



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
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MARINE CORPS LOGISTICS BASE ALBANY ORDER P5100.1M

From: Commanding Officer, Marine Corps Logistics Base Albany
To: Distribution List

Subj: MARINE CORPS LOGISTICS BASE ALBANY OCCUPATIONAL SAFETY
AND HEALTH PROGRAM

Ref: (a) OSHA Directive CSP 03-01-005
(b) OSHA Directive CSP 03-01-004
(c) DoDINST 6050.05
(d) DoDINST 6055.01
(e) DoDINST 6055.07
(f) DLAR 4145.11
(g) 29 CFR 1904
(h) 29 CFR 1910
(i) 29 CFR 1926
(j) 29 CFR 1960
(k) NAVMC DIR 5100.8
(l) MCO 5100.29C
(m) MCO 1710.30
(n) MCO 5090.2
(o) MCO 12271.1
(p) MCLBAO 3301.1B
(q) MCLBAO 3500.1B
(r) MCLBAO 6260.4B
(s) MCLBAO 5100.10B
(t) MCLBAO 11320.2G
(u) MCLBAO 6260.1M
(v) MCLBAO 11240.16C
(w) MCICOM Policy Ltr 1-16
(x) ANSI/IES RP-1-22
(y) ANSI/ISEA Z87.1-2020

Encl: (1) Marine Corps Logistics Base Albany Occupational
Safety And Health Program

1. Situation. To promulgate the policy and establish procedures to eliminate or minimize the probability of mishaps occurring in the workplace or occupational environment. In addition, this Order, and references (a) through (y) provides guidance for the Marine Corps Logistics Base Albany (MCLBA)

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Occupational Safety and Health (OSH) program to provide and maintain safe and healthful conditions in the workplace or the occupational environment.

2. Cancellation. BO P5100.1L.

3. Mission. To ensure Marines, Sailors, and Civilian Marines of MCLBA are provided a safe and healthful environment in which to work, leaders within this Command and tenant organizations must maintain strict compliance with OSH standards and embrace the higher standards expected of an Occupational Safety and Health Administration (OSHA) Voluntary Protection Programs (VPP) Star Worksite.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. MCLBA exists to provide a full range of installation support services that enable the supported commands aboard the installation to accomplish their assigned missions in support of the Warfighter. Safety is important and critical to mission success, not just for our mission, but for the Marine Corps warfighting mission as a whole. This mission cannot be completed unless we jealously guard our precious resources: our people, our equipment, and our facilities. Risk management will be included as part of every task, process, and operation. Safety is a core value of this Command and equal in importance to production, service delivery, schedule, and cost.

(2) Concept of Operations

(a) This Order will emphasize that MCLBA's designation as a VPP Star Worksite by OSHA necessitates a higher standard for our OSH program. The expectation is to adopt a proactive approach and continually enhance our practices. Merely enforcing compliance is not sufficient to achieve the objectives of the OSH Act. Therefore, it is imperative to develop and implement processes that adeptly identify, evaluate, prevent, and control hazards, ultimately preventing injuries and illnesses among employees. Implementing safety programs that surpass OSHA standards can significantly enhance the protection of employees.

(b) Continued implementation of VPP within MCLBA shall be accomplished by establishing, maintaining, and

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continuously improving our OSH program to meet or exceed the standards in reference (a). The four major elements of VPP are:

1. Management Leadership and Employee Involvement. This element involves proactive efforts to establish a culture in which all employees, from top management to non-supervisory:

a. Understand the value we place on safety and health.

b. Understand and embrace their personal responsibilities for working safely.

c. Are afforded meaningful opportunities to be involved in safety and health activities and improvement initiatives.

2. Worksite Analysis. This element involves regular, recurring, and multifaceted efforts to examine safety and health-related conditions and occurrences, with the overall objectives of identifying noncompliant safety and health conditions; conditions that pose potential hazards/risks to personnel and property; and the causes of such conditions.

3. Hazard Prevention and Control. This element involves efforts to eliminate hazards, or to control hazards that cannot be eliminated to reduce their risks.

4. Safety and Health Training. This element ensures that the workforce is equipped with the knowledge needed to effectively carry out safety responsibilities.

(c) As an OSHA VPP Star Worksite, MCLBA is required by reference (b) to provide Special Government Employees (SGE) who are trained by OSHA to assist with the on-site inspection of sites aspiring to achieve VPP Star status, or to recertify existing VPP Star Worksites. Employees desiring to become an SGE may apply to the Installation Safety Manager (ISM), who will arrange for the required training, and coordinate all SGE support through OSHA.

(d) To provide an effective Information Technology (IT) system to support the OSH program, MCLBA uses the Enterprise Safety Applications Management System (ESAMS), a secure web-based safety management system that aids in effectively managing OSH requirements. Per reference (w), ESAMS

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is currently utilized across all installations within Marine Corps Installations Command.

1. A systematic process provided by ESAMS enables the Command to accomplish a full spectrum of safety requirements to maintain superior readiness, top efficiency, and proactive engagement in risk management. Leadership at all levels have the capacity through ESAMS to monitor safety programs and performance in mishap reporting, trends, training, medical surveillance, facility and programmatic deficiency data compilation, and recordkeeping with real-time metrics.

2. For tenants already utilizing ESAMS, MCLBA strongly encourages them to continue its use.

(e) To demonstrate that safety and mishap prevention are core values in the Command, we believe that:

1. Safety is an ethical and moral responsibility. It is everyone's responsibility to do what is necessary to protect employees from death, injury, and illness in the workplace. Everyone is responsible for safety. It is about culture, it is about ownership, and it is about accountability.

2. All mishaps are preventable. The fundamental belief that all mishaps are by their nature preventable is a catalyst that encourages us to prevent injuries. Accepting mishaps as "just accidents" with no ability to prevent them is simply not acceptable.

3. Safety is a cultural mindset and a prerequisite to everything we do. The combined commitment and participation of the entire organization is necessary to create and maintain an effective safety culture. Safety must be considered for every task, both on and off-duty, and will always be executed with the proper level of risk management.

4. Supervisors are responsible to lead the safety effort with consistency and persistence, establish safety goals, demand accountability for safety performance, and provide the resources necessary for a safe workplace. The safety staff in the Risk Management office exists to coordinate policies and processes, provide program oversight, and serve as advisors. Employees are responsible to act safely, respond to unsafe conditions and to execute the policies and procedures established by leadership.

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5. Everyone deserves training to work safely. Awareness of safety does not come naturally; therefore, we all need to be trained to work safely. Effective, job-specific training with associated hazard awareness and mitigation is essential for employees to be a productive part of the safety culture.

6. Safety is a condition of employment. The MCLBA leadership will exhaust every reasonable means to lead, motivate, and train employees to maintain a safe workplace. In the event an employee refuses to take actions required to work safely, the Command will utilize a system of progressive discipline.

7. Management will provide encouragement and recognition for safe performance. Supervisors should give positive encouragement to employees observed working safely. Supervisors will solicit and encourage employee's solutions to improve workplace safety. Recognizing safe work practices is as important as identifying deficient performance and cannot be overlooked.

8. Division, Special Staff, and Headquarters Company safety programs must be site-specific with recurring audits of the workplace and measures for prompt corrective action. The goal is to identify and abate hazards that contribute to employee injuries and/or property damage. Recurring internal and external audits that include hazard analyses, comprehensive inspections, and aggressive investigations of mishaps, help identify potential workplace hazards.

9. The proactive approach to safety creates a competitive advantage. Reducing workplace injuries and illnesses results in less pain and suffering for employees and their families, and reduces the costs of Workers' Compensation, medical and litigation expenses.

10. Leaders will solicit employees for ideas to improve the culture of safety. Safety will be included as an agenda item in every production and schedule meeting to facilitate a direct line of communication between employees and management and will be supported at all levels of leadership.

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b. Tasks

(1) Command Safety Officer (CSO). The Executive Officer will serve as the CSO and shall:

(a) Ensure a comprehensive safety and occupational health policy has been established that incorporates all activities and units per reference (d) and enclosure (1).

(b) Ensure the requirements in this Order are implemented in all MCLBA activities, including non-appropriated fund activities and contractor operations supporting the Command. Additionally, enforcement of this Order extends to activities that are involved in the acquisition, operation, or maintenance of all facilities and base infrastructure.

(c) Ensure tenant organizations and commands at MCLBA are accountable for their own safety programs and that the risk management office provides oversight for these programs through inspections and audits, to the mutually agreed level of support.

(2) Installation Safety Manager

(a) Ensure the Commanding Officer and CSO are kept aware of the state of the safety program and any safety concerns in a timely manner.

(b) Manage the VPP SGE activity for MCLBA.

(3) Division Directors, Special Staff, and Company Commander, HQ Company

(a) Develop and oversee the implementation of a comprehensive unit safety program.

(b) Allocate sufficient staff and budgetary resources to support the effective execution of the unit safety program.

(c) Ensure timely and thorough investigations of near misses and mishaps.

(d) Conduct trend analysis on all unit inspection findings, mishaps, near misses, and reports of unsafe or unhealthful working conditions.

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(e) Oversee the management of safety-related training programs within your organization.

(f) Conduct regular needs assessments to identify specialized training requirements, to include remedial training of employees involved in government vehicle accidents.

(4) Director, Marine Corps Community Services (MCCS). The MCCS Director will be consulted on recreational safety issues and will ensure that programs are conducted safely. All operations must adhere to the policies, procedures, and guidelines outlined in this Order and meet command requirements.

(5) Unit Safety Officers/Unit Safety Representatives

(a) Regularly report to the Division Director on the status and effectiveness of the safety program.

(b) Create and update local safety standard operating procedures (SOP) in compliance with overall safety regulations and guidelines.

(c) Assist work area supervisors to conduct thorough investigations of all incidents involving personnel, equipment, or activities.

(d) Perform monthly occupational safety and health inspections of assigned work areas.

(e) Analyze data from inspections, near miss reports, and mishap investigations to identify safety trends.

(6) Supervisors

(a) Ensure compliance with all safety and health guidelines within your work area.

(b) Provide detailed safety and health training to new personnel, covering all relevant hazards and procedures.

(c) Conduct a job hazard analysis for each task before work begins to identify potential hazards and determine appropriate safety measures.

(d) Model and enforce sound safety and health practices within the work area.

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(e) Provide and verify that all personnel use the appropriate personal protective equipment (PPE) for their tasks.

(f) Report all mishaps and injuries immediately as specified in Chapter 7 of this Order.

(g) Create channels for easy reporting of unsafe or unhealthy working conditions and near misses and ensure that all reports are reviewed and addressed promptly.

(7) All Personnel

(a) Follow all safety and health guidelines relevant to your duties, exercising caution, and using common sense to anticipate and avoid potential hazards.

(b) Wear and properly use the PPE required for your tasks.

(c) Immediately inform your supervisor of any injuries, illnesses, unsafe or unhealthy working conditions, or property damage encountered during work.

(8) Tenant Commands. Develop an SOH program that aligns with the provisions of this Order and meets the unique operational requirements of your respective units.

c. Coordinating Instructions

(1) Applicability. All personnel aboard MCLBA shall comply with the requirements and intent of this Order.

(2) Action. Leaders shall ensure that the MCLBA OSH Program reflects command presence and leadership initiatives.

(3) Jurisdiction. Division and Special Staff offices that do not publish SOPs for OSH sub-programs will, by default, fall under the jurisdiction of the written programs of MCLBA.

(4) Safety Training. Appropriate safety training, as outlined in enclosure (1), will be given at least once annually to every Marine and Civilian Marine of MCLBA.

(5) Deliberate Risk Assessment Worksheet. Non-routine high-risk activities require the development of a deliberate risk assessment worksheet with the identified controls

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integrated into a written operating procedure specifically addressing the associated risks and the controls required for that activity.

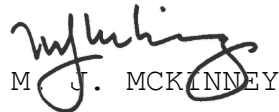
(6) Personal Protective Equipment. Personal protective equipment needs will be decided based on job hazard analysis and industrial hygiene surveys per reference (k) and enclosure (1).

5. Administration and Logistics. Recommendations pertaining to the contents of this Order are invited and should be submitted through the Division, Special Staff, or Headquarters Company Unit Safety Officer to the ISM.

6. Command and Signal

a. Command. This Order is applicable to MCLBA.

b. Signal. This Order is effective the date signed.


M. J. MCKINNEY

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**MARINE CORPS LOGISTICS BASE ALBANY
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LOCATOR SHEET

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

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Chapter 1

Administration

1. Policy. Personnel aboard Marine Corps Logistics Base Albany (MCLBA) are dedicated to upholding a policy aimed at protecting both people and resources through the implementation of a comprehensive Occupational Safety and Health (OSH) program. Commanders, Division Directors, supervisors, and leaders at all levels within MCLBA are entrusted with fostering a skilled and efficient workforce through the adoption of effective training methods and thorough site assessments. The overarching objective is to prevent accidents through the consistent application of best practices. Safety and health initiatives are of utmost importance across all levels of the workforce. Each individual bears a fundamental responsibility for their own safety as well as that of their colleagues. Supervisors are tasked with ensuring that their team members receive proper training and adhere to relevant safety and health measures in their respective work environments.

2. Scope

a. This Order encompasses MCLBA OSH program management, inspections, identification of unsafe or unhealthy work conditions and near misses, hazard mitigation, safety education and training, as well as the prevention, reporting, and investigation of injury and illnesses. It is designed to address mishaps involving equipment owned by MCLBA and personnel associated with MCLBA, resulting in:

(1) Injury or illness of military personnel, whether on or off-duty.

(2) Injury or illness of civilian personnel, including those under Non-Appropriated Fund categories, while on duty.

b. Unless specifically instructed otherwise, this Order and its associated references apply.

3. Responsibility

a. This program aligns with the CO's objective of ensuring a safe and healthy work environment for all personnel, including service members, family members, and visitors at MCLBA. It serves as the foundational framework to proactively prevent accidents across all operations and activities.

b. Command Safety Officer (CSO)

(1) Ensure the Installation Safety Manager has direct access to the CO.

(2) Ensure calendar year Command Safety Program Goals are established, published, and tracked to measure progress and effectiveness.

(3) Ensure all facilities aboard the installation receive an annual safety inspection that meets the minimum requirements of this Order and references (c) and (k).

(4) Ensure Division Directors, Special Staff and Company Commander, HQ Company with OSH responsibilities publish a supplemental policy.

c. Installation Safety Manager (ISM)

(1) Establish, coordinate, and administer the overall OSH program for MCLBA.

(2) Provide oversight of the inspections of all worksites in accordance with this Order.

(3) Ensure tenant organizations and commands aboard MCLBA are responsible for their individual safety programs and that oversight is provided for these programs through inspections and program audits, aligning with the mutually agreed upon level of support.

(4) Ensure calendar year safety goals are presented quarterly at the CO's Quarterly Safety Council.

(5) Maintain the Command Hazard Abatement Log in accordance with reference (g) and track the abatement progress of findings revealed during inspections of Command units, tenant commands, and organizations.

(6) Maintain and publish the OSHA 300 Form, Log of Work-Related Injuries and Illnesses.

(7) Provide inspections of the Marine Corps Community Services operated children programs and facilities as required by reference (m).

(8) Orchestrate the annual evaluation of the MCLBA OSH

Program, to include the VPP Star Worksite annual self-evaluation elements and submit to the regional VPP office as required. The annual evaluation may be performed using internal assets or those provided by outside agencies such as Headquarters Marine Corps Safety Division or Marine Corps Installations East Safety Department.

(9) Publish an annual inspection schedule of MCLBA garrison and tenant commands.

(10) Additional responsibilities are enumerated in the various chapters of this Order.

d. Division Directors, Special Staff, and Company Commander, HQ Company

(1) Ensure a Unit Safety Officer (USO) or Unit Safety Representative (USR) is appointed to manage the unit safety program and that adequate staff and budget is provided to effectively conduct the program.

(2) Ensure USOs/USRs have direct access to the senior leader in their unit.

(3) Ensure the USO/USR keeps the Command aware of the state of the division safety program and any safety concerns in a timely manner.

(4) Ensure the USO/USR coordinates OSH services from Risk Management, Fire and Emergency Services, and Navy Medicine Readiness Training Unit (NMRTU).

(5) Ensure that near miss and mishap investigations and reporting for the unit are carried out as outlined in Chapters 6 and 7 of this Order.

(6) Ensure trend analysis is conducted on all unit inspection findings, mishaps, near misses, and reports of unsafe /unhealthful working conditions.

(7) Ensure required safety-related documents and forms are posted on official bulletin boards.

(8) Manage safety-related training within respective organizations. This includes conducting training needs assessments for specialized training, new personnel training, and supervisor training.

(9) Manage occupational medical surveillance documentation, records, and appointments in ESAMS.

e. Director, Marine Corps Community Services (MCCS). Serve as the Command's subject matter expert responsible for overseeing off-duty and recreation activities, programs, and facilities. As such, the MCCS Director will promulgate policies associated with the safe operation of MCCS, as well as recreation and off-duty safety.

f. Unit Safety Officer/Unit Safety Representative

(1) Be accountable to the Division Director for overseeing the safety program within the division, and for promoting and supervising the safety program of the division and Command.

(2) Develop and keep current local safety standard operating procedures (SOP) within a safety turnover file.

(3) Assist work area supervisors with conducting thorough investigations of all incidents involving personnel, equipment, or activities. Compile and maintain comprehensive reports as mandated. Propose corrective actions to mitigate or prevent future occurrences.

(4) Conduct and document monthly OSH inspections of assigned work areas to identify new hazards, unsafe work practices, and training needs.

(5) Compile trend analyses from inspections, near miss reports, unsafe/unhealthy conditions, and mishap investigations. These trend analyses shall include documentation of hazards identified and abated and type and number of hazards identified.

(6) Establish and maintain a unit hazard abatement log.

g. Supervisors

(1) Take ownership of safety and health within the work area. Adhere strictly to the safety and health guidelines provided by MCLBA. If it becomes impossible to uphold safe conditions, promptly halt hazardous work operations and inform the chain of command.

(2) Provide thorough instruction to new personnel regarding the safety and health considerations relevant to their

duties. Avoid presuming that personnel are familiar with the hazards associated with their assigned tasks.

(3) Integrate safety and health measures into job planning procedures. Before starting work, perform a Job Hazard Analysis (JHA) to identify and mitigate potential hazards associated with specific tasks. Consider appropriate work environments, personal protective equipment (PPE), and the implementation of proper machine guards.

(4) Adhere to sound safety and health practices. Address and rectify any personnel engaging in unsafe or unhealthy work practices.

(5) Ensure the proper utilization of appropriate PPE.

(6) Report mishaps immediately per chapter 7 of this Order. Conduct a prompt and comprehensive evaluation of all factors contributing to mishaps and injuries.

(7) Encourage personnel to report unsafe/unhealthy working conditions and near misses.

(8) Swiftly address and document any unsafe or unhealthy conditions or equipment deficiencies reported by personnel. If necessary, seek assistance from the USO/USR or contact the Risk Management office for support.

(9) Additional responsibilities are enumerated in the various chapters of this Order.

h. All Personnel

(1) Adhere to all safety and health precautions relevant to their duties. Exercise reasonable caution, employ common sense, and anticipate potential hazards when performing tasks.

(2) Properly utilize required PPE.

(3) Immediately notify their supervisor of any injuries, illnesses, unsafe or unhealthy working conditions or property damage incurred during work or duty.

(4) Abide by the directives outlined in this Order, SOPs, and related references.

Chapter 2

Councils And Committees

1. Discussion. The purpose of OSH councils and committees is to identify, define, and assess OSH issues, problems, and needs and recommend corrective measures, per reference (k). These forums provide an opportunity for the multiple viewpoints and interests of various groups and individuals at an activity to be expressed. From their recommendations, new or revised policies, procedures, or practices may be developed to improve the effectiveness of the safety program.

2. Commanding Officer's (CO) Safety Council

a. The CO's Safety Council serves as the Safe Driving Council and the Ergonomics Committee Meeting for MCLBA.

b. The CO's Safety Council will meet quarterly, chaired by the CSO. Risk Management staff will prepare the agenda and secure all other arrangements for the meetings.

c. The ISM will prepare, publish, and archive the minutes and proceedings of council.

3. Membership to the CO Safety Council consists of:

Commanding Officer	Director, MCCA
Executive Officer	Director, Manpower
Sergeant Major	Comptroller
Executive Director	Fire Chief
Substance Abuse Control Officer	Police Chief
Director, CISA	Headquarter Company Commander
Director, LSD	Injury Compensation Analyst
Director, I&E	President AFGE Local 2317
Director, OTD	Risk Management Staff
Director, PSD	Navy Medicine Readiness and Training Unit

a. Senior leadership in industrial tenant commands and organizations are invited to attend and present the status of their safety programs at the CO Safety Council.

4. Safety Officers Council. Unit Safety Officers and unit Safety Representative will meet one week prior to the scheduled CO's Safety Council. The ISM will chair this meeting. Items and subjects of interest for the CO's Safety Council will be discussed

and included in the agenda. USOs/USRs will brief their leadership on items to present for the unit safety program at the CO's Safety Council. The USO/USR may attend the CO's Safety Council at the discretion of their Director. Division Directors and Headquarter (HQ) Company Commander are encouraged to deliver their portion of the presentation to the CO.

5. Voluntary Protection Programs (VPP) Steering Committee.

MCLBA leadership is committed to providing a safe and healthful workplace for all personnel. The VPP Steering Committee serves an important role in displaying this commitment, with the overall purpose of leading continuous improvement of the safety and health program and the elimination of injuries, illnesses, and property damages. The purpose of the VPP Steering Committee is to orchestrate implementation and sustainment of the VPP as the Command's occupational safety and health management system and to foster a culture where all personnel share ownership in our occupational safety and health program. The VPP Steering Committee will meet bi-monthly in accordance with the MCLBA VPP Steering Committee Charter.

Chapter 3

Training

1. Responsibilities. Division Directors, Special Staff, and HQ Company Commander will ensure that all personnel in their organization receive safety and health training as required by this manual, the OSHA standards, and other applicable directives and standards. Consistent with the Command's VPP initiative, safety training will be managed at the Division, Special Staff and Company level. Supervisors will ensure that non-English speaking personnel are identified and provided the same quality of safety training in a language the employee can understand. If there are no personnel requiring safety training in a language other than English, the supervisor will document that no non-English training is needed.

2. Training Requirements

a. Job Safety Training. Before personnel begin work, section supervisors must provide job safety training. The training will be documented and maintained by the supervisor. At a minimum, the training will include:

(1) Requirement to report all mishaps, regardless of severity, per reference (e).

(2) Hazards associated with assigned tasks and the applicable safety and health standards.

(3) PPE required for each task.

(4) An overview of local safety and health programs with emphasis on individual rights and responsibilities.

(5) Prompt reporting of unsafe conditions, potential exposure to hazardous materials, or occupational injury or illness.

(6) Emergency action plan and procedures.

(7) Any additional specialized safety and health training.

b. Specialized Safety and Health Training. When personnel will be involved in hazardous work environments, processes, and/or tasks, the supervisor will provide or obtain applicable

specialized safety and health training before beginning work. Some training may be available through Risk Management, NMRTU, or from a contract-training source or vendor. Documentation of this training will be maintained at the work section level by utilizing an occupational safety and health management tool, system, or software such as, but not limited to ESAMS. The section first-line supervisor will provide Risk Management, upon demand, a summary and roster of all training sessions conducted. Specialized safety training topics can be found in reference (k).

c. Change-In-Work Training. The first-line supervisor will ensure each person affected by a change-in-work is trained. The training shall be documented and maintained by the supervisor. Events that require change-in-work training include:

- (1) New processes
- (2) Change in equipment
- (3) Relocation of workstations
- (4) Updating operating procedures
- (5) Alteration of control devices
- (6) Modifications to buildings
- (7) Changes in technical manuals

d. Supervisor Safety Training. Supervisors within the MCLBA Command are required to successfully complete the Safety Leaders Workshop provided by Risk Management within 90 days of appointment to a supervisory role. Annual OSH refresher training for supervisors in the Command will be provided by Risk Management. The ISM shall determine the subject matter, venue, and training method of the annual supervisor safety training.

e. New Employee Training. New Civilian Marines to the Command, to include contract personnel, will attend the Human Resources Office sponsored new hire on-boarding orientation at the first available opportunity to receive the Risk Management portion of the orientation. All new personnel will be provided VPP 101 training. Risk Management will maintain documentation for new employee training. Newly assigned Marines will receive a safety orientation from Risk Management during check-in.

f. Safety Officer Training. Division Directors, Special Staff, and HQ Company Commander will ensure that USOs attend the Ground Safety for Marines Course (CIN# A-493-0047), within 90 days of assignment per reference (k) and the MCLBA Safety Leaders Workshop at the first available offering after appointment as a USO. Course quotas must be requested through the ISM. Risk Management may offer additional training as necessary to develop skills and provide updates on changing OSH standards. USOs are expected to remain in their safety assignment for at least one year after training is complete.

g. Safety Representative Training. Each work center, unit, or shop Safety Representative must complete the MCLBA Safety Leaders Workshop at the first available offering after appointment as a Safety Representative. Safety Representatives must also receive additional comprehensive training within 30 days of their appointment, covering the following key areas:

- (1) Understanding Command-specific and local safety requirements.
- (2) Evaluating and addressing local hazards effectively.
- (3) Familiarization with mishap reporting and investigation procedures.
- (4) Recognizing potential hazards within their work areas. Identifying and applying SOH standards.

h. Contract Personnel Training. Safety and occupational health training for contract personnel performing services for the Command will be limited to those topics unique to our location and operations and essential for contract personnel to safely perform their assigned duties. The specific training will increase the Command's ability to provide a safe working environment. This training of contractor personnel does not modify any applicable contract requirements to provide a trained workforce. Any questions should be directed to the responsible Contracting Officer and the Office of Counsel. It is in the best interest of the command to engage contract employers in a partnership of shared responsibility for the safety and health of their personnel without assuming responsibility for the performance and compliance of their safety and occupational health program. This can be accomplished through an open dialogue with their workforce, strict adherence to our OSH standards, and invitations to voluntarily participate in on-site safety awareness training opportunities. Providing safety-

related training to contractor employees in topics other than those listed below may require coordination with the Contracting Officer for approval. Training topics will include:

(1) The expectation that contractor personnel will adhere to specific OSH standards in accordance with references (h) through (j).

(2) Employee rights and responsibilities under the OSH Act.

(3) OSHA's VPP and that the Command is a designated VPP Star Worksite.

(4) The hazards they may encounter in their workplace to include PPE requirements.

(5) How to recognize hazardous conditions and the signs and symptoms of work-related injury or illnesses.

(6) Hazard controls and safe work procedures.

(7) The process to report a mishap and near miss.

(8) Emergency action plans and procedures to include routes and muster locations.

i. Guest and Visitors. Division Directors, Special Staff, and HQ Company Commander will ensure that guests and visitors to their respective work areas are:

(1) Provided the *MCLB Albany Visitors and Contractors Safety Guide* and view available safety orientation training videos.

(2) Informed of the Command's VPP Star Worksite status.

(3) Informed of the hazards that may exist within their respective areas.

(4) Briefed on the details of the local emergency action plan and include routes and muster locations.

3. Training Resources. Risk Management maintains a comprehensive safety training library consisting of brochures and handouts for use by any organization aboard the installation. In addition, on-line safety training is available

for personnel through a variety of vendors, such as ESAMS and Navy Knowledge Online.

4. Training Effectiveness. Supervisors will ensure that the safety training received by personnel under their responsibility is effective enough for the employee to perform their jobs and tasks safely and free of uncontrolled risk.

Chapter 4

Occupational Safety and Health Standards

1. Occupational Safety and Health Standards. The foundation of the MCLBA OSH standards is derived from the most current edition of the 29 CFR 1910. Consensus standards such as the National Fire Protection Association (NFPA), American National Standards Institute (ANSI), National Electrical Code, American Conference of Governmental Industrial Hygienists, will be applied when applicable.

2. Application. The above OSH standards shall be applied within the Command's workplaces with military unique equipment, systems, and operations.

3. Implementation

a. Implementation of the OSH standards may be by any combination of the following:

(1) Issuance of this manual which adopts these standards by reference.

(2) Publication of additional Base Orders, Base Bulletins, directives, manuals, SOPs, work instructions, etc., which include these practices. Such publications may paraphrase, transpose, or otherwise adapt these standards. They may also contain criteria more stringent than those included in an OSHA standard.

b. Division Directors, Special Staff, and HQ Company Commander will:

(1) Ensure all affected personnel understand and comply with criteria contained in OSH standards.

(2) In cases of noncompliance with OSH standards, consider disciplinary action against the offenders as appropriate.

(3) Ensure OSH standards are applied in the acquisition process of equipment and material, incorporated into goods and services, and throughout the design and construction phases of new or upgraded facilities.

4. Contract Personnel. Contract personnel that work aboard the

installation will follow the Command's OSH standards and those of their contract employer. Where contract employers have developed OSH standards, contract employees will adhere to the more stringent standards.

Chapter 5

Safety Inspections and Corrective Action

1. Discussion. Safety inspections help ensure safe and healthful workplaces. Under the inspection program, safety and health deficiencies are identified and corrective actions developed to protect personnel and ensure compliance with regulatory standards. Workplace inspections are an important part of the VPP occupational safety and health management system and are an effective way of engaging the workforce. The inspection program consists of workplace inspections, preventive maintenance inspections, formal inspections by OSHA, Risk Management, Marine Corps Installations East (MCIEAST) Commanding General Inspections, and Headquarters Marine Corps Inspector General and Command Safety assessments.

2. Inspection Frequency

a. Employees from each organization, to include contract employees, will perform daily inspections of their work areas, equipment, and processes. If a hazardous condition is found, the deficient condition will be reported to the USO/USR for documentation as an unsafe/unhealthful condition.

b. First-line supervisors will conduct and document a formal and thorough inspection of the workplaces under their control on a weekly basis.

c. Each USO/USR will conduct and document monthly safety inspections of assigned workplaces and facilities. For reported unsafe/unhealthful condition, conduct an unsafe/ unhealthful inspection.

d. Risk Management will inspect all workplaces aboard MCLBA at least annually, to include service contractor. All areas are subject to unannounced spot inspections. For workplaces where there is an increased risk of mishap, injury, or illness due to the nature of the work being performed, inspections shall be conducted more frequently.

e. The Child Development Center will be inspected to meet the requirements of reference (m).

f. All inspections, except for the employee daily inspection, will be documented.

3. Responsibilities

a. ISM

(1) Provide formal workplace safety evaluations, preparation of OSH Deficiency Notices and assignment of Risk Assessment Codes (RAC) with reference to standards or directives violated.

(2) Post OSH Deficiency Notices.

(3) Assist supervisors of the workplaces inspected, as necessary, in the development of abatement plans.

(4) Issue and maintain OSH deficiencies in the command's hazard abatement log.

(5) Inform the CO's Safety Council of all outstanding OSH deficiencies that are not abated within 30 days.

(6) Perform trend analysis to identify the frequency and severity of occupational hazards revealed during formal inspections.

(7) Furnish the organization with a written inspection report and conduct a formal out brief with the workplace's responsible official. Copies of this report will also be provided to the employee representative and the USO/USR. The report will detail the inspection procedures undertaken, the findings that serve as grounds for issuing an OSH Deficiency Notice, and recommendations for addressing these issues.

b. Division Directors, Special Staff, and HQ Company Commander

(1) Ensure Marine and Civilian Marine, supervisor, and USO/USR inspections are performed.

(2) Maintain a current and comprehensive hazard abatement log for their respective organization.

(3) Ensure that interim controls are applied to hazards for which immediate permanent abatement cannot be applied.

(4) Ensure the USO/USR performs a trend analysis to identify the frequency and severity of occupational hazards revealed during their internal inspections.

(5) Ensure that a preventive maintenance management tool that list and identifies all equipment requiring preventative maintenance is established and maintained. The preventive maintenance tool should include daily inspections of equipment, regularly scheduled maintenance, documentation of all work performed on the equipment, manuals, training, and annual inspection and/or certification.

c. Supervisors

(1) Ensure that daily workplace safety inspections are conducted by employees, and at least weekly, conduct a thorough inspection of their assigned workplace, to include review of SOPs, technical manuals, or other directives that govern the operations, processes, or management of the facility. Documentation of these inspections will be maintained at the workplace and be available for review.

(2) Accompany Risk Management during scheduled inspections to encourage exchange of information, provide access, answer questions, and develop an immediate record of deficiencies identified.

(3) Ensure abatement of all identified workplace OSH deficiencies.

(4) Complete and provide the ISM, via the USO/USR, OSH Deficiency Notices, within 30 workdays of notification of moderate or greater OSH deficiencies. For hazards which cannot be abated within 30 workdays, the supervisor must ensure that interim controls are still in place and develop an abatement plan to permanently abate the hazard. The abatement plan status shall be updated every 30 workdays.

(5) Initiate interim control measures for hazards awaiting permanent abatement.

(6) Report any potential mold issues associated with personnel complaints to the USO/USR for investigation.

4. Workplace Inspection Procedures

a. Inspections will be conducted in a manner to preclude unreasonable disruption of operation of the workplace. Inspections will be conducted when, in the judgment of the ISM, they will provide a more meaningful assessment of actual operating conditions and practices, or at the request of the

Division Director, Special Staff, or HQ Company Commander.

b. Spot inspections are particularly important when evaluating operations in which the occupational safety and health of individuals depend heavily on work practices or use of personal protective equipment. The ISM will use spot inspections when evaluating personnel reports of unsafe or unhealthful working conditions.

c. The inspection team will consist of at least one qualified Safety and Occupational Health Specialist (GS-0018), and may include other inspectors, such as a Fire Prevention Inspector and a facility maintenance representative. The USO/USR, the area supervisor, and a union representative shall be afforded an opportunity to accompany the inspection team to facilitate exchange of information concerning existing or potential unsafe or unhealthful conditions. Inspectors may deny any person whose participation interferes with a fair and orderly inspection.

d. Safety Specialists may discuss with any personnel those matters affecting their occupational safety and health and offer them the opportunity to identify unsafe and/or unhealthful working conditions.

e. Safety Specialists will comply with all appropriate occupational safety and health rules applicable to the workplace being inspected.

f. Imminent danger situations discovered during an inspection will be brought to the immediate attention of the first-line supervisor, USO/USR, Division Director or Special Staff, and CSO, if necessary.

h. Inspections of service contractor operations will be limited to a facility inspection and review of injury and illness rates and reports.

i. Risk Management shall maintain copies of OSH inspections for five years after the end of the calendar year in which they occur.

5. Posting Deficiency Notices. Safety and Occupational Health Specialist will issue an OSH Deficiency Notice, within five days of the inspection for RAC 1, 2, or 3 findings. A copy of the deficiency notice will be provided to the appropriate supervisor, employee representative who participated in the

inspection, and USO/USR. In all cases where personnel are exposed to unsafe or unhealthful working conditions which are critical, serious, or moderate (i.e., RAC 1, 2, or 3), an OSH Deficiency Notice shall be posted in the immediate vicinity of the hazardous condition. The notice shall remain posted until the hazardous condition has been abated or for 30 working days, whichever is longer. Upon notification of abatement, the safety specialist shall authorize removal of the notice. In addition, a deficiency tag, Form MCLB 11400 (Figure 4-1) will be immediately attached to each RAC 1, 2, or 3 finding and may be attached to RAC 4 and 5 findings. Form MCLB 11400 is a multi-part tag, which shall be distributed in the following manner: white copy-Risk Management, pink copy-Area Supervisor, yellow copy- USO/USR, and the hard card attached to the deficient condition. Cards may be removed immediately upon abatement of the condition.

FRONT: Sequential ID number preprinted. 3-Part NCR paper on hard card

BACK: Write in special remarks

Figure 5-1. MCLB 11400

6. Interim Controls. Immediate abatement of deficiencies in work areas may not always be possible, and some temporary deviation of safety standards may be required. Therefore, it may be necessary for the supervisor and safety specialist to establish appropriate interim controls as soon as a deficiency is noted. Such controls shall be outlined on the OSH Deficiency Notice. Interim control measures to be in effect for more than 60 days will be approved by the CSO.

7. Corrective Actions. A corrective action plan will be submitted to Risk Management within 10 working days of the date of report. Final abatement of all findings must be completed within 30 days of the date of report. When corrective actions cannot be accomplished within 30 days due to circumstances beyond the control of the supervisor of the workplace, he or she will request assistance from an appropriate authority. A record of actions taken to effect compliance (i.e., work requests) shall be annotated on the OSH Deficiency Notice until such corrective measures are implemented. The hierarchy of controls for corrective actions will be engineering, administrative and PPE, or a combination of any of the controls.

8. Hazard Abatement Log

a. Risk Management and the USO/USR will establish a hazard abatement log for follow-up of required corrective action to ensure timely and effective controls are implemented. This log can be drawn from the ESAMS records as an Excel spreadsheet.

b. The log will include the date, building, location of hazard, description of deficiency, standard violated, RAC, and follow up date.

9. Risk Assessment Codes. Each hazard identified that cannot be corrected immediately shall be assigned a RAC. The purpose of assigning a RAC is to identify and allocate resources to correct the most serious hazards first. Corrected findings are assigned a RAC for administrative and historical purposes. Reference (k) provides detailed information on how to derive and assign a RAC.

10. Inspection Program Administration. Risk Management will publish required inspection SOP and schedule as well as a safety program administrative checklist to assist Division Directors, Special Staff, and HQ Company Commander in complying with the Command Safety Program administrative requirements.

Chapter 6

Near Miss Reporting and Investigation

1. Background. A near miss is an act or event that may have resulted in a mishap where the fatality, injury, illness, property damage, or loss of asset was avoided merely by chance, the actions of a single person, a small measure of distance, or a few moments in time. Near misses also may be referred to as accident precursors, injury-free events and, in the case of moving objects, near collisions. A near miss is often an error, with harm prevented by other considerations and circumstances. Reporting and investigating near misses is a free and relatively painless way to learn a valuable safety lesson because near misses are often precursors to injuries or property damage. Prompt reporting and investigating of these precursors may prevent a mishap or reduce the severity should a mishap occur. Examining these events may prevent future loss and are an important part of the Command Safety Program and VPP. The primary reporting, recording, and tracking method will be ESAMS.

2. Responsibilities

a. Division Directors, Special Staff, and HQ Company Commander. Ensure a process is in place to enable personnel to report near misses to the appropriate supervisor and USO/USR.

b. ISM

(1) Receive, investigate, and maintain a log of all near misses reported to Risk Management.

(2) Perform trend analyses on near miss reports submitted to Risk Management and present these trends to the CO's Safety Council.

c. USO/USR

(1) Receive reports of and maintain records of near misses.

(2) Assist supervisors in investigating reports of near misses.

(3) Track near miss reports to correction and perform trend analysis on all near miss reports.

(4) Ensure that blank copies of the *MCLB Albany Near Miss Report*, MCLBA Form 11401 (Appendix A) are posted on all official bulletin boards and available to employees and contractor personnel.

d. Supervisors

(1) Investigate all near misses within his/her department to determine the root cause and contributing factors.

(2) Initiate corrective actions and apply interim controls, if necessary.

e. Employees. Each employee has an ethical duty to immediately report a near miss to their supervisor, USO/USR, or Risk Management.

3. Reporting Near Misses. All personnel of the Command, to include contract personnel, may submit a near miss report by reporting, either verbally or in writing, any unsafe or unhealthful working condition and behavior to his or her immediate supervisor, USO/USR, or Risk Management. Immediate verbal reports required for imminent danger situations. Reprisal against personnel for submitting hazard reports is prohibited.

a. In lieu of verbally or electronically reporting a near miss, personnel may file a written *MCLB Albany Near Miss Report*, MCLBA Form 11401. This form contains the same information as the NAVMC 11401, *Unsafe or Unhealthful Working Conditions*, directed for use by reference (k) but includes entries for reporting unsafe or unhealthful conditions, actions, and behaviors which are essential for comprehensive near miss reporting under VPP.

b. Upon receipt of a verbal or written near miss report, the supervisor responsible for the area in question will investigate and initiate appropriate corrective action. When an unsafe or unhealthful work practice or condition cannot be corrected at the supervisory level, the supervisor will notify the USO/USR within five (5) working days.

c. Any employee desiring anonymity may submit an *MCLB Albany Near Miss Report*, MCLBA Form 11401, directly to the ISM or USO/USR. If anonymity is requested, the ISM or USO/USR will delete the originator's name and any individual named in the report, and advise the responsible supervisor that a hazardous condition, act, or behavior has been reported in a work area

under the supervisor's control. These reports will be recorded by Risk Management or the USO/USR.

d. Near misses reported to Risk Management will be investigated by the Safety Specialist providing over watch to the division or special staff section. Alleged imminent danger situations will be investigated immediately, potentially serious conditions within three (3) working days, and other safety and health conditions within seven (7) working days. If the hazardous condition or behavior cannot be fully abated by the above deadline, the Safety Specialist will ensure an interim control is applied to the hazard. If the report involves a health hazard, related to chemical exposure, the Safety Specialist will consult the NMRTU Industrial Hygienist to obtain exposure sampling data.

e. Near miss reports involving an unsafe or unhealthful employee behavior or action can normally be corrected immediately through retraining, counseling, or reprimands from the employee's supervisor.

f. Upon completion of the near miss investigation, the Safety Specialist assigned to the investigation will complete the near miss report and provide a written response to the originator within 15 days either verifying the reported near miss or providing corrective actions, or stating the review revealed no evidence of a hazard. If anonymity has been requested, a notice will be posted on the official bulletin board near the unsafe or unhealthful condition to advise personnel of the status of the complaint. The response will indicate formal appeals may be made and provide the appeals process.

g. Depending on the severity of the unsafe or unhealthful condition, a Spot Inspection Report may be initiated, and deficiency report printed and posted in the immediate vicinity of the deficiency in a highly visible location. This notice will be managed per Chapter 4, paragraph 5 of this manual.

h. Copies of near miss reports and records shall be retained by the ISM and USO/USR for five (5) years after the end of the calendar year in which final action is completed.

i. If the originator of the near miss report is dissatisfied with the final determination or corrective action taken, the originator should first talk with his or her supervisor, USO/USR and attempt resolution. If the originator

remains dissatisfied, an appeal to the ISM can be made, either verbally or in writing, describing in detail the hazardous condition to include the following:

- (1) The OSH standard violated (if known).
- (2) How, and to whom, the original report of the condition was given.
- (3) What action resulted.
- (4) An explanation of the dissatisfaction and any recommendation for correction.

Chapter 7

Mishap Reporting and Investigation

1. Background. The goal of any safety program is prevention of injury to personnel. To accomplish this goal, it is necessary for leadership to analyze mishaps that occur, determine the cause, and develop the means to prevent recurrence. Prompt and thorough investigation of all mishaps is required to obtain the data needed for the analysis and corrective action to prevent future mishaps of the same or similar type. As a VPP Star Worksite, we must maintain timely and accurate mishap data. All OSHA recordable/reportable injury mishaps and Class A, B, C, D, and E property damage mishaps must be reported to the Naval Safety Command per reference (1). To facilitate these reporting requirements, all mishaps occurring within the Command, including first-aid cases, will be investigated, and initiated by the individual supervisor. The report will be forwarded to Risk Management and pertinent management personnel. Upon completion of the report by Risk Management, the ISM will close the report and provide guidance on disposition.

a. Mishap Classifications: Per reference (e), mishaps are classified as Class A, B, C, D, or E by severity:

(1) Class A Mishap: The resulting total cost of damages to Government and other property is \$2.5 million or more; or an occupational injury or illness results in a fatality or permanent total disability.

(2) Class B Mishap: The resulting total cost of damages to Government and other property is \$600,000 or more, but less than \$2.5 million; or an occupational injury or illness which results in permanent partial disability, or when three or more personnel are hospitalized for inpatient care (which, for mishap reporting purposes only, does not include just observation or diagnostic care) because of a single mishap.

(3) Class C Mishap: The resulting total cost of property damages to Government and other property is \$60,000 or more, but less than \$600,000; or a nonfatal occupational injury or illness that results in one or more days away from work, not including the day of the injury.

(4) Class D Mishap: The resulting total cost of property damage is \$25,000 or more, but less than \$60,000; or an occupational injury or illness that results in medical treatment

beyond first aid, loss of consciousness, light or limited duty for military personnel, or restricted work or job transfer for on-duty Navy and Marine Corps civilian personnel.

(5) Class E Mishap: The resulting total cost of property damage is greater than \$0, but less than \$25,000; or an occupational injury or illness not otherwise classified as a Class A, B, C, or D.

2. Responsibilities

a. Division Directors, Special Staff, and HQ Company Commander

(1) Ensure procedures are developed to receive immediate notification of all mishaps in your organization.

(2) Provide telephonic notification to the CSO and ISM within one-hour of a Class A or B mishap. If after duty hours, also notify the Command Duty Officer at office phone (229) 639-5206 on by cell at (229) 449-4900.

(3) Provide the leadership and emphasis required to support the initial investigation conducted by Risk Management to ensure all necessary information is gathered for the Operational Report (OPREP)-3 Serious Injury Report (SIR) or Personnel Casualty Report (PCR) for Class A and B mishaps. This information will be submitted by the ISM to either the MCIEAST Director of Public Safety (DPS) or the MCIEAST Command Duty Officer within one hour of receiving the initial notification per reference (1) after notification to the MCLBA CSO.

(4) Ensure any work-related injuries or illnesses an employee experiences are reported to the ISM prior to submitting a Workers' Compensation claim.

(5) Initiate the mishap report and submit to the ISM no later than the close of business on the first day after the mishap. Provide support and assistance to Risk Management until the investigation is complete.

(6) Maintain the mishap injury logs and reports for your respective organization.

(7) Perform trend analysis on unit mishaps with emphasis on contributing factors. Promptly abate the root cause and contributing factors of mishaps. Inform your workforce of these

mishap trends, contributing factors, and hazard abatement initiatives.

b. ISM

(1) Receive, investigate, and report mishaps utilizing ESAMS.

(2) Prepare and submit all required reports to the MCIEAST DPS.

(3) Maintain records and documentation of all injury reports in accordance with reference (g) for entry on to the Command's OSHA 300 Log. Risk Management will utilize the information contained in the logs to perform a trend analysis detailing the causes and contributing factors of mishaps.

(4) Provide mishap investigation support to Division Directors, Special Staff, and the HQ Company Commander.

c. Supervisors. Initiate reports for all mishaps, regardless of severity, causing employee injury or damage to government property within his/her department. If some of the required information is not yet available, (e.g., total lost time) the report still must be filed. An amendment to the report will follow as soon as possible when the information becomes available. If medical treatment other than first aid is sought by the employee, supervisors must submit documentation from the employees' healthcare provider that outlines basic information such as the date and time of the visit, any recommendations for time off work due to the injury or illness and any accommodations that must be made for the employee at work.

d. Employees. Report all on-the-job injuries and damage to property, regardless of severity, to their supervisor.

e. Contract Personnel. Contract personnel providing services to the Command will use the same mishap reporting procedures established for Command employees for safety professionals and Contracting Officers to identify potentially hazardous working conditions and operations. The ISM will not report contractor mishaps outside of the Command, nor will contractor mishaps be included in the Command's OSHA 300 Log.

3. Mishap Investigations. All reported mishaps will be investigated in accordance with reference (1). Investigations

should identify root causes, contributing factors, previously identified hazards, controls, corrective and preventive actions for each mishap. A complete and comprehensive safety investigation is an essential tool for identifying mishap causes to prevent recurrence. The first step in a safety investigation is to determine the facts or "what happened." As facts are gathered and reviewed, first impressions should not influence the investigation; rather, the totality of the mishap's circumstances should be reviewed to ensure that all information is considered in determining what occurred. Information should be reviewed for relevance and accuracy, and then validated. The sooner an investigation starts the better the result. All safety investigations are conducted solely for safety purposes. If during the safety investigation, evidence of a criminal act is discovered, the safety investigation is halted, and the appropriate law enforcement agency is notified. The procedures for mishap investigations apply to both military and federal civilian personnel.

4. Investigation Procedures

- a. Ensure care and first aid is provided to injured personnel.
- b. Secure the mishap site to protect the public, safeguard government property, and prevent disturbance of the site.
- c. Make an accurate plot of the scene before moving or removing any wreckage or equipment.
- d. Take photographs of the mishap site, its distribution, and the surrounding area. Photograph the site from a minimum of eight points surrounding the site, and all items of evidence prior to removal, when possible.
- e. Make a diagram of any damage. A sketch should accompany the items to depict "as found" location and condition.
 - (1) Physical Evidence. Investigators must handle all evidence carefully, including pieces and parts of equipment or material, to make sure they don't alter or destroy it. Wear gloves or avoid handling the evidence with your hands.
 - (2) Technical Information. The condition of equipment involved in the incident may provide value data on the cause.
- f. Create a roster of witnesses and encourage them to write

down their individual accounts of the incident. These personal notes will assist during the witness interviews. Emphasize that witnesses need to document their own observations independently without conferring with other witnesses. The roster should encompass everyone present in the vicinity of the incident, including those at the scene prior to, during, or after the mishap, as well as individuals engaged in the rescue and cleanup operations.

(1) Witnesses. Witness statements offer crucial insights into the causes of mishaps. These witnesses comprise individuals directly involved in the incident, those who witnessed it, and individuals possessing expertise or training qualifying them as subject matter experts. The specific details and facts discovered by investigators at the mishap scene determine the sequence and nature of inquiries directed towards witnesses or other involved individuals.

g. Review unit inspection results to ensure a previously identified hazard was not the cause of the mishap.

h. Examining facts constitutes a crucial aspect of the investigation, shedding light on the "how" of the mishap occurrence. This analysis concentrates on the mishap-related facts and the preceding conditions, pinpointing the contributing factors that facilitated the mishap. The investigator should diligently record the methods employed to comprehend the facts, conditions, and context. By scrutinizing the correlation between causes and events, investigators can draw conclusions regarding the causal factors involved in the mishap.

Chapter 8

Office and Shop Safety

1. Discussion. This chapter provides general requirements for safety precautions within office (administrative) areas and shops. Although office areas are normally not considered a high hazard environment, injuries often occur, particularly when performing unusual tasks, such as moving. Supervisors in administrative areas shall become proficient with and use JHAs per reference (s). For non-routine tasks, supervisors shall conduct a Deliberate Risk Assessment per reference (q). Some causes of injuries in offices include:

- a. Slips, trips, and falls.
- b. Using improper lifting techniques when handling materials or equipment. Reference (r) provides guidelines for ergonomic hazards.
- c. Striking against, or being struck by, doors or other objects.
- d. Injuries from shredders, electric staplers, paper cutters, or other equipment.

2. Emergency Plan. Every office and shop area will possess a written Emergency Action Plan (EAP) outlining the necessary steps for employees to follow in various emergency scenarios, including fire incidents, severe weather situations, hazardous material releases, active shooter, or threats of violence, per reference (p). Supervisors hold the responsibility of ensuring that new employees and contract personnel familiarize themselves with the plan. Additionally, the plan must be reviewed with all employees whenever any updates or changes occur.

- a. An EAP should provide procedures for emergency escape, routes, and accounting for all employees after evacuation.
- b. All employees shall be trained in the following:
 - (1) Types of potential emergencies.
 - (2) Evacuation plans to include routes and muster location.
 - (3) Alarm systems.

(4) Reporting procedures.

(5) Procedures to contact emergency personnel. Dial 911 from a land line on base or 639-5911 from your cell phone.

(6) First aid is readily available through NMRTU and the Base Fire and Emergency Services.

3. General Equipment

a. File Cabinets/Wall Lockers. Overturning is the primary hazard in the use of file cabinets/wall lockers. The following precautions against overturning and other hazards should be taken:

(1) Location. Position file cabinets and wall lockers in areas away from high-traffic zones, such as entrance doors or aisles.

(2) Securing to Floor or Wall. Individual upright file cabinets and wall lockers may need to be secured to prevent overturning. Where there are two or more, they should be fastened to each other.

(3) Alignment. Cabinets and lockers should be aligned with others of the same size and style. When cabinets and lockers of unequal size are aligned, or cabinets with projecting locking devices are aligned with cabinets without such devices, an employee may be injured by striking a projecting corner or locking lever.

(4) Open Drawers. Never leave drawers open when not in use. Do not have more than one drawer of a file cabinet open at one time since cabinets can easily become unstable and overturn. Use the handles for opening and closing drawers.

(5) Material on Top. Do not place heavy material on top of file cabinets or wall lockers.

(6) Sharp Edges. Sharp edges and burrs on furniture cause injury to hands and other parts of the body as well as damage to clothing, and they should be removed immediately upon discovery.

(7) Material Arrangement. Material must be carefully arranged within drawers or shelves to ensure that file cabinets or lockers do not become unstable (i.e., place heavier items in

lower levels, load lower drawers first to prevent cabinet becoming top heavy).

b. Desks and Computer Workstations

(1) Creeping. Consider outfitting desks and other furniture items with rubber feet to prevent "creeping." This precaution is particularly crucial when desks are positioned near each other. Without proper placement, desks may shift gradually, potentially causing personnel to injure their fingers or hands while attempting to realign them.

(2) Computer Keyboards. A computer keyboard on a sliding tray should always be stowed when not in use.

(3) Sharp Objects. Containers should be provided to store sharp objects when not in use. Paper cutters and razor blades will have the cutting edge covered when not in use. Always engage the safety latch when paper cutters are not being used. Never leave knives or scissors on a desk with a point toward the user or hand them to someone else with the point toward them. Do not leave glass objects on the edge of desks or tables where they can easily be pushed off.

(4) Glass Tops. The use of plate glass as a material for desk surfaces is discouraged. Tops made of non-reflective safety glass or acrylic plastic may be used.

(5) Equipment on Desks. Heavy equipment on desks should be fastened down or equipped with rubber feet to prevent sliding. Equipment should not protrude from the sides of desks or other furniture. Do not place heavy items on top of desktop storage shelves/cabinets.

(6) Open Drawers. Drawers should never be left open since personnel may inadvertently strike or stumble over them and suffer injury.

c. Chairs

(1) Position. All chair feet will maintain contact with the floor surface. Swivel chairs have the potential to tip over if the occupant leans too far backward.

(2) Standing on Chairs. Do not stand on chairs or tables to reach high objects (i.e., clocks). Use a step stool or ladder.

(3) Adjustable. Chairs should have adjustable features to prevent ergonomic issues. Adjustable chairs allow for customization to support better posture and comfort, reducing the risk of ergonomic problems for users.

(4) Structural Integrity. Chairs should be checked for structural integrity and defective chairs taken out of service until repaired or disposed. Swivel chairs shall have at least five legs to minimize the possibility of tipping over.

4. Office Machines

a. Before using office machines, be sure they are properly located and not in danger of falling or tipping over. Read the owner's manual and be sure you understand the safety precautions and any routine user preventive maintenance that is required.

b. All electrical equipment should bear a label, tag, or other record of certification by the Underwriters Laboratory (UL).

c. Do not touch any electrical connection with wet hands.

d. Protection will be provided against moving parts of power-driven office equipment.

e. All electrical office machines, fixed and portable, will be provided with three-wire (grounded) connecting cords where applicable. Ground wires must be connected prior to placing machines in service.

f. Surge protectors will be plugged into installed receptacles only, never "daisy-chained" together, or plugged into extension cords.

g. Equipment with unserviceable cords (cut/frayed insulation, missing ground prong missing, etc.) will be tagged "Out of Service" and repaired before reuse.

h. Coffee pots must be located on a noncombustible surface away from traffic areas but never in a storeroom, closet, or other location where they cannot be observed. At the end of each day or shift all coffee pots shall be unplugged.

i. Appliances (i.e., refrigerators, coffee pots, microwaves, etc.) will be plugged directly into installed receptacles only.

j. The use of toasters, cup warmers, hotplates or any other type of heating element is prohibited.

k. Do not use extension cords for permanent (fixed) wiring. Relocate equipment closer to electrical receptacles if possible or submit a work request to install additional receptacles to accommodate the equipment's location needs.

l. Do not route electrical cords through doors, windows, ceilings, or walls, nor cover them with rugs or carpets.

m. Ensure electrical equipment is in good condition, turned off when office is not occupied, and properly locked and tagged out when not functioning as designed.

4. Heaters and Fans

a. Use of space heaters aboard installation will be in accordance with reference (t).

b. Government-owned electric resistance fueled space heaters (kerosene or diesel), and portable electric heater blowers are permitted for use in industrial areas, temporary industrial worksites, or construction areas where these serve as the sole source of heat. Supervisors overseeing the above listed areas who have space heaters in their work areas must complete a Deliberate Risk Assessment Worksheet using the Joint Risk Assessment Tool with adequate controls to manage the risk associated with space heaters. This worksheet should outline sufficient controls to effectively manage the associated risks linked with the use of space heaters.

c. The following are the minimum necessary safety measures, tailored to the type of space heater being used, when employing space heaters in industrial areas, temporary industrial worksites, and administrative areas where the Public Works Office supplies temporary heaters:

(1) All space heaters used aboard MCLBA will be government-owned unless used by a contractor in an industrial or construction area.

(2) Electric resistance space heaters will be UL listed.

(3) Space heaters will be used in accordance with manufacturer's instructions.

(4) Space heaters will not be left unattended while in operation.

(5) Space heaters will be turned off at the end of the day or shift. Supervisors in industrial or construction areas where space heaters are used will assign two employees to check and verify heaters are turned off when employees depart the area at the end of the day or end of the shift.

(6) Space heaters will not be placed under tables, work benches, or hidden from view.

(7) Space heaters will be located away from water or excessive moisture.

(8) Space heaters will have at least 36 inches (1 yard) clearance from combustible or flammable material.

(9) Electric resistance space heaters will be plugged directly into a wall receptacle. Powering any type of space heater through an extension cord, surge protector, or similar device is prohibited.

d. Each ventilating fan within seven (7) feet of the floor shall be completely covered with a fan guard with openings no larger than 1/2 inch.

e. Electric fans shall be inspected regularly to be sure there are no loose blades or defective guards. Fan must be unplugged while checking blades. Electrical cords and plugs will be in good condition.

f. Small electric fans should not be placed on boxes, low tables, or any other position where personnel might catch hands or clothing in the revolving blades.

5. Ladders

a. Ladders will be equipped with non-slip safety feet.

b. Ladders with broken, bent, or split side rails or steps will be immediately removed from service.

c. Aluminum or other metal ladders will not be used when replacing light bulbs, working with electricity, etc.

d. Because defects must be visible, ladders will not be

painted.

e. Manufacturer instruction and warning labels for ladders should be intact and legible.

6. Housekeeping

a. Keep floors clear. Wipe spills immediately and pick up pieces of paper, paper clips, rubber bands, pencils, and other loose objects as soon as they are spotted.

b. Tripping hazards such as cords in travel areas or defective floors, rugs, or floor mats should be removed or repaired immediately. On the spot repairs such as taping over carpet tears should be followed by a work request for carpet repair or replacement.

7. Lifting. Moving files, boxes, or office furniture may occur. Supervisors shall ensure that personnel involved in lifting or carrying heavy materials receive training in back injury prevention and the use of lifting tables, carts, or material handling equipment. Regular safety briefings on proper lifting techniques should be conducted. Risk Management or NMRTU will offer assistance upon request.

8. Other Hazards

a. Ensure work areas meet or exceed minimum safe light levels as described in reference (x). Consult Risk Management or the NMRTU for assistance.

b. Ensure all exits and fire extinguishers are located, marked, and maintained in accordance with OSHA and NFPA standards.

c. Bicycles, tricycles, scooters, roller skates, or any other similar wheeled conveyances, except as medically required, are prohibited in all administrative areas.

d. Ensure that cleanup of potential mold issues that are minor is in accordance with Appendix (B). For large size potential mold issues, seek assistance from Risk Management or the NMRTU.

Chapter 9

Personal Protective Equipment

1. Discussion. The requirement for PPE will be determined by the JHA developed by the employee and supervisor of a work site, in accordance with reference (s). PPE requirements are also recommended in the periodic industry hygiene survey of work areas. The use of PPE is the last recourse to protect personnel from identified hazards and to manage associated risk. This chapter establishes procedures for the provision of selecting PPE for MCLBA. Standard issue PPE will be provided by the supervisor or through the Direct Support Stock Control. Use of PPE will be governed by reference (k).

2. Safety Shoes. The MCLBA Command will allow reasonable administrative time away from the workplace, to include travel time to and from an off-site source, for the employee to select and fit safety shoes.

3. Prescription Safety Glasses. Personnel requiring prescription safety glasses will be responsible for obtaining their own vision examination and for providing their supervisor with a current eyeglass prescription. The supervisor will allow reasonable administrative time away from the workplace, including travel time to and from an off-site source, for the employee to select and obtain the prescription safety glasses, and for the repair and/or replacement of damaged safety glasses, within time intervals not requiring a new prescription. Prescription safety glasses must meet or exceed the requirements of reference (y).

4. Jewelry, Loose Clothing, Long Hair, and Lanyards

a. Finger Rings. Due to the potential for serious injury, finger rings shall not be worn by personnel engaged in the following activities:

(1) Climbing, ascending, or descending where the individual might fall with his/her ring catching on an object, resulting in an injury. Some examples include employees working on elevated surfaces or ascending/descending from large vehicles.

(2) All vehicle, facility, or equipment maintenance activities [including activities conducted by Installation and Environment (I&E) and Logistics Support Division (LSD)].

(3) Material handling operations (including warehouse work, supply workers, parts handlers, equipment operators, etc.).

(4) Any type of work where individuals are exposed to moving machinery, rotating, or revolving parts, or activities that could result in their hands being caught by moving parts.

(5) Any type of work or inspection where an individual is exposed to an energized electrical circuit.

(6) Supervisors will identify those tasks in which wearing a ring is prohibited. In some instances, the supervisor may elect to determine that individuals will not wear rings while engaged in work activities in general, in lieu of identifying individual tasks. Supervisors will include this information as part of their employee's safety briefing. Supervisors will ensure that prohibitions on the wearing of rings are enforced. Risk Management may be contacted for assistance and will review procedures for adequacy during the inspection process.

b. Other Jewelry, Loose Clothing, Long Hair, and Lanyards. The potential for catching, snagging, pulling, tearing, or electrical contact exists in and around most industrial operations. Controls should be exercised over the wearing of watches, bracelets, necklaces, and other items of jewelry. All such items of jewelry must be removed before entering an industrial work area. Loose clothing, long unsecured hair and lanyards also have potential for causing serious injury or death if caught in moving machinery. Employees should be trained on these hazards and the potential for injury. Employees should also be cautioned to ensure these hazards do not exist.

(1) Division Directors, Special Staff, and HQ Company Commander will develop an SOP for their areas with assistance from supervisory personnel. The SOP should identify the areas of operation that pose a risk to the wearing of rings, jewelry, loose clothing, long hair, and lanyards.

5. PPE Hazard Assessment and Certification. Supervisors shall ensure hazard assessments are conducted, documented, and updated (as changes occur in the workplace) using the PPE Hazard Assessment and Certification Form (Appendix C) provided by Risk Management for all work centers. The PPE Hazard Assessment is required to determine if hazards are present and require action to protect employees from injury, illness, and death.

Completion of the PPE Hazard Assessment and Certification form will serve as MCLB Albany's written certification that identifies workplaces evaluated, the person certifying the evaluation, and the date(s) of the hazard assessment.

Chapter 10

Warehousing Operations

1. Discussion. Warehouse operations are an integral part of the mission of MCLBA.

2. General Operations. MCLBA is situated in a warm, humid, and temperate environment. The area frequently experiences temperatures surpassing 90 degrees Fahrenheit, accompanied by relative humidity levels often exceeding 90%. This climate can give rise to several hazardous conditions:

a. Heat illness. Employees working in warehouses can be exposed to wet-bulb globe temperatures more than 90°F. Heat stress conditions of this level can quickly lead to heat exhaustion and heat stroke. MCLBA has a Heat Illness Prevention Program that monitors the wet-bulb globe temperature index and corresponding heat flag condition per reference (u).

b. Material Stacking. Cardboard packaging absorbs moisture from the air, which softens the fibers and weakens the walls of the boxes. Stacks of boxes will gradually collapse into aisle ways. For this reason, MCLBA warehouses normally use metal racks with single pallet stacks. These racks present their own unique hazards:

(1) Load limits. All rack systems must be marked with the load limit.

(2) Stability. Some manufacturers design racks that must be bolted to the floor. Some systems are not designed to be bolted. Follow the manufacturer's instructions for installation of rack systems.

(3) Damage. Racks are prone to damage when impacted by material handling equipment. Structural members that become bent within the rack can lead to potential failure, resulting in the collapse of the rack.

(4) Fire. Reference (t) is the Fire Prevention and Protection Order. It contains specific instructions for storage of material in warehouses, including aisle width, stack height, fire lane location, and others.

c. Building Access/Egress

(1) In most warehouses aboard MCLBA, there are multiple

travel doors accompanied by personnel doors. Employees should prioritize using the designated personal doors for access and egress whenever they are available. However, if personal doors are not accessible, caution should be exercised when using the travel doors.

(2) Employee doors are designated as emergency exit points. These doors must always remain unobstructed and unlocked to facilitate exit in case of emergencies. These doors must be clearly marked as exits, and directional signs should be provided as necessary to indicate the exit path.

(3) Emergency lighting is required to be ample and strategically positioned to enable employees to safely navigate to the exits in case of a power outage or emergency.

3. Material Handling Equipment (MHE). Reference (h) provides requirements for operation of MHE. Routine operation of MHE will follow these general guidelines:

a. Speed limit for MHE within the warehouse is five (5) miles per hour.

b. Operators must sound the horn when approaching blind corners, intersections, or doors.

c. Operator will never enter or exit through a partially opened door. Doors must be fully open or fully shut.

d. Operator must wear proper PPE. Required PPE consists of hard toe safety shoes, gloves, and hard hat. Eye and hearing protection may be required depending on work environment.

e. If operating a stock selector, where the operator rides up and down with the load, an appropriately selected fall protection harness is required.

Chapter 11

Material Handling Equipment Licensing

1. Discussion. Warehouse operations are a major part of the overall mission of MCLBA and tenants. The safe and efficient operation of MHE is a vital part of our day-to-day process. There are employees that are specifically classified as material handlers, and they must be trained and competent to operate MHE safely and effectively. To develop and maintain those vital skills as MHE operators, MCLBA must ensure they receive all required training of reference (h).

2. Licensing Process

a. Medical. The MHE Licensing Process Form (Appendix D) is a tool with the step-by-step process to assist the MHE operators in meeting the training requirements to obtain a government vehicle operator's permit. The supervisor will specify the MHE their employee will operate during his/her employment. The supervisor will complete the NAVMC 10964, Application for Government Vehicle Operator's Permit and forward the form to the NMRTU. The employee will receive a medical examination to determine if he/she is medically qualified to receive a government vehicle operator's permit. The employee will receive a medical reevaluation every five years until the age of 60 at which time the reevaluation will be annual. If medically qualified, the employee will apply to attend the MHE training course provided by Non-Tactical Vehicle Branch Licensing Official. The supervisor will maintain documentation of the medical surveillance and the MHE training in ESAMS.

b. Driver's license. MHE operators are required to possess a valid state driver's license. All OF-346 applicants must be able to produce a current state driver license. All applicants must pass the motor vehicle record check.

c. Personal Protective Equipment. All MHE operators will wear PPE. Required PPE is steel-toed shoes, gloves, and hard hat as a minimum. Eye and hearing protection may be required depending on the work environment. The supervisor is responsible for providing all necessary PPE for the employee to attend the MHE training course.

d. Training course. The MHE training course will consist of six hours of classroom instruction and 34 hours of road time on the type and class of MHE the employee will be required to

operate. The employee must pass written and skills testing to meet the qualifications for issuance of a learner's permit. If the applicant fails any portion, the applicant cannot retest for 24 hours. Test scores are recorded on the NAVMC 10964. Once complete, original tests are maintained in the driver history file.

e. Learner's Permit. A learner's permit will be issued for 60 days. During the 60-day period, employees may operate MHE only under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence, and where such operation does not endanger the employee or other employees. The supervisor must observe the employee completing the on-the-job training items listed on figure (1), MCLB Albany MHE Licensing Process form, with a level of competency. Once the on-the-job training items are complete, the employee and supervisor will sign the form. The supervisor should retain a copy of the completed form. The employee will take the form back to the licensing official to obtain an OF 346, Operator's Identification Card. The licensing official will keep the original signed form in the driver history file.

f. Previous training. If an operator has previously received training and such training is appropriate to the MHE and working conditions encountered, the operator will be evaluated and if found competent to operate the MHE safely, will be issued the OF-346.

g. Evaluation. An evaluation of each MHE operator shall be conducted at least once every three years.

h. Refresher training. Refresher training is required for any MHE operator:

- (1) Observed operating the vehicle in an unsafe manner.
- (2) Involved in an accident or near miss.
- (3) Assigned a different type of MHE to operate than normal.
- (4) Change of conditions in the workplace in a manner that could affect safe operation of the MHE.

Chapter 12

Occupational Medical Surveillance

1. Discussion. Occupational medical surveillance is the systematic and ongoing process of monitoring the health of employees exposed to specific occupational hazards or conditions in the workplace. The goal is to identify and prevent work-related illnesses or injuries by regularly assessing the health status of those who may be exposed to hazardous substances, physical agents, or other workplace conditions. The surveillance involves regular health examinations, screenings, and monitoring of various health parameters. This process helps in early detection of potential health issues related to occupational exposures, allowing for timely intervention and preventive measures.

2. Responsibilities. In addition to the responsibilities listed below, all medical surveillance stakeholders must ensure compliance with the Health Insurance Portability and Accountability Act and Personally Identifiable Information regulations.

a. ISM

(1) Review IH Survey for medical surveillance requirements.

(2) Be familiar with regulations related to jobs requiring medical surveillance.

(3) Communicate with supervisors to verify employees' enrollment in the appropriate program(s).

(4) Report medical examination completion status for the Command at the quarterly CO's Safety Council.

b. Division Directors, Special Staff, and HQ Company Commander

(1) Ensure proper functioning of medical surveillance pertaining to their organizations.

(2) Ensure medical surveillance examination compliance is maintained at 90% or better for their organizations.

(3) Ensure employees undergo necessary medical

examinations.

(4) Ensure employees receive adequate training and possess knowledge of hazardous exposures and medical examination requirements.

3. Oversight

a. The ISM will provide program oversight for the Command to ensure that examinations are tracked and completed in the proper timeframe.

b. Each division is mandated to maintain a medical surveillance examination compliance rate of 90% or higher. Compliance will be evaluated during formal inspections and tracking of required medical examinations will be through ESAMS.

4. Performance Metrics. The standard of measure for compliance during formal inspections will be as follows:

a. 90% - 100% (Green): Divisions achieving this range are considered in full compliance with the occupational medical surveillance program.

b. 85% - 89% (Yellow): Divisions falling within this range will be marked as needing improvement, indicating areas that require attention and corrective action.

c. Below 85% (Red): Divisions below the 85% threshold are considered not in compliance and will be subject to immediate corrective measures.

Chapter 13

Telework Safety

1. Discussion. MCLBA Command encourages telework to the maximum extent possible, while ensuring that it does not negatively impact the mission or employee performance. Telework is designed to support workforce efficiency, emergency preparedness, continuity of operations, and overall quality of life.

2. Safety Provisions and Standards

a. MCLBA holds no liability for damages to an employee's personal or real property when the employee is in a telework status, including home sites.

b. Telework employees shall designate a specific area in their home as the official workstation. The government's potential liability exposure is limited to incidents occurring within this officially designated workstation for the purposes of telework. Any liabilities or claims are confined to activities or incidents directly related to the official telework workstation within the employee's home.

c. Every employee with an approved telework agreement is required to review and sign a safety checklist in Total Workforce Management System. This safety checklist ensures that employees acknowledge and adhere to safety guidelines and procedures related to telework.

d. Employees engaged in telework are required to promptly inform their supervisor of any accidents or injuries that occur on duty. Supervisors should then follow the procedures outlined in this manual for mishap reporting.

e. If there are concerns about safety standards not being met at a telework site or if an accident or injury has occurred at a telework site, supervisors will investigate the incident in accordance with reference (o).

f. Supervisors should consider telework as a potential for employees on limited or restricted duties, who are candidates for vocational rehabilitation and medically able to perform in a telework setting.

APPENDIX A

MCLB Albany Form 11401NEAR MISS REPORT
MCLBA Form 11401 (8-10)File Number:

1. I believe a condition or behavior exists which is a safety or health hazard to our personnel or property. I am a:									
Civilian	<input type="checkbox"/>	Military	<input type="checkbox"/>	Employee Representative	<input type="checkbox"/>	Contractor	<input type="checkbox"/>	Other	<input type="checkbox"/>
2. Does this condition or behavior immediately threaten life or health?								YES	NO
3. Please check the appropriate type of near miss:									
Employee Action or Behavior	<input type="checkbox"/>	Use of Equipment	<input type="checkbox"/>	Workplace Condition	<input type="checkbox"/>	Equipment Defect	<input type="checkbox"/>	Other	<input type="checkbox"/>
4. When did you observe the near miss condition or behavior? Date: <input type="text"/> Time: <input type="text"/>									
5. Please specifically identify the building, worksite, or other location where you observed the near miss.									
6. Supervisor (if known) at this location is: <input type="text"/> and phone number is: <input type="text"/>									
7. Briefly describe your observation of the condition, behavior, or action you believe is a near miss: (Who was involved, What is the unsafe/unhealthful condition, What unsafe/unhealthful behavior did you observe)									
8. Describe the injury or property damage that could occur if this near miss is not corrected?									
9. Number of employees exposed to or threatened by the condition, behavior, or action:									
10. If known, list any safety or health standard which you believe may apply.									
11. What are your suggestions to correct the unsafe/unhealthful condition or behavior?									
12. Has this near miss been reported to, discussed with, or brought to the attention of a supervisor?									
Yes <input type="checkbox"/> No <input type="checkbox"/>									
13. If yes, please give the results, including any efforts by management to correct the condition or behavior.									
14. Name (optional): <input type="text"/>				Phone number (optional): <input type="text"/>		Email (optional): <input type="text"/>			
15. If you are a representative of employees, provide name of your organization.									
This Section for Use by Supervisor, Unit Safety Officer, or RMO Safety Specialist									
Investigation Results and Corrective Actions:									
Notified Person Submitting the Near Miss Report on: <input type="text"/> Via: <input type="text"/>									
(Attached relevant correspondence)									
Name: <input type="text"/>					Date Closed: <input type="text"/>				
Position: <input type="text"/>									

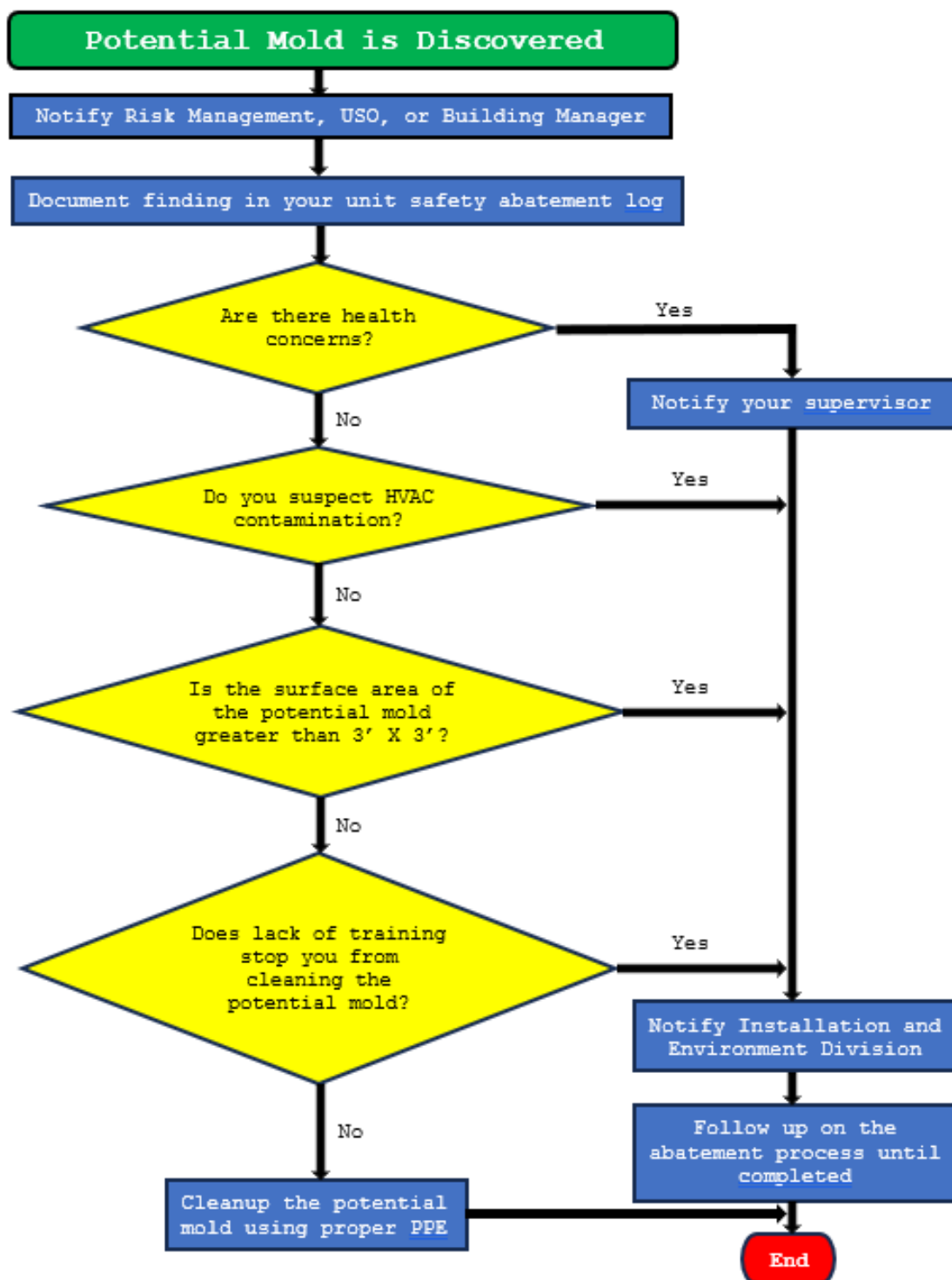
APPENDIX B

Guideline for Discovery of Potential Mold**Guideline for Discovery of Potential Mold**

If you find potential mold - **act quickly**. Mold can harm surfaces it grows on. The longer it grows, the more damage it can cause. The cleanup process depends on a few factors, one consideration is the size of the mold problem. However, in all cases upon discovery of potential mold:

- Immediately contact Risk Management for additional guidance.
- Document the potential mold finding in your unit safety abatement log.
- If you suspect the heating/ventilation/air conditioning (HVAC) system may be contaminated with potential mold, contact I&E Division for further investigation.
- If you have health concerns (i.e., indoor air quality), consult your supervisor.
- If you suspect sewage or contaminated water caused the water damage or potential mold, then contact The Building Manager, Risk Management or I&E Division.
- If the moldy area is smaller than 10 square feet (a patch less than roughly 3 feet by 3 feet) and you can reach it easily, you can usually deal with it yourself if you've been trained properly. Otherwise, you might want to contact your Unit Safety Officer, Building Manager, or Risk Management for help.
- Follow up on the abatement process until closed.
- See Appendix (B-2) for discovery guidelines of potential mold.

APPENDIX B

Potential Mold Discovery Flowchart**Potential Mold Discovery Flowchart**

APPENDIX C

PPE Hazard Assessment and Certification**MCLB Albany Personal Protective Equipment (PPE)
Hazard Assessment and Certification**

Based on the hierarchy of controls, PPE is a last resort. Personal protective equipment alone should not be relied upon to provide protection against hazards but should be used in conjunction with engineering controls, administrative controls, and procedural controls.

This document addresses eye, face, head, hand, foot, torso, respiratory, noise, and fall protection. It will serve as the Personal Protective Equipment (PPE) Certification document required to satisfy both:

- Federal requirements of the Occupational Safety and Health Administration (OSHA) Standard, 29 CFR 1910.132 Subpart I - Personal Protective Equipment, and
- Marine Corps requirements per MCO 5100.29C, Vol 1, Ch 4 and Vol 6, Ch 19.

INSTRUCTIONS:**Step 1: Inform affected employees of the process.**

Affected employees from each work area that is being assessed should be involved in the process. Discuss the reasons for the assessment and the procedures being used. Review the job procedures, potential hazards, and the PPE currently in use.

Step 2: Review data.

Reports of work-related injuries or illnesses, near-miss events, IH Surveys, and reported safety concerns are sources of data that can provide helpful information for assessing hazards.

Step 3: Conduct a walk-through assessment.

The purpose of the assessment is to identify sources of hazards to personnel. Observe the following: layout of the workplace, location of personnel, work operations, hazards and places where PPE is currently used including the device and reason for use. Using the form, check the type of hazard(s) present within each section (organized by body part). Further descriptions can be provided in the adjacent box. Consideration should be given to the following basic hazard categories:

1. Impact (falling/flying objects)
2. Penetration (sharp objects piercing foot/hand)
3. Compression (roll-over or pinching objects)
4. Chemical exposure (inhalation, ingestion, skin contact, eye contact or injection)
5. Temperature extremes (heat/cold)
6. Dust/flying debris (grinding, chipping, sanding, etc.)
7. Fall (slip/trip, scaffolds, elevated work)
8. Radiation (non-ionizing: UV/IR/light, welding, brazing, cutting, furnaces, etc.)
9. Noise (mechanical rooms, machines, cage washing, jackhammers, etc.)
10. Electrical (shock, short circuit, arcing, static)

Step 4: Select PPE.

After considering and/or planning for other controls, coordinate with supervisors to select the PPE which provides at least the minimum level of protection required to protect employees from the hazards. Using the form, note the appropriate PPE in the required PPE box. For help with proper PPE selection, contact your Unit Safety POC, your Command Safety Office, the Installation Risk Management Office, or the NMRTU Industrial Hygienist.

Step 5: Make document available.

Once completed, signed, and dated; retain this form electronically and/or as a hard copy in your unit safety program management binder.





APPENDIX C

PPE Hazard Assessment and Certification**MCLB Albany Personal Protective Equipment (PPE)
Hazard Assessment and Certification**

Command & Unit: _____ Location: _____




Employee Name: _____ MOS / Job Series: _____

Operation/Process: _____

Part of Body	Hazard	Required PPE (Check all that apply)	Notes
Hands 	<input type="checkbox"/> Penetration – sharp objects <input type="checkbox"/> Penetration – animal bites <input type="checkbox"/> Penetration – rough objects <input type="checkbox"/> Chemical(s) _____ <input type="checkbox"/> Extreme cold <input type="checkbox"/> Extreme heat <input type="checkbox"/> Blood <input type="checkbox"/> Electrical shock <input type="checkbox"/> Vibration – power tools <input type="checkbox"/> Other _____	<input type="checkbox"/> Leather/cut resistant gloves <input type="checkbox"/> General purpose work gloves <input type="checkbox"/> Chemical resistant gloves; <input type="checkbox"/> Type _____ <input type="checkbox"/> Heat/flame resistant gloves <input type="checkbox"/> Latex or nitrile gloves <input type="checkbox"/> Insulated gloves <input type="checkbox"/> Insulated rubber gloves; <input type="checkbox"/> Type _____ <input type="checkbox"/> Cotton, leather or anti-vibration gloves <input type="checkbox"/> Other _____	
Head 	<input type="checkbox"/> Struck by falling object <input type="checkbox"/> Struck against fixed object <input type="checkbox"/> Electrical-contact with exposed wires/conductors <input type="checkbox"/> Other _____	<input type="checkbox"/> Hard hat/cap <input type="checkbox"/> Class E <input type="checkbox"/> Class G <input type="checkbox"/> Class C <input type="checkbox"/> Other _____	
Eyes and Face 	<input type="checkbox"/> Impact-flying objects, chips, sand or dirt <input type="checkbox"/> Nuisance dust <input type="checkbox"/> UV light-welding, cutting, torch brazing or soldering <input type="checkbox"/> Chemical-splashing liquid <input type="checkbox"/> Chemical-irritating mists <input type="checkbox"/> Hot sparks-grinding <input type="checkbox"/> Splashing molten metal <input type="checkbox"/> Glare/High Intensity lights <input type="checkbox"/> Laser operations <input type="checkbox"/> Other _____	<input type="checkbox"/> Safety glasses w/side shields <input type="checkbox"/> Glasses/goggles w/face shield <input type="checkbox"/> Impact goggles <input type="checkbox"/> Welding goggles <input type="checkbox"/> Welding helmet/shield w/safety glasses & side shields <input type="checkbox"/> Chemical goggles/ face shield <input type="checkbox"/> Chemical splash goggles <input type="checkbox"/> Safety glasses w/side shields <input type="checkbox"/> Glasses/goggles w/face shield <input type="checkbox"/> Safety goggles w/face shield <input type="checkbox"/> Shaded safety glasses <input type="checkbox"/> Laser spectacles or goggles <input type="checkbox"/> Other _____	
Ears 	<input type="checkbox"/> Exposure to noise levels (> 84 dBA 8-hour TWA) <input type="checkbox"/> Exposure to sparks <input type="checkbox"/> Other _____	<input type="checkbox"/> Ear muffs, plugs or ear caps <input type="checkbox"/> Leather welding hood <input type="checkbox"/> Other _____	

APPENDIX C

PPE Hazard Assessment and Certification**MCLB Albany Personal Protective Equipment (PPE)
Hazard Assessment and Certification**

Part of Body	Hazard	Required PPE (Check all that apply)	Notes
Respiratory System 	<input type="checkbox"/> Nuisance dust/mist <input type="checkbox"/> Welding fumes <input type="checkbox"/> Asbestos <input type="checkbox"/> Pesticides <input type="checkbox"/> Paint spray <input type="checkbox"/> Organic vapors <input type="checkbox"/> Acid gases <input type="checkbox"/> Oxygen deficient/toxic or IDLH atmosphere <input type="checkbox"/> Other _____	<input type="checkbox"/> Disposable dust/mist mask <input type="checkbox"/> Welding respirator <input type="checkbox"/> Respirator w/HEPA filter <input type="checkbox"/> Respirator w/pesticide cartridges <input type="checkbox"/> Respirator w/paint spray cartridges <input type="checkbox"/> Respirator w/organic cartridges <input type="checkbox"/> Respirator w/acid gas cartridges <input type="checkbox"/> SCBA or Type C airline respirator <input type="checkbox"/> Other _____	
Feet 	<input type="checkbox"/> Impact-heavy objects <input type="checkbox"/> Compression-rolling or pinching objects/vehicles <input type="checkbox"/> Slippery or wet surface <input type="checkbox"/> Penetration-sharp objects <input type="checkbox"/> Penetration-chemical <input type="checkbox"/> Splashing-chemical <input type="checkbox"/> Exposure to extreme cold <input type="checkbox"/> Other _____	<input type="checkbox"/> Steel toe safety shoes <input type="checkbox"/> Leather boots or safety shoes w/metatarsal guards <input type="checkbox"/> Slip resistant soles <input type="checkbox"/> Puncture resistant soles <input type="checkbox"/> Chemical resistant boots/coverings <input type="checkbox"/> Rubber boots/closed top shoes <input type="checkbox"/> Insulated boots or shoes <input type="checkbox"/> Other _____	
Body 	<input type="checkbox"/> Impact – flying objects <input type="checkbox"/> Moving vehicles <input type="checkbox"/> Puncture – sharp objects <input type="checkbox"/> Electrical – static discharge <input type="checkbox"/> Hot metal or sparks <input type="checkbox"/> Chemical(s) _____ <input type="checkbox"/> Exposure to extreme cold <input type="checkbox"/> Unprotected elevated walking/working surface <input type="checkbox"/> Other _____	<input type="checkbox"/> Long sleeves/ apron/ coat <input type="checkbox"/> Traffic vest <input type="checkbox"/> Cut-resistant sleeves, wristlets <input type="checkbox"/> Static control coats/coveralls <input type="checkbox"/> Flame-resistant jacket/ pants <input type="checkbox"/> Lab coat or apron/sleeves <input type="checkbox"/> Insulated jacket, hood <input type="checkbox"/> Body harness and lanyard <input type="checkbox"/> Other _____	

Supervisor performing assessment (please print): _____ Title: _____

CERTIFICATION: I certify that the above Hazard Assessment was performed to the best of my knowledge and ability, based on the hazards present on this date.

Supervisor Signature: _____ Date: _____

File Copy in Safety Program Management Binder

APPENDIX D

MHE Licensing Process Form

As of 15 May 2016

MCLB ALBANY MHE LICENSING PROCESS**Step 1: Employee Information**

Supervisor will complete the NAVMVC 10964, Application for Government Vehicle Operator's Permit.

Provide employee name, organization name, and the type of MHE with which the employee will be required to operate.	Name:	Division:
Type of MHE: (Class) Diesel/Electric/Gas/LP		3
Make/Model		

Step 2: Medical Evaluation

Take this form along with the NAVMVC 10964 to the Naval Branch Health Clinic, Occupational Health, building 7001. A medical evaluation will determine if the employee is medically qualified to receive a government vehicle operator's permit. The employee will be medically reevaluated every 5 years until the age of 60 at which time the reevaluation will be annual.

Provide date of medical evaluation and the expiration of Medical Examiner's Certificate 8020-2 and restrictions.	Date of Exam:	Expiration Date:
Restrictions:		

Step 3: MHE Training Course

Employee must successfully complete 6 hours of classroom and 34 hours of road time on the equipment the employee will be required to operate. When the employee successfully passes all required testing, a learner's permit will be issued. Employees must bring appropriate PPE (hard hat, steel toe shoes, and leather gloves) to attend the MHE Training Course.

Provide dates of training and date Learner's Permit is issued. Signature of Licensing Official.	Dates of MHE Training Course:	Learner's Permit Expiration Date:
	Date Learner's Permit is issued:	90 DAYS

A learner's permit will be issued for 60 days. During the 60 day period the employee may operate the MHE only under the direct supervision of individuals who have the knowledge, training and experience to operate a MHE. For all MHE the employee will operate in the work area, the supervisor must observe the employee completing the action items below with a level of competency. Once the action items are complete the supervisor will sign below. The employee will take this form back to the licensing official to obtain an OF 346, Operator's Certification Card. The licensing official will sign below documenting the employee has met all requirements.

The employee has:	MHE Type 1 Initial	MHE Type 1 Date	MHE Type 2 Initial	MHE Type 2 Date	MHE Type 3 Initial	MHE Type 3 Date
Read manufacturer's operator's manual for all MHE for which he/she is assigned.						
Performed the vehicle pre-operational inspection.						
Knowledge of the vehicle controls and instrumentation: Where they are located, what they do and how they work.						
Knowledge of the proper procedures for an "unattended" MHE.						
Demonstrated competency in operating and maneuvering.						
Demonstrated competency in picking up a load.						
Demonstrated competency in driving with a load.						
Demonstrated competency in stacking a load.						
Knowledge of fork and attachment operations and limitations.						
Demonstrated refueling and/or charging and recharging of batteries.						

Employee Acknowledgement:

By signing this form the employee acknowledges that refresher training will be required if:

1. Observed to operate the MHE in an unsafe manner.
2. Is involved in an accident or near miss.
3. Receive an evaluation that is not satisfactory
4. Assigned to work on a different or new MHE.

Required Signatures		Date
Employee		
Supervisor		
Licensing Official		