



DEPARTMENT OF THE NAVY
 NAVY MEDICINE READINESS AND TRAINING COMMAND
 2080 CHILD STREET
 JACKSONVILLE, FL 32214-5000

MED
 6 Apr 21

IN REPLY REFER TO:

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 30 March 2021

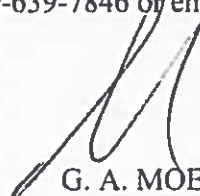
From: Commanding Officer, Navy Medicine Readiness and Training Command Jacksonville
 To: Commanding Officer, Marine Corps Logistics Base Albany, GA

Subj: PERIODIC INDUSTRIAL HYGIENE SURVEY OF THE COMMUNICATIONS AND INFORMATION SYSTEMS DIVISION ALBANY, GA

Ref: (a) OPNAVINST 5100.23H of 05 Jun 2020, *Navy Safety and Occupational Health Program*
 (b) OPNAV M-5100.23 of 05 Jun 2020, *Navy Safety and Occupational Health Manual*

Encl: (1) Executive Summary
 (2) Industrial Hygiene Survey Report (AL21006)

1. A Periodic Industrial Hygiene Survey of the Communications and Information Systems Division was conducted on 08 March 2021 as required by references (a) and (b). Enclosures (1) and (2) are provided for your information.
2. Point of contact is Mr. Bryan S. Arwood of the Navy Medicine Readiness and Training Unit Albany, Industrial Hygiene Division, at 229-639-7846 or email bryan.s.arwood.civ@mail.mil.


 G. A. MOELLER
 By direction

Facilities
 3500
 1360
 1351

1. Page 12, disc destroyer in 1360 noise hazards.
 Check for current JHA.
 Put noise hazard

**PERIODIC INDUSTRIAL HYGIENE SURVEY
COMMUNICATIONS AND INFORMATION SYSTEMS DIVISION
MARINE CORPS LOGISTICS BASE ALBANY, GA
REPORT NUMBER: AL21006
MARCH 2021**

Ref: (a) OPNAV M-5100.23 of 05 Jun 2020, *Navy Safety and Occupational Health Manual*
(b) Navy and Marine Corps Public Health Center (NMCPHC) Industrial Hygiene Field Operations Manual (IHFOM)

Att: (1) Periodic Industrial Hygiene Survey: Shop Assessment
(2) Noise Survey and Hearing Protection Requirements and Personal Noise Sampling Results Summary
(3) Neutral Posture for Computer Use/Computer Breaks
(4) Customer Satisfaction Survey

1. **Introduction.** Per reference (a), a Periodic Industrial Hygiene Survey of the Communications and Systems Division was conducted on 08 March 2021 by Mr. Alden Countryman, Industrial Hygienist, Navy Medicine Readiness and Training Unit Albany (NMRTU Albany). 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. The updated Periodic Industrial Hygiene Survey: Shop Assessment for surveyed division(s)/workcenter(s), medical surveillance recommendations, and updated exposure monitoring plans are provided in Attachment (1). Attachment (2) Noise Survey and Hearing Protection Requirements and Personal Noise Sampling Results Summary is the Attachment (3), the Neutral Posture for Computer Use/Computer Breaks, can be used for training personnel in utilizing their computer workstations ergonomically. Attachment (4) 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

Enclosure (2)

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INDUSTRIAL HYGIENE SURVEY
WORKCENTER SPECIFIC EVALUTATIONS FOR
COMMUNICATIONS AND INFORMATION SYSTEMS DIVISION
ALBANY, GA

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In the Control Use column, the controls marked as Required are the minimum deemed necessary to protect workers based solely on the IH exposure assessment. Controls marked as Recommended are considered best practice by the IH to further reduce exposures based on alternate OELs or used based on an instruction/Standard Operating Procedure (SOP). Additional PPE (e.g. safety-toed shoes/boots, fall protection, safety vests, etc.) not identified in this section may be required for personnel. Consult with your cognizant safety representative, PPE hazard assessment or local instruction/SOP/Maintenance Requirement Card (MRC) for any additional required PPE specific to your worksite.

In the Adequate column, Yes signifies the control is in place and capable of controlling exposures during the process. If Adequate is listed as No, the control is not yet in place or incapable of controlling exposures. Additional details will be provided in the comments below the control.

In the Acceptable column, Yes indicates that it is highly unlikely that the worker is exposed to the hazard at or above the OEL without regard to PPE. If Acceptable is listed as No, additional controls are required, and the shop should investigate the feasibility of reducing/eliminating the hazard. Medical Surveillance may also be required (Section 6). If Yes is listed in the Need More Data column, see the Shop's Workplace Monitoring Plan (Section 7).

When appropriate, special hazard notations are noted in the exposure assessments below. Section 5 provides notation explanations and a summary of these hazards. Exposures to these hazards should be significantly reduced by elimination, substitution, engineering controls, or work practice controls.

Process: Admin
Frequency: Daily Duration: 6-8 hours
Description: Administrative type duties with computer use including keyboarding and mouse.
Hazard: Excessive Sitting is NMCPHC listed reproductive/developmental hazard.

Administrative

Control Description	Hazards Controlled	Control Use	Adequate
Work/Rest Cycle	Static Posture	Required	Yes
Comments: Used to control ergonomic hazards.			

5. Hazards that have Special Notations

The following is a summary of hazards found to be in use in this Shop that have one or more of the following notations: Carcinogen, Reproductive, Sensitizer, Skin, or Ototoxin. These notations are provided next to the hazard names in Section 4, Chemical and Physical Hazards Exposure Assessments. Exposure to these hazards should be significantly reduced by elimination, substitution, or through work practice and engineering controls.

Carcinogen: A Carcinogen is a hazard capable of causing cancer.

None

Reproductive: Hazards identified with the Reproductive notation are those associated with occupational exposures regarding their potential to cause an adverse effect on reproductive health or fetal development. Pregnant workers and/or workers concerned about their future reproductive capacity should seek the advice of their medical provider before working in an environment that contains reproductive hazards.

None

Sensitizer: A sensitizer is a hazard with the potential to produce dermal and/or respiratory health effects similar to an allergic reaction or asthma. Worker exposures to sensitizing hazards may evoke severe respiratory or dermal reactions.

None

Skin: This notation refers to the potential significant contribution to a worker's overall exposure by the cutaneous route, including mucous membranes and the eyes, by contact with vapors, liquids, and solids. A Skin notation is not applied to chemicals that solely cause dermal irritation.

Periodic Industrial Hygiene Survey: Shop Assessment

v1.1a

Survey Date: 08 Mar 2021

Shop Priority: Low

Command: N67008 /

Shop: CISD-Cyber Security

Location: Building 3500

Industrial Hygienist: ARWOOD, BRYAN
bryan.s.arwood.civ@mail.mil

Safety POC: Sisai, Tammy
tammy.sisai@usmc.mil

This assessment consists of the following sections:

1. Shop Description
2. Observations and Notes
3. List of Processes
4. Process Information, Controls, and Exposure Assessments
5. Hazards that have Special Notations
6. Medical Surveillance
7. Workplace Monitoring Plan

1. Shop Description

of Shop Personnel

Cyber Security Branch serves as the focal point and principle advisor to CISD Director on the MCLB Albany Information Assurance Program and the electronic Key Management Systems (EKMS). Personnel provide and establish technological safeguards and handling procedures to assure the availability, integrity, confidentiality, authenticity and non-repudiation of computer-based resources.

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2. Observations and Notes

03/01/2021

Abbreviations: ADM – Administrative, PPE – Personal Protective Equipment, ISO – Isolation, DV – Dilution Ventilation, ENG – Engineering Controls, and LV – Local Ventilation

Work-related musculoskeletal disorders (WRMD) risk factors: Personnel should ensure that all workstations are set up per attachment of the periodic industrial hygiene survey to help prevent WMSD issues from occurring. Gel pads or wrist rests should be employed in front of the keyboards to help maintain a neutral wrist and keep the wrists off of hard edges of the desk. As chairs are replaced, consideration should be given to purchasing adjustable ergonomic chairs.

3. List of Processes

Process Name	# of Process Personnel
Admin	5

4. Process Information, Controls, and Exposure Assessments

Chemical and physical hazards have been assessed for the processes in this shop to determine if the exposure levels are less than Occupational Exposure Limits (OELs). OELs are established to protect workers from the potential health effects due to exposures to chemical substances or physical agents. The Occupational Safety and Health Administration (OSHA) Permissible Exposure Limits (PELs) are the regulatory OELs to which employers must comply. When appropriate, we recommend alternate, more protective OELs as a best practice.

None

Ototoxin: Ototoxic chemicals either cause hearing loss independently, or work synergistically with hazardous noise to damage the ear. Regardless of the mechanism, exposure to certain chemicals, either alone or in concert with noise, results in hearing loss.

None

6. Medical Surveillance

The following are exposure based medical surveillance program recommendations. Workers are included in medical surveillance programs based on several factors: 1) unacceptable exposure assessments, 2) frequency of exposure, and 3) the availability of surveillance criteria. The decision to include a worker in a program is based on the possibility of exposure at or above a regulatory action level, if OSHA has established one. The decision may also be driven by other exposure standards, policy and guidance from the DoD or Navy. The only certification exam recommended in the IH Survey is for Respirator Users.

No Medical Surveillance Recommended

7. Workplace Monitoring Plan

Processes listed below require initial and/or periodic exposure monitoring to determine if levels are controlled to below the Occupational Exposure Limits. In order to fulfill this requirement, your assistance in scheduling monitoring is needed by notifying the Industrial Hygiene Department at least 48 hours in advance of the next operation.

No Workplace Monitoring Requested at this time.

based on alternate OELs or used based on an instruction/Standard Operating Procedure (SOP). Additional PPE (e.g. safety-toed shoes/boots, fall protection, safety vests, etc.) not identified in this section may be required for personnel. Consult with your cognizant safety representative, PPE hazard assessment or local instruction/SOP/Maintenance Requirement Card (MRC) for any additional required PPE specific to your worksite.

In the Adequate column, Yes signifies the control is in place and capable of controlling exposures during the process. If Adequate is listed as No, the control is not yet in place or incapable of controlling exposures. Additional details will be provided in the comments below the control.

In the Acceptable column, Yes indicates that it is highly unlikely that the worker is exposed to the hazard at or above the OEL without regard to PPE. If Acceptable is listed as No, additional controls are required, and the shop should investigate the feasibility of reducing/eliminating the hazard. Medical Surveillance may also be required (Section 6). If Yes is listed in the Need More Data column, see the Shop's Workplace Monitoring Plan (Section 7).

When appropriate, special hazard notations are noted in the exposure assessments below. Section 5 provides notation explanations and a summary of these hazards. Exposures to these hazards should be significantly reduced by elimination, substitution, engineering controls, or work practice controls.

Process: Administrative Tasks
Frequency: Daily Duration: 6-8 hours
Description: Personnel conduct routine administrative tasks via standard office duties. Keying data, operating computer mouse, and handling paperwork.
Hazard: Excessive Sitting is a NMCPHC listed reproductive/developmental hazard.

Administrative

Control Description	Hazards Controlled	Control Use	Adequate
Work/Rest Cycle	Static Posture	Recommended	Yes
Comments: Used to control ergonomic hazards.			

5. Hazards that have Special Notations

The following is a summary of hazards found to be in use in this Shop that have one or more of the following notations: Carcinogen, Reproductive, Sensitizer, Skin, or Ototoxin. These notations are provided next to the hazard names in Section 4, Chemical and Physical Hazards Exposure Assessments. Exposure to these hazards should be significantly reduced by elimination, substitution, or through work practice and engineering controls.

Carcinogen: A Carcinogen is a hazard capable of causing cancer.

None

Reproductive: Hazards identified with the Reproductive notation are those associated with occupational exposures regarding their potential to cause an adverse effect on reproductive health or fetal development. Pregnant workers and/or workers concerned about their future reproductive capacity should seek the advice of their medical provider before working in an environment that contains reproductive hazards.

None

Sensitizer: A sensitizer is a hazard with the potential to produce dermal and/or respiratory health effects similar to an allergic reaction or asthma. Worker exposures to sensitizing hazards may evoke severe respiratory or dermal reactions.

None

Skin: This notation refers to the potential significant contribution to a worker's overall exposure by the cutaneous route, including mucous membranes and the eyes, by contact with vapors, liquids, and solids. A Skin notation is not applied to chemicals that solely cause dermal irritation.

None

Periodic Industrial Hygiene Survey: Shop Assessment

v1.1a

Survey Date: 08 Mar 2021

Shop Priority: Medium

Command: N67008 /

Shop: CISD-Operations

Location: Building 3500

Industrial Hygienist: ARWOOD, BRYAN
bryan.s.arwood.civ@mail.milSafety POC: Sisai, Tammy
tammy.sisai@usmc.mil

This assessment consists of the following sections:

1. Shop Description
2. Observations and Notes
3. List of Processes
4. Process Information, Controls, and Exposure Assessments
5. Hazards that have Special Notations
6. Medical Surveillance
7. Workplace Monitoring Plan

1. Shop Description

of Shop Personnel

Operations Branch provides a secure, accountable, reliable, and efficient means to communicate over a secure network via email and the internet. Personnel manage Secret Internet Protocol Router Network (SIPRNET) accounts and servers to include monitoring, maintaining and managing hardware, software, and configuration management. Branch personnel also provide Land Mobile Radio (LMR)/Enterprise LMR, Spectrum management and Ground Electronic Maintenance (GEM) services in support of first responders, tenant organizations, and MCLB Albany.

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2. Observations and Notes

03/01/2021

Abbreviations: ADM – Administrative, PPE – Personal Protective Equipment, ISO – Isolation, DV – Dilution Ventilation, ENG – Engineering Controls, and LV – Local Ventilation

Work-related musculoskeletal disorders (WRMD) risk factors: Personnel should ensure that all workstations are set up per attachment of the periodic industrial hygiene survey to help prevent WMSD issues from occurring. Gel pads or wrist rests should be employed in front of the keyboards to help maintain a neutral wrist and keep the wrists off of hard edges of the desk. As chairs are replaced, consideration should be given to purchasing adjustable ergonomic chairs.

3. List of Processes

Process Name	# of Process Personnel
Server Maintenance	7

4. Process Information, Controls, and Exposure Assessments

Chemical and physical hazards have been assessed for the processes in this shop to determine if the exposure levels are less than Occupational Exposure Limits (OELs). OELs are established to protect workers from the potential health effects due to exposures to chemical substances or physical agents. The Occupational Safety and Health Administration (OSHA) Permissible Exposure Limits (PELs) are the regulatory OELs to which employers must comply. When appropriate, we recommend alternate, more protective OELs

Carcinogen: A Carcinogen is a hazard capable of causing cancer.

None

Reproductive: Hazards identified with the Reproductive notation are those associated with occupational exposures regarding their potential to cause an adverse effect on reproductive health or fetal development. Pregnant workers and/or workers concerned about their future reproductive capacity should seek the advice of their medical provider before working in an environment that contains reproductive hazards.

NOISE

Sensitizer: A sensitizer is a hazard with the potential to produce dermal and/or respiratory health effects similar to an allergic reaction or asthma. Worker exposures to sensitizing hazards may evoke severe respiratory or dermal reactions.

None

Skin: This notation refers to the potential significant contribution to a worker's overall exposure by the cutaneous route, including mucous membranes and the eyes, by contact with vapors, liquids, and solids. A Skin notation is not applied to chemicals that solely cause dermal irritation.

None

Ototoxin: Ototoxic chemicals either cause hearing loss independently, or work synergistically with hazardous noise to damage the inner ear. Regardless of the mechanism, exposure to certain chemicals, either alone or in concert with noise, results in hearing loss.

None

6. Medical Surveillance

The following are exposure based medical surveillance program recommendations. Workers are included in medical surveillance programs based on several factors: 1) unacceptable exposure assessments, 2) frequency of exposure, and 3) the availability of surveillance criteria. The decision to include a worker in a program is based on the possibility of exposure at or above a regulatory action level, if OSHA has established one. The decision may also be driven by other exposure standards, policy and guidance from the OSHA or Navy. The only certification exam recommended in the IH Survey is for Respirator Users.

No Medical Surveillance Recommended

7. Workplace Monitoring Plan

Processes listed below require initial and/or periodic exposure monitoring to determine if levels are controlled to below the Occupational Exposure Limits. In order to fulfill this requirement, your assistance in scheduling monitoring is needed by notifying the Industrial Hygiene Department at least 48 hours in advance of the next operation.

Entry ID	Process Name	Hazard Name	Sampling Task Type	Projected Due Date	Frequency
1740954	Server Maintenance	NOISE	Noise Dosimetry	03/22/2022	One Time

Occupational Exposure Limits (OELs). OELs are established to protect workers from the potential health effects due to exposures to chemical substances or physical agents. The Occupational Safety and Health Administration (OSHA) Permissible Exposure Limits (PELs) are the regulatory OELs to which employers must comply. When appropriate, we recommend alternate, more protective OELs as a best practice.

In the Control Use column, the controls marked as Required are the minimum deemed necessary to protect workers based solely on the IH exposure assessment. Controls marked as Recommended are considered best practice by the IH to further reduce exposures based on alternate OELs or used based on an instruction/Standard Operating Procedure (SOP). Additional PPE (e.g. safety-toed shoes/boots, fall protection, safety vests, etc.) not identified in this section may be required for personnel. Consult with your cognizant safety representative, PPE hazard assessment or local instruction/SOP/Maintenance Requirement Card (MRC) for any additional required PPE specific to your worksite.

In the Adequate column, Yes signifies the control is in place and capable of controlling exposures during the process. If Adequate is listed as No, the control is not yet in place or incapable of controlling exposures. Additional details will be provided in the comments below the control.

In the Acceptable column, Yes indicates that it is highly unlikely that the worker is exposed to the hazard at or above the OEL without regard to PPE. If Acceptable is listed as No, additional controls are required, and the shop should investigate the feasibility of reducing/eliminating the hazard. Medical Surveillance may also be required (Section 6). If Yes is listed in the Need More Data column, see the Shop's Workplace Monitoring Plan (Section 7).

When appropriate, special hazard notations are noted in the exposure assessments below. Section 5 provides notation explanations and a summary of these hazards. Exposures to these hazards should be significantly reduced by elimination, substitution, engineering controls, or work practice controls.

Process: Admin
Frequency: Daily Duration: 6-8 hours
Description: Administrative type duties with computer use including keyboarding and mouse.

Administrative

Control Description	Hazards Controlled	Control Use	Adequate
Work/Rest Cycle	Static Posture	Recommended	Yes
Comments: Used to control ergonomic hazards.			

Process: AV/VTC support
Frequency: 2-3 Times/Year Duration: 1-2 hours
Description: Personnel provide AV/VTC support to major tenant commands. This can include setting up/running equipment in the amphitheater for performances. Personnel may perform maintenance in various server rooms. Hazard: Forceful Exertion/Heavy Lifting Controls: Two-man lift technique Heavy lifting is a NMCPHC listed reproductive/developmental hazard.

Administrative

Control Description	Hazards Controlled	Control Use	Adequate
Proper lifting techniques	Forceful Exertion	Recommended	Yes
Work/rest cycles	ULTRAVIOLET RADIATION	Recommended	Yes

Medical Surveillance

The following are exposure based medical surveillance program recommendations. Workers are included in medical surveillance programs based on several factors: 1) unacceptable exposure assessments, 2) frequency of exposure, and 3) the availability of surveillance criteria. The decision to include a worker in a program is based on the possibility of exposure at or above a regulatory action level, if OSHA has established one. The decision may also be driven by other exposure standards, policy and guidance from the DoD or Navy. The only certification exam recommended in the IH Survey is for Respirator Users.

No Medical Surveillance Recommended

7. Workplace Monitoring Plan

Processes listed below require initial and/or periodic exposure monitoring to determine if levels are controlled to below the Occupational Exposure Limits. In order to fulfill this requirement, your assistance in scheduling monitoring is needed by notifying the Industrial Hygiene Department at least 48 hours in advance of the next operation.

Entry ID	Process Name	Hazard Name	Sampling Task Type	Projected Due Date	Frequency
1741116	AV/VTC support	NOISE	Noise Dosimetry	03/28/2022	One Time

Chemical and physical hazards have been assessed for the processes in this shop to determine if the exposure levels are less than Occupational Exposure Limits (OELs). OELs are established to protect workers from the potential health effects due to exposures to chemical substances or physical agents. The Occupational Safety and Health Administration (OSHA) Permissible Exposure Limits (PELs) are the regulatory OELs to which employers must comply. When appropriate, we recommend alternate, more protective OELs as a best practice.

In the Control Use column, the controls marked as Required are the minimum deemed necessary to protect workers based solely on the IH exposure assessment. Controls marked as Recommended are considered best practice by the IH to further reduce exposures based on alternate OELs or used based on an instruction/Standard Operating Procedure (SOP). Additional PPE (e.g. safety-toed shoes/boots, fall protection, safety vests, etc.) not identified in this section may be required for personnel. Consult with your cognizant safety representative, PPE hazard assessment or local instruction/SOP/Maintenance Requirement Card (MRC) for any additional required PPE specific to your worksite.

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When appropriate, special hazard notations are noted in the exposure assessments below. Section 5 provides notation explanations and a summary of these hazards. Exposures to these hazards should be significantly reduced by elimination, substitution, engineering controls, or work practice controls.

Process: Admin

Frequency: Daily Duration: 6-8 hours

Description: Personnel work at desks. In general, the desks had hard edges and keyboards and mice were placed on the desktop. A few of the keyboards had gel pads or wrist rests in front of them to help maintain the wrists in the optimal neutral position and prevent pressure point between the wrists and desk edge.

Administrative

Control Description	Hazards Controlled	Control Use	Adequate
Work/Rest Cycle	Static Posture	Recommended	Yes

Process: Enterprise Land Mobile Radio (ELMR)

Frequency: 2-3 Times/Year Duration: 0-15 minutes

Description: No chemical contact cleaners are used. Solder is a non-lead containing alloy.

Administrative

Control Description	Hazards Controlled	Control Use	Adequate
Work/Rest Cycle	Work Rate/Repetition	Recommended	Yes
Comments: Used to control ergonomic hazards.			

Process: Telephone support

Frequency: 2-3 Times/Month Duration: 2-4 hours

5. Hazards that have Special Notations

The following is a summary of hazards found to be in use in this Shop that have one or more of the following notations: Carcinogen, Reproductive, Sensitizer, Skin, or Ototoxin. These notations are provided next to the hazard names in Section 4, Chemical and Physical Hazards Exposure Assessments. Exposure to these hazards should be significantly reduced by elimination, substitution, or through work practice and engineering controls.

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None

Reproductive: Hazards identified with the Reproductive notation are those associated with occupational exposures regarding their potential to cause an adverse effect on reproductive health or fetal development. Pregnant workers and/or workers concerned about their future reproductive capacity should seek the advice of their medical provider before working in an environment that contains reproductive hazards.

NOISE

Sensitizer: A sensitizer is a hazard with the potential to produce dermal and/or respiratory health effects similar to an allergic reaction or asthma. Worker exposures to sensitizing hazards may evoke severe respiratory or dermal reactions.

None

Skin: This notation refers to the potential significant contribution to a worker's overall exposure by the cutaneous route, including mucous membranes and the eyes, by contact with vapors, liquids, and solids. A Skin notation is not applied to chemicals that solely cause dermal irritation.

None

Ototoxin: Ototoxic chemicals either cause hearing loss independently, or work synergistically with hazardous noise to damage the inner ear. Regardless of the mechanism, exposure to certain chemicals, either alone or in concert with noise, results in hearing loss.

None

6. Medical Surveillance

The following are exposure based medical surveillance program recommendations. Workers are included in medical surveillance programs based on several factors: 1) unacceptable exposure assessments, 2) frequency of exposure, and 3) the availability of surveillance criteria. The decision to include a worker in a program is based on the possibility of exposure at or above a regulatory action level, if OSHA has established one. The decision may also be driven by other exposure standards, policy and guidance from the DoD or Navy. The only certification exam recommended in the IH Survey is for Respirator Users.

SEG Name	Process Name	Med Surv Program	# Process Personnel
CISD-Telecommunications	Telephone support-MDMC	Audiometric Testing	11
CISD-Telephone Support	Telephone support	Audiometric Testing	11

7. Workplace Monitoring Plan

Processes listed below require initial and/or periodic exposure monitoring to determine if levels are controlled to below the Occupational Exposure Limits. In order to fulfill this requirement, your assistance in scheduling monitoring is needed by notifying the Industrial Hygiene Department at least 48 hours in advance of the next operation.

Entry ID	Process Name	Hazard Name	Sampling Task Type	Projected Due Date	Frequency
1741707	Telephone support-MDMC	NOISE	Noise Dosimetry	03/30/2022	One Time
1745655	Telephone support	NOISE	Noise Dosimetry	03/30/2022	One Time

3. The hearing protection devices currently in use (3M Classic Corded earplugs (NRR 29) and Moldex M2 ear muffs (NRR 26)) are capable of attenuating worker noise exposure below the OEL. It is recommended that the shop re-emphasize the need for wearing appropriate hearing protection continually when in designated noise hazard areas and it should be ensured that hearing protection use is strictly enforced throughout the shop. The shop should also consider any means available to minimize or eliminate noise wherever possible in order to reduce potential worker exposures. All noise hazardous areas/equipment should remain labeled with appropriate noise hazard stickers/signs. Should tasks change such that worker noise exposures are affected, notify Industrial Hygiene so that another assessment can be conducted.

4. 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.

TIME TO TAKE A COMPUTER BREAK

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

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

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 ankle. This promotes
blood circulation in your legs.

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

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

Extend your arms and fingers
and rotate. This reduces stress
on 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.