

CHAPTER 9

OCCUPATIONAL SAFETY AND HEALTH INSPECTION PROGRAM

1. Inspection Guidelines.

a. The Naval Air Engineering Station Lakehurst Occupational Safety and Health (OSH) Inspection Program is one of the principal means to ensure all employees work in a safe and healthful environment. By design, this inspection program identifies unsafe conditions and acts with the goal of eliminating or controlling hazards and thereby reducing mishaps and occupational disease. The authority for implementation extends through all levels of the chain of command.

2. Inspections by Workplace Supervisors. Shop supervisor will regularly inspect the workplace to ensure tools, machines, work practices, and vehicles (to include material handling) are maintained properly and are safe to use.

3. Formal Occupational Safety and Health Inspections. These inspections shall be conducted by qualified inspectors augmented by qualified Naval Medical Branch Clinic (BRMEDCLINIC) personnel, when required. A department/office representative or a shop/branch supervisor shall participate in the physical inspection of workplaces and provide detailed information concerning any existing or potential unsafe or unhealthy working conditions. Inspections are continuous (unannounced) or special as follows:

a. Continuous Inspection. Quality inspections conducted to discover conditions, procedures, and practices, which, if allowed to exist, permit mishaps or illness to occur.

b. Special Inspection. Conducted upon notification to inspect new equipment, procedures, shop relocations, or other significant modifications. Sometimes warranted after a mishap or incident to ensure adequacy of corrective action taken and to determine whether new hazards were created by the remedial efforts.

NOTE: Notification of shop relocations or significant modifications involving ventilation, welding, noise, x-rays, radiation, hazardous materials, or health hazards must be received by Public Safety Department far enough in advance to allow for a industrial hygiene review.

4. Frequency of Inspections. All workplaces, including offices, shall be inspected at least annually. For all workplaces where there is an increased risk of accident, injury, or illness due to the nature of the work performed, inspections shall be conducted more frequently in accordance with the following guide:

<u>FREQUENCY</u>	<u>RISK</u>	<u>NATURE OF WORK</u>
SA-Semiannually	High	Hazardous materials, storage facilities, aircraft hangars Maintenance shops, test warehouses, industrial shops
A-Annually	Low	Living spaces, galleys, Commissary, Navy Exchange, office spaces
Special (upon receipt of customer request)		Any workplace
F-Followup	High/Medium	Verify compliance with recommendation and appropriate corrective action

5. Inspection Procedures. All deficiencies found during an OSH inspection will be entered into an inspection log and data base. A report (Exhibit 12A) will be forwarded to the department head concerned identifying the building, shop inspector, department representative, and violations for corrective action. Violations that cannot be corrected within 30 days from the date reported are automatically assigned a priority repair code and entered in the Deficiency Abatement Plan (Exhibit 12B) until corrected. This plan is periodically reviewed by Public Safety Department and Public Works Department, , personnel who change repair priorities as needed. The deficiency abatement report is reviewed semi-annually by the Commanding Officer.

6. Hazard Priorities. Deficiencies discovered during all inspections shall be identified to a recognized standard and a written report made to the head of the department/office. Hazard priority classification will be assigned according to the following definitions:

a. Hazard Severity. The classification is an assessment of the worst potential consequence, defined by degree of injury, occupational illness, or property damage which could ultimately occur. Hazard severity categories shall be assigned by Roman numeral, according to the following criteria:

- (1) Category I - Catastrophic. May cause death or loss of facility.

(2) Category II - Critical. May cause severe injury, severe occupational illness, or major property damage.

(3) Category III - Marginal. May cause minor injury, minor occupational illness, or minor property damage.

(4) Category IV - Negligible. Probably would not affect personnel safety or health but is nevertheless in violation of specific criteria.

b. Mishap Probability. An expression of the probability that a hazard will result in a mishap based on an assessment of such factors as location, exposure in terms of cycles or hours of operations, and affected population. Mishap probability is based on a one year exposure equivalency. Mishap probability shall be assigned an Arabic letter according the following criteria:

- (1) Subcategory A. Likely to occur immediately or within a short period of time.
- (2) Subcategory B. Probably will occur within one year.
- (3) Subcategory C. May occur within one year.
- (4) Subcategory D. Unlikely to occur within one year.

c. Risk Assessment Code. An expression of risk which combines the elements of hazard severity and mishap probability, e.g., IA, IIIB, etc. The table below shall be used to rank order risk assessment code.

<u>HAZARD SEVERITY</u>	<u>MISHAP PROBABILITY</u>			
	A	B	C	D
I	1	1	2	3
II	1	2	3	4
III	2	3	4	5

d. Imminent Danger. An expression for a hazardous situation for which a risk assessment code of Category IA, IIA, or IB has been assigned.

7. Corrective action on noted deficiencies shall be initiated within 30 days following the date of notification of the deficiency signed by the department head and returned to the Public Safety Department. The submission of a work request to other departments for assistance in no way terminates the department/office action. Follow-up action is the responsibility of the work

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request originator and is terminated upon completion of corrective measures. If, due to operational and fiscal constraints, noted deficiencies cannot be corrected, a report identifying the reason for noncompliance shall be forwarded by the department head to the Public Safety Department.