

## CHAPTER 2

### RESPONSIBILITIES

#### 1. Discussion

a. Navy regulations establish the Commanding Officer's responsibility for the safety of the command. A successful Occupational Safety and Health (OSH) Program, one which truly reduces work-related risks, results when the visibility of the program permeates every level of the organization. The maintenance of safe and healthful working conditions is a line management responsibility; therefore, line management must fully support the OSH Program through the chain of command.

b. This chapter describes the responsibilities at each command level for implementing the OSH Program.

2. Command Program. Using authority delegated via the chain of command, the Public Safety Department, OSH Office (Code 8.7), shall:

a. Conduct an aggressive and continuing OSH Program.

(1) Develop accident prevention and loss control measures and programs. Coordinate with line management to measure and evaluate the resulting costs/savings.

(2) Prepare specific activity OSH rules and regulations for approval and promulgation in this Technical Manual.

(3) Organize/conduct OSH inspections and surveys to identify violations, hazards, and deficiencies in operations, facilities, and equipment.

(4) Implement the workplace monitoring program outlined in Chapter 8.

(5) Record safety and health violations/deficiencies, coordinate actions for correction, conduct follow-up inspections, and maintain status report on actions taken.

(6) Coordinate actions and follow-up to ensure projects are developed and executed to abate OSH deficiencies.

(7) Maintain complete and accurate records on the accident, injury, and occupational illness experience of the activity, and submit necessary reports to the Naval Safety Center.

(8) Conduct accident investigations and studies; analyze reports of occupational injuries/illnesses and property damage to identify causal factors and determine trends; and initiate program improvement action accordingly.

(9) Maintain liaison with planning and design officials on the adequacy of tools, equipment, facilities, designs, plans, and specifications from the safety and health standpoint and ensure OSH precautions are integrated into all planning and design efforts.

(10) Consult as necessary with occupational health professionals on the identification, evaluation, and control of exposures to toxic materials/harmful physical agents.

(11) Assist supervisors/training specialists in developing and conducting OSH training, education, and indoctrination of new employees. Ensure continuing activity training/refresher training programs and, where conditions warrant, specialized OSH training.

(12) Provide consultation service, advice/guidance to all organizational elements and levels of supervision covering the technical aspects of safety, the principles of hazard recognition/control, and the application of these principles as they relate to the employee and workplace.

(13) Foster personal safety awareness at all levels of the organization through appropriate promotional methods and channels of communication.

(14) Coordinate the preparation of the activity's annual OSH budget submission.

(15) Establish and evaluate written goals and objectives for the OSH Program.

(16) Serve as technical consultant to the Human Resources Department in coordinating the OSH Program with representatives of the labor organization as required by negotiated labor agreements.

(17) Implement the hazard reporting system that provides employees with a method of reporting unsafe or unhealthful conditions.

(18) Serve as the technical authority in the procurement of personal protective equipment and as coordinator for all facets of the personal protection, noise control, and sight conservation programs.

(19) Work closely with the Employee/Labor Relations Branch, Injury Compensation Program Administrator and provide data as appropriate to him/her for proper evaluation of claims.

(20) Cooperate with, and provide medical advice to, medical/employment personnel on the proper selection/placement of personnel from a safety standpoint.

b. Ensure OSH responsibilities are clearly assigned to qualified personnel in accordance with the staffing requirements of reference (a).

c. Establish OSH councils and committees at appropriate command levels.

d. Establish and maintain liaison with other Department of Defense activities for coordination of specialty functions such as medical, fire, or security.

e. Ensure compliance with current mishap reporting procedures in accordance with reference (d).

f. Ensure all workplaces are inspected at least annually.

g. Establish a hazard abatement program.

h. Establish positive procedures to protect all Navy personnel from coercion, discrimination, or reprisals for participation in the OSH Program.

i. Develop procedures to measure and recognize superior/deficient OSH performance in accordance with reference (a).

j. Maintain an OSH education and training program (coordinated with the Employee Development and Training Division, and departments/offices).

k. Coordinate occupational health support with the cognizant Regional Medical Command.

l. Review with the Commanding Officer all mishaps which result in lost time of three or more days.

m. Halt any operation which presents an immediate hazard to personnel/equipment, reporting this action immediately to the Executive Officer and the Commanding Officer.

n. Provide technical guidance to all departments/offices.

o. Provide oversight guidance and inspection to all departments.

3. Department Heads shall:

a. Ensure line supervisors enforce all applicable safety standards.

b. Inform the OSH Office Code 8.7 of all hazardous operations/conditions which require abatement.

c. Promptly advise the OSH Office Code 8.7 of any material set forth which conflicts with laws, instructions, or directions of higher authority; additional subjects recommended for inclusion/constructive suggestions.

d. Provide safe working conditions for all personnel.

e. Ensure employees are instructed in safety rules and regulations.

f. Ensure employees participate in the command safety program.

g. Ensure all levels of supervision are aware of their obligation toward accident prevention.

4. Supervisors are responsible for:

a. Ensuring all employees under their supervision are thoroughly acquainted with Navy and Center safety rules and regulations.

b. Ensuring all employees are given instructions and special training as needed and requiring their participation in safety meetings.

c. Ensuring each employee is instructed to report to the appropriate supervisor all occupational injuries/diseases and ensuring all injured persons report immediately to the Naval Medical Branch Clinic Lakehurst (BRMEDCLINIC) for initial treatment. Notify the OSH Office Code 8.7 immediately of all mishaps.

d. Ensuring approved proper safety equipment (such as goggles, respirators, gloves, hearing protection, hair restrainers, industrial safety eyeglasses, hard hats, steel toe caps, and other protective equipment) are provided and worn by the employees where required.

e. Ensuring personnel are assigned jobs within their physical capabilities. When in doubt, or when the physical characteristics of an employee change, the supervisor shall make arrangements for the employee to have a physical examination to establish his/her status.

f. Eliminating existing hazards and unsafe practices by daily, thorough inspection of work areas, machines, and facilities.

g. Assist in the investigation of mishaps and near misses (injury or property damage) to determine the basic cause and contributing factors, and to recommend steps to prevent recurrence.

5. Employee. Employees can reduce to a minimum the potential for personnel suffering, loss of employee income, loss of productive time, and indirect cost, all of which have a direct impact on our mission. The exercise of care, attention, and common sense approaches can reduce this unacceptable loss. It

is incumbent upon every employee working at this facility to attain a high degree of safety consciousness and responsibility, and to maintain safe working conditions for him/herself and others. Unsafe practices or working conditions must be reported without delay and corrective action taken. To fulfill safety obligations, each employee shall:

a. Comply with posted rules, signs, and verbal/written instructions concerning safety and health precautions applicable to the work area.

b. Report unsafe conditions, equipment, or material to the immediate supervisor.

c. Ensure all occupational injuries and diseases, no matter how trivial, occurring while in the performance of work, are reported immediately to the supervisor. If the immediate supervisor is not available, the report shall be made to the supervisor higher in the chain of command. If no supervisor is available, report directly to the BRMEDCLINIC and notify the supervisor as soon as possible.

d. Report to work suitably clothed and groomed for the assigned tasks.

(1) Suitable clothing is that normally worn by members of the particular trade or profession in which the employee is engaged.

(2) Certain hair styles and beards are hazardous around machinery and open flames and may interfere with vision or the use of breathing devices.

(3) Outer clothing shall not be removed in order to attain a suntan/relief from heat.

(4) Personnel operating or working near rotating machinery or any welding/burning operations shall not wear jewelry, neckties, gloves, or loose scarves when they subject the wearer to additional hazards.

(5) Wear appropriate personal protective equipment as required (hard hats, safety shoes or steel toe caps, gloves, safety eyeglasses, safety lines, hearing protection, etc.).

(6) Warn others who are endangered by known hazards or by failure to observe safety precautions.