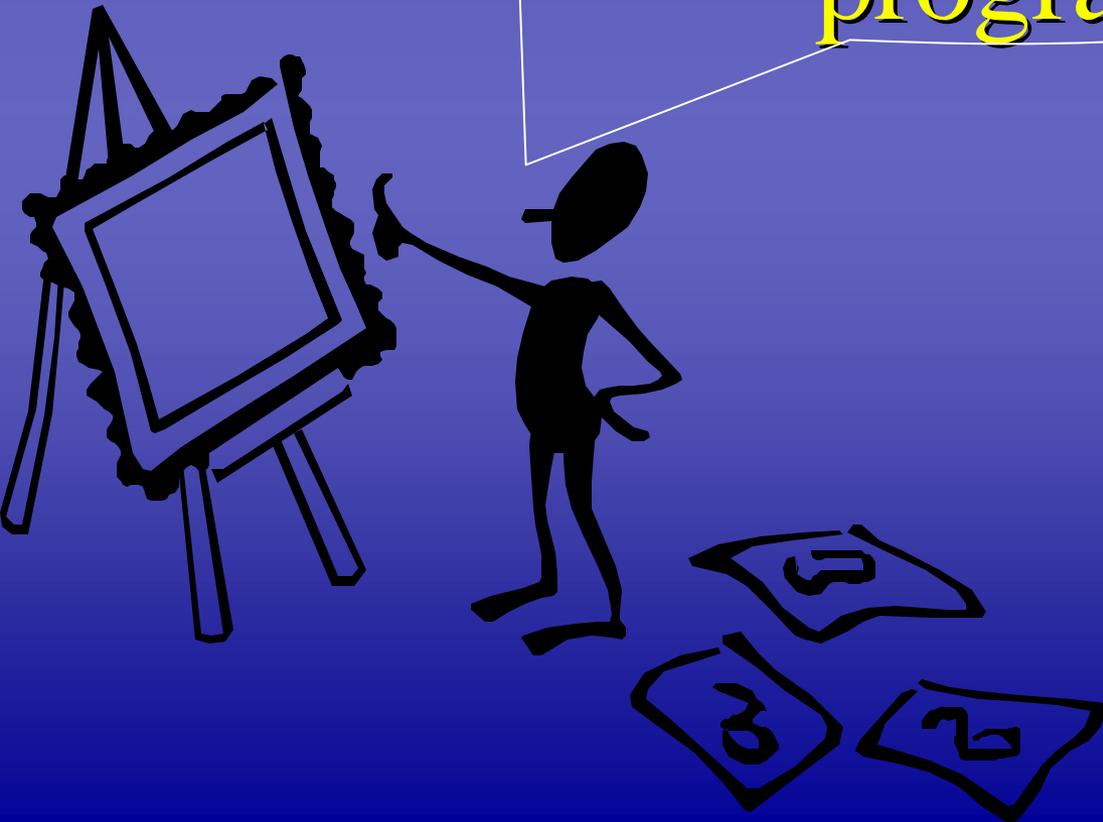


*Atlantic Division*  
*ROICC Employee NAVOSH*  
*& Construction Safety*  
*Orientation*



Welcome, I will be taking you through some of the main points of the Atlantic Division safety program.



The program has many aspects & stems from numerous requirements but it is important to remember that the main focus is on planning out each phase of work or activity after analyzing the risk involved & implementing controls to reduce that risk whether a contractor operation or your personal activities at work or in your home life



We will go into terminology later but for now I want to mention two terms that form our basic culture - they are:

*Operational Risk Management (ORM)*

for all our NAVOSH programs

&

*Activity Hazard Analysis (AHA)* for

construction or ROICC surveillance -

a term used synonymously with ORM

but applied to contractor safety

Why do we care?

“You are valuable”

If injured & can't report to work and you are not able to contribute to our command mission in whatever your job is. This is a loss to the Command and to you. I'm not just talking about the \$\$ to get you well. A safe work environment is a productive environment.

LANTDIV Command leadership  
at the highest level is committed to  
ensuring a work place that  
provides for a safe and healthful  
environment & that employees  
make principles of safety a part of  
their home life –

“we need you back here at work”



More specific Safety policies & procedures regarding your rights and responsibilities are promulgated through instructions created by NAVFAC and here at LANTDIV

- NAVFACINST 5100.11B

[http://www.navfac.navy.mil/doclib/files/5100\\_11J.pdf](http://www.navfac.navy.mil/doclib/files/5100_11J.pdf)

- LANTDIVINST 5100.17A

# WEB Resources

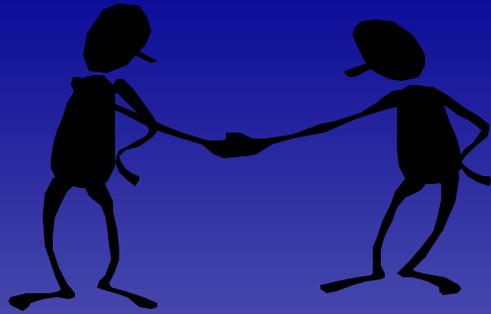
**NAVOSH information - INTRANET** (Employee Focus tab located on our EFDLANT home page):

[http://www.lantdiv.navfac.navy.mil/servlet/page?\\_pageid=10130&\\_dad=lantdiv&\\_schema=LANTDIV](http://www.lantdiv.navfac.navy.mil/servlet/page?_pageid=10130&_dad=lantdiv&_schema=LANTDIV)

**OR**

**Construction Safety - INTERNET** (Business Lines tab select Capital Improvements / Construction / Safety Shack):

[http://www.lantdiv.navfac.navy.mil/servlet/page?\\_pageid=6586,10356&\\_dad=lantdiv&\\_schema=LANTDIV](http://www.lantdiv.navfac.navy.mil/servlet/page?_pageid=6586,10356&_dad=lantdiv&_schema=LANTDIV)



Depending on where you are located, the Command has organized individuals to assist you or provide additional coordination for your needs. The points of contact are located on the next four slides.

# LANTDIV ROICC/CONSTRUCTION SAFETY POINTS OF CONTACT

<b>Bill Garrett</b>	<b>Construction Safety Specialist</b>	<b>LANTDIV CI52WG</b>	<b>(757) 322-8424</b>
<b>Gerry Rutkowski</b>	<b>Construction Advocate</b>	<b>EFA CHES Code 05K</b>	<b>(202) 325-3299</b>
<b>Ed Zgleszewski</b>	<b>Construction Safety Specialist</b>	<b>EFANE</b>	<b>DSN 443-0530</b>
<b>Bill Kornafel</b>	<b>Construction Advocate/Safety</b>	<b>EFA MED</b>	<b>3981-509-7554</b>
<b>Jim Hewitt</b>	<b>Safety Engineering Technician</b>	<b>Tidewater VA Area</b>	<b>(757) 396-5121</b>
<b>Roni Nix</b>	<b>Safety Engineering Technician</b>	<b>NC AREA</b>	<b>(919) 466-4745</b>
<b>Nathaniel Price</b>	<b>Safety Engineering Technician</b>	<b>Northern Area</b>	<b>(315) 330-3227</b>

## HQ LANT Safety Coordinators:

<b>ROICC Norfolk</b>	<b>Jim Hewitt</b>
<b>ROICC Oceana</b>	<b>Jim Jarrell</b>
<b>ROICC Little Creek</b>	<b>Bobby Lee</b>
<b>ROICC Yorktown</b>	<b>Tom Warrington</b>
<b>ROICC NNSY</b>	<b>Fred Asbel/Jerry Yarbrough</b>
<b>ROICC CHERRY P.</b>	<b>Ronnie Davenport</b>
<b>ROICC JAX</b>	<b>Bobby Canady/Roni Nix</b>
<b>ROICC PRA</b>	<b>Herminio Flores</b>
<b>ROICC Keflavik</b>	<b>Charles Stermer</b>
<b>ROICC GTMO</b>	<b>Al Marraccini</b>
<b>ROICC AZORES</b>	<b>Walt Baer</b>

# EFA MED ROICC SAFETY COORDINATORS

ROICC ROTA

ROICC NAPLES

ROICC N ITALY

ROICC SIGONELLA

ROICC LA MADDALENA

ROICC LONDON

ROICC BAHRAIN

ROICC SOUDA BAY

ROICC CAIRO

Bruce Hall

Giancorlo Bastienello

Greg Bibby

# EFA CHES ROICC SAFETY COORDINATORS

ROICC NDW

USNA

ROICC BANCROFT

ROICC INDIAN HEAD

ROICC QUANTICO

ROICC DAHLGREN

ROICC PAX RIVER

ROICC BETHESDA

CLARO PADLAN

JEFF BLOCK

GARY BECKET

CARL JARVIS

George Omohundro

JIM PERRY

LORRIE FOREMAN

JIM WYLES

# EFA NE ROICC SAFETY COORDINATORS

ROICC NLON

BILL WHEELER

ROICC SOWEY

CARL GUGLIETTI

ROICC BRUNS

JOE GALLANT

ROICC WINTER HAR

KEVIN BARBEE

ROICC PORTSNH

BRUCE HALL/LARRY O'BRIAN

ROICC EARLE

DAN ZARI

ROICC LKHRST

RALPH WILBERT

ROICC EAST PA

ROICC MECHANS

BOB ROSENBERRY

ROICC PHILA

CARL HUTCHINSON

ROICC NWPT

MARTY KAWA

The NAVOSH (Navy Occupational Safety and Health) program policies are included in OPNAV 23E. Here's the link:  
<http://www.navosh.net/cno/510023ec1/toc.html>

Relevant topics include:

Training	Hazardous Material Control and Management
Occupational Health	Employee Reports of Unsafe/Unhealthful Working Conditions
Mishap Investigation & Reporting	Respiratory Protection
Asbestos Control	Hearing Conservation
Sight Conservation	Personal Protective Equipment
Lead	Non-Ionizing Radiation
Ergonomics Program	Energy Control (Lockout/Tagout)
Confined Space Entry Program	Bloodborne Pathogens
Occupational Reproductive Hazards	Indoor Air Quality Management
Weight Handling Safety	

# • Training (two types):



## NAVOSH (All Employees):

Requires training attendance. This training will be provided to you via on site safety coordinator or the Command Safety Manager. Common training at your office will include Hearing Conservation, Sight Conservation, and Personal Protective Equipment (PPE). Self-taught presentations have been provided via email to the coordinators for distribution.



## ROICC Construction Safety (AROICC/AREICC.CONREP/ENGTECH):

Requires each employee responsible for contractor site surveillance to complete:

A) Part I & Part II of the USACE EM 385-1-1 Safety & Health Manual Correspondence Course within 45 days of reporting.

B) NAVFAC 40-Hour Construction Safety Hazard Awareness Course within two years of reporting.

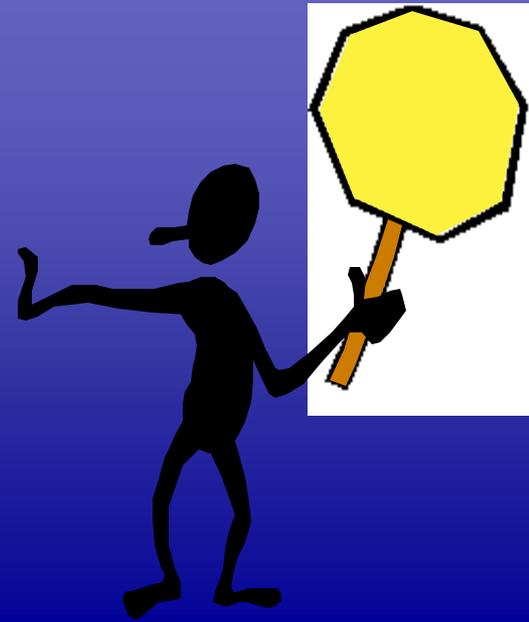
C) View the “Construction Safety There is no Substitute” video tape.

E) Complete the Construction Safety Quality Assurance self taught CD (recommended).

# • Personal Protective Equipment (PPE)

Employees visiting construction sites at any time are required use the following PPE:

- LANTDIV issued Hard Hat (Always)
- Safety Shoes (Always)
- Safety glasses (if eye hazard exists)
- Hearing protection (if noise hazard exists)



## PPE Continued:

Hard hats: Hard Hats meeting the requirements of ANSI Z-89 are provided for each employee by the Command Construction Safety Manager. Hard hats are to be inspected before each use by the employee using the hard hat. The inspection should include a check for scratches, cracks, or discoloration. The hard hat should be discarded if any deficiencies are noted.

Note: It is extremely important that we provide for a positive example for safety by always wearing our PPE.

# PPE Continued:

Safety Shoes: Employees are responsible for purchasing safety shoes meeting the requirements of ANSI Z-75. By providing the original receipt to the Construction Safety Manager in your area you are reimbursed up to \$110.00. (No tennis type Shoes)

Safety Glasses: Non prescription are provided by your area Construction Safety Manager. Prescription glasses may be purchased by the employee and reimbursement made from the Command.

\$125.00 single vision

\$150.00 Bifocal

\$175.00 Trifocal

## *PPE Continued:*

*Respirators:* Respirators are available upon special request to your area Construction Safety Manager requiring training, physical examination by a physician, and annual Fit Testing. A respirator program has been established for the use of respirators by the Command. LANTDIV allows the use of respirators only under extremely unique circumstances where there is no other way to perform your job function.

*Hearing Protection:* Rule of thumb says that if you are standing two feet away from someone carrying on a normal voice level conversation and are having difficulty hearing them you need hearing protection. Hearing protection devices are provided by your area Construction Safety Manager. Under agreement with Navy BUMED annual Industrial Hygiene surveys are performed in area ROICC offices to determine what noise levels employees are exposed to. Check with your supervisor you may be required to participate in the hearing conservation program requiring annual audiogram examinations.



# IMPORTANT POINTS TO REMEMBER

- **The leading cause of hearing loss is excessive noise.**
- **About 15 million Americans have measurable hearing losses.**
- **Short exposures to extremely loud noise are known to cause permanent hearing damage.**
- **Most hearing loss occurs in the first 2 hours of exposure.**
- **Tinnitus may be defined as a “ringing” in the ears, and may be a sign that you are starting to lose your hearing.**

## **Other noise levels are:**

**Soft whisper - 30 dB, Quiet Office - 40 dB, Average Home - 50 dB,  
Busy Traffic - 75 dB, Noisy Restaurant - 80 dB, Jet Plane - 140 dB.**

## • *Hazardous Material Control:*

Hazardous materials are identified by product labeling. Any product or material with a “caution” or “warning” on the label meets the criteria for hazardous material requiring a Material Safety Data sheet (MSDS). Each office is required to maintain a hazardous material inventory and post the MSDS sheets. If ordering supplies make sure you request the MSDS to accompany the products. The MSDS contains pertinent information regarding reactive characteristics, the PPE required when using the material, and emergency medical treatment should an exposure occur like getting it in your eye. Typical materials in your office that are required to be in the MSDS inventory are toners, inks, cleaning products, and sprays.

- *Ergonomics Program*: The arrangement of your work station can make a huge difference in how you feel and prevent serious long term effects from certain physiological damage to your body. Most common is Tunnel Carpel Syndrome. The Command has invested heavily in recent years to make sure you have the best work station products available. This includes new key boards, chairs (five leg), desks, and computer monitors. The Command has an in-house interior designer available to help you with your work station arrangement needs and can provide you with an on-site analysis. The next slide provides you with a visual reminder of things that are important to consider.

Place the monitor directly in front of you while at the keyboard

**P**osition the top of monitor screen at or below eye level and about an arm's length away

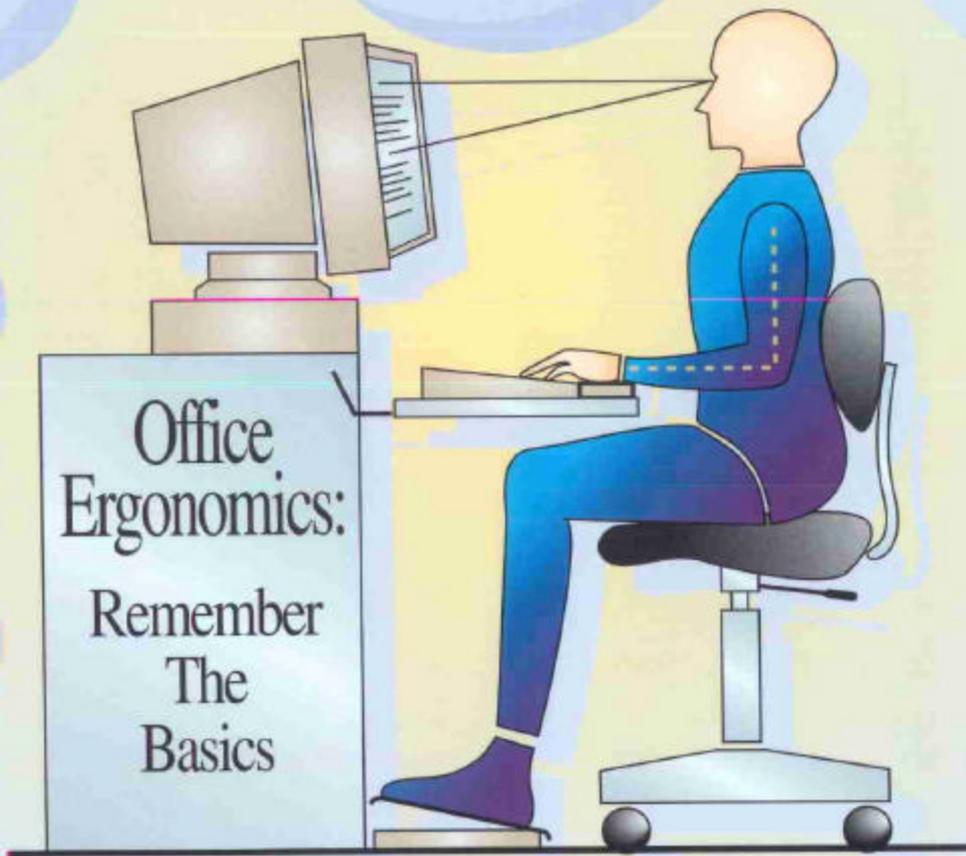
Maintain a proper posture having a 90 degree or greater angle at the hips and knees while the feet are supported by the floor or footrest

Sit with head and neck in upright position, even while on the telephone  
Keep shoulders relaxed and elbows close to the body

**T**ilt or swivel the monitor screen to eliminate reflections on the screen or add an anti-glare filter

**R**educe glare on work surfaces by decreasing overhead lighting and using window shades effectively

Add a task light to illuminate documents properly



Office Ergonomics:  
Remember  
The Basics

Select a chair that allows clearance behind knees when seated against the backrest  
Use the backrest of the chair to provide full support particularly for the lower back

Adjust the height of the chair to achieve a proper posture

Adjust the keyboard or chair height to keep forearms, wrists and hands in a straight line while using the keyboard

Use a document holder to place source documents as close to the computer screen as possible and at the same height and distance

Place mouse and other input devices next to the keyboard

Allow ample clearance to move knees and legs under the keyboard support

Block noise with fabric partitions or use earplugs, music or a small fan to mask noise

# • Confined Space Entry Program:

Confined spaces by definition are enclosures not designed for routine occupancy. In general such spaces have poor ventilation, have limited means of entry, and contain the potential for atmospheric or other hazards. Examples include storage tanks, process vessels, pits, vats, boilers, tunnels, underground utility vaults, and man-holes.

Potential hazards include a lack of oxygen, too much oxygen, presence of flammable or explosive atmospheres, or the presence of toxic atmospheres.

Remember: You are not authorized to enter any confined space unless specifically approved by your supervisor and only after special training coordinated through your area Construction Safety Manager. If entry is permitted you can only do so under the Navy Confined Space permitting system and not contractors

• *Employee Reports of*  
*Unsafe/Unhealthy Working*  
*Conditions:*

This is key. If you discover any condition that may endanger you or our coworkers there is a procedure for identifying it and reporting the condition. This may sound simple but this little form is important to help communicate a problem so it can be corrected before anyone gets hurt including you. These can be as simple as a sharp edge or hole in the parking lot to a serious uncovered hole where someone could fall through. Please don't wait for the form to be processed however always take immediate action and report to your supervisor.

## • *Mishap Investigation and Reporting:*

Injuries no matter how severe need to be reported. This is the one way we can assure you are protected. Especially if you have a lasting effect from your injury or one arises down the road like an infection that requires additional treatment.

This is the one time filling out the paper work pays off. Your supervisor has the required CA-1 form and a Mishap Investigation Questionnaire that needs to be completed. These forms will be forwarded to your Command Safety Manager for accident prevention measures and put on file with HRO should you need to process a claim.



# OPERATIONAL RISK MANAGEMENT

The next two slides are designed to identify the main steps in the ORM process. The main thing to remember is that each task should go through these steps at the beginning or planning stages and continue all the way through the work effort to help identify and prevent hazardous conditions.

# Operational Risk Management

- > A Decision Making Tool
- > Increases Ability to Make Informed Decisions
- > Reduces Risks to Acceptable Levels

# Operational Risk Management Process

1. Identify Hazards
2. Assess Hazards
3. Make Risk Decisions
4. Implement Controls
5. Supervise

The remainder of this presentation is for employees involved in construction site oversight: Take a minute to familiarize yourself with the references mentioned at the beginning of our discussion and make safety a part of your everyday life.

# CONSTRUCTION INDUSTRY NUMBERS

1. More than 7 million persons are employed in construction, representing 5% of the labor force.

About 1.5 million are self employed.

2. Of 636,000 construction companies, 90% employ fewer than 50 workers. Few have formal safety and health programs. Improvements in this area are exponential largely due to intervention of insurance industry and safety awareness through professionals and contract pre-qualifications.

3. 1,000 construction workers are killed on the job each year, more fatal injuries than in any other industry.

4. 3,491 construction workers fell to their deaths between 1980 and 1989. Accidents resulting from falls on construction sites is the leading cause of lost time accidents in the industry. Although our goal remains "ZERO" for all lost time accidents LANTDIV realized a 12% reduction in fall related accidents towards this goal over 1996 figure.

5. 15% of all workers' compensation costs are spent on construction injuries. Insurance companies have established rate payment system based on employer passed performance. A good safety record as a resulting from a proactive safety program means reduced insurance premiums and increased profits. For the first time contractors at all levels are realizing that a comprehensive safety program means money in the pocket and the ability to become more competitive. Lower rates mean lower bids and more work.

6. In Virginia, the Department of Labor and Industry reports that 54 construction workers died on the job in 1997.

Assuring safety and health in construction is complex, involving short-term work-sites, changing hazards, and multiple operations and crews working in close proximity.

# HOW DO WE GET THERE?



*Hire safe contractors up front:*

Use Source Selection Contracting methods, establish Technical Evaluation Board (TEB), and make sure there is an evaluation of the contractor past performance for safety.

# SITE SPECIFIC SAFETY PLAN

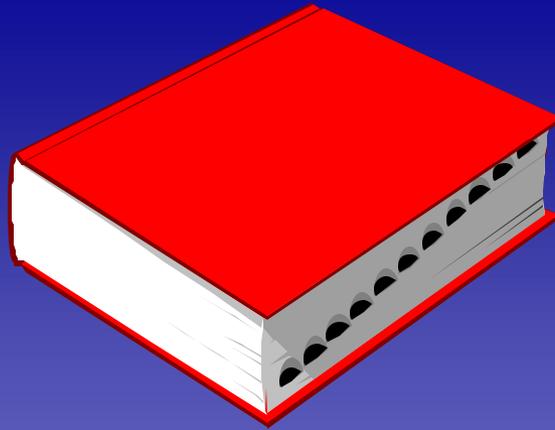
PLAN MUST MEET MINIMUM  
REQUIREMENTS LISTED IN

EM 385-1-1 Appendix A

&

01525

Include and understand the  
requirements contained in guide  
specification 01525



## EM 385-1-1

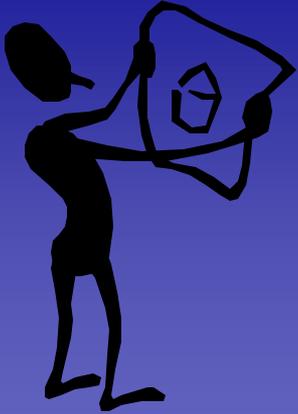
Prior to beginning each major phase of work, an

**Activity Hazard Analysis**

shall be prepared by the contractor performing that work.

# Activity Hazard Analysis (AHA)

(Required for each phase of work)



**Work may not begin on a phase until the hazard analysis for the work activity has been accepted by the government and discussed with all engaged in the activity**

*(As a Minimum-a phase is defined as each specification section)*

a. The analysis will define the activity being performed and identify the sequence of work, the specific hazards anticipated, and the control measures to be implemented to eliminate or reduce each hazard to an acceptable level.

b. Work will not proceed on that phase until the **Activity Hazard Analysis** has been accepted by the designated authority and discussed with all engaged in the activity, including the contractor, subcontractor(s), and government on-site representatives.





SAFETY/QUALITY  
RELATIONSHIP IS  
VITAL

**Preparatory**

**AHA REVIEW**

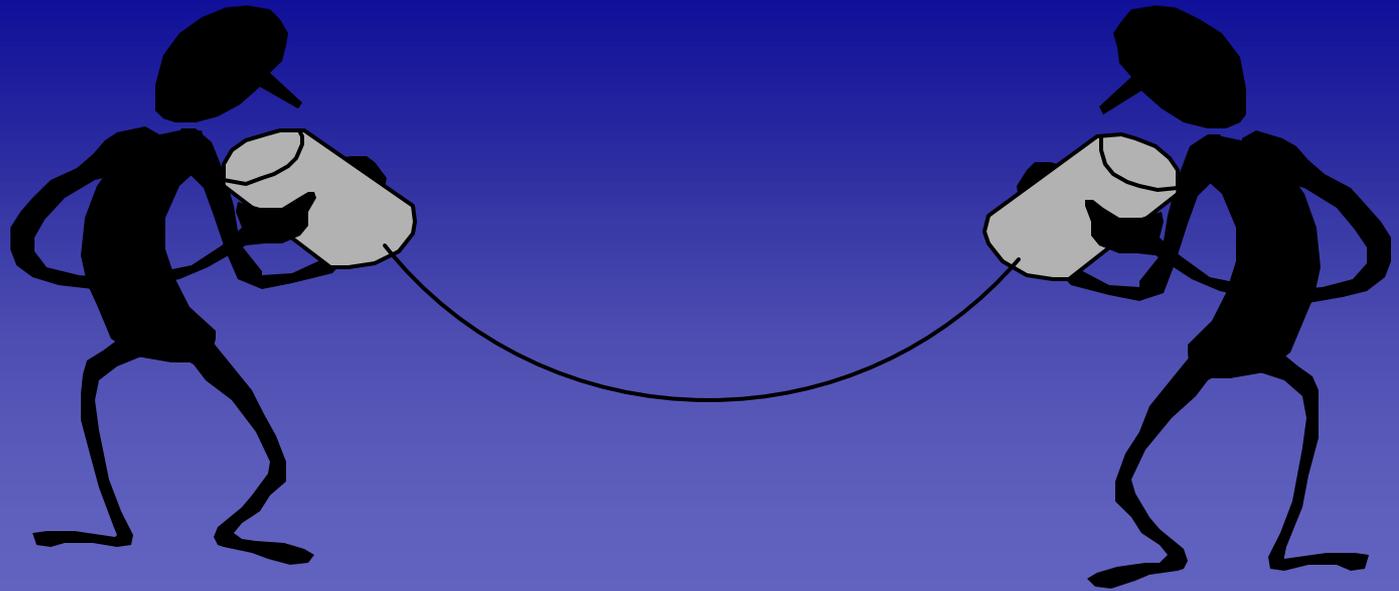
**Initial**

**AHA CHECK / REVIEW**

**Follow-up**

Everything in EM 385-1-1 we pay for as a contract requirement. So just like steel, concrete, doors and windows you are paying the contractor to follow the EM 385-1-1 safety rules. Make sure you are getting what the Navy is paying for.

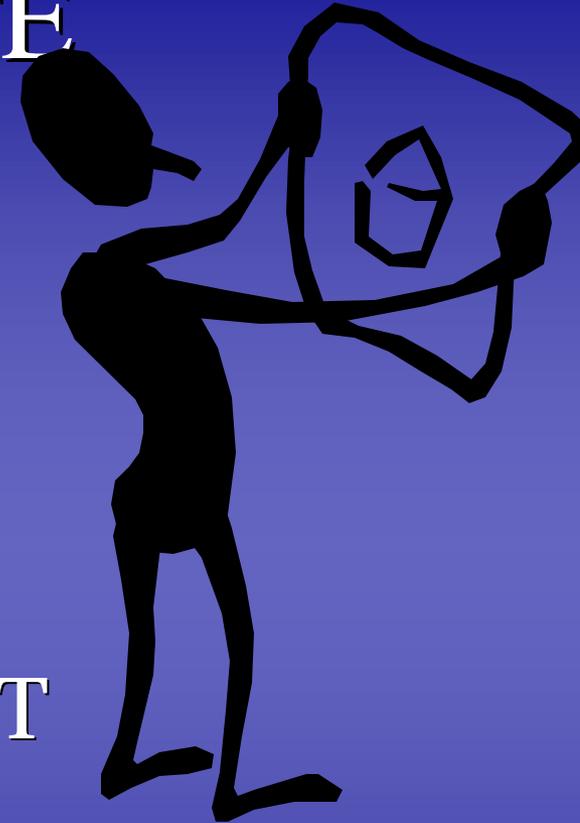
You must embrace our Command goal for *Zero* lost-time mishaps through *Zero* tolerance on all contractor projects and that philosophy needs to be communicated to each contractor you deal with. Don't accept anything less.



OPEN COMMUNICATION  
WITH  
CONSTRUCTION  
REPRESENTATIVE  
IS A KEY TO SUCCESS

THE CONTRACTOR SITE  
SUPERINTENDENT IS  
RESPONSIBLE FOR  
ENFORCING SAFETY  
ON YOUR JOBS ----

HOLD THE SUPERINTENDENT  
ACCOUNTABLE FOR THE  
SAFETY CONTRACT  
REQUIREMENTS FOUND IN  
USACE EM 385



# Management Evaluations:

Form DD 2626

Section 19 is specifically designed to reflect contractors performance regarding safety.

Use interim evaluations for poor performing contractor as a tool to help get them in compliance.

# OSHA

Provide full cooperation with OSHA Compliance Officers. We are on the same team. Remember you are not the controlling employer the contractor and site superintendent have that responsibility.

# What to look for when on the job

Fall Protection

Electrical hazards

Confined Spaces

Equipment Hazards

Be proficient with all subjects  
contained within EM 385-1-1

That's it

If you have any questions just ask. Safety is a key component of your job and one that will be evaluated in your performance appraisal. Good luck and don't allow any excuses for not following the rules.