

**From:** **Sent:** Monday, April 28, 2003 2:23 PM  
**To:** EFDLANT Supervisors/Managers  
**Cc:** Zgleszewski, Edward V (EFANE); Kornafel, William R. (EFAMED); Bruff, Jimmy; Clark, Martin; Garrett, William; Obenchain, Harry T. (EFDLANT); Hiddemen, Cindy; Jarman, Ronald; Kirk, Douglas; Mock, Ardith; Moore, Catherine; Nehring, John; Penalba, Gaston; Randall, James; Bunch, C. Ray (EFDLANT); Schember, Paul; Sorey, Joyce; Spaugh, Gaither; Stultz, Doug; Bixler, Warren E. (EFDLANT)  
**Subject:** FY-2003 Supervisory Safety Training

Your 2003 Manager/Supervisor Safety Training comes in the form of a self-evaluation regarding your knowledge of our LANTDIV Safety Program. Several of the questions relate to Supervisory safety training provided in previous years. Others are covered in the LANTDIV Safety Instruction 5100.17A.

The answers are on the last page, but please do not go there until you have answered all questions.

1. Which of the following comments would not be recommended as part of your "correcting feedback" for an employee that you notice lifting boxes incorrectly ?

a. When I see you lifting like that, I feel concerned. Do you understand my concern ?

b. Stop ! You're doing that wrong ! I see that I need to show you how to lift things correctly .

c. I would feel better about your lifting if you would drop your hips and keep your lower back bowed in while lifting. This is a proven technique that experts recommend.

d. Can I could on you to follow the procedures that we have discussed ?

2. When an employee is injured on the job, most Human Resources Offices feel that which of the following have primary responsibility for ensuring that the CA-1 accident reporting form and medical documentation get to their office ?

a. The immediate supervisor    b. The Safety Office    c. The Division Manager    d. The employee themselves

3. LANTDIVINST 5100.17A indicates that supervisors of LANTDIV employees who take periodic smoking breaks are responsible for:

- a. Monitoring their employees smoking practices and the time permitted away from work for this purpose.
- b. Enrolling their employees in a smoking cessation program.
- c. Providing their employees with a comfortable place to smoke.
- d. Warning their employees about the health hazards of smoking.

4. If you should discover a **FIRE** in your building, our Emergency Evacuation Plan requires you first to:

- a. Activate the building fire alarm system
- b. Call 911
- c. Leave the building immediately
- d. Attempt to extinguish the fire.

5. If an emergency evacuation is ordered at LANTDIV HQ,, the designated mustering point for N-21/N-26 employees is \_\_\_\_\_, and for Lafayette River employees is \_\_\_\_\_.

- a. The N-21 yard area , the LRA parking lot
- b. The Gilbert Street parking lot , the LRA parking lot
- c. The Gilbert Street parade field , the LRA helicopter landing pad
- d. Each supervisor must designate a suitable mustering point.

6. A new employee reports to your Code. Your initial conversation with them should:

- a. Include typical field assignments and safety precautions for these.
- b. Involve sending them to your assigned Safety Coordinator for safety training.
- c. Assume that their Safety Office briefing covered all safety information that they must know.
- d. Just involve getting them a copy of the LANTDIV Safety Instructions and telling them to read.

7. Procuring and mounting an office first aid kit for your spaces is:

- a. Mandatory and covered by the annual LANTDIV safety inspection.
- b. A standard Navy requirement for all employees.

- c. A good idea, but LANTDIV reimbursement will not be available.
- d. Not required, but desirable and LANTDIV can be expected to fund this purchase.

8. The LANTDIV policy on CPR training for employees is:

- a. It is encouraged, but LANTDIV will not sponsor or fund this training.
- b. It is encouraged and LANTDIV Divisions may arrange for CPR training for their employees from the American Red Cross or other approved sources at Government expense.
- c. The Safety Office is authorized to arrange for and to fund this training.
- d. LANTDIV will fund this training, provided that it is done after-hours.

9. What is the key criteria in determining if an employee is entitled to purchase safety shoes at Government expense ?

- a. The Supervisor determines that the employee must work in a foot-hazardous area, at least occasionally.
- b. A Safety Office job hazard analysis is required.
- c. The servicing Industrial Hygiene Office must concur.
- d. The employee's position description must indicate that safety shoes are required.

10. Per LANTDIVINST 5100.16, which of the following is the best indication that a container stores hazardous material ?

- a. The shipping tag indicates that the material is hazardous.
- b. The LANTDIV stockroom keeps the material in a hazardous material storage cabinet.
- c. The container bears a "caution", "warning", or danger label.
- d. An OSHA hazardous material label is present.

11. The decision to place a LANTDIV employee in the Hearing Conservation Program is made when:

- a. The employee requests hearing protection.
- b. The supervisor determines that the employee may be exposed to hazardous noise.
- c. The servicing Industrial Hygiene office determines that the employee may be exposed to hazardous noise.
- d. The Safety Office issues hearing protection to that employee.

12. Navy expectations for employee fire extinguisher use when a building fire is discovered may be summarized as:

- a. Fire extinguisher use by trained individuals is mandatory.
- b. Employees are to leave the building immediately since fire extinguishers are for Fire Dept. use only.
- c. Only employees who have completed fire extinguisher training offered by the Fire Dept. should attempt to use a fire extinguisher.
- d. Fire extinguisher use may help to control or extinguish the fire, but employees should not endanger themselves in this effort.

13. The material in fire extinguishers in LANTDIV HQ buildings is:

- a. Carbon dioxide
- b. Dry powder useful for extinguishing several types of fires
- c. Water
- d. Foam-water solution

14. Most safety experts agree about the use of back support belts while lifting by stating that:

- a. The use of back support belts is universally recommended
- b. An AMA study found that the use of back belts did not reduce the risks of suffering a back injury.
- c. The use of back belts forces the user to lift correctly.
- d. Back belts are dangerous and should be prohibited.

15. Our accident records indicate that more LANTDIV employees are injured due to \_\_\_\_\_ than for any other reason.

- a. Slips, trips, falls
- b. Lifting accidents
- c. Driving accidents
- d. Cuts-lacerations

16. What are LANTDIV's expectations for supervisors with regard to employee safety training ?

- a. Some form of training each quarter is required.
- b. Safety training usually does not have to be documented.
- c. Weekly "stand-up" safety meetings are required.
- d. Some form of monthly safety training is required.

17. LANTDIVINST 5100.16 requires supervisors to check the types and quantities of their hazardous material at least every \_\_\_\_\_, disposing of outdated/unused materials as required.

- a. Six months
- b. Three months
- c. 1 month
- d. Year

18. Who must approve the establishment of a coffee mess in your work area ?

- a. The LANTDIV Safety office
- b. The supervisor
- c. The Security Manager
- d. The Base fire inspector

19. What does LANTDIV require with regard to employee mishaps ?

- a. The employee must contact either HRO or the LANTDIV Safety office on the date of the injury.
- b. Supervisors must report the mishap to both HRO and the Safety Office within 24 hours of the mishap.
- c. A senior LANTDIV manager will be designated to investigate the mishap for cause and corrective action.
- d. The Safety Office has primary responsibility for mishap investigations.

20. What is LANTDIV's policy on returning injured employees to work on "light duty" ?

- a. This practice is discouraged since all employees returning to work are expected to be capable of all job functions.

- b. Supervisors are expected to order all recovering employees back to work as soon as the employee can do any portion of their job.
- c. Supervisors should offer rehabilitating employees an opportunity to return to work on "light duty" when feasible.
- d. Employees should not be brought back to work until they have successfully passed a "fitness for duty" physical.

21. Which is the most accurate description of the expected role of the LANTDIV safety coordinator ?

- a. The coordinator is assigned the more time-consuming safety responsibilities, relieving the Supervisors of these functions.
- b. The coordinators are responsible for safety program management in their work areas.
- c. The coordinators are primarily responsible for the provision of required safety training.
- d. Coordinators "pass the word" concerning new safety information and developments.

22. The typical new employee arrives at LANTDIV with:

- a. An intense desire to learn everything they can about our Safety Program.
- b. Lots of involvement in Safety Program issues during their previous employment.
- c. Familiarization with LANTDIV safety goals and policies.
- d. A willingness to learn what they need to know about our safety program as it applies to them and their job.

23. Which of the following is required if one of your employees must enter a confined space where a vertical penetration of more than 5 feet is expected ?

- a. Self-contained breathing apparatus and emergency lighting.
- b. A chest or full-body harness attached to a mechanical retrieval device or a fixed point.
- c. A stand-by rescue team near the point of entry.
- d. Two separate means of egress from the confined space.

24. How has the application of ORM (Operational Risk Management) principles affected Navy losses due to accidents ?

- a. ORM is relatively new, and results thus far are inconclusive.
- b. ORM was designed around wartime evolutions so ORM principles are generally ineffective in peacetime.
- c. Navy leadership at all levels is enthusiastic about the application of ORM to both fleet and shore operations, and it has produced dramatic results in loss reduction.
- d. The ORM process is primarily an accident investigation tool with minimal impact on accident prevention.

25. The primary goal of the Navy Safety and Health Program is to:

- a. Provide a safe and healthful work environment for all employees.
- b. Establish rules and regulations for proper conduct.
- c. Prevent all accidents and illnesses from occurring, thus enhancing our operational capability.
- d. Increase the effectiveness and efficiency of our organization.

### ANSWERS

- 1. "b". Judgemental, negative comments may be counterproductive.
- 2. "d". Employees are generally considered responsible for submission of their accident documentation.
- 3. "a".
- 4. "a". Activating the building fire alarm system first allows the building evacuation process to start throughout the building and simultaneously notifies the Base Fire Department. A follow-up phone call to the Fire Department at 444-3333 should be made, when feasible.
- 5. "c". The LANTDIV Emergency Evacuation Plan is LANTDIVINST 11320.9.

6. "a". Discussing safety with a new employee is a "win-win" situation for both the employee and the Command.

7. "d". First aid kits are encouraged.

8. "b" Providing CPR training to your employees may save a life.

9. "a" Resolve any doubts in favor of providing the safety shoes.

10. "c"

11. "c" The Industrial Hygiene Group conducts noise monitoring and recommends placing employees in the Hearing Conservation Program.

12. "d" Employee familiarization with building fire extinguishers is recommended.

13. "b"

14. "b"

15. "a" Slips, trips, and falls account for most LANTDIV accidents each year.

16. "d"

17. "a"

18. "d"

19. "b" Prompt notification allows the Safety Office to start the mishap reporting process and to assist with the investigation as required.

20. "c"

21. "d" Safety coordinators are most often a liaison between the Safety Office and the employees.

22. "d"

23. "b"

24. "c"

25. "a"

WHAT'S YOUR SCORE? Please give yourself 4 points for each correct answer and total your score. A perfect score is 100. Most LANTDIV managers and supervisors should be able to score 80% or higher. Lower scores mean that additional review of our Safety Program instructions is needed.