



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

IN REPLY REFER TO:

6200.2

Ser 06IHZZ/ 0630

MAY 17 2016

From: Commanding Officer, Naval Hospital Jacksonville  
To: Commanding Officer, General Account and Reparable Issue Point, Supply Branch  
Albany, GA.

Subj: PERIODIC INDUSTRIAL HYGIENE SURVEY OF THE GENERAL ACCOUNT AND  
REPARABLE ISSUE POINT, SUPPLY BRANCH

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

Encl: (1) Executive Summary  
(2) Industrial Hygiene Survey Report (AL16005)

1. A periodic Industrial Hygiene Survey of the General Account and Reparable Issue Point, Supply Branch was conducted 5-6 April 2016 as required by reference (a). Enclosures (1) and (2) are provided for your information.

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

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

B. L. SHARPE  
By direction

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

## EXECUTIVE SUMMARY

A periodic industrial hygiene survey of the General Account and Repairable Issue Point, Supply Branch was conducted on 5 through 6 April 2016 by Alan Dooley, Industrial Hygienist, Naval Hospital Jacksonville. The purpose of this survey was to identify health hazards present, assess actual health risk, and recommend controls where needed, as well as to assess your Occupational Health program status. No formal response to Industrial Hygiene is needed, although the MCLB Albany Risk Management Office or the unit's Safety representative may specify recommendations made in this report as items for mandatory corrective action. Following is a summary of major findings and recommendations. Detailed findings, observations and recommendations are provided in enclosure (2) and its associated attachments.

**Item:** *Hazard Assessments.* Since the previous industrial hygiene (IH) survey dates 14 January 2015, there have been no major operational changes. This survey consisted of a walk-through evaluation of the work areas, sampling as required and employee interviews, as appropriate, to assist in the industrial hygiene assessment.

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

**Item:** *Hazardous Material Control and Management (HMC & M).* At the time of this survey it was noted that the Hazardous Material Inventory/Authorized Use Lists (HMI/AUL) required updating, especially due to outdated Material Safety Data Sheets (MSDS). 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:** Replace outdated MSDSs/SDSs with the most current SDS, from either the Hazardous Material Management System (HMMS) or via the manufacturers' website.

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

**Item:** *Noise.* The palletizer/wrapper in Bay 5 was not labeled as a hazardous noise source. This finding is a repeat finding from the IH Survey report dated 14 Jan 2015. Additionally, used hearing protection devices were observed at the equipment.

**Recommended Action:** Mark the equipment with signage that identifies it as Hazardous Noise Equipment requiring hearing protection when in use. Additionally, it is recommended a box of disposable ear plugs be placed near the machine for easy access and use.

**Reference:** OPNAVINST 5100.23G, Chapter 18, Para 1805.

**PERIODIC INDUSTRIAL HYGIENE SURVEY  
GENERAL ACCOUNT AND REPARABLE ISSUE POINT, SUPPLY BRANCH  
MARINE CORPS LOGISTICS BASE ALBANY, GEORGIA  
REPORT NUMBER: AL16005**

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

Att: (1) Program Evaluation Summary  
(2) Individual Hazard Assessment  
(3) Medical Surveillance Summary  
(4) Noise Survey and Hearing Protection Requirements and Personal Noise Sampling Results Summary  
(5) Exposure Monitoring Plan  
(6) Neutral Posture for Computer Use/Computer Breaks  
(7) Customer Satisfaction Survey

1. **Introduction.** Per reference (a), a periodic industrial hygiene survey of the General Account and Reparable Issue Point, Supply Branch was conducted 6 April 2016 by Alan Dooley, Industrial Hygienist, Naval Hospital Jacksonville. This survey consisted of a walk-through evaluation of the work areas, a review of the operations and the hazards associated and employee interviews, as appropriate, to assist in the industrial hygiene assessment.

2. **Report Contents.** Reference (a) requires that each Navy workplace, or naval base supported DOD workplace, be thoroughly evaluated in order to accurately identify and quantify all potential health hazards. This report fulfills that requirement. An evaluation summary of Safety and Occupational Health (SOH) programs, control measures, and hazard evaluations is provided in attachment (1). The updated Individual Hazard Assessments for surveyed workcenters are provided in attachment (2). Medical surveillance recommendations are provided in attachment (3). A list of the noise hazardous areas and operations and the required level of hearing protection is provided in attachment (4) along with a summary of personal noise sampling results. The Exposure Monitoring Plan, provided in attachment (5), details the operations/processes on which more information is required in the form of periodic sampling. Attachment (6), the Neutral Posture for Computer Use/Computer Breaks, can be used for training personnel in utilizing their computer workstations ergonomically. Attachment (7) is a Customer Satisfaction Survey, so that you may critique the services provided.

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

industrial hygienist is made aware of such plans and specifications and that they are made available for his/her review.

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

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

Work Center	Hazard Category <sup>(1)</sup>	Next Survey Due (Mon/Yr)
General Account and Repairable Issue Point-Administrative	3 (Low)	APR 2020
General Account and Repairable Issue Point-Warehouse Operations	2 (Moderate)	APR 2018
(1) Hazard categories are based on a consideration of health risk of identified chemical stressors and potential of these stressors to exceed Navy occupational exposure limits, ACGIH Threshold Limit Values, or OSHA substance-specific standards. Hazard category determination protocol is spelled out in reference (b), Chapter 2. Industrial Hygiene has discretion to conduct surveys more often than the minimum frequencies listed above.		

Any significant changes in the type of operations currently performed, current workplace setting, new equipment acquired, or change in the kinds or amounts of chemical used, as identified in the survey, will result in a need for an immediate re-evaluation of the affected area. The Industrial Hygiene Division, 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  
GENERAL ACCOUNT AND REPARABLE ISSUE POINT, SUPPLY BRANCH  
MARINE CORPS LOGISTICS BASE ALBANY, GEORGIA  
REPORT NUMBER: AL16005  
APRIL 2016**

New or Significantly Modified Work Center Operations/Processes?

Comments:

- There have been no significant changes since the last survey conducted December 2014.
- All operations were identified for each of the work centers 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 checked="" type="checkbox"/> Y | <input type="checkbox"/> N (where spot checked)            |
| SDS Files                     | <input checked="" type="checkbox"/> Y | <input type="checkbox"/> N            | <input type="checkbox"/> N/A | Accurate | <input type="checkbox"/> Y            | <input checked="" type="checkbox"/> N (where spot checked) |
| HAZMAT Training Required?     | <input checked="" type="checkbox"/> Y | <input type="checkbox"/> N            |                              |          |                                       |  |
| Other (lead, asbestos, etc.): | <input type="checkbox"/> Y            | <input checked="" type="checkbox"/> N |                              |          |                                       |  |

Comments:

- All the SDR shops' Hazardous Material Inventory/Authorized Use Lists (HMI/AUL) required updating, especially due to outdated Material Safety Data Sheets (MSDS) for items routinely used. All MSDSs should be updated to reflect the most current Safety Data Sheet (SDS). (NOTE: Per OSHA, MSDSs must be replaced with current SDSs by June 2016). Replace SDSs with the most current SDS, from either the HMMS system or via the manufacturers website
- Ensure HAZCOM training is conducted on an annual basis for all work centers. Training should include training on specific hazards and OSHA's new Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

3. Respiratory Protection Program (Chapter 15):

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

Comments:

- None.

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

- |   |                                       |                            |   |  |
|---|---------------------------------------|----------------------------|---|--|
| Are personnel recommended for the HCP?                  | <input checked="" type="checkbox"/> Y | <input type="checkbox"/> N |   |  |
| Are personnel receiving audiograms?                     | <input checked="" type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> Not All        | <input type="checkbox"/> N/A                     |
| Is hearing protection readily available?                | <input checked="" type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> N/A            |  |
| Is hearing protection used?                             | <input type="checkbox"/> Y            | <input type="checkbox"/> N | <input type="checkbox"/> N/A            | <input checked="" type="checkbox"/> Not observed |
| Are hearing protection devices adequate?                | <input checked="" type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> N/A            |  |
| ESAMS agrees with medical surveillance recommendations? | <input type="checkbox"/> Y            | <input type="checkbox"/> N | <input checked="" type="checkbox"/> N/A |  |

Comments:

- Shop personnel are not 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. If any worker enters a noise hazard area or uses noise hazard equipment, such as the palletizer, they should wear the appropriate hearing protection. Ensure that hearing protection use is strictly enforced throughout the work center.
- Hearing protection devices observed included 3M E-A-R Yellow Neons (NRR 33) disposable ear plugs. The ear plugs should generally be worn once and then discarded.
- All military personnel are on noise (503) medical surveillance by Marine Corps policy.
- A list of hazardous noise measurements are listed in Attachment (4).

<p>5. Personal Protective Equipment (PPE) (Chapter 20).</p> <p>Is PPE required for the job? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N</p> <p>Is PPE provided? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Not All <input type="checkbox"/> N/A</p> <p>Comments:</p> <ul style="list-style-type: none"> <li>• While not observed during the walk through, emphasis the proper use of gloves during paint marking of assembled kits.</li> </ul>
<p>6. Lead Control Program (Chapter 21).</p> <p>Is lead used in the workplace? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N</p> <p>Is exposure to lead in excess of the action level (AL)? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A</p> <p>Comments:</p> <ul style="list-style-type: none"> <li>• None.</li> </ul>
<p>7. Ergonomics (Chapter 23):</p> <p>Ergonomic risk factors were identified pertaining to:</p> <p><input checked="" type="checkbox"/> Shop work</p> <p><input checked="" type="checkbox"/> Office/Computer work</p> <p>Available equipment/furniture incorporates good ergonomic design? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A</p> <p>Ergonomic training recommended? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N</p> <p>Comments:</p> <ul style="list-style-type: none"> <li>• Office areas in each shop was typically equipped with cubicle or executive styled desks. In general, the desks had round edges and keyboards and mice were placed on the desktop. A few of the keyboards had gel pads or wrist rests in front of them to help maintain the wrists in the optimal neutral position and prevent a pressure point between the wrists and desk edge. A more detailed assessment is documented in each shop's IHA.</li> <li>• Reinforce the use of 2-man lift when assembling large or heavy items into kits for storage or shipment.</li> <li>• Attachment (6) illustrates the optimum computer station setup and placement of the screen, hands, wrists, etc.</li> </ul>
<p>8. Management of Reproductive hazards (Chapter 29):</p> <p>Reproductive Hazards Present? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N</p> <p>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:</p> <ul style="list-style-type: none"> <li>• All personnel are exposed to noise in the workplace due to the operations performed, equipment used, and required arms qualification. Noise is a Navy recognized developmental reproductive hazard.</li> </ul>
<p>9. Management of Carcinogenic hazards:</p> <p>Cancer Causing Hazards Present? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N</p> <p>Comments:</p> <ul style="list-style-type: none"> <li>• None.</li> </ul>
<p>10. Other Applicable Programs:</p> <p><input type="checkbox"/> Asbestos Control (Chapter 17)</p> <p><input type="checkbox"/> Non-ionizing radiation (Chapter 22)</p> <p><input type="checkbox"/> Ventilation</p> <p><input type="checkbox"/> PCBs (Chapter 25)</p> <p><input type="checkbox"/> Bloodborne Pathogens (Chapter 28)</p> <p><input type="checkbox"/> Other</p> <p>Comments: None</p>
<p>11. Exposure Monitoring Plan (EMP):</p> <p><input checked="" type="checkbox"/> Exposure Monitoring needs were identified.</p> <p><input type="checkbox"/> No Exposure Monitoring needs were identified.</p> <p>Comments:</p> <ul style="list-style-type: none"> <li>• Attachment (5) provides the current Exposure Monitoring Plan.</li> </ul>
<p>Additional Comments: None.</p>

**TABLE OF CONTENTS**  
**INDUSTRIAL HYGIENE SURVEY**  
**WORKCENTER SPECIFIC EVALUATIONS FOR**  
**GENERAL ACCOUNT AND REPARABLE ISSUE POINT, SUPPLY BRANCH**  
**MARINE CORPS LOGISTICS BASE ALBANY, GEORGIA**

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General Account and Reparable Issue Point-Warehouse Operations	4

INDIVIDUAL HAZARD ASSESSMENT		DATE: 6 April 2016		
RECORDED BY: Alan Dooley COMMAND: Marine Forces Reserve G-4 BLDG: 1351 SHOP: General Account and Repairable Issue Point-Administration SHOP HAZARD PRIORITY RATING: 3		POC: SSgt. Shane Simmons PHONE: 229-639-9598 TOTAL PERSONNEL: 5 (Civ: 0) MALE: 5 FEMALE: 0		
SHOP OPERATIONS: Perform administrative and management functions for the General Account and Repairable Issue Point, Supply Branch. Administrative offices are located in Bay 5 of building 1351. The General Account and Repairable Issue Point serves as intermediate supply points for more than 156 Marine Forces Reserve sites dispersed across the United States. Its 120,000-square-foot warehouse facility serves as a receiving, storage and distribution point for assets required by MFR units with a focus on Class II individual combat equipment and Class IX consumable and repairable items. Additionally, the facility supports the storage and distribution of Initial Issue and Provisioning project codes for the Reserve Force.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Weapons Qualification: Noise*  Military personnel qualify on various weapons, e.g. 9mm and M-4, based on grade.	All	2x/year 6-8 hours	PPE: Single hearing protection is required for noise levels at or above 85 dBA. Double hearing protection is required for noise levels at or above 96dBA.  Double protection is required during weapons firing on range.	<b>UNACCEPTABLE:</b> All active duty Marine Corps personnel are included by Marine Corps policy (MCO 6260.3 of 18 Mar 15) in the Hearing Conservation Program and its associated medical surveillance. Weapons qualification is known based on historical sampling to produce overexposures to noise.  <b>Medical surveillance for Noise (503) is required.</b>  <i>*Noise is a recognized developmental reproductive hazard.</i>
Weapons Firing: Lead* dust  Potential inhalation of airborne hazard during weapons firing and/or cleaning.  Note: Air sample results were accessed and evaluated from other facilities that perform similar outdoor shooting.	All	2x/year 6-8 hrs	PPE: Safety glasses.  ADM: Wash hands.	<b>ACCEPTABLE.</b> Based on sampling of similar exposure groups at indoor/outdoor facilities at other installations and the natural dilution that occurs at the outdoor facility.  <i>*Lead is a recognized developmental reproductive hazard.</i>

<b>INDIVIDUAL HAZARD ASSESSMENT</b>			DATE: 6 April 2016	
RECORDED BY: Alan Dooley COMMAND: Marine Forces Reserve G-4 BLDG: 1351 SHOP: General Account and Repairable Issue Point-Administration SHOP HAZARD PRIORITY RATING: 3			POC: SSgt. Shane Simmons PHONE: 229-639-9598 TOTAL PERSONNEL: 5 (Civ: 0) MALE: 5 FEMALE: 0	
SHOP OPERATIONS: Perform administrative and management functions for the General Account and Repairable Issue Point, Supply Branch. Administrative offices are located in Bay 5 of building 1351. The General Account and Repairable Issue Point serves as intermediate supply points for more than 156 Marine Forces Reserve sites dispersed across the United States. Its 120,000-square-foot warehouse facility serves as a receiving, storage and distribution point for assets required by MFR units with a focus on Class II individual combat equipment and Class IX consumable and repairable items. Additionally, the facility supports the storage and distribution of Initial Issue and Provisioning project codes for the Reserve Force.				
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 keyboards and mice are placed on top of the desks. Keyboard was not equipped with wrist rest or a gel pad in front of the keyboard.	1	Daily 6-8 hours	ADM: Stretch breaks to avoid long periods in the same posture.	WMSD RISK FACTORS: No other ergonomic-related injuries/problems directly related to work were reported during the survey walkthrough.  Gel pads or wrist rests should be employed in front of the keyboards to help maintain a neutral wrist and keep the wrist off of the hard edge of the desk. As chairs are replaced, consideration should be given to purchasing ergonomic chairs with adjustable lumbar support and arm rest height. ErgoGenesis, BodyBilt chairs are an approved GSA source.  Personnel should ensure that workstation is set up correctly (example included in attachment (5)) to help prevent WMSD issues from occurring.  Any ergonomic-related injury should be reported to the command safety officer.
1. USE THE FOLLOWING CONTROL CODES: ADM – Administrative Controls                      PPE – Personal Protective Equipment                      ISO – Isolation DV – Dilution Ventilation                              ENG – Engineering Controls    LV – Local Ventilation				
2. EXPOSURE ASSESSMENT refers to "Potential" exposure and does not take PPE such as respiratory protection or hearing protection into account. Use the following exposure codes: ACCEPTABLE – One where the IH will not expect the similar exposure group (SEG), on average, to be above the selected occupational exposure limit (OEL). UNCERTAIN – Additional data needs to be collected to clarify the exposure assessment. The IH should make an interim exposure assessment based on observation of the process and/or professional judgment. UNACCEPTABLE – One where the IH will expect the SEG, on average, to be exposed above the selected OEL. WMSD RISK FACTORS – Work-related musculoskeletal disorder (WMSD) risks include but are not limited to force, repetition, awkward or static postures, vibration and contact stress. SKIN – The material poses a skin absorption hazard. REPRO HAZARD – The material is a Navy-recognized reproductive hazard. CARCINOGEN – The material contains greater than 0.1% of an OSHA, ACGIH, IARC, OR NTP-recognized carcinogen.				

INDIVIDUAL HAZARD ASSESSMENT			DATE: 6 April 2016	
RECORDED BY: Alan Dooley COMMAND: Marine Forces Reserve G-4 BLDG: 1351 SHOP: General Account and Repairable Issue Point-Warehouse Operations SHOP HAZARD PRIORITY RATING: 2			POC: SSgt. Shane Simmons PHONE: 229-639-9598 TOTAL PERSONNEL: 7 (Civ: 0) MALE: 4 FEMALE: 3	
SHOP OPERATIONS: Personnel perform administrative and warehouse operations in bays 3-5 of bldg. 1351 to receive, store, and distribute Class II Individual Combat Equipment required by Marine Reserve units. Workers perform operations that include unloading and shelving items using forklifts and pallet-jacks. Inventories are conducted daily. Assembly of custom kits are performed and wrapped for shipment using a palletizer. Forklifts are natural gas operated.  Initial unloading, unbolting, and inspection of major parts, e.g. motors, are performed at the receiving site in Bay 3 by contract support. All battery maintenance associated with electric pallet lifts is also performed by contract support.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Various Operations: Noise*  Various operations that produce the most noise exposure include: 1. Warehouse Operation (palletizer and forklift)  Sound level measurements were collected with the following results: - Palletizer – 84 - 90 dBA at various operator distances.  2. Weapons Qualification  See Attachment (4) for noise sources and sample results.	All	1. Daily 2-4 hours  2. 2x/year 6-8 hours	PPE: Single hearing protection is required for noise levels at or above 85 dBA. Double hearing protection is required for noise levels at or above 96dBA.  <b>Double protection is required during weapons firing on range.</b>	<b>UNACCEPTABLE.</b> All active duty Marine Corps personnel are included by Marine Corps policy (MCO 6260.3 of 18 Mar 15) in the Hearing Conservation Program and its associated medical surveillance. Weapons qualification is known based on historical sampling to produce overexposures to noise. Exposure during other warehouse operations are not expected to result in results over the 85dBA time weighted average (TWA) due to sound levels and frequency and duration of operations.  <b>Medical surveillance for Noise (503) is required.</b>  <i>*Noise is a recognized developmental reproductive hazard.</i>
Weapons Firing: Lead* dust  Potential inhalation of airborne hazard during weapons firing and/or cleaning.  Note: Air sample results were accessed and evaluated from other facilities that perform similar outdoor shooting.	All	2x/year 6-8 hours	PPE: Safety glasses.  ADM: Wash hands.	<b>ACCEPTABLE.</b> Based on sampling of similar exposure groups at indoor/outdoor facilities at other installations and the natural dilution that occurs at the outdoor facility.  <i>*Lead is a recognized developmental reproductive hazard.</i>

INDIVIDUAL HAZARD ASSESSMENT			DATE: 6 April 2016	
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OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Warehouse Operations: Isobutane, butyl acetate, naphtha, carbon black, acetone (spray cans), carbon monoxide* (forklift)  Personnel perform shipping, receiving, and kit assembly as part of normal warehouse operations. Minor amounts of enamel paint are used to identify and mark various kits. Inventory is performed daily. Personnel use forklifts to move pallets.	All	Daily 10 minutes	PPE: Safety glasses and nitrile gloves.	<b>ACCEPTABLE.</b> Based on amount and frequency health hazard is assessed as minimum.  <i>*Carbon monoxide is a recognized developmental reproductive hazard.</i>
Warehouse Operations: Work-related musculoskeletal disorders (WMSD) (heavy lifting*)  Workers move and relocate parts that weigh from ten to hundreds of pounds. Pallet jacks and forklifts are used on a routine basis.	All	Daily 2-4 hours	ADM: Ergonomic General Awareness Training.  ENG: 2 man lift, forklifts and pallet jacks.	<b>WMSD RISK FACTORS:</b> Safety representative did not indicate any problems during interviews. Continue to provide regular awareness training on the proper movement and placement of heavy components and parts.  Any ergonomic-related injury should be reported to the command safety officer.  <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 worked at desks where the keyboard and mice are placed on top of the desks. Keyboards were not equipped with wrist rest or a gel pad in front of the keyboard.	All	Daily 2-4 hours	ADM: Stretch breaks to avoid long periods in the same posture.	WMSD RISK FACTORS: No 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 (5)) to help prevent WMSD issues from occurring.  Any ergonomic-related injury should be reported to the command safety officer.
1. USE THE FOLLOWING CONTROL CODES: ADM – Administrative Controls                      PPE – Personal Protective Equipment                      ISO – Isolation DV – Dilution Ventilation                              ENG – Engineering Controls    LV – Local Ventilation				
2. EXPOSURE ASSESSMENT refers to "Potential" exposure and does not take PPE such as respiratory protection or hearing protection into account. Use the following exposure codes: ACCEPTABLE – One where the IH will not expect the similar exposure group (SEG), on average, to be above the selected occupational exposure limit (OEL). UNCERTAIN – Additional data needs to be collected to clarify the exposure assessment. The IH should make an interim exposure assessment based on observation of the process and/or professional judgment. UNACCEPTABLE – One where the IH will expect the SEG, on average, to be exposed above the selected OEL. WMSD RISK FACTORS – Work-related musculoskeletal disorder (WMSD) risks include but are not limited to force, repetition, awkward or static postures, vibration and contact stress. SKIN – The material poses a skin absorption hazard. REPRO HAZARD – The material is a Navy-recognized reproductive hazard. CARCINOGEN – The material contains greater than 0.1% of an OSHA, ACGIH, IARC, OR NTP-recognized carcinogen.				

**SUMMARY OF MEDICAL SURVEILLANCE RECOMMENDATIONS  
GENERAL ACCOUNT AND REPARABLE ISSUE POINT, SUPPLY BRANCH  
MARINE CORPS LOGISTICS BASE ALBANY, GA  
REPORT NO. AL16005  
APRIL 2016**

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

The following table summarizes identified medical surveillance recommendations.

WORK CENTER	WORK PROCESSES	MEDICAL SURVEILLANCE	ESTIMATED # OF PERSONS
General Account and Reparable Issue Point-Administrative	Weapons Qualification	Noise (503)	5
General Account and Reparable Issue Point-Warehouse Operations	Weapons Qualification	Noise (503)	7
	Warehouse operations	Forklift Operator (710)	7

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

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

**NOISE SURVEY WITH HEARING PROTECTION REQUIREMENTS  
AND PERSONAL NOISE SAMPLING RESULTS SUMMARY  
GENERAL ACCOUNT AND REPARABLE ISSUE POINT, SUPPLY BRANCH  
MARINE CORPS LOGISTICS BASE ALBANY, GA  
REPORT NO. AL16005  
APRIL 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>
Warehouse Operations	Bay 5	Palletizing	79-90	1-5	Single

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

4. The hearing protection devices currently in use are capable of attenuating worker noise exposure below the OEL, unless noted otherwise. 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.

5. 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.

**UPDATED EXPOSURE MONITORING PLAN**  
**GENERAL ACCOUNT AND REPARABLE ISSUE POINT, SUPPLY BRANCH**  
**MARINE CORPS LOGISTICS BASE, ALBANY, GA**  
**REPORT: AL16005**  
**APRIL 2016**

COMMAND: SARIP, Supply Branch UIC: M83190G9F	P.O.C: SSgt. Shane Simmons PHONE: 229-639-9598	SURVEY PERIOD: 2016 BY IHO: Alan Dooley ASSIGNED TO IHT: TBD			
<b>EXPOSURE MONITORING PLAN</b>					
<b>OPERATION AND STRESSOR TO BE MONITORED</b>	<b>NUMBER OF SAMPLES</b>	<b>I METHOD</b>	<b>II AREA</b>	<b>III FREQ</b>	<b>IV MAN-HOURS</b>
No monitoring requirements identified at this time.					
<b>Rationale:</b>			<b>Priority:</b>		
Action.					
Monitoring Plan Completion Reviewed By:					TOTAL HOURS:
<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>		
<b>Method of Measurement</b>	<b>Area</b>	<b>Frequency</b>	<b>Man-hours (Type/Number of Units/Hours)</b>		
DR--DIRECT READING INSTRUMENT	BZ -- BREATHING ZONE	1 - 1X/YEAR	AIR: Full Shift for each area: Up to 3	9	
IT ---INDICATOR TUBE		2 - 2X/YEAR	STEL: Up to 3 samples	1.5	
F ---- FILTER	HZ -- HEARING ZONE	3 - 3X/YEAR	HEAT STRESS: Full Shift	8	
PD --PERSONAL DOSIMETER	GA -- GENERAL AREA	4 - 4X/YEAR	NOISE DOSIMETRY: Full Shift: Up to 5	9	
AT --ADSORPTION TUBE (CHARCOAL, SILICA GEL, ETC.)	SZ -- SOURCE ZONE	5 - 1X/2 YEARS	NOISE SLM: All Sources: Up to 5	2.5	
W ----WIPE SAMPLE	O - OTHER (SPECIFY)	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:**

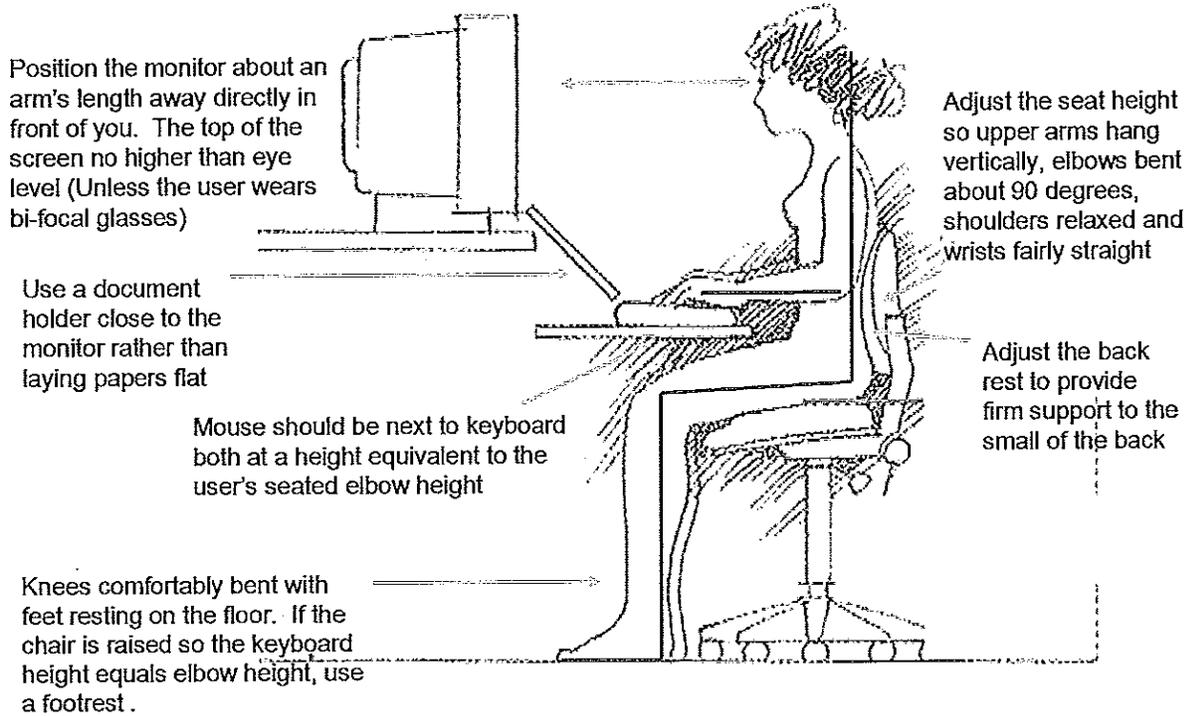
- A: Fulfill regulatory sampling requirements.
- B: Collect sufficient data to allow statistically valid exposure assessments.
- C: Track workplace exposures to determine trends.
- D: Validate professional judgments of unchanged exposure assessments.

**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 will refresh  
your eyes and reduce eye strain.

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

Rotate your ankles. This improves  
blood circulation in your feet.

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

Slowly roll your frame back as far as  
you can without touching your feet  
together. This will reduce  
upper back stress.

Close your eyes and gradually  
move your head in three axes:  
up and down, left and right,  
and forward and backward.

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

Stretch your arms at your sides.  
Stretch your fingers. This  
relaxes your arms, hands  
and fingers.

Stretch 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!!!**