DEPARTMENT OF THE NAVY
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JOINT BASE PEARL HARBOR-HICKAM INSTRUCTION 8020.2

From: Commander, Joint Base Pearl Harbor-Hickam

Subj: INSTALLATION GROUND SAFETY PROGRAM

Ref: (a) Joint Base Memorandum of Agreement (MOA) between United States Navy, Supporting Component and United Stated Air Force, Supported Component, 24 Aug 2009
(b) OPNAVINST 5100.23G, Navy Safety and Occupational Health Program Manual
(c) OPNAVINST 5100.12J, Navy Traffic Safety Program
(d) OPNAVINST 5100.25C, Navy Recreation and Off-Duty Safety Program
(e) OPNAVINST 5102.1D, Navy and Marine Corps Mishap and Safety Investigation, Reporting, and Record Keeping
(f) CNICINST 5100.3A, Base Operating Support Safety Services
(g) CNICINST 4000.1B, CNIC Support Agreement Program
(h) OPNAVINST 3500.39C, Operational Risk Management
(i) NAVSO P-1000, Navy Financial Management Policy Manual
(j) AFI 91-202, Air Force Mishap Prevention Program
(k) AFI 91-204, Air Force Safety Investigations Reports

Encl: (1) Definitions/Acronyms

1. Purpose. Implements references (a) through (h), and provides guidance for the effective and efficient management of a core Safety Program for a Supplier (formally Host) installation and delivery of base support to Receiving Activities requesting Base Operating Support (BOS) Safety services. This policy also defines and delineates the ground safety roles and responsibilities between the installation Safety Office (JBPHH) and the 15th Wing Safety Office as both formally provided BOS services prior to Joint Basing.

2. Cancellation. None.

3. Discussion

a. The Joint Base Pearl Harbor-Hickam (JBPHH) Commander (JBC) is the sole management authority for common-service

support to Receiver activities funded through BOS. Reference (f), Enclosure (2) provides key process flow charts and amplifying guidance for effective and efficient delivery of BOS Safety services. Reference (f), Enclosure (3) provides a description of the BOS Safety services provided by JBPHH to those Receiver activities requesting BOS Safety support.

b. BOS Safety common-service functions are available to all Navy appropriated fund (AFN) Receiver activities on a non-reimbursable basis except where documented in the Memorandum of Agreement (MOA) or Understanding (MOU) with a particular command. The Receiver status of tenant commands residing on the former Hickam Air Force Base were identified prior to Joint Basing. Per funding exceptions specified in reference (i), BOS Safety services are also available for facility management functions of Navy Working Capital Fund (NWCF) Receiver activities (public works, and grounds maintenance) as common-service support on a non-reimbursable basis. Reference (f), Enclosure (4) provides guidance on determining whether services are non-reimbursable or reimbursable per references (g) and (i).

c. BOS services will be provided to Receiving Activities on a fair and equitable basis. BOS support is subject to Supplier's ability to provide requested Safety services without jeopardizing its core capability. Commander Navy Installation Command business rules, available funding, competing requirements, response time, resource limitations, or similar factors may limit tenant service capability.

d. JBPHH (The Supplier) does not provide BOS common-service support for the following:

(1) Mission related facilities where assets are devoted to the ac complishment of a specific mission, business area, or end product.

(2) Working Capital Fund (WCF) facilities and all other facilities entirely occupied by WCF personnel. These common service support functions are generally host responsibility; however, Navy Working Capital Fund (NWCF) activities are responsible for costs specifically required to support their mission products and services.

(3) Defense Health Program (DHP) funded activities and all other facilities occupied entirely by DHP personnel.

(5) Facilities established by Public-Private Venture (PPV) projects.

4. Scope and Applicability

a. This instruction applies to:

(1) All assigned or employed personnel of Department of Defense (DoD) and non-DoD command receiving activities of JBPHH whether units are collocated with their CNIC Supplier or operate off-site on geographically remote locations.

(2) All assigned and employed personnel of permanently home-ported receiving activity units at JBPHH whether units are operating in port or deployed.

b. This instruction does not apply to:

(1) DoD and non-DoD command activities that do not operate in a JBPHH facility or receive base support from JBPHH.

(2) Facilities established by Public-Private Venture (PPV) projects.

c. Explosive/Weapons Safety policy which is covered by separate instruction. This function is provided by the Navy Munitions Command (NMC) and the 15th Wing Safety Office.

5. Policy. The primary objective of the Installation Ground Safety Program is to safeguard personnel, assets and public welfare while maintaining optimum levels of readiness required to support the Warfighter, Fleet and Government Employees. To accomplish this, each person in the chain of command and all our employees must actively participate in identifying situations, processes and activities that have the potential to damage equipment, harm the environment, or compromise the health and well-being of our people. Operational Risk Management (ORM) must be a part of our culture. To minimize risk to oneself and others utilize an ORM mindset in your daily routine, on or off duty, at your command, at home, while on liberty or on leave. We cannot afford loss due to preventable mishaps.

6. Definitions/Acronyms. Standard definitions of terms and acronyms are provided in Enclosure (1).

7. Responsibilities

a. The JBC shall:

(1) Provide BOS Safety services per reference (f).

(2) Be an integral part of the Safety Program and processes related to the delivery of BOS Safety services, common service, cross-service, and unique-service support provided to tenant activities.

(3) Ensure annual command self-assessments and needs assessments for each Receiving Activity are conducted to validate requirements and determine levels of safety controls for BOS Safety service delivery.

(4) Ensure policies, processes and staffing are in place to deliver quality BOS Safety services effectively and efficiently within established policies, applicable/approved mission capability performance levels, or equivalent and budgetary constraints to receiving activities requesting support.

(5) Use Operational Risk Management (ORM) per reference (h) to determine the impact on installation capability to deliver requested BOS Safety services due to funding reductions in base support budgets.

(6) Where applicable, ensure pre-existing agreements for support involving asset transfer by a Receiving Activity to a Supplying Activity for specified Safety services are sustained and executed per reference (g).

(7) Chair the Installation Occupational Safety and Health Council.

(a) Membership shall include civilian and military personnel representing key organizational elements at JBPHH as well as applicable safety and health professionals.

(b) Minutes for this meeting shall be retained for a minimum of three years.

(c) Subject matter discussed by the council will include goals, program improvement plans, mishap prevention experience, requirements for initiatives, compliance issues and hazard abatement.

(d) The JBPHH Safety Department shall develop proposed agendas and presentations for the council and ensure meetings are scheduled.

b. The JBPHH Safety Department shall:

(1) Annually identify and notify eligible activities not receiving BOS Safety services of the level and availability of such services and invite them to participate in the annual needs assessment.

(2) Conduct an annual self-assessment of the core Commands and assist Receivers requesting BOS Safety services with their self-assessment.

(3) Conduct an annual BOS Needs Assessment with tenant Commands to determine actual service requirements to be provided by the JBPHH Safety Department.

(4) Conduct all safety services in accordance with OPNAVINST with the exception of mishap investigations. Mishap reporting will be conducted in accordance with Receivers reporting requirements.

(5) Use a CNIC-approved safety management system (e.g., ESAMS or equivalent systems) for maintaining workload documentation of safety support provided to the supplying activity core mission and BOS Safety common-service functions provided to Receiving Activities requesting support.

(6) Solicit feedback from Receiving Activities and evaluate the delivery of common-service support to identify any gaps in requested support that are inconsistent with what was agreed upon during the needs assessment. Ensure process owner Receivers are aware of their responsibilities to resolve identified gaps in requested support that are beyond the JBPHH Safety Department's budget and capability. Provide process owner Receivers with recommendations and alternatives to eliminate identified gaps in requested support and meet recognized safety requirements.

(7) Provide safety services established by support agreements and transfer agreements, including services exceeding those common-services listed in reference (f), until expiration of agreements are agreed upon by the respective receiving activity.

(8) Provide a Risk Mitigation Letter for tenant commands known area requested support that are beyond the JBPHH Safety Department's budget and capability.

(9) Provide the 15th Wing Safety Office with finalized mishap reports for Air Force personnel that were investigated under ADCON of 15 WG and PACAF/SE.

c. The 15th Wing Safety Office maintains responsibility for ground safety activities related to 15th Wing and 15 WG OPCON unit activities on Hickam Airfield (within fence line of flight line). The 735th Air Mobility Squadron Safety Office maintains responsibility for ground safety activities related to 735th AMS. The Air National Guard (ANG) Safety Office maintains responsibility for ground safety activities related to ANG Command units. The Air Force Reserve (AFRES) Safety Office maintains responsibility for ground safety activities related to AFRES Command units. These commands shall:

(1) Investigate all aviation, explosive and ground mishaps per reference (k). Ground mishaps information will be shared with the JBPHH Safety Department.

(2) Report all work center inspections to the JBPHH Safety Department monthly. Report shall include inspector's name, date inspected, location inspected, type of inspection, number of deficiencies, type of deficiencies, deficiency status, and assigned Risk Assessment Category (RAC) level.

(3) Support installation/regional drills/exercises that pertain to units the command.

(4) Manage the commands master hazard abatement program and provide the JBPHH Safety Department with information regarding RAC 1 and 2 issues.

(a) Process hazard reports and manage the hazard reporting process for the command. Assign RACs to hazards and coordinate with health and fire protection officials when required.

(b) During the bi-weekly meeting, review significant open abatement items with the JBPHH Safety Department.

(5) Provide the JBPHH Safety Department with additional resources on an "as needed" basis if not supporting USAF primary mission.

d. The Unit Commanders shall:

(1) Appoint, in writing, primary and alternate Unit Safety Representatives (USR), in the grade of E-7 or higher or civilian equivalent.

(2) Appoint, in writing, a Unit Motorcycle Safety Coordinator.

(3) Provide the appointment letters to the JBPHH Safety Department.

(4) Ensure there is a designated Official Safety Bulletin Board located within the unit.

(5) Ensure that all personnel in supervisory positions are scheduled to attend Supervisory Safety Training (SST).

(6) Ensure that supervisors who demonstrates lack of safety knowledge, initiative or whose subordinates have been hospitalized due to a work related mishap are scheduled to attend a refresher SST.

(7) Attend the JBPHH Safety Department's Unit Commanders Safety Orientation.

(8) Ensure all personnel are trained on the objectives and principles of risk management in accordance with command regulations.

(9) Off-duty mishaps are reported to the JBPHH Command Duty Officer (CDO).

e. The Unit Safety Representative shall:

(1) Have the experience, maturity, and presumed authority to speak on the commander's behalf.

(2) Have access to JBPHH Safety Departments electronic safety web based system.

(3) Update and maintain the Official Safety Bulletin Board.

(4) Update and maintain the Safety Continuity Book.

(5) Conduct and document one administrative area spot

inspection each month.

(6) Assist JBPHH Safety Specialist when conducting Inspections, BOS Needs Assessments and Investigations.

(7) Attend Quarterly and Annual Safety Meetings.

(8) Update and maintain the units Authorized User List (AUL).

(9) Submit additions to the AUL through Bio-Environmental (for Air Force Units) and JBPHH Safety Department (for Navy) IAW JBPHH Safety Hazardous Material Control and Management Instruction.

(10) Develop and submit a Risk Mitigation Plan for gaps in JBPHH Safety Department's support due to budget and capabilities within 30 days of receipt of Risk Mitigation Letter (tenant commands only).

f. The Unit Motorcycle Safety Coordinator shall:

(1) Attend quarterly JBPHH Safety Department Traffic Safety Meetings.

(2) Update and maintain a list of all military motorcycle riders in the unit.

(3) Ensure all military motorcycle riders have obtained the necessary licensing and training per the JBPHH Traffic safety Instruction.

(4) Provide JBPHH Safety Department an updated listing of motorcycle riders.

(5) Ensure all motorcycle riders are entered into the CNIC-approved safety management system.

g. The Supervisors shall:

(1) Attend the JBPHH Safety Department Supervisory Safety Training within 180 days from supervisory assignment and comply with requirements established in the training.

(2) Report all ground mishaps to the JBPHH Safety Department.

(3) Report all ground mishaps resulting in death, or

hospitalization, as well as all on-duty ground mishaps resulting in medical treatment or damage (in excess of $5,000 for motor vehicles and $20,000 for property) immediately through positive contact to the JBPHH Safety Department.

(4) Conduct monthly safety discussion with all subordinate personnel, and post on the Official Safety Bulletin Board. Monthly safety discussion materials are available through the JBPHH Safety Department.

(5) Ensure all personnel who rides a motorcycle are identified to the Unit Motorcycle Safety Coordinator.

(6) Ensure all personnel receive required safety training in accordance with their duties and tasks.

(7) Ensure all personnel receive proper medical screening for all required medical stressors pertaining to their duties and tasks.

(8) Identify workplace hazards and develop a hazard abatement program.

8. Action

a. The Official Bulletin Board shall contain:

(1) OSHA Form 300A Summary of Work-related Injuries and Illnesses; posted by 1 Feb of every year.

(2) 29 CFR 1910.95 Occupational Noise Exposure Standards; only if your workplace has been declared as a Noise Hazardous Environment in your most recent Industrial Hygiene (IH) or Bio-Environmental Engineering (BEE) survey.

(3) Latest IH and/or BEE survey.

(4) Unsafe Unhealthful forms 1-4.

(5) Units Commanding Officer's Safety Policy, JBPHH Commanding Officer's Safety Policy and Command Navy Region Hawaii Commanding Officer's Safety Policy.

(6) DD Form 2272 DoD Safety and Occupation Health Protection Program.

(7) The JBPHH Safety Department telephone numbers.

b. Administrative Area Spot Inspection documentation shall consist of:

(1) Work area inspected.

(2) Date and time of inspection.

(3) Inspectors name.

(4) Deficiencies and causes for deficiencies.

(5) Corrective actions.

(6) Follow up actions.

c. Safety Continuity Book shall contain:

(1) Tab A - Introduction and Index

(2) Tab B - USR and motorcycle coordinator appointment letters.

(3) Tab C - USR and motorcycle coordinator training records.

(4) Tab D - Annual Safety Inspection.

(5) Tab E - Latest IH/BEE survey.

(6) Tab F - Administrative Area Spot Inspections.

(7) Tab G - Mishap Analysis and Report Correspondence.

(8) Tab H - All safety communications/messages.

(9) Tab I - Current listing of all personnel assigned or attached to the unit.

(10) Tab J - Current listing of all military motorcycle riders in the unit.

(11) Tab K - Monthly safety discussion attendance rosters.

(12) Tab L - Safety meeting minutes.

(13) Tab M - Job Hazard Analysis

(14) Tab N - Standard Operating Procedures for hazardous jobs.

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DEFINITIONS/ACRONYMS

1. Activity Identifier Maintenance Responsibility (AIMR). The AMIR is the activity responsible for funding maintenance and repair of a particular facility. AIMR information is managed by NAVFAC and maintained on the internet Navy Facilities Asset Data Store (iNFADS) database. The iNFADS database is an automated file of data on each facility and is the official record of Navy's real property assets.

2. Appropriated Fund (APF). Monies provided by Congress through specific legislation. Examples include Military Construction (MILCON) appropriations, operations and maintenance (O&M) appropriation, and appropriations for procurement such as Other Procurement, Navy (OPN); Weapons Procurement, Navy (WPN); Research, Development, Test and Evaluation (RDT&E); and Aviation Procurement, Navy (APN).

3. Base Operating Support (BOS) Services. Per reference (b), base support functions are identified on the Installation Core Business Model in paragraph 075123 of reference (a) and provided by a CNIC Region or Installation to Navy organizations. Reasonable levels (quality and/or quantity) of BOS services are provided to Navy appropriated fund activities on a common service basis. The Region Commander will define "reasonable" level for any service/function, based on CNIC instructions, policies and guidance, available funding, and consultation with service Suppliers. NWCF activities will reimburse for specific BOS services per reference (a) of this instruction. Reference (f), Enclosure (3) provides a description of each BOS Safety/ common-service support function provided by a CNIC Supplier.

a. Non-Reimbursable Base Support. Those common-service support functions provided by a supporting activity using BOS (Appropriated Fund, Navy [AFN]) resources to an AFN Receiving Activity on a non-reimbursable basis. BOS funded common-service support is considered within the mission responsibility of the Supplier. The following exceptions apply:

(1) Exceptions for NWCF activities and provisions for special circumstances are noted in reference (a).

(2) Some Department of Navy (DoN) activities and/or programs are governed by DoN Instructions and policies that direct specific support functions to be provided by CNIC installation on a non-reimbursable basis.

b. Reimbursable Base Support. Designated common-service functions provided by a Supplier on a BOS fund reimbursement (payback) basis to operating force units of a CNIC installation. Reimbursable base support includes:

(1) Supporting activities that operate under NWCF procedures to provide common-service support functions for operating force units, financed from their own appropriated military support resources/allotments provided by their management command (e.g., CNIC the management command for NAVFAC supporting activities; NAVAIR is the management command for Fleet Readiness Center [formerly NADEP] supporting activities).

(2) Cross-Service/Unique-Service Support. Per references (g), (i) and this instruction, those requested services provided by the Supplier to another activity, when the work or services are not within the Supplier's common-service mission. Supplier will charge for such support provided it is significant, identifiable, and directly attributed to the Receiver. Cross-service/unique-service support includes:

(a) Work or services required to meet Receiver's mission requirements that exceed the scope of common-service support; or

(b) Work or services provided to occupants of a NWCF mission related facility or Bureau of Medicine and Surgery (BUMED) facility where NWCF or BUMED activity has the Activity Identifier Maintenance Responsibility (AIMR); or

(c) Work or services provided to Working Capital Fund (WCF) activities (e.g., U.S. Coast Guard, U.S. Army and U.S. Air Force), resident on an installation.

4. Common-Service Support. BOS services provided to a Receiving Activity by a Supplying activity on a non-reimbursable basis. Such support is considered within the mission responsibility of the Supplier and requested by the Receiver. Exceptions for requests by NWCF activities and provisions for special circumstances are noted in reference (a) and this instruction.

5. Defense Health Program (DHP) Funded Activities. DHP appropriation funding provides for worldwide medical and dental services, veterinary services, medical command headquarters, specialized services for the training of medical personnel and

occupational and industrial health care at DHP Medical Command installations/activities (e.g., military medical centers and branch medical/dental clinics). DHP Operation and Maintenance (O&M) funding is divided into seven major areas: In-House Care, Private Sector Care, Information Management, Education and Training, Management Activities, Consolidated Health Support, and Base Operations. DHP appropriation also funds the Research, Development, Test and Evaluation (RDT&E) program for medical information management/information technology, medical laboratory research and the Armed Forces Radiobiological Research Institute. The DHP appropriation procurement program funds procurement of capital equipment in military treatment facilities and other selected health care activities which include equipment for initial outfitting of newly constructed, expanded, or altered health care facilities; equipment for modernization and replacement of worn-out, obsolete, or uneconomically reparable items; equipment supporting programs such as pollution control, clinical investigation, and occupational/environmental health; and military treatment facilities information processing requirements and equipment.

6. Facility. For the purposes of this instruction, a facility is a physical plant, demarcated structural complex, building or other Class-2 real property asset on a CNIC installation that is occupied by a supplying activity or operating force unit.

7. Global Antenna Systems. Mission-related, military telecommunication network equipment with mobile or fixed radiofrequency transmitting and receiving devices used for space surveillance and battle management, command and control; intelligence, surveillance, and reconnaissance (ISR); meteorology and oceanography (METOC); theater and ballistic missile defense (TBMD); computer networks, communications; position, navigation, and timing (PNT); and space control. These global antenna systems are used by tenant/customer facility or a non-CNIC support component of the tenant/customer facility (e.g., Naval Security Space [NSS], Space and Naval Warfare Systems Command [SPAWAR], Naval Warfare Development Center [NWDC], and Naval Network Warfare Command [NETWARCOM] receiving activities).

8. Inspection. Inspection means any audit, assessment, or survey of an employer establishment, building, factory, plant, construction site, or other work area, where managers and performers carry out a work process (e.g. sequence of activities or operations associated with a collective product or service

outcome). An individual workplace inspection includes re-inspection, follow-up inspection, mishap investigation, inspection as part of needs assessment, or other inspection conducted under section 0903 of reference (b).

9. Installation. For the purposes of this Instruction, installation means any real property controlled, owned, or leased by the Commander, Navy Installations Command (CNIC), or occupied by CNIC personnel, such as a base, site, or other location.

10. Mission Capability Performance Levels. The common framework of definitions, outputs, output performance metrics, and cost drivers for each installation support function established by higher authority for base support. These performance levels provide a description of the capability or level of performance for each output of BOS/common-service support functions.

11. Navy Installation Core Business Model (ICBM). The ICBM describes Department of the Navy (DoN) business areas, functions and sub-functions that are managed by the installation and funded through the BOS program. This model is also referred to as the Installation Management Accounting Project (IMAP).

12. Needs Assessment. For the purposes of this instruction, the needs assessment is a component of the Command Self-Assessment process in which the Supplier partners with Receivers to establish and validate requested BOS Safety services. This assessment ensures that the Supplier provides safety and occupational health support, services and guidance that meet the Receiver requests within the budget and capability of the Supplier. The elements of the Customer-Focused Support Process Model per reference (b) should be included in the needs assessment.

13. Non-Appropriated Fund (NAF). Monies derived from sources other than congressional appropriations and commissary surcharge funds, primarily from the sale of goods and services to Department of Defense (DoD) military and civilian personnel and their family members that are used to support or provide Morale, Welfare, and Recreation (MWR) programs.

14. Non-Appropriated Fund Instrumentalities (NAFI). A DoD organization that is supported, in whole or in part, by Non-Appropriated Fund (NAF). It acts in its own name to provide or

assist Secretaries of the Military Departments in providing programs for military personnel and authorized civilians. It is not incorporated under the law of any State or the District of Columbia, but has the legal status of an instrumentality of the United States. As a fiscal entity, it maintains custody of and control over its NAF and may also administer appropriated resources to carry out its purposes.

15. Organic Safety Asset. Established capability of a command or activity financed from its own mission-funded resource (e.g., APF, WCF and DHP) to provide mission-related safety support for itself.

16. Public-Private Venture (PPV) Project. A commercial business arrangement based on a contact/agreement between a DoD non-appropriated fund instrumentalities (NAFI) and a non-Federal entity whereby the non-Federal entity provides goods, services, or facilities. PPV projects may include base housing facilities, and child care or commercial business activities for Morale, Welfare, and Recreation (MWR) programs. Hotels, golf courses, marinas, entertainment operations, food and beverage operations, conference centers, and other recreational business activities are all suitable projects for public-private ventures.

17. Receiver. For the purposes of this Instruction, a command or activity of an operating force unit resident on an installation, which receives support services from a Supplier, is a "Receiver" or "Receiving Activity."

18. Strategic Systems Program (SSP). Navy organization responsible for the development, production, and life cycle support of the Navy's Fleet Ballistic Missile (FBM) Strategic Weapons System (SWS).

19. Supplier (formerly Host). For the purposes of this Instruction, a command or activity, which provides BOS common service, cross-service, and/or unique-service support functions to a Receiver, is a "Supplier" or "Supporting Activity".

20. Support Agreement. Per reference (g), this is an agreement that codifies unique organizational relationships and/or support service arrangements between two or more organizations and normally includes an Inter/Intra-Service Support Agreement

(e.g., ISA or DD Form 1144), Memorandum of Agreement (MOA), or Memorandum of Understanding (MOU).

21. Transfer Asset. Funding or personnel resources conveyed from one Navy Echelon Command activity to another (e.g., Navy funded receiving activity to Navy funded supplying activity) for sustainment of an agreed upon service function at a designated place or for a specified situation. Transfer assets may involve service support for mission-related functions.

22. Working Capital Fund (WCF) Activities. WCF activities include Defense WCF (e.g., Navy [NWCF], Army [AWCF], and Air Force [AFWCF]), and Transportation (TWCF) activities. WCF is a revolving fund established to finance a cycle of operations to which reimbursements and collections are returned for reuse in such a manner as to maintain the principal of the fund. It is established to finance inventories of supplies or to provide working capital for industrial type installations. WCF activities typically charge a stabilized rate for their services to include overhead and other costs related to their mission products and services. Receiving activities that are mission funded by a WCF (e.g., Naval Facilities Engineering Command [NAVFAC], Naval Network Warfare Command [NETWARCOM], Space and Naval Warfare Systems Command [SPAWAR], and Naval Research Laboratory [NRL]) must reimburse the Supplier for full costs of BOS services directly attributed to support their mission products and services.