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

IN REPLY REFER TO:

MSD
18 May 21

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Ser 06IHZZ/1039
14 May 2021

From: Commanding Officer, Navy Medicine Readiness and Training Command Jacksonville
To: Director, Civilian Human Resources Office Southeast Region Albany, GA

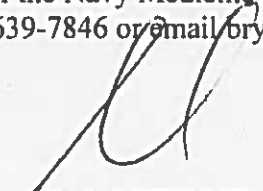
Subj: PERIODIC INDUSTRIAL HYGIENE SURVEY OF THE CIVILIAN HUMAN RESOURCES OFFICE SOUTHEAST REGION

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 (AL21014)

1. A Periodic Industrial Hygiene Survey of the Civilian Human Resources Office Southeast Region Albany, GA was conducted on 30 April 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

- 1. Reviewed
- 2. No recommendation for hazard log.
- 3. No medical surveillance.
- 4. No workplace monitoring.

EXECUTIVE SUMMARY

A Periodic Industrial Hygiene Survey of the Civilian Human Resources Office Southeast Region Albany, GA was conducted on 30 April 2021 by Mr. Bryan Arwood, Industrial Hygienist, Navy Medicine Readiness and Training Unit Albany. The purpose of this survey was to identify health hazards present, assess actual health risk, and recommend controls where needed, as well as to assess your Occupational Health program status. No formal response to Industrial Hygiene is needed, although the Safety Manager 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 May 2016, there have been no significant changes to this work center. 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 individual work center hazard assessments in Attachment (1) for more details on all identified hazards. If there are any changes in work operation from what is described in this report, or if a focused health hazard evaluation of a specific work operation or new project is needed, please contact Mr. Bryan S. Arwood of the Navy Medicine Readiness and Training Unit Albany Industrial Hygiene Division, at 229-639-7846 or bryan.s.arwood.civ@mail.mil.

1. Reviewed
2. No medical records
3. No medical records
4. No medical records
5. No recommendations for control

**PERIODIC INDUSTRIAL HYGIENE SURVEY
CIVILIAN HUMAN RESOURCES CENTER SOUTHEAST
ALBANY, GA
REPORT NUMBER: AL21014
APRIL 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) Neutral Posture for Computer Use/Computer Breaks
(3) Customer Satisfaction Survey

1. **Introduction.** Per reference (a), a Periodic Industrial Hygiene Survey of the Civilian Human Resources Office Southeast Region Albany, GA was conducted on 30 April 2021 by Mr. Bryan Arwood, 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, medical surveillance recommendations, and updated exposure monitoring plans for surveyed division(s) are provided in Attachment (1). The Neutral Posture for Computer Use/Computer Breaks, can be used for training personnel in utilizing their computer workstations ergonomically (Attachment (2)). Attachment (3) 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. Civilian Human Resources Office Southeast

Enclosure (2)

is categorized as Low and will be reassessed quadrennially. The next Survey will be scheduled for April 2025.

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, NMRTU Albany should be notified in the event of any significant operational changes as described above so that a prompt re-evaluation can be completed.

Enclosure (2)

Periodic Industrial Hygiene Survey: Shop Assessment

v1.0

Survey Date: 30 Apr 2021

Shop Priority: Low

Command: N67001 / H&S BN MCIEAST-MCB CLNC**Shop: Civilian Human Resources Office South East Region**

Location: Building 3010

Industrial Hygienist: ARWOOD, BRYAN
bryan.s.arwood.civ@mail.milSupervisor: Clark, Amy
amy.m.clark@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**

Perform human resources administrative and management functions for the Marine Corps Logistics Base, GCOM, MDMC, and MCF Blount Island. Areas of operations include labor relations, staffing, EEO, and workforce development. All functions are considered administrative in nature.

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2. Observations and Notes

05/04/2021

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 VMSD 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
Administrative Tasks	21

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.

Personal Protective Equipment (PPE) listed in the Industrial Hygiene survey is specified for the control of identified occupational

health stressors. Additional PPE not specified in the survey report (e.g. safety shoes/boots, fall protection, safety vests, etc.) may be required for personnel. Consult with your cognizant safety representative, PPE hazard assessment or local instruction/Standard Operating Procedure (SOP) for any additional required PPE specific to your worksite.

In the Control Use column, the controls marked as Required are the minimum deemed necessary to protect workers based on the exposure assessment. Controls marked as Recommended are considered best practice to further reduce exposures and those listed as Elective are strictly voluntary.

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 primarily work at a desk performing professional/ administrative tasks. This can include long hours at a desk/ computer.

Hazard:

Excessive Sitting (Excessive sitting is a NMCPHC listed reproductive/developmental hazard)

WMSD RISK FACTORS: No ergonomic-related injuries/ problems were reported during the survey walkthrough. Any ergonomic related injury should be reported to the command safety manager.

Administrative

Control Description	Hazards Controlled	Control Use	Adequate
Stretch Breaks	PHYSICAL STRESS	Recommended	Yes

Comments: Personnel take periodic breaks to readjust and alleviate static posture from prolonged sitting.

Exposure Assessment

Process Name	Hazard Name	OEL	Exposure Level	Acceptable	Need More Data
Administrative Tasks	PHYSICAL STRESS			Yes	No

SEG: Civilian Human Resources Office South East Region

Rationale: While employees do sit for long periods of time, they are allowed to take stretch breaks in order to alleviate prolonged static posture. No problems have been reported at the time of this survey.

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 Ototoxic. 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

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.

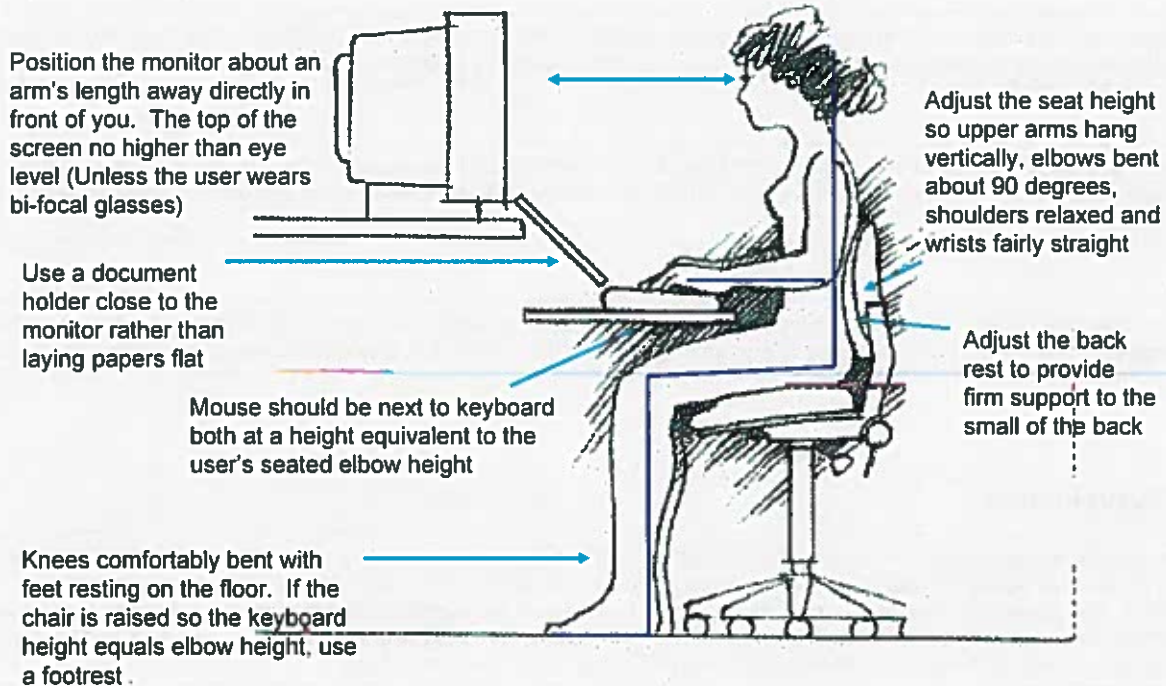
0 Medical Surveillance Recommended

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.

Neutral Posture for Computer Use



TIME TO TAKE A COMPUTER BREAK

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

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

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.

CUSTOMER SATISFACTION SURVEY

Industrial Hygiene Department
Navy Medicine Readiness and Training Unit Albany Georgia

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					

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

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

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

Name: _____ Position: _____ Shop/Codes: _____

PLEASE RETURN THIS SURVEY TO:

Industrial Hygiene Department
Navy Medicine Readiness and Training Unit Albany
bryan.s.arwood.civ@mail.mil

