



DEPARTMENT OF THE NAVY
 NAVAL SUPPORT ACTIVITY MID-SOUTH
 5722 INTEGRITY DRIVE
 MILLINGTON, TENNESSEE 38054-5045

IN REPLY REFER TO
 5144

Ser N35/ 0143

MAR 21 2012

From: Commanding Officer, Naval Support Activity Mid-South

Subj: OCCUPATIONAL SAFETY AND HEALTH TRAINING FOR THIRD
 QUARTER FY12

Ref: (a) OPNAVINST 5100.23G
 (b) NAVSUPACTMIDSOUTHINST 5100.6C
 (c) NAVSUPACTMIDSOUTHINST 6220.1B

1. Per references (a) through (c), the following is a schedule of classes offered by Naval Support Activity (NSA) Mid-South safety department.

2. Quotas for Motorcycle and AAA Driver Improvement courses (noted "***") must be requested at WWW.NAVYMOTORCYCLERIDER.COM. Quotas for other courses may be acquired by phoning 874-5398, emailing cliff.oliver@navy.mil, or registering through enterprise safety applications management system (ESAMS) at [https://www.hqwillc.com/ESAMS GEN 2/LoginEsams.aspx](https://www.hqwillc.com/ESAMS_GEN_2/LoginEsams.aspx).

3. Class size may be limited. Nominees are responsible to notify the safety office at least one day prior to class if unable to attend. Motorcycle and AAA driver improvement course nominees should cancel their quota request at WWW.NAVYMOTORCYCLERIDER.COM.

4. Unless otherwise noted, all classes will be conducted in building 239, wing 6, west end, first deck classrooms.

| <u>DATE</u> | <u>CLASS</u> | <u>TIME</u> |
|-------------|---|-------------|
| Apr 10 | Motorcycle Experienced Rider Course** | 0800-1630 |
| 11 | Safety Orientation for Non-Supervisors* | 0830-1130 |
| 17-18 | Motorcycle Basic Rider Course** | 0800-1630 |
| 18 | Accident Investigation | 1330-1430 |
| 19 | NAVOSH for Safety Reps | 1300-1500 |
| 25 | Hazardous Material Handling & Control | 0830-1100 |
| May 2-3 | Motorcycle Basic Rider Course** | 0800-1630 |
| 8 | Motorcycle Experienced Rider Course** | 0800-1630 |
| 15 | Motorcycle Sportbike Rider Course** | 0800-1630 |
| 16 | American Red Cross Adult CPR* | 0830-1100 |
| 16 | American Red Cross First Aid* | 1300-1530 |

Subj: OCCUPATIONAL SAFETY AND HEALTH TRAINING FOR THIRD
QUARTER FY12

| | | | |
|-----|-------|--|-----------|
| May | 17 | Office Ergonomics* | 1330-1430 |
| | 22-23 | Motorcycle Basic Rider Course** | 0800-1630 |
| | 24 | Bloodborne Pathogens* | 0900-1100 |
| Jun | 5 | Motorcycle Experienced Rider Course** | 0800-1630 |
| | 6 | American Red Cross Infant/Child CPR* | 0830-1200 |
| | 7 | Powered Industrial Trucks (Forklifts)* | 0900-1030 |
| | 12-13 | Motorcycle Basic Rider Course** | 0800-1630 |
| | 14 | Sight Conservation* | 0900-1030 |
| | 19 | Office Safety | 1330-1430 |
| | 20 | Safety Orientation for Supervisors* | 0830-1130 |
| | 21 | Hands-only CPR | 1400-1430 |
| | 26-27 | Motorcycle Basic Rider Course** | 0800-1630 |

* Enrollment through ESAMS is optional.

** Enroll through www.navymotorcyclerider.com

5. The following are course descriptions for the topics listed in paragraph 4:

a. Accident Investigation training will teach supervisors, safety representatives, and other interested personnel, how to conduct an accident investigation and prepare the appropriate documents.

b. Back Injury Prevention training will teach attendees the body mechanics of carrying materials safely, and will explain the high potential for injury when lifting is done improperly. This course is required once a year for those personnel who have sustained a back injury in the past, and for those employees (and their supervisors) who are required by their occupation to lift 40 pounds or more, routinely.

c. Bloodborne Pathogens teaches staff personnel about hazardous characteristics and exposure prevention methods for human immunodeficiency virus (HIV) and hepatitis B virus (HBV). Required annually for emergency response personnel, corrective custody/prisoner control personnel, personnel required to be CPR certified, and other personnel whose occupation may cause them to come into contact with bodily fluids. See reference (c) for details.

Subj: OCCUPATIONAL SAFETY AND HEALTH TRAINING FOR THIRD
QUARTER FY12

d. American Red Cross hands-only CPR one quarter of Americans say they've been in a situation where someone needed CPR. If you were one of them, would you know what to do?

Studies have shown that being trained in this hands-only CPR can make the lifesaving difference when someone suffers sudden cardiac arrest.

e. CPR American Red Cross Adult (2-year) training is required by ref (a) for all emergency response employees, (i.e., fire department personnel, security personnel, lifeguards, corpsmen), electrical and electronic workers, or personnel who work at remote sites, and supervisors of such personnel. OPNAVINST 6110.1G requires all command fitness leaders to be certified. This course is provided primarily for personnel in government occupations that require this certification. However, if seats are available, military dependents, DoD civilian personnel, and their dependents are welcomed. This course is provided for commands that do not have their own certified CPR instructors.

f. CPR American Red Cross Child/Infant (2-year) will cover recognizing an emergency, protecting yourself, check-call-care, how to care for a choking child or infant, prioritizing care, recognize and care for a child or infant who is not breathing, and care for cardiac emergencies.

g. Office Ergonomics is highly recommended for anyone who works with computers for more than two hours a day. Cumulative trauma disorders (CTDs) such as carpal tunnel syndrome are identified and avoidance procedures are discussed.

h. American Red Cross First Aid (2-year retrain) includes recognizing emergencies, controlling bleeding, and sudden illness.

i. Hazardous Materials Handling and Control is mandatory for all designated Hazardous Material Coordinators (HMCs). This training is designed to provide HMCs with data for implementing and managing their command's hazardous materials control program. Emphasis will be placed on the "right to know" laws, the hazardous materials information system, the hazard communication standard and yearly inventories. This "hands-on" training will cover how to identify the hazardous properties of

Subj: OCCUPATIONAL SAFETY AND HEALTH TRAINING FOR THIRD
QUARTER FY12

substances on the material safety data sheet (MSDS), employee training requirements, unique identifier codes, record keeping, labeling, disposal requirements etc.

j. Motorcycle Safety Basic Rider Course classroom portion covers preparing to ride and street strategies. Riding portion includes clutch friction zone, adjusting speed, turning, stopping quickly, and more.

k. Motorcycle Safety Experienced Rider Course is a one-day motorcycle course designed to improve road-riding skills. Students meet on the motorcycle range located just south of the N-82 gymnasium.

l. Motorcycle Simulator Training presents an advanced, interactive experience using standard motorcycle controls and realistic traffic situations to engage seasoned riders in intensive riding simulations. Prospective motorcycle operators can safely learn basic operations of controls where there is zero chance for losing control and falling. Highly recommended for anyone who's considering learning how to operate a motorcycle for the first time. This is one-to-one training.

m. NAVOSH For Safety Representatives covers the responsibilities of the designated collateral-duty safety reps. Mishap reporting, inspections, hazmat and resources are included.

n. Office Safety training is provided to help prevent you from becoming the one out of seven office workers who have a disabling injury sometime in their career. This training will help you to evaluate your own office environment for safety and health hazards. It includes ergonomic hazards that can cause cumulative trauma disorders. This training is recommended for all rates and grades of military and civilian office personnel.

o. Powered Industrial Trucks meets the mandatory formal forklift and powered pallet jack classroom training needs.

p. Safety Orientation for Non-Supervisors includes ergonomics, bloodborne pathogens, hazcom, reproductive hazards, traffic safety, and environmental regulations.

Subj: OCCUPATIONAL SAFETY AND HEALTH TRAINING FOR THIRD
QUARTER FY12

q. Safety Orientation for Supervisors (formerly NAVOSH for Supervisors) This training course has been developed to cover the major elements of the Navy occupational safety and health (NAVOSH) program and clearly define each supervisor's role in ensuring its success. This training is not intended to be a comprehensive look at each element, but rather an overview to orient/refresh your awareness of the many aspects of the NAVOSH program and to provide you with updated information.

r. Sight Conservation training teaches attendees how to evaluate various types of work environments for sight hazards, and the appropriate measures to protect themselves. The training is applicable to both employees and their supervisors who work in sight hazards operations. This training is required annually for personnel who work in areas listed on the Navy Memphis "eye hazardous areas" list.



ALLAN P. LOSCHKY

By direction

Distribution:
List I and II, Case I
Company K 3rd Bn Marines
David Taylor Research Center, Memphis