DEPARTMENT OF THE NAVY
COMMANDING OFFICER
NAVAL AIR STATION LEMOORE
700 AVENGER AVENUE
LEMOORE CA 93246-5001

IN REPLY REFER TO:
NASLEMINST 5100.1
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NAS LEMOORE INSTRUCTION 5100.1

From: Commander, Naval Air Station Lemoore

Subj: OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM

Ref: (a) 29 CFR 1960
(b) SECNAVINST 5100.10K
(c) ANSI/AIHA Z10-2012 Occupational Health and Safety Management Systems
(d) OPNAV M-5100.23
(e) CNIC M-5100.1

Encl: (1) Occupational Health and Safety Management System Policies and Procedures for Navy Region Southwest
(2) Performance Appraisal and Evaluation Statements
(3) Sample Job Hazard Analysis
(4) Basic Workplace Inspection Checklist

1. Purpose. The primary purpose of this instruction is to provide a management tool to reduce the risk of occupational injuries, illnesses, fatalities, and government property damage/loss. Furthermore, our Occupational Health and Safety Management System (OHSMS) is the means by which we achieve our goals of mission accomplishment, ensuring regulatory compliance, and providing safe and healthy workplaces for Naval Air Station (NAS) Lemoore personnel and property. This will be accomplished through:

a. Management leadership and employee participation.

b. Planning.

c. Implementation and Operation.

d. Evaluation and corrective action.

e. Management review.

2. Responsibilities. The procedures and core elements described in enclosure (1) establishes the minimum criteria for all Safety Management Systems (SMS) onboard NAS Lemoore.

3. Action. Compliance with this program is effective immediately.

4. Navy Occupational Safety and Health Policy. It is NAS Lemoore's policy to provide safe and healthful workplaces for all command personnel. The key to any successful safety management system starts with healthy line-management leadership and active employee involvement. All NAS Lemoore command active duty personnel and United States Civil Service employees shall comply with the provisions contained herein.

5. Scope. This instruction applies to all NAS Lemoore personnel, activities, and detachments. Contractors are managed by their respective companies or organizations, unless otherwise stated in their contract, and do not fall under this instruction. Additionally, Commander, Navy Installations Command (CNIC) will provide training and other SMS/general safety program requirements for contractors. Receiver (formerly Tenant) commands and detachments assigned to NAS Lemoore that are eligible for Base Operating Support (BOS), as detailed in reference (c), may adopt and use this instruction as a template for their own command SMS or safety program to supplement existing policies established by their parent command. For OHSMS data, the Enterprise Safety Applications Management System (ESAMS) and Risk Management Information (RMI) system shall be used. Enclosure (1) is the Navy Region Southwest OHSMS Instruction. Enclosure (2) provides line middle-managers and first-line supervisors with a method to positively reinforce and recognize personnel in their periodic evaluations and fitness reports. This includes the appropriate verbiage, of the superior manner in which they perform safety and health tasks and duties. Enclosure (3) provides a sample written Job Hazard Analysis (JHA) that can be used in lieu of electronic JHAs found within ESAMS (preferred method is electronic). Enclosure (4) provides a basic workplace inspection checklist for departments to use in periodically inspecting themselves for health, safety, and compliance and to, as needed, prepare for recurring safety and occupational health inspections from the Region Safety Program Office.

6. Background. Active duty and civil service employees can review copies of Navy Occupational Safety and Health (NAVOSH) standards, records of councils and committees' actions and recommendations, and other documents pertaining to the command OHSMS at the Region Safety Program Office, and where applicable, at the installation or activity Safety Program Office. In accordance with references (a) and (d), it is recognized that line management is directly responsible for the maintenance of safe and healthful operations and working conditions. In addition, workers (active duty and civilian members) are responsible for their own safety and the safety of those personnel around them.

7. Records Management. Records created as a result of this instruction regardless of media and format, shall be managed in accordance with SECNAV Manual 5210.1.

8. Review and Effective Date. In accordance with OPNAVINST 5215.17A, each responsible organization or entity will review this instruction annually prior to the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy Region Southwest policy and statutory authority using OPNAV 5215/40 Review of Instruction guidance. This instruction will be in effect for 10 years, unless

revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

DOUGLAS PETERSON

Releasibility and Distribution:
This instruction is cleared for public release and is available electronically only via: Commander, Navy Installations Command (CNIC) Global Community Gateway 2.0 (G2) Web site: https://g2.cnic.navy.mil/naslemooreca/sitePages/Home.aspx

OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM (OHSMS)

POLICIES AND PROCEDURES FOR NAVAL AIR STATION LEMOORE

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SECTION 1
GENERAL GUIDANCE

1. Introduction. The safety culture within NAS Lemoore is dependent on the level of our commitment; therefore, accountability for workplace safety is ultimately the responsibility of all NAS Lemoore command personnel as managed through the line. NAS Lemoore maintains a line management safety authority business model system. In accordance with reference (b), this SMS is an inherent organizational responsibility and therefore, implementation, direction, and control of the system shall be through the chain of command, with line middle managers and first line supervisors being primarily responsible for ensuring safe and healthful working conditions directly in the respective workplaces.

a. All line middle managers and first line supervisors will provide visible line leadership (management of employees who are directly involved in the production or delivery of products, goods, and services) and uphold solid Safety and Occupational Health (SOH) policies as prescribed here and provided in references (a) through (e) which are communicated throughout NAS Lemoore. All first line supervisors will support command mishap prevention programs to prevent fatalities and injuries to personnel and strive to prevent government material damage/loss.

b. First line supervisors must take prompt action to correct hazards reported by themselves and reported by their employees or identified through mishap investigations, zone and SOH inspections, periodic supervisor workplace inspections and any other method of hazard identification. Additionally, supervisors must ensure their personnel are trained to recognize and report hazards to protect themselves, coworkers and others in assuring operational success. Hazard and risk awareness training is available through ESAMS, Navy Knowledge Online (NKO), Total Workforce Management System (TWMS), On-The-Job (OJT) training, via formal Safety and Health education courses, and through the respective Safety Program Offices as needed.

2. Safety Culture. What is this thing called "Safety Culture?"

a. Safety Culture is a combination of an organization's:

(1) Attitudes towards safety.

(2) Behaviors towards safety.

(3) Beliefs towards safety.

(4) Values towards safety.

(5) Ways of doing things.

(6) Other shared characteristics of a particular group of people towards safety.

b. Culture can:

(1) Socialize newcomers.

(2) Define influence.

(3) Determine values.

c. Basic elements of a safety and health culture:

(1) All individuals within the organization have a right to a safe and healthful workplace as guaranteed by the Occupational Safety and Health (OSH) Act of 1970 (federal OSH) and directly promulgated in accordance with references (b) through (d). Moreover, all individuals have roles and responsibilities in supporting and complying with the Navy Region Southwest SMS.

(1) Each person accepts personal responsibility for ensuring his or her own workplace safety and health by complying with established SOH regulations.

d. A strong safety and health culture is the result of:

(1) Positive workplace attitudes – from the Regional Commander or installation Commanding Officer (CO) to the newest check-in, both active duty and civilian members.

(2) Involvement, empowerment, and buy-in from all members of the workforce.

(3) Mutual, meaningful, and measurable SOH goals and objectives.

(4) Policies and procedures that serve as reference tools, rather than obscure rules.

(5) Training provided to all levels within the organization.

(6) Responsibility and accountability throughout the organization.

e. The foundation of an informed Safety Culture is comprised of four culture types that continuously promote and reinforce through leadership actions throughout organizations: Just Culture, Reporting Culture, Learning Culture, and Flexible Culture.

(1) Just - A Just Culture encourages personnel to report unsafe or unhealthful working conditions without fear of reprisal or adverse action. Commanders, COs, and Officers In Charge (OIC) must encourage reporting for safety analysis and mishap prevention purposes, while establishing clear guidelines on acceptable and unacceptable behavior. In a Just Culture, the

immediate response by personnel who become aware of a hazard should be to find "what happened and why" versus "who to blame and punish." A Just Culture fosters partnerships for identifying hazards and root causes of events where safety was diminished.

(2) Reporting - A Reporting Culture promotes the importance of, and rewards, voluntary reporting of hazards and errors.

(3) Learning - A Learning Culture demonstrates a willingness to communicate lessons learned as well as to change procedures and practices based on discovered hazards and errors before a mishap results.

(4) Flexible - A Flexible Culture empowers personnel to recommend procedural and behavioral changes within the organization to meet changing conditions.

When these criteria are consistently and effectively aimed at mishap reduction, and applied, a positive safety and health culture is created. As stated, our SMS is the method in which we are preventing mishaps through the ongoing planning, implementation, integration, and control of the four elements and sub-elements below. Furthermore, our SMS is the means in which we achieve mission accomplishment, ensure regulatory compliance, and provide safe and healthful workplaces. See Figure 1 for NAS Lemoore OHSMS process. As outlined in reference (c), see Figure 2 for organizational roles and responsibilities.

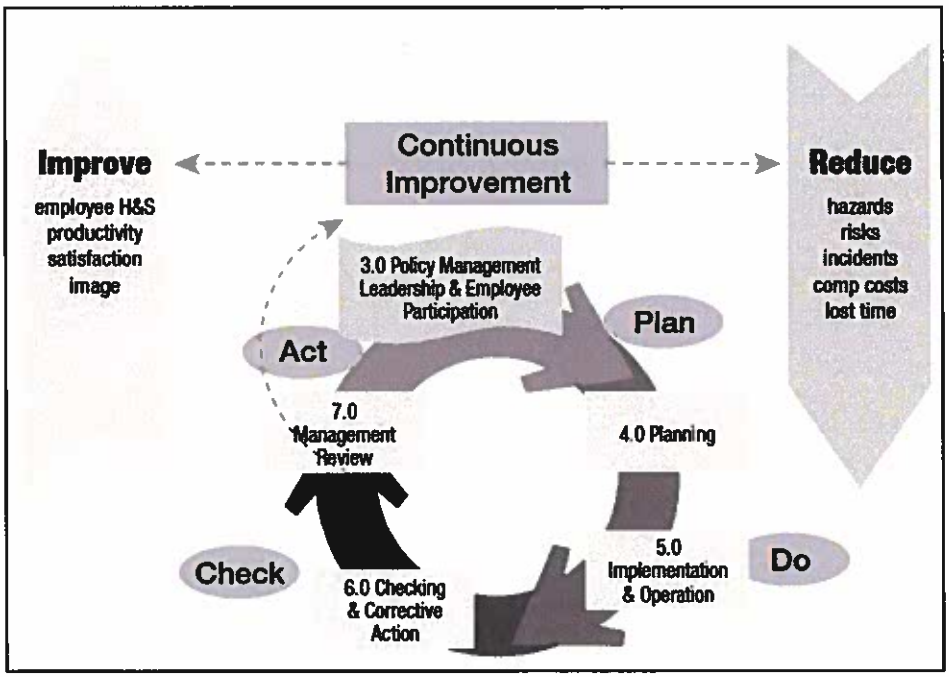


Figure 1. NAS Lemoore OHSMS process

NAS Lemoore Line Safety Management Roles and Responsibilities Examples	
Top Line Management **(CO/Executive Officer/OICs, IPDs, PMs)**	- Issues the organization's safety and health policy. - Assess information during periodic reviews along with technical guidance from the lead safety professional directs action to continually improve the SMS. - Provides visible guidance and operational leadership sustaining a safety culture consistent with the organization's safety policies and procedures. - Sets the example for proactive safety by completing training, wearing Personal Protective Equipment(PPE), etc.
Middle Line Management **(Department Heads, similar)**	- Communicates and supports the organization's SMS policies and procedures. - Ensures safety training is completed for supervisors and employees under them. - Ensures mishaps are reported per organizational procedures. - Recognizes stellar safety performance through appraisals and awards. - Oversee routine inspections of work areas are performed recognizing and abating hazards. - Sets the example for proactive safety by completing training, wearing PPE, etc.
First Line Supervisors **(Chief Petty Officers, Leading Petty Officers, and General Schedule employees supervising one or more employees directly in the workplace)**	- Implement and manage all applicable organizational safety policies and procedures under their supervision/control. - Require all employees complete necessary safety training. - Recognize stellar safety performance through appraisals and safety awards. - Ensure mishaps are reported per organizational procedures. - Ensure routine inspections of work areas are performed recognizing and abating hazards. - Sets the example for proactive safety by completing training, wearing PPE, etc.
Employees	- Comply with organizational OHSMS policies and procedures. - Wear required personal protective equipment. - Complete necessary safety training. - Report mishaps to supervisors; report workplace hazards to supervisors.
Safety Professionals/Specialists **(full time 0018 and qualified 0017 personnel)**	- Technical subject matter experts advising and assisting the organization in executing the OHSMS, roles and responsibilities. - Manages NAVOSH programs; conducts reviews, formal inspections, and abates hazards. - Manages and oversights mishap and employee hazard reports; provides consulting services. - Notes instances of non-compliance and recommends improvements. - Provides guidance and assistance in completing risk assessments.

Figure 2. General Organizational Roles and Responsibilities.

SECTION 2
MANAGEMENT, LEADERSHIP AND EMPLOYEE PARTICIPATION

1. Management Leadership. Top management shall direct the organization to establish, implement and maintain an OHSMS in conformance with the requirements of reference (c).

a. OHSMS, OSH policy. Leadership begins with top management providing the directive (e.g., command policy statement, this instruction) for integrating health and safety into the daily function of the organization (by mandating compliance with this instruction and its references). Develop and publish an occupational health and safety policy as the foundation of the organization's OHSMS to include line management, employee, and safety specialist roles/responsibilities and commitment to the following elements.

(1) Protection and continual improvement of employee health and safety.

(2) Effective employee participation.

(3) Conformance with the organization's health and safety requirements.

(4) Compliance with applicable occupational health and safety laws and regulations.

b. Responsibility and Authority. Top management shall implement, maintain, and assist in the monitoring of performance of the OHSMS. Figure 2 and reference (c), define roles, assign responsibilities, and delegate authority for top and middle line management. First line supervisors and employees shall assume responsibility for aspects of health and safety over which they have control, including compliance with the organization's health and safety rules and requirements and this instruction. Safety professionals/specialists shall maintain responsibilities outlined in this instruction and in references (d) and (e).

c. Employee Participation. NAS Lemoore shall provide processes to ensure employee participation and employees shall participate as appropriate. Examples include the following:

(1) Assist in mishap/incident investigations. All employees shall report mishaps to their respective first line supervisors immediately following the incident. However, at no time should an employee delay medical treatment to comply with this reporting requirement. For Class A and B mishaps, NAS Lemoore shall comply with the reporting requirements outlined in reference (d). First line supervisors and/or designated Collateral Duty Safety Officers (CDSO) or other safety representatives/safety officers shall submit mishap reports as required by reference (d), and assist the respective Safety Program Office in gathering necessary information and report closure. Middle management and first line supervisors shall implement all corrective action(s) assigned by the Safety Office as required and identified in the subject report.

(2) Participate in NAS Lemoore safety councils and committees. As detailed in references (d) and (e), NAS Lemoore employs safety councils held semi-annually for top and middle management, first line supervisors, CDSOs, other safety representatives, and employees. Installation and tenant command Safety Offices and personnel conduct safety council and committees at least quarterly. In accordance with references (d) and (e), BOS receiver commands may attend council and other meetings as assigned by organizational position and responsibilities.

(3) As appropriate, middle management, first line supervisors and employees shall coordinate, where required, the implementation and management of required written operating procedures covering assigned work tasks and processes. Examples include job hazard analyses, job safety analyses, and standard operating procedures. Department and N-code specific written operating procedures can suffice as well. A JHA can be conducted on many tasks and processes. Priority should go to the following types.

(a) Highest injury or illness rates.

(b) Potential to cause severe or disabling injuries or illnesses.

(c) New tasks, processes or those that have undergone changes.

(4) Line managers and first line supervisors are responsible for day-to-day inspections and corrective actions of workplace hazards. As required, either middle managers, first line supervisors and/or CDSOs and safety representatives/officers shall perform periodic workplace inspections/walkthroughs of their assigned work areas using the ESAMS, enclosure (4), or any standardized workplace inspection checklist. Frequency of inspections/walkthroughs are at the discretion of the middle manager, e.g., monthly, bi-monthly, quarterly. Identified hazards including reports of unsafe/unhealthful working condition reports and Near Miss incidents are either abated/fixed on the spot; reported to the designated building monitor/manager for hazards requiring facilities support, or reported to the respective Safety Office for further support and abatement. Workplace hazards include, but are not limited to:

(a) Extension cords used for permanent applications.

(b) Surge protector/power strip plugged into each other (daisy-chained).

(c) Blocked exits.

(d) Poor workplace housekeeping.

(e) Defective PPE used and/or improperly stored, dirty, parts missing, etc.

(f) Delinquent safety training.

(g) Ergonomic hazards.

(h) Improper or incompatible hazardous material storage.

(i) Exposed electrical components (receptacles missing cover plates)

(j) Woodworking machinery with missing guards

(k) Liquid spills creating a slipping or falling hazard

(5) Conducting and participating in SOH workplace inspections, both the previously mentioned departmental workplace supervisor inspections and routine SOH workplace inspections conducted by the Safety Office, are other methods of assuring employee participation. For SOH workplace inspections conducted by safety office personnel, middle managers, first line supervisors, and or CDSOs, and/or other safety representatives will accompany the safety and health inspector(s).

(6) Participate in departmental/unit health and safety risk, standard, and compliance-based audits conducted by Safety Office personnel.

SECTION 3
PLANNING

1. Planning. This section defines the planning requirements for the OHSMS. The planning process goal is an ongoing and recurring process to help identify and prioritize OHSMS hazards, risks, management system deficiencies and opportunities for continuous improvement. Adaptive planning efforts include evaluation and inspection of new or changing operations, new facilities and equipment purchase reviews, Hazardous Materials (HAZMAT) reviews, and other methods and ways by which risks and hazards can be identified and mitigated appropriately.

2. Review Process. The command shall gather and review information to identify OHSMS issues, trends (e.g., status of safety data information) necessary to maintain and improve, where needed, its management system. Typically, on a monthly basis, the safety office will review OHSMS data primarily from ESAMS and any local data/information systems. Information will be compiled from safety inspections, audits, surveys and other methods designed to identify and mitigate hazards and risks. Quarterly trend analysis shall be conducted with pertinent data reviewed as documented by industrial hygiene surveys, program and process audits, Near Miss and Unsafe/Unhealthful working condition reports, and other means by which to assure continuous improvements. This information will be forwarded as applicable to top and middle line management personnel for their situational awareness and action where warranted. Line middle management shall forward information as required to their first line supervisors. Both line middle managers and first line supervisors shall correct deficient areas such as, but not limited to, outstanding training, workplace inspection deficiencies (e.g., response, closure) and mishap corrective actions where assigned. Annually, the safety office will perform a self-assessment on the OHSMS, utilizing the Self-Evaluation module in ESAMS. Examples of safety information assessed includes, but is not limited, to the following:

a. Compliance with references (d) and (e) for programs applicable to NAS Lemoore operations and evolutions.

b. Safety data (e.g., training, mishaps, inspections, etc.) as maintained in ESAMS or other local data tracking programs.

c. Applicable regulations, standards, and other health and safety requirements.

d. Results of applicable program audits and inspections (internal and external). This includes Zone Inspections, Safety and Occupational Health Management Evaluations (SOHME), annual/semi-annual inspections, and scheduled/unscheduled inspections, among others.

e. Mishap causal factors and root causes.

f. Risk assessments, JHAs, and annual self-assessments.

g. Near Miss and Unsafe and Unhealthful working condition reports.

3. Assessment and Prioritization. The command shall establish a process to assess and prioritize its OHSMS issues on an ongoing basis as identified during the review process. Assessing and prioritizing programmatic risks is determined at the appropriate Echelon level, after considering the respective mission(s) and operation(s). There are several ways by which to assess/prioritize programmatic risks to include Annual Self-Evaluations and Capability Performance Level risk-based charts/assessments. There are two types of general information categories requiring assessment and prioritization: external and internal.

a. External

(1) Conformance to regulations such as OSHA, Department of Defense, Department of the Navy, and reference (d).

(2) Benchmarks/best practices from other organizations, commands, similar operations.

b. Internal:

(1) Conformance to the command OHSMS and its elements.

(2) Hazards and risks such as results of industrial hygiene monitoring results, mishap investigations, and compliance and standard audits and inspections.

(3) Recordkeeping such as injury/occupational illness, governmental material damage/loss information and workplace inspection and deficiency/violation data.

4. Objectives. The command shall establish a process to set documented goals and objectives, quantified where practicable, based on issues that offer the greatest opportunity for OHSMS improvement and risk reduction. A safety performance indicator process comprised of qualitative and quantitative leading, current, and trailing/lagging indicators, will be used to gauge the effectiveness of the documented goals and objectives and to engage in benchmark opportunities. Within NAS Lemoore, objectives will be based on a collective review of installation self-assessments, results of OSHME inspections, ESAMS and NAS Lemoore developed Xtools data analysis, internal and external inspection and survey findings, along with current NAS Lemoore or supplementary-imposed initiatives. Examples of safety performance indicators include but are not limited to the following:

a. Leading

(1) Quality and status of program audits (e.g., tracking overdue audit items, degree of non-compliance discovered, speed at which action items are closed – correcting hazards, training deficiencies, etc.).

(2) Level of training compliance (e.g., training for top, middle, supervisory, worker, and safety professional).

b. Current. Incident investigation reports, types of unsafe acts and conditions reported.

c. Trailing/Lagging. Number of incidents reported, total case and days away restricted time accumulated (e.g., incident rates).

SECTION 4
IMPLEMENTATION AND OPERATION

1. OHSMS Operational Elements. This section defines the operational elements that are required for implementation of an effective OHSMS. The application of these elements are fed back to other sections to support continual OHSMS improvement. In accordance with reference (c), many organizations have existing SOH management systems/programs implemented to control workplace risks, and are consistent with higher-level regulations and policies. NAS Lemoore complies with references (d) and (e) affecting all SOH policies and programs, roles and responsibilities.

2. Hierarchy of Controls. The command shall establish a process for achieving feasible risk reduction based on following a preferred order of controls. Safety issues, or more properly known as hazards (conditions, set of circumstances, or inherent property that can cause injury, illness, or death), are classified into two categories: Mission and Facility.

a. Mission-related hazards are work-process related where the owner of the work process is responsible for hazard abatement. A few basic examples include, but are not limited to:

(1) Poor workplace housekeeping.

(2) No written operating procedures where necessary.

(3) Emergency eyewash facilities overdue for inspection.

b. Facility-related hazards are facility-related where the owner of the facility is responsible, has means, for hazard abatement through trouble calls and work requests when required. Examples include but are not limited to:

(1) Broken electrical outlet.

(2) Stuck exit door.

(3) Damaged walking, working surfaces such as carpet and tile floors.

c. There are times when it is not always readily apparent as to who might be the responsible "owner" of the hazard. Examples include, but are not limited to:

(1) The equipment in a fitness facility isn't properly anchored (Mission-related).

(2) The ceiling in a fitness facility is leaking (Facility-related).

(3) The locker/shower rooms in a fitness facility are dirty (Mission-related).

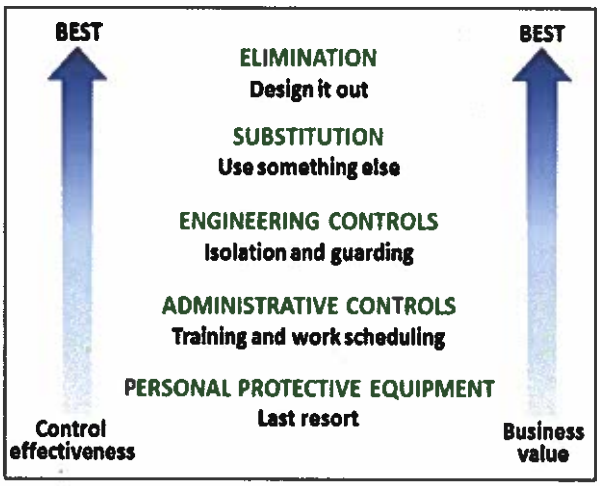
(4) There is no hot water in the fitness facility locker/shower rooms (Facility-related).

Hazard Recognition and Control Methods. The types of hazards employees are exposed to and the risks the hazards posed to employees shall all be considered in determining methods of hazard elimination, prevention, and control. In general, the following hierarchy shall be followed in determining hazard prevention and control methods. See Figures 2, 3, and 4.

CONTROLS	EXAMPLES
1) Elimination	• Design/plan to eliminate hazards such as falls, hazardous materials, noise, confined spaces, and material handling.
2) Substitution	• Substitute for less hazardous material. • Reduce energy: lower speed, force, amperage, etc.
3) Engineering Controls	• Ventilation systems, machine guarding • Sound enclosures, circuit breakers • Platform and guard railing, interlocks
4) Administrative Controls	• Job procedures (JHA/SOP) • Rotation of workers • Equipment inspections • Changing work schedules • Training
5) Personal Protective Equipment	• Goggles, safety glasses • Hearing protection • Face shields • Respirators

Figure 2.

Figure 3.



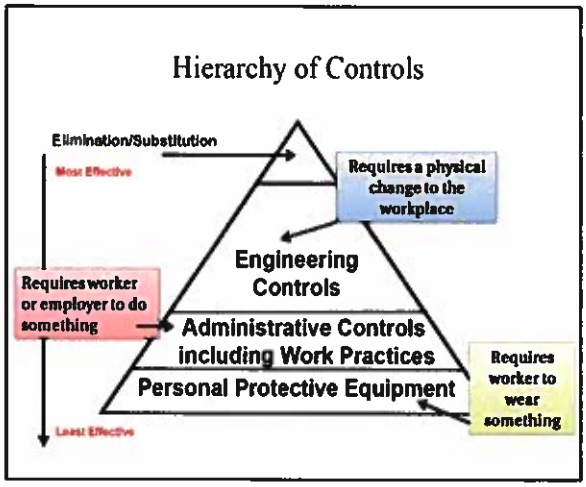


Figure 4.

a. Elimination. The most ideal of all hazard controls, elimination is the process of removing the hazard from the workplace. It is the most effective way to control risk because the hazard is no longer present. It should always be used first before any lower hazard control.

b. Substitution. Most often associated with hazardous materials and seeking less hazardous chemicals to replace more hazardous chemicals, such as replacing organic solvents with water-based solutions. Another example of substitution involves machinery where, for example, less energy would be required for operation (e.g. reducing potential noise, vibration hazards).

c. Engineering. The third level of hazard control, engineering, is designed to remove hazards at the source of generation before coming into contact with workers. Initial cost of engineering controls can be higher than the cost of administrative controls or personal protective equipment, but over the longer term, operating costs are frequently lower, and in some instances, can provide a cost savings in other areas of the process.

d. Administrative. Administrative controls significantly limit daily exposure to hazards by control or manipulation of the work schedule or work habits. Job rotation is a type of administrative control. Other controls that reduce risks through specific administrative actions, such as providing suitable warnings, markings, placards, signs and notices and establishing written policies and procedures such as instructions, JHAs and SOPs.

e. PPE. PPE should only be used when all other hazard controls have been exhausted or more significant hazard controls are not feasible. PPE is considered the last line of defense against a hazard.

f. Risk Assessment Code (RAC). When workplace hazards cannot be corrected immediately, a RAC shall be assigned to the hazards. The RAC represents the degree of risk associated with the hazard and combines the elements of hazard severity and mishap probability taking into account the potential health effects and property damage/loss from the hazard. RACs shall be used to prioritize Hazard Abatement (HA) projects as outlined in reference (d), and available for submission using ESAMS.

(1) Severity. This is an assessment of the potential consequence that can occur as a result of a hazard and is defined by the degree of injury, illness, property damage, loss of assets (time, money, personnel), or effect on the mission or task. Consideration must be given to exposure potential. For example, the more resources exposed to a hazard, the greater the potential severity. Severity categories are assigned roman numerals according to the following criteria:

Category	Description
I	Loss of the ability to accomplish the mission. Death or permanent total disability. Loss of a mission-critical system or equipment. Major facility damage. Severe environmental damage. Mission-critical security failure. Unacceptable collateral damage.
II	Significantly degraded mission capability or unit readiness. Permanent partial disability or severe injury or illness. Extensive damage to equipment or systems. Significant damage to property or the environment. Security failure. Significant collateral damage.
III	Degraded mission capability or unit readiness. Minor damage to equipment, systems, property, or the environment. Minor injury or illness.
IV	Little or no adverse impact on mission capability or unit readiness. Minimal threat to personnel, safety, or health. Slight equipment or systems damage, but fully functional and serviceable. Little or no property or environmental damage.

Table 1: Severity Categories.

(2) Probability. This is an assessment of the likelihood that a potential consequence may occur as a result of a hazard and is defined by assessment of such factors as location, exposure (cycles or hours of operation), affected population, experience, or previously established statistical information. Probability categories are assigned a letter according to the following criteria:

Category	Description
A	Likely to occur, immediately or within a short period of time. Expected to occur frequently to an individual item or person; or continuously over a service life for an inventory of items or group.
B	Probably will occur in time. Expected to occur several times to an individual item or person; or frequently over a service life for an inventory of items or group.
C	May occur in time. Can reasonably be expected to occur some time to an individual item or person; or several times over a service life for an inventory of items, or group.
D	Unlikely to occur, but not impossible.

Table 2: Probability Categories.

(3) Complete Risk Assessment. Combine the severity with the probability to determine the RAC or level of risk for each hazard, expressed as a single Arabic number. In some cases, the worst credible consequence of a hazard may not correspond to the highest RAC for that hazard. For example, one hazard may have two potential consequences. The severity of the worst consequence (I) may be unlikely (D), resulting in a RAC of 3. The severity of the lesser consequence (II) may be probable (B), resulting in a RAC of 2. Therefore, it is important to consider less severe consequences of a hazard if they are more likely than the worst credible consequence, since this combination may actually present a greater overall risk.

Risk Assessment Matrix				PROBABILITY			
				Frequency of Occurrence Over Time			
				A Likely	B Probable	C May	D Unlikely
SEVERITY	Effect of Hazard	I	Loss of Mission Capability, Unit Readiness or Asset; Death	1	1	2	3
		II	Significantly Degraded Mission Capability or Unit Readiness; Severe Injury or Damage	1	2	3	4
		III	Degraded Mission Capability or Unit Readiness; Minor Injury or Damage	2	3	4	5
		IV	Little or No Impact to Mission Capability or Unit Readiness; Minimal Injury or Damage	3	4	5	5
Risk Assessment Codes							
1 - Critical 2 - Serious 3 - Moderate 4 - Minor 5 - Negligible							

Table 3: Basic Risk Assessment Matrix.

4. Hazard Control Programs. NAS Lemoore complies with all applicable programs in accordance with references (d) and (e) such as Respiratory Protection, Hearing Conservation, and Bloodborne Pathogens. Reference (e) outlines NAS Lemoore supplier safety service support eligible to receiver commands onboard NAS Lemoore properties, installations, annexes, and detachments.

a. The following NAVOSH programs are applicable at NAS Lemoore:

(1) Responsibilities

(2) Organization and staffing

(3) Councils and committees

(4) Prevention and control of workplace hazards

(5) Training

(6) Hazardous Material and Control & Management (HMC&M)

(7) Occupational Health (including Industrial Hygiene and Preventive Medicine)

(8) SOH Inspection Program-Safety Assurance

(9) Employee Reports of Unsafe/Unhealthful Working Conditions

(10) Hazard Abatement Program

(11) Fall Protection and Prevention Program

(12) Mishap Investigation, Reporting, and Recordkeeping

(13) Respiratory Protection

(14) Occupational Safety and Health Standards

(15) Asbestos Control

(16) Hearing Conservation and Noise Abatement

(17) Sight Conservation

(18) Personal Protective Equipment

(19) Lead

(20) Non-Ionizing Radiation

(21) Ergonomics Program

(22) Energy Control Program (Lockout/Tag out)

(23) Chemical Biological, Radiological, Nuclear, Explosive (CBRNE) Program

(24) Confined Space Entry Program (Non-Maritime)

(25) Bloodborne Pathogens

(26) Occupational Reproductive Hazards

(27) Indoor Environmental Quality

(28) Weight Handling Safety

(29) Safety Awards Program Ashore

(30) Electrical Safety

(31) Traffic (Fleet) Safety Program

(32) Recreation and Off Duty Safety Program

(33) System Safety (e.g., Failure modes and effects analysis, Federal transit administration, Management oversight and risk tree, etc.)

a. The respective Safety Office maintains applicable written policies and procedures pertaining to the above hazard control and administrative programs.

3. Process Verification/Management of Change and Procurement. NAS Lemoore shall have a process in place to verify that any permanent changes in facilities and operations are evaluated and managed to ensure safety and health risks arising from these changes are controlled. Guidance provided by the annual CNIC Operations Plan and region/installation/activity safety councils and committees shall be considered when addressing risk and change management policies.

a. For new hazardous chemical additions that are operational requirements (e.g., a new lubricant required to operate a piece of equipment required for a department's mission), the safety office will perform a SOH review in coordination with the NAVSUP Hazmat center. For purchases of hazardous chemicals outside the regulatory purview of NAVSUP (e.g., not procured through NAVSUP but by usage of a government purchase credit card), the affected department shall coordinate the purchase with the servicing (installation or activity) Safety Office.

b. For locally developed written operating procedures, to include JHAs, SOPs, ORM assessments and other hazard identification methods and documents, departments will ensure the safety office performs a review of all necessary changes to ensure SOH requirements are considered and included.

c. Purchased products such as, but not limited to, low speed vehicles, golf carts and similar equipment, will receive proper review from the safety office to ensure all applicable health and safety requirements are considered.

4. SOH Training. SOH training for top and middle line management, first line supervisors, employees (supervisory and non-supervisory, industrial and non-industrial), and safety professionals/specialists is assigned in reference (b). SOH training is primarily delivered through ESAMS. Other venues such as periodic councils and committees, public forums, and through written media such as newsletters, grams, flyers, and plan of the months are secondary sources of SOH training.

6. Communication. Pertaining to this subsection, the communication of incidents/mishaps (Classes A, B, C, D) and Near Mishaps will be performed in accordance with reference (d) using the RMI system.

7. Document and Record Control Process. The command shall establish a process to create and maintain SOH documents and records specified by references (c) through (e). Primary SOH documentation such SOH training, inspections, inspection violations/deficiencies, program records, incidents/mishaps are contained within ESAMS. Secondary sources of SOH document and record control such as program audit documentation and designation letters are maintained on the Gateway 2.0 Safety Program team site page and local share drive.

SECTION 5
EVALUATION AND CORRECTIVE ACTION

1. Monitoring, Measurement, and Assessment. The command shall establish a process to monitor and evaluate workplace hazards, risks, and their controls to assess occupational health and safety performance.

a. Regarding OHSMS leading indicators, as discussed in reference (d), the following processes are examples that shall be used to identify hazards and control risks:

(1) Workplace inspections (SOHME, Zone, Annual/Semi-annual inspections and audits)

(2) Industrial hygiene surveys and Preventive Medicine inspections

(3) Employee SOH input (e.g., suggestions, reports, perception surveys, command climate surveys, etc.)

(4) Occupational health assessments identified through industrial hygiene surveys and as applicable, job certification requirements

(5) Program audits and findings (Fall Protection, Confined Space, Energy Control, etc.)

(6) Written operating procedures (Respiratory Protection, Electrical Lockout/Tag out, etc.)

(7) Purchasing procedures (Ordering safety equipment, PPE approvals, etc.)

2. Incident/Mishap Investigation. References (d) and (e) govern incident/mishap reporting and recordkeeping. To reiterate, RMI will be used to report and record all incidents/mishaps. Where applicable, mishap corrective actions will be assigned and line middle managers and first line supervisors will be responsible to implement all necessary requirements based on investigation findings.

3. Audits. As applicable to NAS Lemoore operations, both compliance and standard-oriented type audits will be performed in accordance with reference (d).

4. Corrective and Preventive Actions. The command shall establish and implement corrective and preventive action processes to identify deficiencies and control hazards specifically as outlined in references (b) and (c) applicable to NAS Lemoore operations. Examples include:

a. SOH workplace inspections

b. Incident/mishap corrective actions

c. Periodic industrial hygiene surveys including NAVOSH findings

d. Program audit findings

e. External inspection, assessment, evaluation findings

f. Internal annual ESAMS Self-Assessment action items

g. Unsafe/unhealthful working conditions reports

h. Near Miss reports and corrective actions

5. Feedback to the Planning Process. The command shall establish processes to ensure the results of monitoring and measurement, audits, incident/mishap investigation and corrective and preventive actions are included in the ongoing planning process.

a. As examples, periodic councils and committees, staff meetings, annual Self-Assessments, and various forms of written safety media will be used to convey SOH feedback.

SECTION 6
MANAGEMENT REVIEW PROCESS

1. Management Review Process. The command shall establish a process for top management to review the OHSMS at least annually during the Self-Assessment, and to recommend improvements to ensure its continued suitability, adequacy, and effectiveness.

2. Management Review Outcomes and Follow-Ups. At the conclusion of the review, top management shall, as necessary, and in coordination with the safety director and requirements outlined in references (d) and (e), determine the following:

a. Future direction of the OHSMS based on operational strategies and conditions.

b. Need for changes to the command's policy, priorities, objectives, and resources. As necessary, action items will be developed from the findings of the top management review. As necessary, results and action items shall be documented, communicated to middle line management, first line supervisors, workers, and safety professionals/specialists and tracked to completion.

PERFORMANCE APPRAISAL AND EVALUATION STATEMENTS

1. Line middle managers and first line supervisors may use the following general examples to commend, recognize, or provide as language in periodic active duty and civilian employee evaluations and fitness reports as means to recognize superior safety performance. Verbiage is to be altered to fit individual performance evaluations as required.

a. OSH: Demonstrates support of the command's OHSMS. Performed all collateral duty safety representative responsibilities in an effective proactive manner thereby improving the department and command Safety Culture and mission.

(1) First line supervisors. Demonstrates commitment and support for the command OHSMS goals and initiatives such as participating in councils and committees, workplace supervisor inspections, JHA/SOP creation and implementation, requiring the reporting of Near Misses and mishaps, and providing feedback regarding SOH training. Provides encouragement and allows adequate time for subordinates to participate in the command OHSMS in at least three meaningful ways such as conducting workplace supervisor inspections, developing JHAs/SOPs, participating in mishap investigations and submitting safety suggestions.

(2) Employees. Demonstrates commitment and support for command OHSMS goals and objectives by participating in at least three meaningful ways such as conducting workplace inspections, developing JHAs/SOPs, participating in mishap investigations and submitting safety suggestions.

(3) CDSOs and other safety representatives. Implements and supports all command OHSMS regulations and procedures that apply to his or her work area of responsibility. Works with respective first line supervisors to keep the work environment free from recognized hazards that are likely to cause mishaps or property damage. Takes prompt action to correct or eliminate unsafe acts and conditions. Ensures newly hired workers are trained in safe work practices and procedures prior to performing tasks and have the proper personal protective equipment. Regularly attends safety committee meetings and disseminates information to the workforce. Maintains the department safety bulletin board with all required and recommended documents.

(4) Safety for Employees. Maintains a safety conscious attitude. Ensures all safety rules, regulations, and/or procedures are strictly adhered to, including wearing of personal protective equipment (e.g., safety shoes, safety glasses, hearing protection, etc.). Maintains good housekeeping in all work areas. Along with respective supervisors, ensures all areas of responsibility are properly secured and free of any hazards at the end of the work shift. Tasks are accomplished in a manner that ensures safety to self, co-workers, and equipment. Operates government vehicles in the safest manner that promotes safety to others. On no more than two occasions during the rating period, was the employee observed and substantiated to be in noncompliance with safety regulations, failing to wear personal protective equipment, or committing an unsafe act.

SAMPLE JOB HAZARD ANALYSIS (JHA)

NAS Lemoore Job Hazard Analysis (JHA)	***JHA No:***	***Date:***	***Page _ of ___***
***Job Description** (see below for directions):*			***Category:*** *( ) Repetitive* *( ) One Time Use* ***Status:*** *( ) New* *( ) Revised*
Job Location: (building, area, etc.)		***Referenced periodic IH survey***	*N/A ( )*
Required PPE: (PPE HA, IH survey, etc.)			
Recommended PPE:			

TASK/EQUIPMENT/MATERIAL	***HAZARDS & RISKS (explained)***	***CONTROLS***

Analyzed by (Originator):	**As applicable: analyzed by (Participating Employee):**	**Reviewed by Safety:**
(Originator Name)	*(Employee Name)*	*(Safety Specialist)*
Signature	*Signature*	*Signature*
Approved by line middle	**General Notes**	
(IPD/Mgr name)		
Signature		

JHA Training Record

NAS Lemoore ***Job Hazard Analysis (JHA)***	***JHA No:***	***Date:***	***Page____ of ____***
My signature verifies that I have been trained on the JHA and fully understand the tasks, hazards, risks, controls and training requirements associated with the defined work activities. I understand that it is my responsibility to comply with the hazard mitigation requirements identified in this JHA.			
Print Name	**Signature**		**Date**

1. A JHA identifies specific tasks, hazards and the risks associated with each the assigns controls to reduce the risks. It focuses on the relationship between the worker, the task, the tools, and the work environment. First line supervisors, employees, can use the findings/completed JHA to eliminate and prevent hazards in the workplaces. This results in fewer worker injuries and illnesses; safer, more effective work methods; reduced worker's compensation costs, and increased worker productivity. Moreover, the JHA can be used for job- specific training for new employees providing them the training needed to perform the work safely.

2. The preferred JHA method is available in ESAMS. The online application method allows users to create, review, and browse through JHAs. A JHA can be reviewed by an unlimited number of people. New training requirement for personnel designated to perform the job or task will be assigned after the JHA has been approved.

BASIC WORKPLACE INSPECTION CHECKLIST

Can be used to prepare for formal SOH workplace inspections

Checklist is a combination of best practices and regulatory requirements. Consult with the Safety Office for assistance.

Department Name	**Inspector Name**	**Phone Number**
Building #	**Uploaded to ESAMS Supervisor Workplace Inspection Module?**	**Date of Inspection**

Section A- GENERAL SAFETY

	Yes	No	N/A
1. Are all work areas clean, sanitary, and orderly?	Y☐	N☐	N/A☐
2. Is there adequate lighting?	Y☐	N☐	N/A☐
3. Is the noise level within an acceptable range?	Y☐	N☐	N/A☐
4. Is ventilation adequate?	Y☐	N☐	N/A☐
5. Are emergency phone numbers posted and readily available?	Y☐	N☐	N/A☐
6. Is established facility emergency information posted near telephones?	Y☐	N☐	N/A☐
7. Are fire evacuation procedures/diagrams posted where applicable?	Y☐	N☐	N/A☐
8. Are employees trained on emergency procedures?	Y☐	N☐	N/A☐
11. Are applicable safety hazard warning signs/caution signs posted?	Y☐	N☐	N/A☐
12. Are plumbed and self-contained eyewash stations inspected as required?	Y☐	N☐	N/A☐
13. Is Personal Protective Equipment used and stored properly (where required)?	Y☐	N☐	N/A☐
17. Are hand trucks/carts available for moving heavy items?	Y☐	N☐	N/A☐
18. Are safety bulletin boards located in common areas, visible to all employees?	Y☐	N☐	N/A☐
19. Are safety bulletin boards up to date with the proper information?	Y☐	N☐	N/A☐
20. Are break areas in good condition?	Y☐	N☐	N/A☐
21. Are rest rooms in good condition?	Y☐	N☐	N/A☐
22. Are phone lines & electrical cords secured and not placed across aisles to create trip hazards?	Y☐	N☐	N/A☐

Section B- OFFICE AREAS

	Yes	No	N/A
1. Are employees advised of proper lifting techniques?	Y☐	N☐	N/A☐
2. Are workstations configured to prevent common ergonomic problems?	Y☐	N☐	N/A☐
3. Are mechanical aids and equipment, such as; lifting devices, carts, or dollies provided where needed?	Y☐	N☐	N/A☐
4. Are storage & file cabinets arranged so that drawers do not block aisles/hallways?	Y☐	N☐	N/A☐
5. Are drawers on desks and file cabinets open/close smoothly and have safety stops?	Y☐	N☐	N/A☐
6. Are heavy items stored on middle and lower shelves?	Y☐	N☐	N/A☐
7. Is furniture free of sharp, rough or splintered edges?	Y☐	N☐	N/A☐
8. Are chairs safe and serviceable?	Y☐	N☐	N/A☐
9. Are offices arranged NOT to create dead end aisles or obstruction to easy emergency exiting?	Y☐	N☐	N/A☐

Comments:

Section C- ENVIRONMENTAL

	Yes	No	N/A
1. Are outside areas kept clean with debris removed daily?	Y	N	N/A
2. Are drip pans used for leaking equipment and vehicles (where required)?	Y☐	N☐	N/A☐
3. Are drip pans cleaned regularly (where required)?	Y☐	N☐	N/A☐
4. Is equipment and vehicles washed in designated areas?	Y☐	N☐	N/A☐
5. Is recycling bins/dumpsters for waste/metal available?	Y☐	N☐	N/A☐
6. Is recycling bins/dumpsters for waste/metal COVERED?	Y☐	N☐	N/A☐
7. Are spill kits available (where required)?	Y☐	N☐	N/A☐
8. Are absorbent material properly cleaned up and disposed of, where required?	Y☐	N☐	N/A☐
9. Are materials, batteries, containers and parts properly stored?	Y☐	N☐	N/A☐
10. Are outside drains and covers free from debris?	Y☐	N☐	N/A☐
	☐	☐	☐

Section D- MACHINE GUARDING

	Yes	No	N/A
1. Are barrier guards on moving machinery parts?	Y☐	N☐	N/A☐
2. Is fixed machinery anchored to prevent movement?	Y☐	N☐	N/A☐
3. Are the lower portion of blades guarded?	Y☐	N☐	N/A☐
4. Are belts/pulleys enclosed?	Y☐	N☐	N/A☐
5. Are rotating shafts guarded?	Y☐	N☐	N/A☐
6. Is there anti-restart on woodworking machinery?	Y☐	N☐	N/A☐
7. Does shop equipment have lockable disconnects?	Y☐	N☐	N/A☐
8. Is lockout/tag-out used for equipment?	Y☐	N☐	N/A☐
9. Is the On/Off switch accessible w/o reaching across point of operation?	Y☐	N☐	N/A☐
10. Is PPE provided and available for all machines?	Y☐	N☐	N/A☐

Section E- ELECTRICAL

	Yes	No	N/A
1. Are all cord and cable connections intact and secure?	Y☐	N☐	N/A☐
2. Are electrical outlets free of overloads? Daisy-chaining	Y☐	N☐	N/A☐
3. Is flexible extension cords used in place of fixed wiring	Y☐	N☐	N/A☐
4. Is the area around electrical panels and breakers free of obstructions?	Y☐	N☐	N/A☐
5. Are high-voltage electrical service rooms kept locked?	Y☐	N☐	N/A☐
6. Are electrical cords routed so that they are free of sharp objects and clearly visible?	Y☐	N☐	N/A☐
7. Are electrical cords in good condition (free of splices, frays, etc.)?	Y☐	N☐	N/A☐
8. Are electrical appliances approved (Underwriter's Laboratory, etc)?	Y☐	N☐	N/A☐
9. Are electrical appliances plugged directly into wall outlets?	Y☐	N☐	N/A☐
10. Are coffee pots or heat producing appliances away from flammables?	Y☐	N☐	N/A☐
11. Are electrical cords under strain?	Y☐	N☐	N/A☐
12. Are electrical outlets or cords adequate for intended load?	Y☐	N☐	N/A☐
13. Are electric fans provided with guards of not over one-half inch, preventing finger exposures?	Y☐	N☐	N/A☐
14. Are space heaters UL listed and equipped with shutoffs that activate if the heater tips over?	Y☐	N☐	N/A☐
15. Are space heaters located away from combustibles and properly ventilated?	Y☐	N☐	N/A☐
16. Are all electrical raceways and enclosures securely fastened in place?	Y☐	N☐	N/A☐
17. Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, etc., and is the cord jacket securely held in place?	☐ Y☐	☐ N☐	☐ N/A☐
18. Are any open slots in circuit breaker panels?	Y☐	N☐	N/A☐
19. Are electrical panels labeled?	Y☐	N☐	N/A☐
20. Are electrical hand tools grounded or double insulated?	Y☐	N☐	N/A☐
21. Are water fountains properly grounded?	Y☐	N☐	N/A☐
22. Are GFCIs in use in wet areas? (bathrooms, near sinks)	Y	N	N/A
23. Are GFCIs in good working conditions where required?	Y	N	N/A

24. Are covers in place on receptacles, boxes and switches?	☐Y	☐N	☐N/A
25. Are electrical cords across walkways protected?	☐Y	☐N	☐N/A
26. Is a lockout/tagout program in place were required?	☐Y	☐N	☐N/A
27. Is all equipment UL or like listed?	☐Y	☐N	☐N/A

Section F- TRAINING

	Yes	No	N/A
1. Is required ESAMS training current by all employees?	☐Y	☐N	☐N/A
2. Do all employees have the right ESAMS duty and task assignments?	☐Y	☐N	☐N/A
3. Are all department personnel (minus contractors) in ESAMS?	☐Y	☐N	☐N/A

Section G- FIRE PREVENTION

	Yes	No	N/A
1. Are non-exit access doors, passageways, stairways that could be mistaken for exits, appropriately marked "NOT AN EXIT", "TO BASEMENT", "STOREROOM", etc.?	☐Y	☐N	☐N/A
2. Are a sufficient number of exits provided?	☐Y	☐N	☐N/A
3. Are exits kept free of obstructions or locking devices, which could impede immediate escape?	☐Y	☐N	☐N/A
4. Can emergency exit doors be opened from the direction of exit travel without the use of a key or other significant effort when the building is occupied?	☐Y	☐N	☐N/A
5. Are flammable liquids, such as gasoline, kept in approved safety cans and stored in flammable cabinets?	☐Y	☐N	☐N/A
6. Are portable fire extinguishers distributed properly (less than 75 feet travel distance for Combustibles and 50 ft. for flammables)?	☐Y	☐N	☐N/A
7. Are employees trained on the use of portable fire extinguishers?	☐Y	☐N	☐N/A
8. Are portable fire extinguishers visually inspected monthly and serviced annually?	☐Y	☐N	☐N/A
9. Are areas around portable fire extinguishers free of obstructions and properly labeled?	☐Y	☐N	☐N/A
10. Is heated-producing equipment used in a well-ventilated area?	☐Y	☐N	☐N/A
11. Are fire alarm pull stations clearly marked and unobstructed?	☐Y	☐N	☐N/A
12. Are proper clearances maintained below sprinkler heads (i.e. 18" clear)?	☐Y	☐N	☐N/A

Section H- HAZARDOUS MATERIALS & HAZCOM

	Yes	No	N/A
1. Are flammable liquid storage (HAZMAT lockers) lockers in use?	☐Y	☐N	☐N/A
2. Is compatible storage of HAZMAT in place? Flammables not with Oxidizers, etc.	☐Y	☐N	☐N/A
3. Are original HAZCOM manufacturer labels affixed?	☐Y	☐N	☐N/A
4. Are secondary containers labeled with HAZCOM information?	☐Y	☐N	☐N/A
5. Are Safety Data Sheets (SDS) available and accessible to employees?	☐Y	☐N	☐N/A
6. Are SDSs current?	☐Y	☐N	☐N/A
7. Is the list of hazardous chemicals (AUL) available and current?	☐Y	☐N	☐N/A
8. Is the department compliant with the NAFATSUGIINST 5100.28 HAZCOM Plan?	☐Y	☐N	☐N/A

Section I- WALKING/WORKING SURFACES

	Yes	No	N/A
1. Are aisles and passages free of stored material that may present trip hazards?	☐Y	☐N	☐N/A
2. Are wet working surfaces kept as dry as practicable?	☐Y	☐N	☐N/A
3. Are carpet and throw rugs free of tears or trip hazards?	☐Y	☐N	☐N/A
4. Are handrails provided on all fixed stairways?	☐Y	☐N	☐N/A
5. Are treads provided with anti-slip surfaces?	☐Y	☐N	☐N/A
6. Are stepladders provided for reaching overhead storage areas?	☐Y	☐N	☐N/A
7. Are materials stored safely? Heavier items stored in low areas	☐Y	☐N	☐N/A
7. Are file drawers kept closed when not in use?	☐Y	☐N	☐N/A

Comments:	
Department Name:	**Date of Assessment:**