: 3	
SHOP OPERATIONS: Administrative office that provides policy, guidance, and financial support for the PSD organization. Workers conduct meetings, write, and process paper work. They operate computers, copy machines, facsimile machines and other standard office equipment.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Administrative duties: Noise*  Perform administrative duties in office setting.	4	Daily 8 hrs	None.	ACCEPTABLE. Personnel exposure to typical office noise is below any hazardous level.  <i>*Noise 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. Desks had rounded edges. Some keyboards were not equipped with a wrist rest or gel pads in front of it. Chairs were ergonomic because they did have adjustable arm rest height and lumbar support.	4	Daily 8 hrs	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.  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 workstation is set up correctly (example included in attachment (9)) 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.
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: 10 February 2016		
RECORDED BY: Alan Dooley COMMAND: Marine Corps Logistics Base BLDG: 3010 SHOP: Pass and ID Office SHOP HAZARD PRIORITY RATING: 3 (Low)		POC: Anthony Simmons PHONE: 639-7321 TOTAL PERSONNEL: 5 (Civ: 5) MALE: 2 FEMALE: 3		
SHOP OPERATIONS: Maintains and operates the DEERS/Rapid to verify eligibility for issuance of identification cards to active duty, family members, and retirees. Provides vehicle registration services, issues vehicle decals/passes, and common access cards (CAC). These functions are non-industrial in nature and consist mainly of administrative office type functions, such as operating computers, copy machines, facsimile machines, and other standard office equipment.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Administrative duties: Noise*  Perform administrative duties in office setting.	5	Daily 8 hrs	None.	ACCEPTABLE. Personnel exposure to typical office noise is below hazardous levels.  <i>*Noise is a recognized developmental reproductive hazard.</i>
Office cleaning: Lysol (ethanol, isobutene, propane) and Windex  Personnel perform routine dusting and wipe down of personnel office equipment and desk using common cleaning products.	5	1x/week 5-10 min	None.	ACCEPTABLE. Personnel exposure to typical office cleaning supplies is considered acceptable giving the frequency, amount, and method of application.
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. Desks had rounded edges. Several keyboards were not equipped with a wrist rest or gel pads in front of them. Chairs were ergonomic and had adjustable arm rest height and lumbar support.	5	Daily 8 hrs	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.  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 workstation is set up correctly (example included in attachment (9)) 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.
1. USE THE FOLLOWING CONTROL CODES: ADM - Administrative Controls      PPE - Personal Protective Equipment      ISO - Isolation DV - Dilution Ventilation      ENG - Engineering Controls      LV - Local Ventilation				

<b>INDIVIDUAL HAZARD ASSESSMENT</b>			DATE: 10 February 2016	
RECORDED BY: Alan Dooley COMMAND: Marine Corps Logistics Base BLDG: 3010 SHOP: Pass and ID Office SHOP HAZARD PRIORITY RATING: 3 (Low)			POC: Anthony Simmons PHONE: 639-7321 TOTAL PERSONNEL: 5 (Civ: 5) MALE: 2 FEMALE: 3	
SHOP OPERATIONS: Maintains and operates the DEERS/Rapid to verify eligibility for issuance of identification cards to active duty, family members, and retirees. Provides vehicle registration services, issues vehicle decals/passes, and common access cards (CAC). These functions are non-industrial in nature and consist mainly of administrative office type functions, such as operating computers, copy machines, facsimile machines, and other standard office equipment.				
<b>OPERATIONS AND POTENTIAL HEALTH HAZARDS</b>	<b>NUMBER OF WKRS</b>	<b>FREQUENCY /DURATION OF EXPOSURE</b>	<b>CONTROLS (1)</b>	<b>EXPOSURE ASSESSMENT (2)</b>
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  
PUBLIC SAFETY DIVISION  
MARINE CORPS LOGISTICS BASE  
REPORT NO. AL16002  
FEBRUARY 2016**

Ref: (a) Medical Surveillance Procedures Manual and Medical Matrix, Edition 12, NMCPHC-TM OM 6260  
(<http://www.med.navy.mil/sites/nmcpbc/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
Base Police Department	Gate security, patrolling, weapons firing, and emergency response.	Noise (503)	52
		Blood and/or body Fluids (178)	
		Respirator Users Certification Exam (716)	
Civilian Police Working Dog Section	Gate security, patrolling, weapons firing, and emergency response.	Noise (503)	7
		Blood and/or body Fluids (178)	
		Respirator Users Certification Exam (716)	
Fire Department	Shop operations and emergency response.	Noise (503)	35
		Blood and/or body Fluids (178)	
		Respirator Users Certification Exam (716)	
<b>Non-Exposure Based Medical Surveillance Recommendations:</b>			
Base Police Department	Emergency response	Police/Security Guard (714)	52
Civilian Police Working Dog Section	Emergency response	Police/Security Guard (714)	7
Fire Department	Emergency response	Firefighter (707)	35

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

([https://navalforms.documentservices.dla.mil/formsDir/\\_SECNAV\\_5100\\_1T\\_10914.pdf](https://navalforms.documentservices.dla.mil/formsDir/_SECNAV_5100_1T_10914.pdf)).

**RESULTS OF EVALUATIONS OF INDUSTRIAL VENTILATION SYSTEMS  
USED FOR STRESSOR CONTROL  
PUBLIC SAFETY DIVISION  
ALBANY, GA  
FEBRUARY 2016**

Ref: (a) American Conference of Governmental Industrial Hygienists, *Industrial Ventilation: A Manual of Recommended Practice for Design*, 25<sup>TH</sup> Edition, 2004

**1. Background**

a. Providing adequate mechanical exhaust ventilation to control stressors (i.e., chemical substances and physical agents that are harmful to personnel) is known as Industrial Ventilation and is essential to protecting the health of personnel. This is especially true in interior spaces where stressors can build up if not properly exhausted. The assessment of ventilation systems for comfort (i.e., Heating, Ventilating, and Air-Conditioning (HVAC) systems) is outside the scope of this survey.

b. Industrial ventilation falls into two categories: general (or dilution) ventilation and local exhaust ventilation (LEV). Dilution ventilation, as the name implies, controls stressors to an acceptable level by allowing them to mix with large volumes of clean air but also results in low-level exposure of all space occupants to the contaminant. Dilution ventilation eventually removes the stressor but does not minimize exposure. Local exhaust ventilation is preferred for industrial processes since it removes stressors at their source before they mix with the air in the space. To function properly industrial ventilation requires an adequate amount of both exhaust and supply (i.e., make-up/replacement) air.

c. An industrial hygienist or other qualified personnel under their direction may conduct ventilation assessments. Results of the measurement of local exhaust ventilation systems used for contaminant control are reported in either feet per minute (fpm) (e.g., for slot velocities or capture velocities) or cubic feet per minute (CFM) (e.g., for total system performance) while dilution ventilation is usually reported as either air changes per hour (ACH) or the rate of change in minutes. ACH is the number of times per hour that a volume of air equal to the internal volume of the space is removed. Rate of change is the number of minutes that it takes to exhaust a volume of air equal to the internal volume of the space.

**2. Summary of Findings:** The following is a summary of ventilation findings:

SHOP/ LOCATON	SYSTEM TESTED	MEASUREMENTS 2015 (CFM)	STANDARDS* Ref. (a), Figure VS-85- 03	STANDARDS MET
Fire Department Station #1	Bay #1 Vehicle LEV	870	280 - 400	Yes
	Bay #2** Vehicle LEV	688	280 - 400	Yes
	Bay #3 Vehicle LEV	712	280 - 400	Yes
	Bay #4, Vent #1 Vehicle LEV	449	280 - 400	Yes
	Bay #4, Vent #2 Vehicle LEV	316	280 - 400	Yes

SHOP/ LOCATON	SYSTEM TESTED	MEASUREMENTS 2015 (CFM)	STANDARDS* Ref. (a), Figure VS-85- 03	STANDARDS MET
Fire Department Station #2	Bay #1** Vehicle LEV	684	280 - 400	Yes
	Bay #2 Vehicle LEV	634	280 - 400	Yes
* Standards based on a range of engine displacement sizes between 5.7L to 8.2L running at 1000 rpm while in their bays. Future measurements and standards will be based on the 28 <sup>th</sup> edition of reference (a). ** Ventilation systems meets standards but were unable to connect to the vehicles. See attachment (1), paragraph 10 for explanations.				

3. Ensure that all ventilation filters are replaced in accordance with the applicable guidelines to ensure maximum effectiveness of the various systems in use.

4. Ventilation surveys will continue to be performed as required. The next survey will utilize the standards defined in the 28<sup>th</sup> edition of reference (a). This standard requires the measurement of tailpipe exhaust temperature not available during this reporting period. Original ventilation survey sample sheets are on file in the Industrial Hygiene Department office.

5. Please contact the Jacksonville Industrial Hygiene Department (904-546-7114), pending the replacement of the local Industrial Hygienist, should there be any action taken on the existing systems that will alter (improve/reduce) the airflow so that new measurements can be taken.

**NOISE SURVEY WITH HEARING PROTECTION REQUIREMENTS  
AND PERSONAL NOISE SAMPLING RESULTS SUMMARY  
PUBLIC SAFETY DIVISION  
ALBANY, GA  
REPORT NO. AL16002  
FEBRUARY 2016**

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 Public Safety Division during the current or 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.

<b>IDENTIFIED NOISE HAZARD AREA, OPERATIONS AND EQUIPMENT</b>					
<b>RESPONSIBLE WORKCENTER</b>	<b>SPACE</b>	<b>WORK TASK AND/OR CONDITIONS</b>	<b>RANGE OF MEASURED SOUND PRESSURE LEVELS (dBA)</b>	<b>NOISE RADIUS (FT)</b>	<b>HEARING PROTECTION REQUIRED</b>
Fire Department	Station #1 and #2	Chain Saw	90-108	12	Double
		Smoke Ejector (EV400)	94	10	Single
		Smoke Ejector (P124S)	85	3	Single
		Circle Saw	86-107	NA	Double
		Hydraulic Pump (GXV 160)	89	10	Single
		Fire Engine and Siren	94 - 97	NA	Double

3. The personal sample results listed below indicated personnel have had exposures that exceeded the DoD over exposure limit (OEL). Personal exposure to noise in excess of the OEL occurred. Personnel should remain in the command's Hearing Conservation Program.

**PUBLIC SAFETY DIVISION  
ALBANY, GA  
PERSONNEL NOISE SAMPLING RESULTS**

DATE SAMPLE #	WORKCENTER	ACTIVITY	EXPOSURE LIMIT	MEASURED TWA EXPOSURE	RESULT
22 SEP 2015 ALBND15076	Fire Department	Typical General Operation: Siren test, vehicle testing, rescue equipment checks, etc...	85	100	Above DoD OEL
21 SEP 2015 ALBND15074	Base Police Department	Truck Gate Operations	85	83	Below DoD OEL
23 SEP 2015 ALBND15077	Base Police Department	Truck Gate Operations	85	86	Above DoD OEL

4. 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.

5. The hearing protection devices currently in use, Laser Lite (NRR 32), 3M EAR Classics (NRR 29), and Elvex Quattro (NRR 25), are capable of attenuating worker noise exposure below the OEL in most situations. Additional evaluations of Fire Department activities is necessary to determine if the 100 dBA value obtained was an anomaly and/or when dual hearing protection will be required beyond that identified in the 1<sup>st</sup> table above. 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 another assessment can be conducted.

6. The original sample results discussed in this attachment are on file with the Industrial Hygiene office. The workers have been notified of their sample results and the results have been recorded in their individual medical records. At this time there are no additional recommendations to be made.

**PERSONAL AIR SAMPLING RESULTS SUMMARY  
PUBLIC SAFETY DIVISION  
MARINE CORPS LOGISTICS BASE  
ALBANY, GEORGIA  
FEBRUARY 2016**

1. Personal air sample results have not been conducted due to the low risk of exposure during normal operations by all personnel within the PSD.
2. Should operations change, e.g. frequency or hazards, such that worker exposures maybe affected, notify the Industrial Hygiene Department so that the need for air sampling and further risk assessment can be determined.

**RESPIRATORY PROTECTION SUMMARY  
PUBLIC SAFETY DIVISION  
ALBANY, GA  
FEBRUARY 2016**

1. The following is a listing of work tasks where respiratory protection is recommended. The recommendations are based on the results of air sampling data, regulatory requirements and the judgment of the industrial hygienist. It is the responsibility of the division's Respiratory Protection Program manager (RPPM) to implement the program requirements. Among the requirements of this program are annual training and annual fit testing. The examining physician determines the frequency of medical evaluations based on the employee's age and other factors. Military personnel who have a current PHA and are considered 'fit for full duty' are considered medically qualified to wear a respirator. It is likely that in some cases where respiratory protection was not specifically recommended, personnel may request voluntary respiratory protection for their own individual reasons. In instances of discretionary or voluntary respirator use, the respirator must be issued and controlled by the RPPM. Voluntary respiratory use must also meet the requirement of OPNAVINST 5100.23G, 1503g. (1-3).

WORKCENTER	WORK TASK	RESPIRATOR TYPE
Police Department	CBRN and Emergency Response	Full-face MSA with CBRN CAP1 Filter
Civilian Police Working Dog (CPWD) Section	CBRN and Emergency Response	Full-face MSA with CBRN CAP1 Filter
Fire Department	CBRN and Emergency Response	Full-face Scott AV300HV with SCBA

2. The command's Respiratory Protection Program audit review was conducted on 4 December 2015 by Mr. John Sorenson, Industrial Hygienist (IH). A copy of the review was provided to PSD's RPPM. The overall the program was **Satisfactory**. During this IH Survey walk through several SOPs were not available or current at the Fire or Police Department where fit testing is conducted. See Enclosure (1) and Attachment (1) for recommendations.

**UPDATED EXPOSURE MONITORING PLAN  
PUBLIC SAFETY DIVISION  
MARINE CORPS LOGISTICS BASE  
ALBANY, GEORGIA  
FEBRUARY 2016**

COMMAND: Public Safety Division UIC: 35298		P.O.C: Mr. William Wombul PHONE: 229-639-7453		SURVEY PERIOD: 2016 BY IHO: ALAN DOOLEY ASSIGNED TO IHT: TBD	
<b>EXPOSURE MONITORING PLAN</b>					
OPERATION AND STRESSOR TO BE MONITORED	NUMBER OF SAMPLES	I METHOD	II AREA	III FREQ	IV MAN-HOURS
Noise-SLM Fire Department (Capt Sean Edmondson, 229-639-5610)  <b>Rationale: D</b> <span style="float: right;"><b>Priority 3</b></span>	Approx. 20	DR	SZ	1	10
Action. Update equipment noise survey, especially siren values during morning testing. Obtain hazard distances. Collect siren values at both stations per vehicle inside and out.					
Noise-Noise Dosimetry  Working Dog Section (Lt Cedric Spring, 229-639-5181).  <b>Rationale: B</b> <span style="float: right;"><b>Priority 3</b></span>	2	PD	HZ	1	18
Action. Collect full shift dosimetry on days when kennels are being cleaned with bleach material (i.e. dogs in the background barking) and attempt to collect samples when dogs are being trained. Note number of dogs present. Take SLM readings throughout the day and supplement observations and results in the comment section. Dosimetry should be collected on non-consecutive days.					
Noise-Noise Dosimetry  Police Department (Lt Cedric Spring, 229-639-5181) – Commercial Truck Gate  <b>Rationale: B</b> <span style="float: right;"><b>Priority 3</b></span>	2	PD	HZ	1	18
Action. For commercial truck gate maintain a full period presence and ensure dosimetry remains present for duration of shift, which can last 10 to 12.5 hours. Note how many commercial trucks and if truck engines remain on during inspections. Take SLM readings around several commercial trucks (may need to fully coordinate this action with Lt Spring) if truck engines remain on. Document any SLM readings in the noise dosimetry comment section. Dosimetry should be collected on non-consecutive days.					

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EXPOSURE MONITORING PLAN					
OPERATION AND STRESSOR TO BE MONITORED	NUMBER OF SAMPLES	I METHOD	II AREA	III FREQ	IV MAN-HOURS
Ventilation Station #1 and #2  Rationale: B Priority 3	6	DR	NA	1	7
Action. Conduct measurement at face of ventilation hose. Ensure you collect engine information (see plate on the engine for values) to include engine displacement and crankshaft revolutions. Additionally obtain tailpipe exhaust temperature. All values are needed to determine if standard is met per 28 <sup>th</sup> Industrial Ventilation book. (See VS-85-02 requirements)					
Monitoring Plan Completion Reviewed By:				TOTAL HOURS:	35.0
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:**

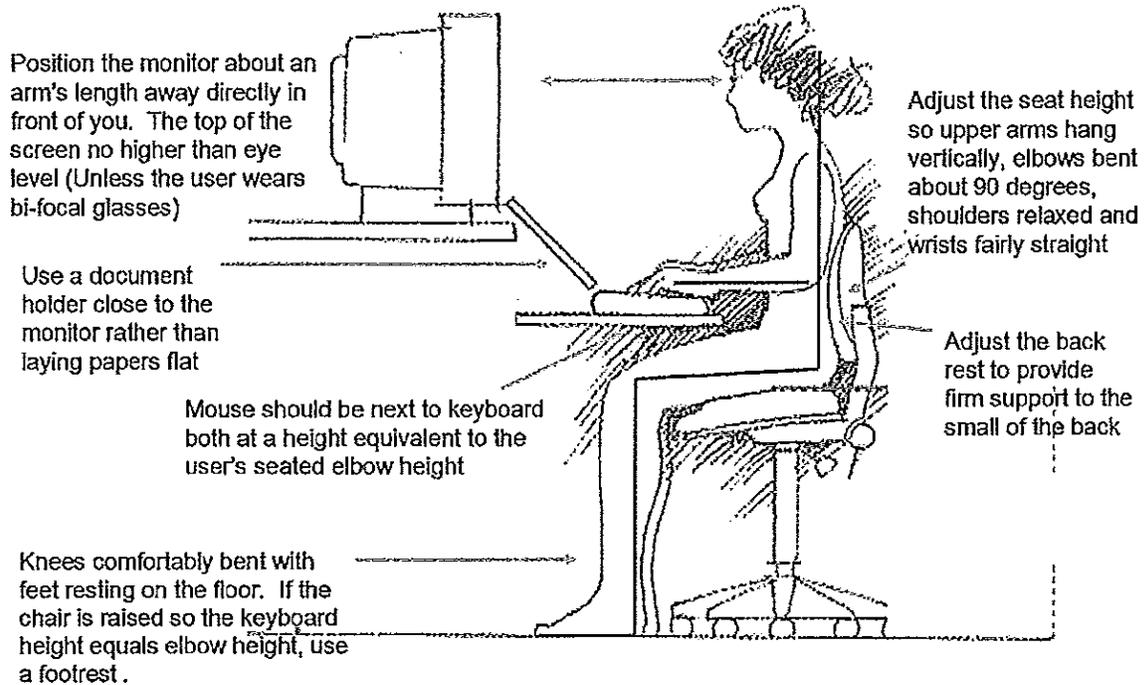
- A: Fulfill regulatory sampling requirements.
- B: Collect sufficient data to allow statistically valid exposure assessments.
- C: Track workplace exposures to determine trends.
- D: Validate professional judgments of unchanged exposure assessments.

**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 side-to-side and  
top-to-bottom. This helps move  
your eyes and reduces eye strain.

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.

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

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

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

Close your eyes and breathe fully  
over your head. This relaxes  
your eyes and neck.

Extend your arm and fingers  
and rotate. This reduces stress  
in the upper extremities.

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

Shrug your shoulders. This eliminates  
stress 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!!!