DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
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NAVSUPPACT NAPLES INST 5100.1G CH-1
N35
24 AUG 2015

NAVSUPPACT NAPLES INSTRUCTION 5100.1G CHANGE TRANSMITTAL 1

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: OCCUPATIONAL SAFETY AND HEALTH (OSH) PROGRAM

Encl: (1) Revised Page "v"
(2) Chapter 21

1. Purpose. To update page "v" and add Chapter 21 of the basic instruction.

2. Action. Remove page "v" of the basic instruction and insert enclosures (1) and (2) of this change transmittal.

D. W. CARPENTER

Distribution:
NAVSUPPACT NAPLES INST 5216.4BB
Lists: I through IV
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CHAPTER 21
EMERGENCY ACTION PLAN

Ref: (a) 29 CFR 1910.38

20.0. Policy. NAVSUPPACT Naples departments shall have an emergency action plan. Per reference (a), the plan must be in writing, kept in the workplace, and available to employees for review.

21.1. Purpose. The purpose of an Emergency Action Plan (EAP) is to give procedures to follow in case of an emergency.

21.2. Minimum Elements of an Emergency Action Plan. An emergency action plan must include at a minimum:

a. Procedures for reporting a fire or other emergency;

b. Procedures for emergency evacuation, including type of evacuation and exit route assignments;

c. Procedures to follow for mission essential function (MEF) employees who remain to operate critical operations (if any) before they evacuate;

d. Procedures to account for all employees after evacuation;

f. Procedures to be followed by employees performing rescue or medical duties; and a list of employees (by name or job title) who may be contacted for more information about the plan or an explanation of their duties under the plan.

Note: For Emergencies Call: Emergency Management Dispatch
DSN Emergency Line: 626-4911
Commercial Emergency Dialing: 081-568-4911
Non-Emergency Line: 626-5638/5639

g. The EAP shall also include procedures for Shelter-In-Place such as in the event of an active shooter incident or environmental release. (Refer to NAVSUPPACT Naples Instruction 3490.17A, section 4, appendix 21 (active shooter incident), tab B)

Note: Active shooter response for building occupants.

DO lock and barricade doors.

DO turn off lights.

DO close the blinds.

DO block windows.

DO turn off radios and computer monitors.

DO stay out of sight and take adequate cover/protection.

DO silence cell phones.

DO know all alternate exits in your building.

DO leave the premises, if possible, without compromising your safety or the safety of others and call 911 from any base phone.

DO report your specific location (e.g., building name and office/room number) or any other pertinent information to authorities.

DO NOT stand by doors or windows.

DO NOT engage the shooter(s).

DO NOT attempt to rescue other people unless it can be done without further endangering yourself or others.

h. Contact the Safety Department or the Emergency Management Division to obtain a sample EAP.

21.3. Emergency notification. Emergency notification will come from the base giant voice system, email, computer desktop notification system, by phone, or a runner/by word of mouth. Likely scenarios could include earthquake, fire, medical emergency, hazardous materials incident, and volcanic activity.

21.4. Responsibilities

a. Department Heads shall designate a primary and an alternate point of contact (POC) to manage the department's or sub-unit's EAP. EAP POCs shall review the unit EAP annually. EAP POCs must ensure the accuracy of unit personnel rosters, muster points and muster procedures. Larger units may benefit by splitting their rosters, e.g. alphabetically, and assigning POC duties to additional individuals.

b. NAVSUPPACT Naples Emergency Management Office will designate a Primary Muster Point and provide location maps.

c. EAP POCs or designees shall ensure unit members are trained on this plan.

(1) When the plan is developed;

(2) Within 30 days of signing in to the unit;

(3) When the employee's responsibilities under the plan change;

(4) When the plan is changed. EAP POCs may document this training in Enterprise Safety Applications Management System (ESAMS). Contact the Safety office for assistance.

21.5. Pre-Emergency Considerations

a. General. Emergency notification will come from the base giant voice system, e-mail, AtHoc, by phone, or a runner/by word of mouth. While responding, consider first aid needs and maintain awareness of surroundings during all evacuation or shelter-in-place procedures. Take all necessary actions to safeguard lives, including your own, though evacuees should not take any uncommon personal risk to perform medical emergency services, unless certified to do so.

b. Unit-specific. Evacuation requirements may differ from one unit to the next, due to unique circumstances. For example, units with employees trained to perform medical or rescue duties may have special requirements to join another unit to assist, or

remain behind with emergency responders. Other examples include units who require personnel to remain at their posts; the Security Military Working Dog program; units with sensitive resources to secure before evacuating, etc.

c. Muster requirements.

(1) During the evacuation, individuals arriving at muster points check in with their EAP POCs, who shall annotate the unit personnel roster. EAP POCs will relay personnel accountability to the Incident Commander (IC). Unforeseen events—such as missing personnel or a change in muster point location—will be communicated between the EAP POC to the IC.

(2) To ensure continuity in cases of extended events, individuals trained on this plan but not appointed EAP POC may function at muster points as POC designees, once briefed by EAP POCs of situational specifics.

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NAVSUPPACT NAPLES INST 5100.1G
N35
29 JAN 2015

NAVSUPPACT NAPLES INSTRUCTION 5100.1G

From: Commanding Officer, U.S. Naval Support Activity
Naples, Italy

Subj: OCCUPATIONAL SAFETY AND HEALTH (OSH) PROGRAM

Ref: (a) OPNAVINST 5100.23G
(b) OPNAVINST 5100.25C
(c) OPNAVINST 5102.1D
(d) Italian Legislative Decree 81/2008

Encl: (1) Occupational Safety and Health Program Manual

1. Purpose. To implement Navy Occupational Safety and Health (NAVOSH) instructions and to promulgate Safety and Occupational Health regulation pertinent to NAVSUPPACT Naples installation. This instruction and enclosure have been revised substantially and should be reviewed in their entirety.

2. Cancellation. NAVSUPPACT NAPLES INST 5100.1F and NAVSUPPACT NAPLES INST 5420.5I.

3. Applicability. This instruction applies to all Navy military and Navy appropriated and non-appropriated funds civilian personnel of NAVSUPPACT Naples, tenant/supported commands and other units.

4. Scope. This instruction supplements references (a) through (d).

5. Compliance. All levels of the chain of command are responsible for ensuring compliance with these instructions and with higher directives, and ensuring all personnel are properly trained.

D. W. CARPENTER

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NAVSUPPACT NAPLES INST 5100.1G

29 JAN 2015

OCCUPATIONAL SAFETY AND HEALTH MANUAL

U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY

Enclosure (1)

ENTERING CHANGES

1. The NAVSUPPACT Naples, Occupational Safety and Health Manual shall be maintained up-to-date as follows:

2. Brief changes, such as single-word substitutes, shall be entered by pen-and-ink. More lengthy changes and additions will be done by page replacement.

3. Page changes shall be issued as required.

4. Upon completion of a change entry, a pen-and-ink entry shall be made in the record of changes.

RECORD OF CHANGES

Correction or Change No.	Date of Change	Date Entered	By Whom Entered

U.S. NAVAL SUPPORT ACTIVITY, NAPLES
SAFETY AND OCCUPATIONAL HEALTH MANUAL

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EXECUTIVE SUMMARY

U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy is committed to the health and safety of its employees, tenants and guests at all NAVSUPPACT Naples facilities. This program is intended to protect employees from injury or occupational illnesses by implementing comprehensive, cost-effective safety measures in accordance with the Navy Occupational Safety and Health (NAVOSH) Program, Italian safety regulations, industry standards and Federal legislative requirements.

The Occupational Safety Health (OSH) Manual presents safety and occupational health regulations pertinent to NAVSUPPACT Naples. The manual has been substantially rewritten and must be reviewed in its entirety. The manual applies to all personnel and operations and emphasizes individual responsibility for safety. This manual describes the responsibility of all levels of the chain of command to comply with applicable instructions and higher safety directions and regulations.

The manual is organized into chapters which address specific safety subject areas and list responsibilities for employees and supervisors. Questions of content or implementation may be addressed to the NAVSUPPACT Naples Safety Office.

CHAPTER 1
OCCUPATIONAL SAFETY AND HEALTH PROGRAM

Ref: (a) Occupational Safety and Health Act of 1970 (OSH Act), 29 U. S. C.
(b) OPNAVINST 5100.23G, Chapter 2
(c) CNIC INST 5100.3
(d) Italian Legislative Decree 81/08

1.0. Policy. NAVSUPPACT Naples is committed to the health and safety of its employees, tenants and guests at all NAVSUPPACT Naples facilities. To protect employees from injury or occupational illnesses, NAVSUPPACT Naples will implement a comprehensive, cost-effective safety program in accordance with NAVOSH Program, Italian safety regulations, industry and consensus standards and in compliance with Federal legislative requirements per references (a) through (d). The command is committed to continuous improvement toward a mishap-free workplace through effective safety administration, inspections, investigations, education and training.

1.1. Applicability. The provisions of this manual apply to all NAVSUPPACT Naples, personnel and operations. This manual also applies to all tenants receiving safety services support through Base Operating Support (BOS) agreements per reference (c). Exceptions or specified limitations may be made, as required, for military unique equipment, systems, and operations and for conditions governed by other statutory authorities.

1.2. Scope. This instruction does not implement specific local requirements for hazardous materials control and management, traffic safety, and confined space entry. Program requirements for hazardous materials control and management, traffic safety, and confined space entry may be found in NAVSUPPACT NAPLES INST 5100.6F, 5100.11A, and 5100.13 respectively.

1.3. Chain of Command. The Commanding Officer (CO) via the Safety Manager shall be the focal point for all matters concerning the NAVSUPPACT Naples NAVOSH Program. All correspondence and/or requests associated with this program shall be forwarded through this channel.

CHAPTER 2
ORGANIZATION AND ADMINISTRATION

Ref: (a) OPNAVINST 5100.23G, Chapter 3
(b) Italian Legislative Decree 81/08
(c) CNICINST 5100.3

2.0. General. The OSH Program at NAVSUPPACT Naples is organized and administered under the staff direction of the Safety Manager. The Safety Manager reports directly to the CO in a staff Special Assistant capacity. NAVSUPPACT Naples Executive Officer is first line manager and rating official to the Safety Manager. The command also employs a staff Special Assistant, *il responsabile del servizio di prevenzione e protezione* (RSPP) per reference (b). The RSPP works closely with the Installation Safety Manager and provides safety and health advisory services relating to Italian safety regulations to the CO and tenant organizations.

2.1. Responsibilities

a. CO, NAVSUPPACT Naples. Per references (a) through (c), the CO is responsible for safety within the command. The CO places responsibility for preventing mishaps and injuries directly on department heads and supervisors and holds them accountable for mishaps that occur in areas under their control. Safety is everyone's responsibility and accepting this responsibility is a condition of employment.

b. COs/Officers-in-Charge of tenant commands/support units are responsible for implementing the NAVOSH Program to protect their personnel. They are also responsible for the compliance with local safety laws and regulations. The NAVSUPPACT Naples, Safety Department will annually conduct a BOS safety needs assessment survey of all commands supported per reference (c) and provide safety services according to BOS safety agreements.

c. NAVSUPPACT Naples, Department Heads and supported tenant commands will appoint Collateral Duty Safety Officers (CDSO) in writing and forward copies of appointment letters to the NAVSUPPACT Naples Safety Department. CDSOs act as the NAVSUPPACT Naples Safety Department points of contact for all

OSH related matters. NAVUSPPACT Naples Safety Department will provide CDSOs with a specific training on their responsibilities per NAVOSH Safety Program and NAVSUPPACT Naples directives and safety policy.

d. Supervisors shall be responsible for the health and safety of workers under their supervision and shall halt any operation that places personnel, facilities, or equipment in imminent danger; take immediate corrective action, and notify the Safety Department of conditions that cannot be readily corrected.

e. All employees are responsible for accomplishing their work in a manner that will assure their own safety and the safety of those persons working around them.

f. NAVSUPPACT Safety Manager will provide day-to-day management and direction to implement and execute the command OSH program.

2.2. Enterprise Safety Applications Management System (ESAMS). Commander, Naval Installations Command (CNIC) has selected the ESAMS as the safety system management tool to provide a secure compliant web-based means to manage all facets of the Navy's Shore OSH programs. NAVSUPPACT Naples, Safety Department uses ESAMS. ESAMS is a suite of web-enabled modules to manage OSH data requirements including training, mishap reports, direct and indirect costs, medical surveillance, and hazard analysis, among other key safety metrics. ESAMS enables Navy personnel to demonstrate full compliance with all current Occupational Safety and Health Administration (OSHA), Department of Defense (DoD), and Navy OSH standards. ESAMS provides real-time data for headquarters and command level personnel allowing them to make informed decisions in mishap prevention measure, and it automates many of the OSH program data calls and required reports per federal, DoD, and Navy safety directives and guidance. Another benefit of ESAMS is that it allows employees supervisors, training coordinators, and safety professionals to manage their training, medical surveillance, mishap, inspection, deficiency data and requirements for each level of command. CNIC has directed full implementation of ESAMS at all CNIC installations. The NAVSUPPACT Naples, Safety Department provides the training and user account set up on ESAMS for all NAVSUPPACT Naples departments and tenant commands.

CHAPTER 3
COUNCILS AND COMMITTEES

Ref: (a) OPNAVINST 5100.23G, Chapter 4
(b) Italian Legislative Decree 81/08
(c) NAVSUPPACT NAPLES INST 5100.6F
(d) NAVSUPPACT NAPLES INST 5100.11A

3.0. Safety Committees and Councils. Active participation to safety committees is essential for an OSH Program. Multiple viewpoints and interests of groups and individuals on matters pertaining to employee occupational safety and health can improve program effectiveness. Employee participation may lead to new/revised policies and procedures and may lead to program improvements that have the potential to benefit individuals, groups and the command as a whole. NAVSUPPACT Naples will implement councils and committees per reference (a) as follows:

a. OSH Policy Council

(1) The OSH Policy Council exists pursuant to reference (a) to provide the CO with proposed policies and program objectives, to suggest or recommend measures to correct program deficiencies and to identify, define and study occupational safety and health problems of the organization and recommend solutions.

(2) The CO, NAVSUPPACT Naples shall chair the council. Members include all NAVSUPPACT Naples department heads.

(3) The OSH program manager shall act as recorder and distribute meeting minutes to the CO, NAVSUPPACT Naples, attendees, NAVSUPPACT department heads and special assistants.

(4) The council shall meet at least once per year as scheduled by the chairperson. The council may meet more often as deemed necessary by the Chair.

b. Periodic committee meetings per article 35 of reference (b).

(1) The CO, directly or through the RSPP, calls a meeting at least once a year. During this meeting, the RSPP will present the risk evaluation document, the trend of accidents and occupational diseases, the sanitary surveillance

programs, the programs of information and education for the executives, for supervisors and for the workers regarding safety and health.

(2) The CO, NAVSUPPACT Naples or a representative shall chair the meeting. The RSPP, the competent physician and the workers' safety representative shall attend.

(3) Topics for discussion may include codes of behavior and good practices to prevent risk of accidents and diseases to be included in the workplace safety management system.

(4) The RSPP may schedule meetings more frequently when there are significant changes in the exposure to risks.

(5) The RSPP will ensure that meeting minutes are recorded and made available to the participants.

c. CDSO OSH Committee.

(1) The CDSO OSH Committee exists to sustain staff and supervisory interest and support of the program; address specific problems of concern at major element level. The committee may also review mishap investigation reports and root cause analyses to determine what specific and general controls to implement. The committee may also make recommendations on ways to improve the effectiveness of safety and health rules, regulations, procedures, and instructions.

(2) NAVSUPPACT Naples, OSH program manager shall chair the committee.

(a) Membership shall consist of CDSOs from each tenant activity and a CDSO from each department.

(b) Meetings shall be held at least quarterly.

(c) The chairman shall provide a recorder.

d. Hazardous Materials/Hazardous Waste (HM/HW) Coordinators. Reference (c) describes the function and requirements of the HM/HW Coordinators.

e. Traffic and Motorcycle Safety Council. Reference (d) outlines the function and requirements of the Traffic and Motorcycle Safety Council.

CHAPTER 4
OCCUPATIONAL SAFETY AND HEALTH INSPECTION AND DEFICIENCY ABATEMENT

Ref: (a) OPNAVINST 5100.23G, Chapter 9
(b) OSHA 29 CFR 1910
(c) Italian Legislative Decree 81/08

4.0. General. NAVSUPPACT Naples will implement a safety inspection and deficiency abatement program per references (a) though (c). The program informs command, department heads and supervisory personnel of facility and program deficiencies and overall program effectiveness in providing safe and healthy working environment for all military and civilian personnel at NAVSUPPACT Naples sites.

4.1. Responsibilities

a. NAVSUPPACT Naples, Safety Department shall:

(1) Inspect all workplaces at least annually and high hazard areas more frequently.

(2) Conduct inspections in a manner to preclude unreasonably disrupting the operation of the workplace.

(3) Discuss with personnel matters affecting their safety and health and offer them the opportunity to identify unsafe or unhealthy working conditions while remaining anonymous, if the employee requests anonymity.

(4) Bring imminent danger situations, discovered during an inspection, to the immediate attention of supervisory personnel, including the department head, for necessary action to protect affected personnel. Affected employees shall also be informed.

(5) Record inspections and deficiencies in ESAMS system; attach additional documentation as needed.

(6) Direct deficiencies discovered during workplace inspections to the persons in charge to start abatement within 15 workdays of the inspection.

b. CDSOs shall accompany the inspectors during the inspection and assist the OSH inspectors in making a fair evaluation of department's program.

c. Supervisors shall:

(1) Periodically examine their workspaces for hazardous conditions or unsafe behavior that may contribute to mishaps. Initiate corrective action to protect personnel and property.

(2) Ensure abatement is initiated within 15 days of the conclusion of an inspection conducted by the safety department/CDSO.

(3) Contact Public Works Department (PWD) Service Desk to arrange corrective action.

(4) Notify the safety department when abatement is complete.

CHAPTER 5
OCCUPATIONAL HEALTH AND INDUSTRIAL HYGIENE

Ref: (a) OPNAVINST 5100.23G, Chapter 8
(b) Italian Legislative Decree 81/08

5.0. General. NAVSUPPACT Naples will implement an occupational health and industrial hygiene program per references (a) and (b). U.S. Naval Hospital, Naples, and Branch Health Clinic Capodichino administer occupational health and industrial hygiene functions in close cooperation with the OSH program manager. Occupational health provides employee medical surveillance, medical monitoring and evaluation of work-related health issues. Industrial hygiene performs periodic surveys of NAVSUPPACT Naples workplaces. Industrial hygiene uses surveys to determine required safety training, personal protective equipment and medical surveillance or monitoring.

5.1. Responsibilities

a. Occupational health and NAVSUPPACT Naples, Safety Department will jointly determine which occupations, duties or tasks require medical examinations.

b. NAVSUPPACT Naples, Safety Department, after receiving each industrial hygiene survey, shall work with supervisors to identify employees by name, assign duty/tasks in ESAMS, assign required safety training and identify any medical surveillance changes required for their area.

c. Departments/activities shall:

(1) Review the industrial hygiene survey.

(2) Provide the occupational health department, with a copy to the safety department, with the position title, name, related information of each employee who requires periodic physical examination, and advise occupational health of changes as they occur.

(3) Ensure employee availability and attendance for required examinations.

(4) Ensure supervisors monitor their employees for any health changes that may be work-related, and arrange for a physical consultation and/or examination.

CHAPTER 6
SAFETY EDUCATION AND TRAINING

Ref: (a) OPNAVINST 5100.23G, Chapter 6
(b) OSHA 29 CFR 1910
(c) Italian Legislative Decree 81/08

6.0. General. The greater the individual employee's level of knowledge concerning safety and health and industrial hygiene (IH) matters, the more likely the workplace will be safer and mishap free. Mishap prevention, through increased safety awareness, can be achieved by widespread dissemination of safety and health training, through departmental lectures, safety notes such as in Plan of the Day and Plan of the Week messages, formal and informal safety educational meetings, and various publications issued by Naval Safety Center. NAVSUPPACT Naples will implement a safety training and awareness program per references (a) through (c).

6.1. Government Furnished Item. NAVSUPPACT Naples Safety training plan is composed of three parts: training required based on occupation, duties or assigned tasks; safety awareness training; and safety professional employee development training. Required safety training is determined based on periodic IH surveys of the work center and the safety department will establish minimum required training for all Navy military and civilian personnel to enable each person to perform work in a safe and healthy manner.

6.2 Responsibilities

a. NAVSUPPACT Naples, Safety Department will develop, implement and execute the safety training plan.

b. Supervisors are responsible for ensuring records of completed training are accurate in ESAMS.

c. Employees will complete required training.

6.3 Safety Awareness Training. Periodic safety stand-downs and safety bulletin boards are two ways to promote awareness of command safety activities and the occupational safety and health program.

a. NAVSUPPACT Naples, Safety Department will schedule and host safety stands downs through the year to promote traffic safety, seasonal recreation and off duty safety and other relevant safety topics.

b. NAVSUPPACT Naples department heads and tenant commands shall provide bulletin boards, located in a high visibility area and sufficiently large enough to accommodate safety materials. NAVSUPPACT Naples, Safety Department will provide the required safety information for departments and tenant commands to post. Departments and tenant commands may obtain materials for bulletin boards at http://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/om/safety.html. The safety department will inspect bulletin boards during routine area safety inspections.

CHAPTER 7
HEARING CONSERVATION

Ref: (a) OPNAVINST 5100.23G, Chapter 18
(b) 29 CFR
(c) 1910Legislative Decree 81/08

7.0. Objective. The objective of the NAVSUPPACT Naples, Hearing Conservation Program is to prevent hearing impairment that results from occupational-related noise hazards. NAVSUPPACT Naples will implement a hearing conservation per references (a) through (c).

7.1. Background. This program ensures protective measures satisfactorily prevent hearing impairment, and provides for modifications to these measures when needed. Program elements include awareness, education, regular surveillance of workspaces and-where applicable-Personal Protective Equipment (PPE) and periodic audiometric testing for program enrollees.

7.2. Program Applicability and Responsibilities. The NAVSUPPACT Naples, Hearing Conservation program applies to all military, civilian, and local national personnel assigned to NAVSUPPACT Naples that are exposed to hazardous noise levels. Responsibilities are as follows:

a. NAVSUPPACT Naples, Safety Department is the primary contact for guidance on compliance with the Hearing Conservation program. The safety department shall assist the supervisor to interpret and implement IH surveys. NAVSUPPACT Naples, Safety monitors program compliance and coordinates with management, where needed, to more effectively implement the program.

b. Managers shall be responsible for implementing the hearing conservation program. Management confirms prompt review and full implementation of IH surveys. Management is responsible for ensuring all employees enroll in ESAMS and identifying affected employees for inclusion in the Hearing Conservation program. Management will be responsible for the communication of changes in work center conditions that affect noise hazards (e.g., new machinery) to IH, occupational health and NAVSUPPACT Safety.

c. Supervisors will inform workers of work center hearing conservation requirements and actively promote education, awareness, and maximum participation in the program. Supervisors shall monitor compliance and condition of PPE, and move to correct compliance/PPE deficiencies. Refer to Chapter 8 of this document for PPE requirements. Supervisors will inform management of changes in work center conditions that may affect noise levels. Supervisors are responsible for ensuring affected employees complete required training.

d. Employees enrolled in the Hearing Conservation program shall take ESAMS course ID 110 Hearing Conservation Course. This course emphasizes individual responsibilities, on-duty and off-duty hearing protection techniques, and the proper wear and upkeep of PPE. Upon enrollment in the Hearing Conservation program, workers shall complete this training before further exposure to hazardous noise levels. Workers shall retrain on the same ESAMS course every 12 months. Enrollees will be familiar with usage and maintenance of PPE, and will use and maintain issued PPE as directed.

CHAPTER 8
PERSONAL PROTECTIVE EQUIPMENT (PPE)

Ref: (a) OPNAVINST 5100.23G, Chapter 20
(b) 29 CFR 1910
(c) Italian Legislative Decree 81/08

8.0. Objective. The objective of the PPE Program is to ensure protective equipment is available where required, individuals are aware of these requirements, and remain informed on PPE usage and upkeep. NAVSUPPACT Naples will implement a personal protective equipment program in accordance with references (a) though (c).

8.1. Background. PPE is used to provide a "last line of defense" against recognized hazards that cannot be eliminated by engineering controls, revision of manufacturing or processing methods, a change in materials or material handling methods or physically guarding at the source of danger.

8.2. Responsibilities. Personnel whose work places them in hazardous conditions must wear prescribed PPE per references (a) through (c). Responsibilities are as follows:

a. NAVSUPPACT Safety serves as the primary contact for guidance on PPE requirements and usage at work. NAVSUPPACT Safety monitors program compliance and coordinates with management, where needed, to more effectively implement the program.

b. Managers shall be responsible for administering their PPE program. Management ensures supervisors have the means to order and stock sufficient PPE for work center requirements. Management will be responsible for PPE requirement changes due to evolving work center conditions.

c. Supervisors will ensure employees complete required training in ESAMS: courses 239 or 1398. Supervisors shall ensure workers are informed of work center PPE requirements, and will order and stock sufficient PPE at government expense for work center requirements.

d. Employees shall wear required PPE when performing tasks that require PPE. Employees required to wear PPE will train in ESAMS course(s) 196 and/or 206, and will receive OJT as defined in courses 239 and/or 1398, as required. Emergency responders will also remain current in ESAMS course 1761. Workers are responsible for the proper usage and upkeep of issued PPE, and will inform their Supervisor when equipment is in need of replacement or repair.

CHAPTER 9
SIGHT CONSERVATION

Ref: (a) OPNAVINST 5100.23G, Chapter 19
(b) ANSI Standard Z358.1-2004
(c) Italian Legislative Decree 81/08

9.0. Policy. NAVSUPPACT Naples will implement a sight conservation program per references (a) through (c). The sight conservation program shall include, but not be limited to, the following program elements:

a. Identification and evaluation of eye hazardous areas, processes, and occupations.

b. Prescription protection eyewear program.

c. Provision and maintenance of appropriate PPE at government expense.

d. An employee training program.

e. Effective program enforcement.

9.1. Responsibilities. Commands shall provide emergency eyewash facilities meeting the requirements of reference (b) in all areas where the employees' eyes may be exposed to corrosive or caustic materials. All such emergency facilities shall be located where they are easily accessible to those in need. Work Centers shall:

a. Activate plumbed eyewash units weekly for a period long enough to verify operation and flush the line. Place inspection and maintenance tags on eyewash units to document most current inspection/maintenance.

b. Maintain pressurized and non-pressurized self-contained eyewash units quarterly, as a minimum, or per manufacturer's recommendations, whichever is more frequent. Periodic maintenance includes cleaning of the unit, replacement of eyewash fluid (depending on manufacturer's recommendation),

and checking for proper operation. Where required by the manufacturer, activity shall use additives specified by the manufacturer, and change fluid at an interval recommended by the manufacturer of the additive.

c. Maintain written, dated and signed maintenance records for a period of one year.

Note: Activities should only use self-contained eyewash units on a temporary basis until permanent emergency eyewash facilities can be installed or at remote locations where water is not readily available. The safety department will only authorize personal eyewash units for other operations not involving corrosives, on a case-by-case basis.

9.2. Occupational Eye Care Service and Equipment. The safety department shall consult with supply officers and U.S. Naval Hospital (USNH) Naples to determine the most suitable procurement procedures when prescription protective eyewear is required. It is a civilian employee's responsibility to obtain an eye refraction exam and secure an accompanying prescription for safety glasses. Activity COs shall establish procedures for obtaining prescription safety eyewear through contracts, reimbursement, cognizant medical activity, or other methods. Vision screening (e.g. visual acuity, visual fields, color vision) shall determine whether employees (or employee applicants) meet essential job elements. When Navy Medicine provides these services, all medical forms and evaluations must be documented according to the Bureau of Medicine and Surgery and USNH Naples forms.

9.3. Temporary Protective Eyewear. The work center shall provide safety eyewear or goggles to visitors, instructors and others who must enter or pass through eye hazardous areas. In addition, the work center shall provide temporary protective eyewear to employees awaiting delivery of corrective-protective eyewear.

CHAPTER 10
RESPIRATORY PROTECTION PROGRAM

Ref: (a) OPNAVINST 5100.23G, Chapter 15 and 26
(b) 29 CFR 1910.134
(c) Italian Legislative Decree 81/08

10.0. Purpose. The Respiratory Protection Program provides information and guidance on the selection, use, and care of respirators to safeguard the health and life of personnel. NAVSUPPACT Naples will implement a respiratory protection program per references (a) through (c).

10.1. General. Whenever possible, use engineering control measures such as local ventilation to prevent occupational exposure to air contaminants that can be dangerous if inhaled. When effective engineering measures are not feasible, or during installation, use appropriate respiratory protection to ensure personnel protection.

10.2. Respirator Selection. The Industrial Hygienist, Respiratory Protection Program Manager (RPPM) and all first line supervisors will be responsible for determining the need for respiratory protection for the employees. The RPPM shall select the proper respiratory equipment based on the potential/known exposure based on the IH survey. Only respirators approved by the RPPM shall be used. The respirators can be of the following type:

a. Air-purifying respirator. A respirator that removes air contaminants by filtering, absorbing or chemical reaction with the contaminants as they pass through the respirator canister or cartridge.

b. Supplied-Air Respirator. A respirator that provides breathing air independent of the environment (currently not in use at NAVSUPPACT, Naples).

c. Self-Contained Breathing Apparatus (SCBA). A respirator that allows the user complete independence from a fixed source of air and offers the greatest degree of protection.

10.3. Training. Training is required for the person who issues respirators, the supervisor of the respirator user, and the respirator wearer. The safety department will provide annual refresher training and will record the training in ESAMS.

10.4 Responsibilities

a. The safety department shall ensure that a qualified RPPM is appointed in writing.

b. The RPPM shall:

(1) Specify the correct respirator according to the nature of the hazardous operation or process.

(2) Perform fit testing as required (annual/semi-annual) for each individual using a respirator.

(3) Enter respirator training and fit test in ESAMS.

(4) Establish a respirator maintenance program.

(5) Periodically inspect workspaces to monitor respirator use.

(6) Ensure employees who respond to CBRNE incidents are enrolled in medical surveillance and respiratory protection program.

(7) Ensure that air sources of breathing air for supplied air respirators or SCBA shall meet at least the minimum Grade D breathing air requirements

(8) Ensure that activities using supplied air respirators (Fire division) conduct monitoring of the breathing air quality at least quarterly and provide the safety department with results.

(9) Maintain breathing air quality test results for five years.

(10) Review and approve work center respiratory standard operating procedures (SOPs) every three years.

(11) Perform an annual self-assessment of the respiratory protection program.

(12) Coordinate with Industrial Hygiene for an annual review of the respiratory protection program.

c. USNH Naples is the provider of choice for respiratory protection support services including employee testing and medical recordkeeping.

d. Supervisors will:

(1) With IH and Safety, determine employee need for respiratory protection and forward to the RPPM a completed respirator control form for each employee requiring respiratory protection.

(2) Ensure employees wear respirators properly when respiratory protection is required.

(3) Ensure employees maintain assigned respirators in good working condition.

(4) With the RPPM, develop SOPs and post in all work areas where respirators are used. SOPs shall include selection, care, issue, use, emergency procedures, and maintenance requirements.

(5) Inform the safety department of any changes of hazardous operations or processes that might require respirator changes.

(6) Implement the chemical cartridge change out schedule as required.

e. Respirator users will:

(1) Get routine physicals/medical screening as required.

(2) Attend fit testing and training.

(3) Routinely inspect equipment. Contact the safety department for assistance with damaged or worn equipment.

CHAPTER 11
ERGONOMICS

Ref: (a) OPNAVINST 5100.23G, Chapter 23
(b) Italian Legislative Decree 81/08

11.0. Background. Navy Ergonomics Program seeks to prevent injuries and illnesses by applying ergonomic principles to identify, evaluate and control of ergonomic hazards. Ergonomic hazards are workplace conditions that pose a biomechanical stress to a worker's body because of posture and force requirements, work/rest regimens, repetition rate, or other similar factors. Aggressive and coordinated action is necessary to prevent back injuries and control claims and costs. NAVSUPPACT Naples will implement an ergonomics program per references (a) and (b).

11.1. Responsibilities

a. The safety department shall:

(1) Conduct an annual analysis of its injury and illness experience to include and identify any cumulative trauma disorders (CTD), back injuries, and other ergonomic hazards.

(2) Identify specific departments or operations experiencing CTD and back injury cases. Make available training, medical surveillance, and engineering studies to eliminate hazards.

(3) Provide appropriate ergonomic training for employees and supervisors.

b. Supervisors shall:

(1) Immediately report all ergonomics and back injuries to the safety department.

(2) Complete ergonomics awareness training and survey employee workplace for ergonomic hazards. Contact the Safety department for assistance with suspected ergonomic hazards.

(3) Refer employees with ergonomic injuries to the USNH Naples.

(4) Make every effort to employ injured personnel via a return-to-work program that includes light duty, job restructuring and rehabilitation.

c. Employees shall:

(1) Immediately report all ergonomics and back injuries to the supervisor.

(2) Complete required ergonomics awareness training.

CHAPTER 12
LEAD CONTROL

Ref: (a) OPNAVINST 5100.23G, Chapter 25
(b) 29 CFR 1910.1025

12.0. Policy. NAVSUPPACT Naples will implement a lead control program per references (a) and (b). The goal of the program is to prevent lead intoxication and related injuries while using, handling, removing and melting materials containing lead. Lead referred to in this chapter means metallic lead, all inorganic lead compounds, and organic lead soaps. Common uses for lead and lead compounds include paint filler and hardener, rubber antioxidant, solder for electrical components and pipe joints, high voltage cable shielding, small arms ammunition, batteries, roof flashings and weights. Polyurethane and water base paints may also contain lead.

12.1. Controlling Lead in the Work Place. The basic principles for controlling hazards in the occupational environment include substitution with less hazardous materials, engineering controls, administrative controls (job rotation, work time limits), and use of personal protective equipment. General work place control practices are:

a. Interior paint coatings must not contain lead.

b. Hot operations, melting lead or torch and welding operations on lead containing materials, are of primary concern because they can generate large amounts of breathable lead. When feasible, minimize heating lead and leaded materials. Use thermostatically controlled heating or, if feasible, remove lead containing surface coatings or lead contaminants prior to heating.

c. To minimize exposure potential, isolate hot work on lead operations and abrasive lead removal operations to the extent feasible, from other operations.

d. Use low lead content solder in all plumbing repairs or installations, to minimize potential exposure to workers and lead levels in drinking water.

12.2 Industrial Hygiene Surveillance. An industrial hygienist shall evaluate all work places at least annually where lead is used, in accordance with references (a), and (b).

12.3. Mobile Firing Range Facility (MFRF). NAVSUPPACT Naples SEC SOP 5702 addresses lead exposure and respiratory controls for individuals assigned to the MFRF. All provisions of this directive should be followed for lead control issues concerning the MFRF, to include Industrial Hygiene Survey findings/results and recommendations.

12.4. Responsibilities

a. The safety department will provide appropriate lead safety training to affected employees.

b. Supervisors shall:

(1) Ensure employees complete appropriate lead safety training.

(2) Ensure employees use appropriate engineering controls such as local exhaust ventilation and wear appropriate PPE as required.

(3) Ensure employees make and attend regular medical screening for lead with occupational medicine.

c. Employees shall:

(1) Complete required lead safety training.

(2) Use appropriate controls and PPE to reduce lead exposure.

(3) When enrolled in medical surveillance for lead exposure, get regular screening by occupational medicine.

CHAPTER 13
MISHAP REPORTING AND RECORDKEEPING

Ref: (a) OSHA 29 CFR 1904
(b) OPNAVINST 5102.1D
(c) OPNAVINST 5100.23G, Chapter 14
(d) NAVSUPPACTINST 5100.14A
(e) Legislative Decree 81/2008

13.0. Policy. NAVSUPPACT Naples will implement a mishap investigation and recordkeeping program per references (a) through (e). The sole purpose of the safety investigation is mishap prevention, not the determination of accountability. Information obtained in a safety investigation is privileged information and cannot be used for administrative or punitive actions. The safety department uses a variety of sources to investigate mishaps including employee and supervisor reports, incident reports from the security department, occupational medicine and industrial hygiene reports, HRO employee compensation claims, among other sources. Per references (a) through (d), the safety department shall investigate and record all mishaps, as follows:

a. All mishaps involving military, both on-duty and off-duty.

b. All civilian occupational mishaps, injuries or illness.

c. Any mishap that results in government property damage.

Note: Reference (d) provides reporting requirements for local national employees. Important: A report of on-the-job injury must be made to the National Insurance Institute for Workers Compensation (Istituto Nazionale per l'Assicurazione contro gli Infortuni sul Lavoro (INAIL)) within two business days, excluding Sundays and Italian Holidays. Failure to report an injury to local authorities within this timeframe may result in fines to the department.

13.1. Responsibilities

a. All injured employees, civilian, active duty on or off duty, and LN, shall immediately notify their supervisor of the mishap.

b. Supervisors shall:

(1) As soon as possible, make a telephone report of the mishap to the Safety department and submit a mishap report in the Enterprise Safety Application Management System (ESAMS) https://esams.cnic.navy.mil/ESAMS_GEN_2/LoginESAMS.aspx.

Note: In the event of death, notify the Duty Officer and the Safety Manager immediately. Contact the Safety department at DSN 626-2414 or duty cell after hours.

(2) If possible, determine the cause of the mishap and take steps to prevent recurrence.

(3) For civilian employees, prepare OPNAV Form 5100/9 (Medical Referral) in duplicate. This form is required in cases of injury during duty hours, occurring on board any NAVSUPPACT Naples installations. For first aid treatment to Local Nationals employees refer to NAVSUPPACT NAPLES INST 5100.14A.

(4) Advise injured civilian employees to obtain and complete Form CA-1. Complete the supervisor's portion of the form and forward the original form to the Human Resources Office, with a copy provided to the Safety department.

(5) When possible, provide limited duty assignments, to assist in the rapid return to duty of the injured person. When U.S. civilian employees are on lost time, supervisors may use Injury Status Form CA-17, to return personnel to work in "limited duty" status. Obtain Form CA-17 from the Human Resources Office. For Local Nationals, supervisors must ensure the injured employee has an examination by the USNH Naples Occupational Health Clinic Italian Competent Physician (medico competent) prior to being admitted back to work (fitness for duty).

c. The Safety Department shall:

(1) Promptly investigate the mishap

(2) Forward LN on-the-job injury reports to the payroll office for on-line submission to INAIL. The RSPP will submit the report to local authorities for validation and will give back to payroll office. See reference (b).

(3) Periodically review all mishaps and identify trends

(4) Maintain all records required by references (a) through (e).

13.2. Property Damage Mishaps

a. The employee shall protect the scene and make an immediate report to the supervisor by the most direct means available.

b. Supervisor shall:

(1) Advise department/activity management and respond to the scene, and advise the safety department.

(2) Investigate the mishap.

(3) Submit a property damage report through ESAMS to the Safety department within three working days of the mishap.

c. Department/Activities will:

(1) Submit completed Property Damage Report through ESAMS to the Safety department.

(2) Advise the Security Department if protection is needed at the mishap scene.

(3) Take appropriate corrective action.

d. Safety department will:

(1) Investigate to ensure appropriate corrective action is taken.

(2) Make distribution of the Property Damage Report to higher authority.

e. Security Department shall protect the mishap scene until the investigation is completed.

13.3. Annual Report of Navy Civilian Occupational Injuries and Illness. The Safety Department maintains this report in ESAMS and will distribute the report annually.

13.4. Motor Vehicle Damages/Traffic Accidents

a. Employee shall protect the accident scene and advise Security Department and their supervisor.

b. In the event of employee injury, as soon as possible, the supervisor shall make a telephone report of the mishap to the Safety department and submit a mishap report in the Enterprise Safety Application Management System (ESAMS) https://esams.cnic.navy.mil/ESAMS_GEN_2/LoginESAMS.aspx.

c. The Security Department will follow internal procedures to respond, investigate and document incidents reported through routine and emergency channels. In addition, Security will provide traffic and other mishap reports to the Safety department.

d. Safety department shall report appropriate motor vehicle mishap statistics.

CHAPTER 14
HAZARDOUS ENERGY CONTROL (LOCKOUT/TAGOUT)

Ref: (a) OPNAVINST 5100.23G, Chapter 24
(b) 29 CFR 1910.147
(c) 29 CFR 1910.333
(d) Legislative Decree 81/2008
(e) CEI Norm 1127

14.0. Purpose. To establish procedures for the control of hazardous energy by locking out and/or tagging out the sources of energy to equipment or systems. NAVSUPPACT Naples will implement a hazardous energy control (lockout/tagout) program per references (a) through (e).

14.1. Applicability. This section applies to employees who maintain and repair equipment or systems where the unexpected energizing or movement of equipment or system or release of energy during the maintenance or service could cause personnel injury and/or property damage.

14.2. Responsibilities

a. Maintenance and repair employees shall:

(1) Follow the command (lockout/tagout) program

(2) Attend initial and periodic refresher training

(3) Report hazards, mishaps and near misses to supervisor and to the safety department.

b. Supervisors of maintenance and repair employees shall implement an energy control program consisting of energy control procedures, employee training, and periodic inspections. This program must ensure that before any employee performs any servicing or maintenance on a machine or equipment where the unexpected energizing, startup or release of stored energy could occur and cause injury, the machine or equipment shall be isolated from the energy source and rendered inoperative.

c. Safety Department shall:

(1) Ensure employees receive training on hazardous energy control.

(2) Inspect lockout and tagout equipment and procedures.

(3) Investigate mishaps, near misses and reported hazards.

(4) Maintain records and annually evaluate the hazardous energy control program.

CHAPTER 15
RECREATIONAL AND OFF DUTY SAFETY

Ref: (a) OPNAVINST 5100.25C
(b) OPNAVINST 5102.1D

15.0. Policy. NAVSUPPACT Naples will implement a recreation and off duty safety program per references (a) and (b).

15.1. Background. Many preventable mishaps occur during recreation and off-duty activities. Nearly all sports involve some type of hazard since they center on the principles of movement and physical exertion. These principles also apply to many off-duty activities, but other environmental factors such as exposure to heat or cold affect performance and perception. Recreation and off-duty activities have inherent hazards that cannot be eliminated without compromising the game or activity. However, there are some basic factors that, when properly observed, will reduce the injury-causing hazards. These factors include administrative control, management and supervision (coaching), adequate and proper equipment and facilities, physical conditioning, personal responsibility of participants and operational risk management (ORM).

15.2. Mishap Investigation and Reporting. Reference (b) establishes the requirement for investigation and reporting of mishaps involving Navy military and civilian personnel. Fatalities and injuries to any person, including military dependents that occur on government property or in conjunction with command-sponsored events off government property, must be reported to the NAVSUPPACT Naples, Safety Department.

15.3 Responsibilities.

a. The CO NAVSUPPACT Naples shall designate in writing, a Recreational and Off-Duty Safety (RODS) Officer to manage the RODS program.

b. Safety department shall:

(1) Inspect all recreational facilities annually.

(2) Investigate all recreation and off duty mishaps.

(3) Provide training and awareness in recreation and off duty safety.

c. Supervisors shall:

(1) Incorporate the principles of ORM into all Navy-sponsored recreation programs.

(2) Ensure ORM process will be used to identify and control hazards during the earliest possible planning stages of such activities.

d. Active duty personnel shall:

(1) Apply ORM principles prior to engaging in recreational and off duty activities.

(2) Inform their department head, division officer, leading chief petty officer or other supervisory official prior to engaging in identified high risk activities

(3) Provide certification or qualification documentation for required high risk activities to the applicable Command RODS Program Coordinator or Installation RODS program manager.

CHAPTER 16
FALL PROTECTION

Ref: (a) OPNAVINST 5100.23G, Chapter 13
(b) 29 CFR 1910.21-24; 27-30; 66-68; 176; 178-180; 268-269
(c) 29 CFR 1926.500
(d) Legislative Decree 81/2008

16.0. Purpose. NAVSUPPACT Naples will comply with the requirements of the Naval Facilities Engineering Command Europe Africa Southwest Asia (NAVFAC EURAFSWA), Public Works Department (PWD) fall protection program per references (a) though (d).

16.1. Discussion. Fall protection must be provided to personnel exposed to fall hazards on any elevated walking working surface with unprotected sides, edges, or floor openings, from which there is the possibility of a fall from any height onto dangerous equipment, into hazardous environment, or onto an impalement hazard.

16.2. Responsibilities

a. The fall protection program manager shall be authorized and responsible for the development and implementation of the program. The program manager position needs not to be an exclusive title designation. With adequate education, training, and experience the same person may also function as a qualified person or competent person.

b. Competent person for fall protection shall be capable of identifying hazardous or dangerous conditions in the personal fall arrest system or any competent thereof, as well as in their application and use with related equipment, and who has the authority to take prompt corrective measures to eliminate the hazards of falling

c. Qualified person for fall protection shall be a person with a recognized engineering degree or professional certificate, and with extensive knowledge, training, and experience in the field of fall protection who is capable of performing design, analysis, and evaluation of fall protection systems and equipment.

d. End users of fall protection will be trained in the use of assigned fall protection.

16.3. Workplace Survey and Assessment of Fall Hazards. NAVFAC EURAFSWA PWD is responsible for ensuring the workplace is surveyed for fall hazards.

16.4. Training. Employees should be trained to recognize fall hazards. Employees who use fall protection equipment shall be trained. Personnel exposed to fall hazards shall receive refresher training on the safe use of fall protection equipment at an interval determined by the activity. In particular the End User shall be retrained when:

a. The end user has been observed using fall protection equipment in an unsafe manner

b. The end user has been involved in a mishap or near miss incident

c. The end user has received an evaluation that reveals that he/she is not using the fall protection equipment properly

d. The end user is assigned a different type of fall protection equipment

e. Conditions in the workplace change in a manner that could affect the safe use of the fall protection equipment.

16.5. Inspection, Storage, Care, and Maintenance of Fall Protection Equipment. Before each use of fall protection equipment, the user shall carefully inspect the equipment following the inspection steps recommended by the fall protection equipment manufacturer to ensure that it is in good working condition. A fall protection competent person, other than the user, must inspect fall protection equipment at least annually. Inspection of the equipment by the fall protection competent person shall be documented.

CHAPTER 17
WEIGHT HANDLING SAFETY REQUIREMENT

Ref: (a) NAVFAC P-307
(b) ANSI B 153.1 1990
(c) 29 CFR 1910.184
(d) NAVSUPPACT 11260.1
(e) Legislative Decree 81/2008

17.0. Policy. NAVSUPPACT Naples will comply with the requirements of the NAVFAC EURAFSWA PWD weight handling program per references (a) though (d).

17.1. Weight Handling Equipment. All weight handling equipment, owned or leased by the government and located at NAVSUPPACT Naples will receive periodic inspection, weight test and certification. The ratings and date of the last certification shall be plainly posted on each piece of weight handling equipment. All tests and certifications shall be done per reference (a) through (e) or others applicable directives. Certification will be verified by the user prior to operating the equipment. If the certification is out of date, the equipment will be tagged out-of-service until recertification has been completed. Testing requirements shall be monitored by NAVFAC EURAFSWA PWD personnel.

CHAPTER 18
HAZARD CONTROL

Ref: (a) OPNAVINST 5100.23G, Chapter 5
(b) Legislative Decree 81/2008

18.0. General. Safety and health evaluation at the earliest possible time, preferably in the earliest planning stages, can identify safety hazards and risks in system acquisition construction, operation, maintenance, and disposal; facility planning, design, construction, operations and maintenance, renovation, and final disposal; operating procedures; contracting; and purchasing. NAVSUPPACT Naples Safety Department reviews plans and specifications, equipment purchases, contracts, and operating procedures for compliance with occupational safety and health regulations and requirements, potentially hazardous work practices and, hazardous materials per references (a) and (b).

18.1. Responsibilities. Personnel responsible for developing plans and specifications, equipment purchases, contracts, and operating procedures should contact the safety department at the earliest opportunity to ensure timely review. Submit plans and specifications for review to the safety department to ensure that the U.S. Navy, U.S., and European safety requirements are considered.

CHAPTER 19
EMPLOYEE REPORTS OF UNSAFE/UNHEALTHFUL WORKING CONDITIONS

Ref: (a) OPNAVINST 5100.23G, Chapter 10
(b) Legislative Decree 81/2008

19.0. Background. All employees, contractors and visitors aboard NAVSUPPACT Naples are responsible for reporting suspected unsafe or unhealthful working conditions. Employees have the right to participate in this program and may be assured that the command does not subject Navy employees to restraint, interference, coercion, discrimination, or reprisal by virtue of their participation in the installation safety program. NAVSUPPACT Naples will implement an employee hazard reporting program per references (a) and (b). Hazard reporting procedures and blank reports may be found on official safety bulletin boards throughout the installation.

19.1. Responsibilities.

a. Employees will immediately report unsafe or unhealthful working conditions. Employees are encouraged to report orally to their immediate supervisor that that prompt corrective actions can occur at the lowest level.

b. Supervisors will investigate and take appropriate action on all hazard reports.

c. Safety department will:

1. Document and investigate all reports submitted to the Safety department.

2. Maintain originator anonymity, if requested.

3. Respond to the originator with investigation findings.

4. Maintain records per reference (a).

CHAPTER 20
OCCUPATIONAL REPRODUCTIVE HAZARDS

Ref: (a) OPNAVINST 5100.23G, Chapter 29
(b) Legislative Decree 81/08

20.0. Policy. Navy policy is to provide safe and healthful working conditions for all military and civilian employees. This includes protection of employees' reproductive capacity and their future or developing offspring from untoward effects of employee exposures. NAVSUPPACT Naples will implement an occupational reproductive hazards program per references (a) and (b). Consult your HRO for personnel management policy and guidelines for the management of pregnant personnel.

20.1 Responsibilities.

a. Employees are encouraged to notify their command of pregnancy. This includes employees anticipating conceiving children within 120 days, or employees whose partner is currently pregnant.

b. Supervisors will review their unit industrial hygiene survey for the list of harmful agents and reproductive stressors identified in their workspaces. Upon notification of employee pregnancy, ensure that female employees are provided the questionnaire in reference (a) and made aware of the availability of evaluation by an occupational health physician.

c. The Safety department will provide training for supervisors and employees on reproductive hazards.