

# NAES STANDARD OPERATING PROCEDURE

Public Safety Department (OSH Division)

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## 1.0 PURPOSE

Under the requirements of Chapter 14 of Reference (a) it is the Naval Air Engineering Station Lakehurst (NAESLKE) policy to conduct mishap investigation, reporting, and recordkeeping on mishaps that result in damage to Station facilities and equipment or occupational injuries, deaths, and illnesses to Station personnel that degrades operational readiness and increases operational costs. Mishap investigations aimed at determining how and why the event occurred are necessary to prevent future occurrence of similar events. Accurate records are necessary to establish trends and to conduct analyses. Certain records are necessary to comply with Department of Labor Federal agency recordkeeping and reporting requirements consistent with reference (b).

## 2.0 APPLICATION

All personnel

## 3.0 REFERENCES

- (a) OPNAVINST 5100.23E
- (b) 29 CFR 1960

## 4.0 PROCEDURES

1. A safety investigation of every mishap, major or minor, shall be conducted and handled as a search for facts. The extent of the investigation is determined by the severity and the significance of the mishap. A complete comprehensive mishap investigation is an essential tool in identifying the causes of a mishap and thereby preventing recurrence. The sole purpose of the safety investigation is mishap prevention, not the determination of accountability.
2. The **Public Safety Department OSH Office** is responsible to ensure all mishaps are properly investigated, reported and recorded. To review all mishap investigation reports. To ensure civilian or military occupational safety and health specialists are appropriately trained to conduct mishap investigations as directed by the OSH Manager. Mishap investigators shall complete a written safety report with firm, factual findings and recommendations where appropriate, for specific corrective action to be taken to prevent recurrence.
3. **Managers and supervisors** may assist in mishap investigations; however, none of the information obtained through the safety investigation may be used for administrative or disciplinary action. At all levels the immediate supervisor has the greatest influence on mishap reporting. They need to indoctrinate all subordinates, especially new arrivals, to report all mishaps no matter how small, as well as the near misses where only chance prevented a mishap. Ensure personnel fully understand that hazardous conditions cannot be corrected unless they are reported conscientiously. Ensure that all mishaps are reported to the Public Safety Department OSH Office immediately or in a timely manner so the OSH Manager can initiate the appropriate action for the investigation.
4. **Employees** shall report immediately to their supervisor any occupational injury or illness they sustain during the course of their work. Employees who need treatment will be furnished OPNAV 5100/9, Dispensary Permit by their supervisor. Employees shall not visit the Medical Department without having obtained the Dispensary Permit. Except where necessary (emergency) to avoid delay in treatment employees may be treated at medical without the form. In this case, the form may be completed after the employee has been moved to medical.

