

# NAES STANDARD OPERATING PROCEDURE

## Public Safety Department (OSH Division)

<b>Document No:</b> SOP010-14	<b>Revision NO:</b> 1	<b>Prepared By:</b> Tom Skirzynski	<b>Approved By:</b> Stephen Rudowski, OSH Manager
<b>File Name:</b> Unsafe/Unhealthful Condition		<b>Effective Date:</b> 08/2002	<b>No of Pages:</b> 2

### 1.0 PURPOSE

This Standard Operating Procedure (SOP) provided guidance on establishing a channel of communication for NAES civilian and military employees and those supervisory personnel responsible for safety and health matters for the purpose of ensuring prompt response to, and analysis of, report of alleged unsafe or unhealthful working conditions.

### 2.0 APPLICATION

This SOP applies to all individuals reporting an Unsafe/Unhealthful Condition.

### 3.0 REFERENCES

OPNAVINST 5100.23F  
29 CFR 1960  
CO Policy Ltr 80B150-3/9273 dtd 10/6/99

### 4.0 PROCEDURES

1. Each employee has a responsibility to him/herself and to others to promptly report any suspected unsafe or unhealthful working conditions. All personnel are strongly encouraged to do so.
2. Reports may be made orally or in writing to the employee's supervisor. When reporting an unsafe or unhealthful working condition, a complete description of the hazard or the violation, location of the deficiency (building number, etc.), the originator's name, and work phone number are required. Forms for reporting unsafe or unhealthful conditions are available from all supervisors and the Safety Office, and may be used to report such deficiencies. There are also forms (OPNAV 5100/11) posted at each official bulletin board.
3. If the employee desires that his/her name not be revealed, the written report may be submitted directly to the Public Safety Department, Code 8.4.1, Mailstop, 5-1, where personal identification shall be deleted. The written report shall be treated in the same manner as those where the originator is identified.
4. Immediate supervisors who receive an unsafe or unhealthful working condition report shall promptly investigate the situation and take appropriate corrective action. Supervisors shall contact the Public Safety Office x2525 for assistance, as necessary. Supervisors shall inform the reporting employee of all action taken on oral reports. The Safety Office shall investigate all reports brought to its attention. If the reported situation involves a health hazard, as opposed to a safety hazard, the Safety office shall refer the report to the medical activity for investigation as necessary.
5. When the report is first received into the Safety Office the OSH Manager will send a letter to the person who submitted the complaint, to acknowledge receipt of the complaint. The OSH Manager will then assign the investigation of the report to a safety specialist.
6. When the safety specialist receives the report, the report will be registered in the Unsafe/Unhealthful logbook and assigned a Serialization number.

7. Upon investigation of the complaint the OSH Manager will send an interim letter to the person who submitted the complaint within 10 working days of receipt. This interim response letter will include the findings of the investigation by the safety specialist, work request number if one is assigned, and a risk assessment code for a safety deficiency, if needed. It will also include an expected date of complete response. If a work request/service call is required to correct the complaint the following actions will be taken:
  - a. A NAVOSH Deficiency Notice if necessary will be written documenting the corrective action and will include interim controls if warranted.
  - b. The deficiency if not corrected within 30 days will be entered into the Deficiency Abatement Plan.
  - c. The deficiency will be tracked monthly until corrected.
8. When the complaint has been completely corrected, the OSH Manager will send a complete response letter to the person who submitted the complaint. The complete response letter shall include a summary of all abatement action and encouragement to the originator to informally contact the OSH office for additional information or if they are dissatisfied with the response. Complete responses shall indicate that formal appeals can be made and shall state or provide the reference for procedures for making appeals and levels of appeals.
9. If the originator of a report is dissatisfied with corrective action taken, he/she may appeal the decision to the next higher level. Appeals procedures are posted on all official bulletin boards and are contained in SAF-TM-5100, NAES Public Safety Department NAVOSH Program Manual. Reports or appeals which bypass the established procedures will be returned to an employee, thereby delaying prompt action.
10. It is emphasized that no reprisals or other punitive action will be taken against any employee originating a report.