

**FROM THE DIRECTOR,  
INSTALLATION AND INDUSTRIAL SAFETY,  
NAVAL SAFETY CENTER**

Welcome to the magazine's new Occupational Safety and Health (OSH) department. Our goal is to bring you OSH information that will help you in the performance of your job. If there is a topic you would like to see covered, please let us know. Potential topics include standards and regulatory updates, hot topics, voluntary protection program (VPP), and mishap reporting and recordkeeping.

A highlight of this package is the information on electrical safety because there's regulatory news, and it's also a hot topic—we keep seeing reports of serious injuries that occur while performing electrical work. If you have a best practice that was instituted because of lessons learned from a mishap, we would love to hear about it and share it with our readers.

We're also highlighting the Occupational Safety and Health Administration's (OSHA's) voluntary protection program. This program recognizes

exemplary workplaces that have implemented safety-management systems and have reduced their mishap rates. The Department of Defense has embraced VPP and established a DoD VPP Center of Excellence (CX) to help the services implement the program. Many of you may be familiar with VPP, especially if your installation or activity already has begun implementation. This program probably will be a regular OSH feature, and we'll share some of the success stories in this issue.

Finally, it's our delight to include the FY06 CNO Awards for Achievement in Safety Ashore, along with some tips for preparing award-winning packages.

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# Mishap Reporting and Recordkeeping: Do You Need Training?

The Naval Safety Center is trying to identify mishap-reporting training needs. Classes were held recently on the East and West Coasts, as well as during the NAVOSH PDC in March 2007.



These classes focused on the Web-Enabled Safety System (WESS) and how the Enterprise Safety Applications Management System (ESAMS) interacts with it. Classes also focused on the instructions and standards that apply: OPNAVINST 5102.1D (Navy and Marine Corps Mishap and Safety

Investigation, Reporting and Recordkeeping Manual) and 29 CFR 1904 (Recording and Reporting Occupational Injuries and Illnesses).

We would like to hear from you if you want/need training in how to report mishaps, how to maintain your mishap records, or how and when to use the OSHA 300 Log to record injuries and illnesses. Send your training requests to Chuck Almond, Installation and Industrial Safety Directorate, Naval Safety Center, at [charles.almond@navy.mil](mailto:charles.almond@navy.mil).

# Electrical Shocks, Burn Injuries Still Big Problem

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According to a study done by the Department of Labor's Bureau of Labor Statistics, 2,287 U.S. workers died and 32,807 sustained lost-time injuries from electrical shock or burn injuries between 1992 and 1999. Of these 32,807 non-fatal injuries involving lost time, 38 percent were classified as electrical burns. Each injury caused an average of 13 days away from work, and nearly one fatality occurred every day of the year.

While this study is several years old, it's still relevant today because we continue to face the same issues with electrical shock and burn injuries. Here are two regulatory updates issued in response to this problem, with guidance on providing a safe workplace:

## OSHA Electrical Standard Update, Subpart S of 29 CFR Part 1910

OSHA, in the proposed rule, explains the reason for the update. OSHA undertook the project to revise 29 CFR Part 1910, Subpart S, for two major reasons. First, OSHA wanted the standard to reflect the most current practice and technology in the industry. Second, in implementing the rule, OSHA responded to requests from stakeholders to revise Subpart S so it reflects more recent editions of NFPA 70, the *National Electrical Code*, and NFPA 70E, *Standard for Electrical Safety in the Workplace*.

According to OSHA's press release of Feb 13, 2007, "The changes to OSHA's general-industry electrical-installation standard focus on safety in designing and installing electrical equipment in the workplace. Included in the new standard are a new alternative method for classifying and installing equipment in Class I hazardous locations and new requirements for ground-fault circuit interrupters (GFCIs). The 2000 edition of the NFPA 70E was used as a foundation for the revised standard. The final rule also replaces the reference to the 1971 *National Electrical Code* in the mandatory appendix to the powered-platform standard with a reference to OSHA's new electrical-instal-

lation standard." The final rule becomes effective Aug. 13, 2007.

To read OSHA's "Safety and Health Topics" for electrical, visit <http://www.osha.gov/SLTC/electrical/index.html>.

## Navy Electrical Update

The Navy is ahead of OSHA in updating electrical-safety standards. The Navy updated the Tri-Services Unified Facilities Criteria (UFC) 3-560-01, with Change 1, "Electrical Safety, Operations and Maintenance (O&M)," to meet the requirements of NFPA 70E 2004.

This UFC supersedes UFC-3-560-10N (previously MIL-HDBK-1025/10), *Safety of Electrical Transmission and Distribution Systems*, referenced in OpNavInst 5100.23G. It incorporates tri-service requirements into one unified document and provides electrical-safety requirements for all shore electrical-work activities (low and high voltage) and addresses implementing NFPA 70E 2004 arc-flash criteria for electrical safety.

An updated version of OpNav P-45-117-6-98, *Electrical Worker Field Safety Guide*, incorporating the requirements of this UFC, is being developed and should be available in the near future.

Remember, regulations always are the *minimum* requirements to ensure worker safety. OSHA's 29 CFR 1910, Subpart S, and the Tri-Service UFC provide guidance to help ensure your command's electrical workers have a safe workplace. You always can take more steps to further protect yourself and your fellow workers. ■

More information can be found at these websites:

- [http://www.wbdg.org/ccb/DOD/UFC/ufc\\_3\\_560\\_01.pdf](http://www.wbdg.org/ccb/DOD/UFC/ufc_3_560_01.pdf)
- [http://safetycenter.navy.mil/osh/downloads/ufc\\_3\\_560\\_01.pdf](http://safetycenter.navy.mil/osh/downloads/ufc_3_560_01.pdf) [DoD – Unified Facilities Criteria – Electrical Safety and O&M].

Navy photo by MC3 Marvin E. Thompson, Jr.

# VPP—A History of Success

**OSHA** formally announced the voluntary protection program (VPP) and approved the first site in 1982. In 1998, federal worksites became eligible for VPP. Today, there are four VPP Star sites and one VPP Merit site:

- Portsmouth Naval Shipyard – Star 2005
- Norfolk Naval Shipyard – Star 2006
- Puget Sound Naval Shipyard and Intermediate Maintenance Facility – Star 2006
- Naval Submarine Base, King’s Bay – Star 2007
- Weapons Station, Charleston – Merit 2007

Approval into VPP is OSHA’s official recognition of the outstanding efforts of employers and employees who have achieved an exemplary occupational-safety-and-health program. This program must demonstrate vigorous management and employee involvement, effective worksite inspections, hazard prevention and control, and safety and health training.

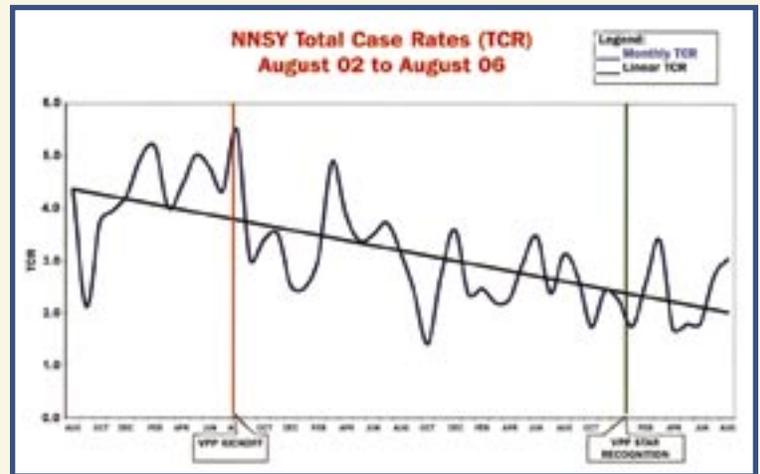
VPP participants develop and implement safety-management systems that effectively identify, evaluate, prevent, and control occupational hazards to prevent employee injuries and illnesses. Sounds very much like operational risk management (ORM), doesn’t it?

Because we are all focused on reducing our mishap rates, it’s important to note that, according to OSHA statistics, the average VPP worksite has a “days away restricted or transferred” (DART) case-rate 52 percent below the average for its industry. These sites typically do not start out with such low rates. Reductions in injuries and illnesses begin when the site commits to the VPP approach to safety and health management.

## Current Status of DoN VPP Participation

VPP is being embraced across the Department of the Navy, with 47 major Navy and Marine Corps sites in various stages of implementation. We have one Star application in process, and three sites are enrolled in OSHA’s VPP “Challenge.” This latter program provides sites with a three-stage roadmap to improve their safety-and-health-management systems as they work toward VPP status.

At the NAVOSH Professional Development Conference, held March 12-16, 2007, in Virginia Beach,



Norfolk Naval Shipyard’s on-duty civilian total-case-incident rate (TCIR) declined 58 percent from FY2001 to FY2005. Since PSNS and IMF started the VPP process in 1998, they have cut their injury and illness rates in half.

Va., NNSY showcased its successful VPP journey at the VPP panel session.

At the end of March, Navy and Marine Corps sites in various stages of VPP implementation had an opportunity to provide an update on their progress at a DoD VPP information exchange. They also will have an opportunity to attend training sessions and share their experiences with representatives from the Army, Air Force, and other DoD agencies. ■

More information can be found at these websites:

- <http://www.osha.gov/dcs/vpp/index.html> [OSHA’s Voluntary Protection Program]
- <http://www.safetycenter.navy.mil/osh/shore/VPP.htm> [Naval Safety Center’s VPP page]
- <http://www.safetycenter.navy.mil/success/stories/0121.pdf> [Portsmouth Naval Shipyard article and photos]
- [http://www.safetycenter.navy.mil/success/downloads/VPP-Nrfk\\_Naval\\_Shipyard\\_Final.pdf](http://www.safetycenter.navy.mil/success/downloads/VPP-Nrfk_Naval_Shipyard_Final.pdf) [Norfolk Naval Shipyard article and photos]
- <http://www.safetycenter.navy.mil/success/stories/0125.pdf> [Puget Sound Naval Shipyard article and photos]
- <http://www.vppex.org/> [DoD VPP Center of Excellence].

# How PSNS and IMF Attained VPP Star Status

**P**uget Sound Naval Shipyard and Intermediate Maintenance Facility (PSNS and IMF) transformed itself to attain VPP Star recognition. Read on to learn how they did it.

PSNS and IMF established a partnership between management, labor, and OSHA in developing a positive, pro-active safety culture.

They increased safety awareness among all employees and empowered the work force to accept responsibility for their own safety and the safety of their co-workers. Employee involvement is one of the keys to a successful program. PSNS and IMF incorporated the following initiatives to increase employee involvement:

- **VPP Passport** – An educational tool to increase employees’ knowledge of VPP and the PSNS and IMF safety program. *VPP Passport* also increased employees’ involvement in their own safety. Currently, 68 percent of PSNS and IMF employees have completed the first version of the passport. Version 2 is set to be released soon.

- **Shop, Code and Project Safety Committees** – Each PSNS and IMF shop, code and project currently has a safety committee made up of employees who work together to solve safety issues in their work areas.

- **Quarterly Worksite Inspections** – Shop, code and project safety committees have teamed up with the PSNS and IMF safety office to conduct safety inspections of the entire facility on a quarterly basis. Previously, the safety office conducted annual inspections; but with the assistance of employees, they have been able to increase the frequency of the inspections



and to receive assistance in getting deficiencies corrected in a timely manner.

- **Employee Recognition** – Currently, PSNS and IMF has two employee-recognition programs through which employees can be recognized by other employees for safe work practices. These are the “safety ACT program” (allows employees to nominate other employees who perform a specific contribution related to safety) and the “VPP recognition team” (recognizes employees whom they find working in a safe manner with free lunch tickets).

PSNS and IMF realized that implementing safety and health standards wasn’t only compatible with cost, quality and productivity, but was the right and moral thing to do.

OSHA, management and labor agreed that safety is part of the job and not an add-on item. ■

## DoD Instruction Update: Injury-Reporting Requirements Revised

**T**he Department of Defense released a memo dated Feb. 20, 2007, that revised DoD Instruction 6055.7 (Accident Investigation, Reporting and Recordkeeping). That memo also replaced the “Safety and Health Recordkeeping” policy memo dated Dec. 3, 2004.

As noted in the Feb. 20 memo, “A recent review showed significant underreporting of military injuries resulting in lost duty time. Failure to report and investigate mishaps prevents us from acquiring the knowledge needed to prevent future injuries. The attached guidance, which is effective immediately, requires injured military and civilian personnel and their supervisors to report each mishap-related injury.

It also requires the use of medical treatment and civilian workers’ compensation reports in the identification of mishaps. The next issuance of DoDI 6055.7 shall incorporate this guidance.”

We’ve already received questions, so here is a point of clarification:

**Question:** What constitutes a “lost work day” for military?

**Answer:** Any time away from work (whether it’s minutes, hours or a full day) on any particular day, due to an injury (excluding the date of injury), is counted as a “day away from work.” ■

*The DoD memo can be found at: [http://www.safetycenter.navy.mil/osh/downloads/INJURY\\_REPORT.pdf](http://www.safetycenter.navy.mil/osh/downloads/INJURY_REPORT.pdf).*

# CNO FY06 OSH Safety Award Winners Named

Congratulations to the OSH safety and health program winners in the CNO FY06 Awards for Achievement in Safety Ashore. Here are those winners:

## Shore Activities

OCONUS Industrial – Naval Facilities Engineering Command, Far East

OCONUS Non-Industrial – Commander, Fleet Activities, Sasebo (CFAS), Japan

CONUS Large Industrial – Norfolk Naval Shipyard, Portsmouth, Va.

CONUS Medium Industrial – Strategic Weapons Facility Atlantic, Kings Bay, Ga.

CONUS Small Industrial – South Central

Regional Maintenance Center, Ingleside, Texas  
CONUS Large Non-Industrial – Naval Air Station, Jacksonville, Fla.

CONUS Medium Non-Industrial – Naval Undersea Warfare Center, Newport, R.I.

CONUS Small Non-Industrial – Naval Submarine Base, Kings Bay, Ga.

CONUS Fleet Op/Support Unit – Surface Warfare Development Group, Norfolk, Va.

## Individual Awards

Capt. Michael McKinnon – Commanding Officer, Naval Submarine Base, Kings Bay, Ga.

Steve S. Allbritton – Safety and Health Manager, Fleet Activities, Okinawa, Japan ■

## Helpful Hints for Preparing Award-Winning Packages

Successful packages combine the efforts of command safety managers and the chain of command. The Naval Safety Center wants to help each command attain optimal grades on their submitted award packages by offering these tips:

Ensure all topic areas from OPNAVINST 5100.23G, Chapter 32, Safety Awards Program Ashore, are discussed within the package. Even if a particular safety area is covered by the regional safety office (e.g., traffic safety), it should be discussed in your command's safety-awards submission package. Present the information, using concise narratives and bullets where feasible.

Use the safety self-assessment sheets to ensure all areas are covered. These sheets are available at: [http://www.safetycenter.navy.mil/awards/scoring/Standard\\_Ashore\\_AwdMatrix\\_2006.xls](http://www.safetycenter.navy.mil/awards/scoring/Standard_Ashore_AwdMatrix_2006.xls).

Have the trend data reflect the rate reductions over time. Detailed descriptive comments that discuss the impact on the overall safety and health program in support of the DoN FY2007 mishap objectives are welcome.

Identify who played key roles, along with the safety committees and coordinators. Highlight the superior performance of your workplace supervisors and tenant-command collateral safety personnel.

Include training partnerships between host and tenant(s), as well as external municipalities, schools, etc.

Add comments on the progressive improvements over the past three to five years that are being seen in your NAVOSH programs, such as ergonomic-research participation and how it fits into the facility's management plan.

Emphasize the success of using individual development plans (IDPs) to support professional growth at all levels within the safety organization.

Highlight the command's process review and measurement system (PR&MS) process and describe how it helped move the safety program forward toward a goal or goals.

Recognize that MWR aspects falling within the scope of the occupational safety and health program should be identified in your package.

Verify command personnel numbers and have several people proofread your award package. Work with your chain of command to ensure that all enclosures reach the Naval Safety Center before the due date. ■

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