



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(INSTALLATIONS AND ENVIRONMENT)
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

22 March 2002

Mr. John Henshaw
Assistant Secretary of Labor (OSHA)
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington DC 20210

Dear Secretary Henshaw:

As the recently selected and first Deputy Assistant Secretary of the Navy (Safety), it my privilege to provide the Department of the Navy's Fiscal Year 2001 Annual Report on Occupational Safety and Health. The Report has a cover sheet and Department of the Navy summary information with attachments containing the Navy's Report and the Marine Corps' Report.

There are a couple recommendations we would like to offer for consideration. These recommendations, if implemented, would improve each Federal agency's ability to monitor their performance and would improve the accuracy of injury, illness and fatality reporting. The recommendations are:

(1) Consolidate the web presence and reporting for both OSHA and OWCP data to consolidate the Federal Worker 2000 data, also known as the Federal Employee Safety and Injury Initiative (FESII) to provide timely and accurate data. For our Department it would be helpful if the Navy and Marine Corps could be displayed as subparts of the Department of the Navy. The issue is the OSHA FESII web site data as of 6 March 2002 had only 2nd Quarter FY01 data for FESII Goal 1B (timeliness) and 3rd Quarter FY01 data for Goal 3 (Lost Production Days).

(2) Initiate a Federal Agency discussion to modify the current Federal Agency metrics that are based on OWCP FECA Table 2 Reports, i.e., case-create data, and to use instead the active case file data. This would improve the accuracy of actual injuries, illnesses and fatalities and ensure consistency between each Agency's internal data and that data OSHA maintains, especially for fatalities. The fatality data disparity is significant between when a fatality mishap occurs

and when the person actually dies. This is discussed in Section 4 of the Navy's Report.

(3) Request OSHA and ESA/OWCP convene meetings with each Federal Agency to update the OSHA agency codes and suffixes to reflect current Agency organization changes. For DoD, Base Realignment and Closure as well as internal regionalization consolidations have created a data credibility concern. For example, the current Naval Region Mid Atlantic had a reduction in their lost time case rate, however, using the OSHA code 6530LE would indicate a steep increase in their lost time case rate.

I will look forward to discussing these recommendations with you and your staff in the near future as we jointly work to reduce injuries, illnesses and fatalities in Federal workplaces.

Please feel free to contact us with any comments or questions. I can be reached at (703) 588-6680. Our Navy contact is Ms. Joy Erdman at (703) 602-2575 and our Marine Corps contact is Mr. Al Lillibridge at (703) 614-1202.



Connie K. DeWitte
Deputy Assistant Secretary
Of the Navy (Safety)

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DUSD(I&E)SOH
CNO (N45)
CMC (Code SD)



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

5100 IN REPLY REFER TO
Ser N454/2U589755

MAR 15 2002

MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF THE NAVY (SAFETY)

Subj: US NAVY FY 2001 ANNUAL REPORT TO OSHA

Ref: (a) OSHA memo for Designated Agency Safety and Health
Officials of 5 Nov 01

Encl: (1) US Navy FY 2001 Annual Report to OSHA

1. The purpose of this memorandum is to forward the US Navy portion of the Department of the Navy's FY 2001 Annual Occupational Safety and Health Report, as requested in reference (a).

2. Enclosure (1) is forwarded for inclusion in the Department of Navy's official response. Recommend that your forwarding letter make the following recommendations to the Occupational Safety and Health Administration (OSHA):

a. Request that OSHA coordinate with the Employment Standards Administration (ESA) Office of Workers' Compensation Programs (OWCP) to provide a consolidated Federal Worker 2000, also known as Federal Employee Safety and Injury Initiative (FESII), web presence and reporting that is timely and accurate and allows for US Navy and US Marine Corps visibility in addition to the Department of the Navy. This is the second year that the US Navy has included such a request in Section 4 of our Annual Report to OSHA. OWCP FESII reporting at its FESII web site for Goals 1B (timeliness) and 3 (Lost Production Days) as of 6 March 2002 are posted for 2nd Quarter FY01, and 3rd Qtr FY01 respectively. Receiving this information in a timely manner will enable all Federal Agencies to more effectively monitor performance and make improvements.

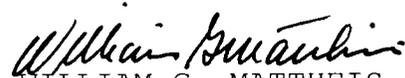
b. Request that OSHA initiate a Federal Agency discussion on a Navy recommendation in Section 4 of the US Navy Report to modify the current Federal Agency metrics that are based on the OWCP FECA Table 2 Report (case create data) to use instead of the active case file data to improve accuracy of reporting injuries, illnesses and fatalities. This change will make OSHA and Federal Agency fatality statistics more consistent.

Subj: US NAVY FY 2001 ANNUAL REPORT TO OSHA

c. Request that OSHA and ESA/OWCP work with Federal Agencies to update OSHA agency codes and suffixes to enable them to perform accurate data analysis and carry UICs in their data system. Base Realignment and Closure rounds and other changes in Navy have created a data credibility concern. For example, under Federal Worker 2000, US Navy reported reduction in lost time case rates in the US Navy FY 2000 Annual Report to OSHA for Naval Region Mid Atlantic UIC 61643 that by its OSHA Code 6530 LE would indicate a steep increase.

3. Suggest that your forwarding letter include a copy to the Assistant Secretary of Labor for Occupational Safety and Health in addition to the acting Director of the Office of Federal Agency Programs to increase visibility of our Navy requests, all of which will benefit OSHA, the Department of Navy, and other Federal Agencies.

4. My points of contact for the US Navy FY 2001 Annual Report to OSHA and metrics concerns are Joy Erdman, N454, at (703) 602-2575, and Charles Anderson, N454I, at (703) 602-9434.



WILLIAM G. MATTHEIS
Deputy Director,
Environmental Protection,
Safety & Occupational Health
Division (CNO N45B)

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U. S. NAVY
OCCUPATIONAL SAFETY AND HEALTH
PROGRAM

FISCAL YEAR 2001 ANNUAL
AGENCY REPORT

PREPARED BY: CNO (N45)



Office of the Chief of Naval Operations
Director, Environmental Protection, Safety
and Occupational Health Division (N45)
2211 South Clark Place
Arlington, VA 22202-3735

Telephone (703)602-2575

Fiscal Year: 2001

Name of Agency: Department of the Navy

Name of Component: U.S. Navy

Address: 2000 Navy Pentagon
Washington, DC 20350-2000

Number of employees covered by this report: 166,031 Civilian Workforce

Name of individual responsible for the Occupational Safety and Health Program:
RADM David M. Stone, USN

Title: Director, Environmental Protection, Safety and Occupational Health Division

Address: Chief of Naval Operations (N45)
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Arlington, VA 22202-3735

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Point of Contact: Joy Erdman, MS, CIH, CSP
Head, Safety and Occupational Health Branch
CNO N454
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NAVY OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) PROGRAM

FISCAL YEAR 2001 ANNUAL AGENCY REPORT

SCOPE OF REPORT

This report focuses on the US Navy. The US Marine Corps reports separately. Together the US Navy and US Marine Corps comprise the Department of the Navy. The safety program for the US Navy is called the Navy Occupational Safety and Health (NAVOSH) Program. The NAVOSH program applies to US Navy shore installations and afloat units worldwide and our military and civilian employees at those locations. Shipboard (afloat) programs, except for those staffed by civilian mariners (primarily in the Military Sealift Command), are only addressed minimally in this report because the Occupational Safety and Health (OSH) Act exempts uniformed military personnel.

The population served in the US Navy Fiscal Year (FY) 2001 annual report is over 500,000 Naval personnel, comprised of active duty military, foreign nationals and civilians employed both in the United States and abroad. Of this number, 166,031 are appropriated-fund civilian employees at over 400 shore installations, including naval shipyards, aviation depots, and public work centers within the United States. Foreign national civilian employees overseas and civilians paid by non-appropriated funds at US Navy shore installations worldwide are also included in the Naval Safety Center analysis and notable afloat initiatives are also mentioned as appropriate throughout this report.

1. INJURY/ILLNESS DATA

The US Navy is a significant industrial employer with a broad spectrum of operations, processes, work environments, and occupations. This section provides summary data for US Navy for Fiscal Year (FY) 2001. The statistical aspects of this report apply to civilian employees covered by the Federal Employees' Compensation Act (FECA). In a few instances where data was not available for US Navy, data for the entire Department of the Navy is provided.

a. Annual Statistics for Fatalities and Lost Time Disabilities

The data provided in **Attachment A** reflects civilian total injury/illness and lost time cases obtained from the United States Department of Labor (USDOL), Office of Workers' Compensation Program (OWCP) database, and reviewed by the Naval Safety Center. This report will address only the portion of that data that is US Navy data. The US Marine Corps will address their data in a separate report. Fatality data is obtained from the Naval Safety Center database and represents traumatic fatalities and those that occurred within six months of the date of initial injury. Not included are those fatalities reported by OWCP that occur after a long illness or that would primarily have been reported to close out a workers' compensation claim.

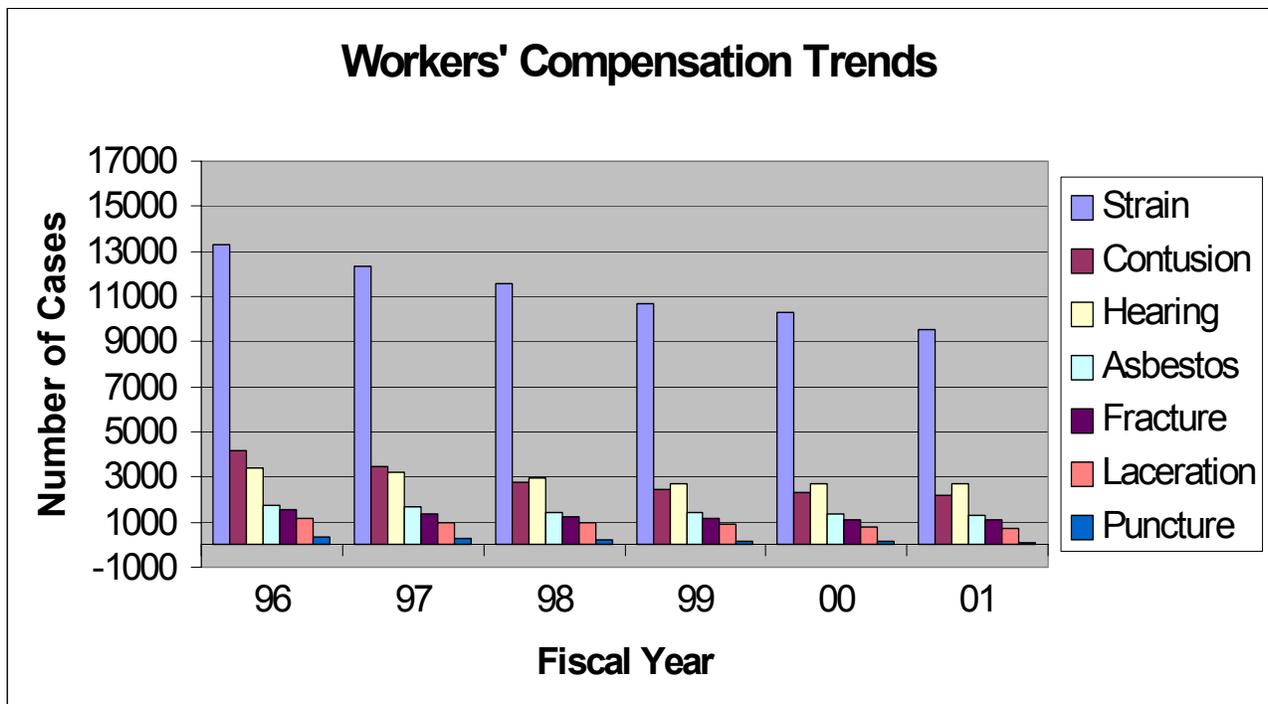
b. Discussion of Major Trends, Causes or Sources of Fatalities and Lost Time Mishaps

Information concerning Navy civilian occupational injuries and illnesses in FY 2001 are provided in the following categories: Work Task Performed, Source of Mishap, Medical Diagnosis, and Body Part Injured. This information is derived from a review of 754 occupational injuries or illnesses cases involving five or more lost workdays reported to the Naval Safety Center using the Injury/Occupational Illness Tracking System (INJTRAK) that has been in use since FY 2000. Data provided in the table below summarizes the number (#) of persons involved in the top 10 categories. An injured person may be counted in more than one category. Review of individual reports of mishaps submitted to the Naval Safety Center reveals that over 47% of civilian mishaps involving five or more lost workdays reported in FY 2001 occurred due to slip, trips falls and overexertion. We plan to revise this table in future years to summarize data based on one or more lost workdays. The majority of these mishaps occurred in our industrial activities. The following table provides further information concerning the top 10 mishap classes in each category.

WORK TASK	#	SOURCE OF MISHAP	#	MEDICAL DIAGNOSIS	#	BODY PART	#
Industrial	259	Slips, Trips and Falls	210	Sprains, Strains	332	Back	205
Miscellaneous	151	Over-Exertion	146	Fractures	84	Foot/Leg/ Ankle	111
Services	149	Bodily Conditions/Reactions	72	Bruises, Contusions	61	Knees	102
Clerical	80	Struck By/ Struck Against	70	Back Pain, Hurt Back	57	Hand/Finger /Wrist	84
Construction	43	Bending/Climbing/ Crawling/Reaching	68	Laceration/ Cuts/ Abrasions/Scratches	43	Shoulder	48
Professional	15	Contact with Objects	28	Injury to Muscles, Tendons Ligaments, Joints, etc.	21	Neck	24
Travel	14	Caught In/ Under/Between	25	Ergonomic Injuries & Illnesses	18	Groin	19
Medical	8	Repetitive Motion	20	Hernia	16	Arm	14
Weapons Systems	5	Collisions	15	Burns	12	Elbow	11
Research	3	Over-Exposure to Noise	13	Stress	7	Head	10
Other Categories	27	Other Categories	87	Other Categories	103	Other Categories	126
TOTAL	754	TOTAL	754	TOTAL	754	TOTAL	754

c. Mishap Trends based on Workers' Compensation data

The following chart shows a decreasing mishap trend over the past six years based on OWCP FECA data.



2. SAFETY AND OCCUPATIONAL HEALTH PROGRAM ACCOMPLISHMENTS

The Secretary of the Navy established himself as Chief of Safety and issued a strong safety policy statement in FY 2001. In FY 2001, the Department of the Navy also created the Deputy Assistant Secretary of the Navy (Safety) position by splitting the Deputy Assistant Secretary of the Navy (Environment & Safety) position into separate environment and safety senior executive positions. They also consolidated Safety, Occupational Health, Fire Protection and Operational Survivability Directorates under the DASN (Safety). The Navy has implemented programs and initiatives to address major causes and/or sources of fatalities and lost time disabilities and improved the overall Navy safety and occupational health program. Most notable improvements were:

a. Accomplishments for ensuring workers, supervisors, and committee members receive appropriate job health and safety awareness and hazard recognition information and training.

TRAINING FOR SOH PROFESSIONALS

The Naval Occupational Safety, Health, and Environmental Training Center (NAVOSHENVTRACEN) trains Sailors, Marines, and civilian employees assigned to surface ships, submarines, aviation squadrons, and shore activities on safety and occupational health (SOH). During FY 2001, over 7,900 personnel were trained in 460 sessions of 49 SOH or SOH-related courses at 72 locations, primarily to SOH professionals and those collateral-duty personnel with SOH duties. This training included interactive video training and other innovative instructional methods to train the maximum number of personnel at lowest overall cost.

TRAINING FOR MANAGEMENT, SUPERVISION, EMPLOYEES, EMPLOYEE REPRESENTATIVES

Separate from the NAVOSHENVTRACEN, SOH training is also integrated into trade/skill training and is provided to management, supervision, employees and union representatives in each workplace. During FY 2001, Navy civilian and military personnel received training tailored to their individual needs, from awareness training to education required to attain and maintain competency in their technical area of expertise. Although no official Navy-wide data system exists to track training for management, supervision, or employees, limited local capability is provided on a case-by-case basis and informal data gathering methods are used to provide feedback to the NAVOSH Training & Education Quality Management Board. In addition, the Bureau of Medicine and Surgery began an initiative in FY01 to post SOH training slide presentations on their website for medical activities to use in training workers and supervisors.

Shore activity personnel were also provided additional educational opportunities to assist them in initiating and managing their own SOH programs with new courses on NAVOSH Program Management and Self-Assessment. Feedback from the initial course convenings has been positive; these courses address strongly-voiced field activity needs.

DOD/FEDERAL COUNCILS AND COMMITTEES

Navy participated in the DoD Policy Council, the Federal Safety Director's Roundtable, and DoD committees, such as Ergonomics, Hearing Conservation, Laser Safety, and Industrial Hygiene Committees. Additionally, field activity personnel actively participated in local Federal Safety & Health Councils, and maintained activity-level SOH Committees, Quality Management Boards, and Process Action Teams.

b. Accomplishments in assessing effectiveness of safety and occupational health programs.

WHITE HOUSE "FEDERAL WORKER 2000" INITIATIVE

The Navy established policy and guidance to implement the President's "Federal Worker 2000" (FED 2000) initiative and monitors Navy performance against these program criteria and goals via FED 2000 graphs posted quarterly on the NAVOSH website at <http://www.navosh.net>. Recently, OWCP has changed the title to Federal Employee Safety and Injury Initiative (FESII), but to avoid confusion, US Navy continues to use FED 2000. The

FED 2000 goals require actions from the Navy’s SOH community as well as from the Navy’s Human Resource workforce to address workers’ compensation claims management to support the FED 2000 initiative. Since 1990, US Navy has tracked the Total Case Rate (TCR) and Lost Time Case Rate (LTCR) for the entire civilian workforce under the Federal Worker 1990 (FED 1990) initiative, by major command, and major industrial activity, including the naval shipyards, aviation depots, and public works centers. In FY 2001, the US Navy also monitored performance against the FED 2000 goals. A key difference between the FED 1990 and FED 2000 initiatives is that we have expanded our internal key activity list to add targeted activities in FED 2000 that were not individually monitored at the headquarters level under FED 1990, and added new FED 2000 reduction goals for timeliness in reporting and Lost Production Days.

1) *FED 2000 Program Goal:* Reduce the overall occurrence of injuries by 3% per year using a FY 1997 baseline, while improving agencies’ timeliness in reporting injuries and illnesses to the Department of Labor by 5%, each year using a FY 1998 baseline.

Total Case Rate (TCR) ¹	FY 1997 Baseline	FY 2001 Goal	FY 2001 Actual	Met Goal/Status
US Navy	5.22	4.68	4.36	Met, Down 16.5%
Reporting Timeliness ²	FY 1998 Baseline	FY 2001 Goal	3 rd Qtr, FY 2001 ⁴ Actual	Met Goal/Status
Department of the Navy ³	36.2%	39.9%	49.2%	On Track to be Met

¹ As reported By OSHA ² As Reported by OWCP ³ Data is not available for US Navy, only available for Department of the Navy

⁴ Latest data posted by OWCP is for 3rd Quarter, FY 01

a) *Navy Action:* The Navy continues to monitor the TCR for US Navy, and the US Navy met the TCR reduction goal for FY 2001 and achieved a 16.5% reduction over the baseline. The Navy continues its aggressive NAVOSH management program with FED 2000 goals firmly in mind, and relying on the reports generated by the Occupational Safety and Health Administration (OSHA) using Office of Personnel Management (OPM) employment figures to track progress of this goal.

b) *Navy Action:* The Navy met the goal for increasing timeliness of submission of CA-1s and CA-2s in FY 2000 and is on track to meet the timeliness goal as of 3rd Quarter, FY 2001. The Navy relies on the reports generated by the Office of Workers’ Compensation Programs (OWCP) to track progress of this goal. The latest published statistics for this metric are for the 3rd Quarter, FY 2001. Additionally, the report format does not separate US Navy from US Marine Corps data.

2) *FED 2000 Program Goal:* Reduce the lost time case rate (LTCR) for those work sites with the highest rates by 10%, per year for 5 years. Targets were selected if they exceeded two times the Federal average of 2.67 (i.e., 5.34) in FY 1996.

Lost Time Case Rate (LTCR)	FY 1996 Baseline	FY 2001 Goal	FY2001 Actual	Met Goal/Status
Norfolk NSY Portsmouth, VA	5.54	4.43	3.21	Met 5-Year Goal, Down 42%
Puget Sound NSY Bremerton, WA	5.50	4.40	4.70	Did NOT Meet Goal, but Down 15%
PWC Norfolk Norfolk, VA	6.33	5.06	4.50	Met Goal, Down 29%
PWC Pensacola Pensacola, FL	5.62	4.50	11.33	Did NOT Meet Goal, <u>Note Change in Scope</u>
Naval Air Facility Key West, FL	6.57	5.26	4.61	Met Goal, Down 30% <u>DEWSDP Pilot Site</u>¹
Naval Air Station Kingsville, TX	6.04	4.83	7.80	Did NOT Meet Goal, <u>DEWSDP Pilot Site</u>¹
NAVREG Mid-Atlantic Norfolk, VA	10.15	8.12	0.70	Met 5-Year Goal <u>Note Change in Scope</u>
Atlantic Ordnance Command Colts Neck, NJ	7.38	5.90	2.72	Met 5-year Goal <u>Note Change in Scope</u>

¹ Defense Employee Work Safety Demonstration Program (DEWSDP), Navy Project Site

Navy Action: Navy tracks the LTRC average performance for the U.S. Navy as well as LTRC at the targeted facilities. All Navy facilities perform an annual self-assessment and develop improvement plans designed to correct highest risk program or process deficiencies. Two sites, NAS Kingsville and NAF Key West are pilot sites for demonstration projects under the Defense Employee Work Safety Demonstration Program (DEWSDP). Several of the targeted facilities have made significant strides toward improving their OSH performance, but others are clearly not meeting their goals. Five out of eight targeted Navy activities met their goals, three of which (Norfolk Naval Shipyard, Naval Region Mid-Atlantic and Atlantic Ordnance Command) have already met their five-year goals. Two activities (Atlantic Ordnance Command and Naval Region Mid-Atlantic) have had significant changes in scope due to reorganization. This change makes it a challenge to establish a viable baseline. Both met their goals. Of the three activities that did not meet their goal, Puget Sound NSY is improving but not enough to meet its goal; Naval Air Station Kingsville is receiving assistance; and, PWC Pensacola is facing major regionalization and outsourcing challenges that may be adversely impacting their true performance. These three activities will be singled out during FY2002 for closer scrutiny.

3) *FED 2000 Program Goal:* Reduce the rate of Lost Production Days – that is, the number of days employees spend away from work – by 2% per year. As noted by OWCP, FY 2000 performance establishes the baseline.

Lost Production Days (LPD) ¹	FY 2000 Baseline	FY 2001 Goal	2Q, FY2001 Actual	Met Goal/Status
Department of Navy	64.7	63.7	66.91	NOT Meeting Goal

¹ LPD = Continuation of Pay (COP) hours provided by DCPDS divided by 8 to convert to days + Non-Quality Care Management (Non-QCM) in calendar days provided by OWCP + Quality Case Management (QCM) in calendar days provided by OWCP. As explained by OWCP, QCM days represent short-term cases with active case management where payment is often on a case-by-case basis, while Non-QCM days represent longer-term cases where payment is often automatic every 28 days. This is then converted to a rate as lost production days per 100 workers.

Navy Action: This goal has two components. (1) Prevent or reduce the severity of injuries and illnesses, and, (2) Ensure timely return to work. Efforts continue at the individual activity level to return workers to work as soon as practicable. In FY 2001, US Navy commissioned a Center for Naval Analyses (CNA) workers’ compensation study that recommended regionalizing human resource case management similar to Southwest Region, the only Navy region managing cases on a regional basis. CNA estimates a 9:1 return on investment for replicating the regional program. DOD has announced plans to track lost production days paid by continuation of pay (COP) to enable us to better track returning workers to work during the COP period. Additionally, proposed changes to DOD’s Injury Compensation/Unemployment Compensation (IC/UC) system will allow tracking lost production days at the activity level. The Navy’s evolving shore on-duty record keeping system, INJTRAK, also provides some capability to track lost production days.

c. Accomplishments in the identification, assessment and resolution of safety and health problems, including methods to recognize outstanding achievers and to establish accountability and performance standards for managers, supervisors, and employees.

NAVOSH STRATEGIC PLAN

Under the leadership of the NAVOSH Quality Council, chaired by CNO (N454), a Strategic Plan was implemented in five key areas: Training & Education, Communications and Information Systems, Process Review & Measurement System (PR&MS), Occupational Health Support, and Future Planning (OSH 2003 Initiative). The Quality Council reevaluates the actions and metrics of the Strategic Plan to determine the continual success and implementation of the plan. Key accomplishments in FY 2001 included:

- An updated NAVOSH Strategic Plan in April 2001 to include three new initiatives: (1) reduce ergonomic hazards, (2) reduce fall hazards, and (3) improve data to support readiness. Accomplishments from the previous strategic plan included guidance to improve contractor safety, a video on the improved US Navy safety audit process called Process Review and Measurement System (PR&MS), realignment of occupational health resources to provide additional support to the fleet, and innovative technology additions to NAVOSH training (i.e., video teleconference to ships and computer-based training).
- Draft changes to NAVOSH Policy for issuance in FY 2002 (**See Attachment B**) to include:

- Total revision of confined space, hazardous material and ergonomics policies
 - Elimination or expansion Navy-wide of 50 existing waivers to NAVOSH policy
 - Improvements to training, ergonomics, hazard abatement, and laser policy
- A full-time safety expert added to the Chief of Naval Operations staff to integrate safety and health into the acquisition process. Initial efforts focus on high hazard areas including reducing ergonomics, fall, and noise hazards throughout the life cycle of acquisition (design, construction, use, and dismantlement/disposal).
 - Approximately 25 NAVOSH Success Stories developed for the website to educate Navy, their families, and the public on the value of safety and the Navy’s commitment to protection of our most valuable resource – our people (available at <http://www.navosh.net>). Further detail is provided later in this report.

MAJOR MISHAP REVIEW

The CNO Major Mishap Review Board did not meet in FY 2001 due to staffing shortages, however work place fatalities continued to be investigated and each fatality is summarized on the NAVOSH Report Card posted behind password on the NAVOSH website at <http://www.navosh.net>. This listing includes key information to assist others in managing similar risk factors, eliminating hazards, and preventing recurrence. The ultimate goal is to institutionalize Navy-wide lessons learned from fatality experience.

Our lessons learned do not always come from personal experience and are not restricted to occupational exposures. We also seek to protect our sailors and their families during off-duty hours. For example, during FY 2001, the general issue of exposure to anthrax and the safety and health contribution to response to the “9-11” disaster was actively communicated Navy-wide through NAVOSH News and our 1,001 NAVOSH Success Stories web-page.

HAZARD ABATEMENT PROGRAM

The Navy’s Hazard Abatement Program (HAP) is an integral component of the Navy's mishap prevention program, providing commands with the resources necessary for correction of workplace hazards identified during self-assessments, investigations, evaluations, and oversight inspections, as well as those hazards reported by employees. The Hazard Abatement (HA) Program objective of identifying, evaluating, and correcting hazards continues to improve Navy workplaces. Emphasis remains on prioritizing and correcting identified hazardous conditions with the highest degree of risk to ensure cost-effective use of available funds. The table below provides further details for HA funding from FY 1997 to FY 2007.

TABLE: NAVOSH HAZARD ABATEMENT FUNDING

Authorizations FY 1997- FY 2001 are summarized from previous Annual Reports to OSHA
 Obligations FY 1997-FY 2000 are summarized from previous Annual Reports to OSHA
 Obligations FY 2001 are provided by NAVFAC documentation
 Authorizations for FY2002 – FY 2007 are provided by Navy headquarters budget documentation.

FUNDING YEAR	AUTHORIZATION (\$ Million)	OBLIGATED (\$ Million)
FY 1997	12.8	13.4
FY1998	11.6	10.7
FY1999	14.7	14.6
FY2000	14.7	12.3
FY2001	13.6	12.5
FY2002	14.1	
FY 2003	14.0	
FY2004	13.9	
FY2005	13.8	
FY2006	14.1	
FY2007	14.3	

Defense Employee Work Safety Demonstration Program (DEWSDP)
Navy Projects at NAS Kingsville and NAF Key West

Congress has authorized the Secretary of Defense to carry out a \$5 million defense employee work safety demonstration program to improve the work safety record for civilians at that site using best industry practices. A prime measure of success will address the Federal Worker 2000 safety goals, i.e. reduction in total workplace injuries, number of serious injuries and lost production days. In the shorter term, improvement in perception surveys and implementation of tools provided will measure success. Each of the armed services have selected two sites to participate in this program. Navy has selected two volunteers from OSHA's top-100 "worst first" list, Naval Air Station Kingsville (NASK) and Naval Air Facility Key West (NAFKW) to participate in the demonstration program. At NASK, we will attempt to strengthen the Voluntary Protection Program (VPP) element, Management Commitment and Employee Involvement, to reduce mishaps using best practices taken from OSHA's VPP website. At NAFKW, we will use a variant of the Department of Energy's Integrated Safety Management Systems techniques to reduce mishaps. Contracts were awarded in late FY 2001, and implementation will continue throughout FY 2002 and conclude in December 2002 with a report to Congress.

d. Unique or significant accomplishments that your agency made last year to enhance employee participation, involvement and consultation in the safety and occupational health program.

NAVOSH NEWS

The Navy distributes the *NAVOSH News*, its weekly electronic newsletter, to Echelon 2 commands for distribution Navy-wide. In FY 2001, the Navy developed and distributed 40 NAVOSH newsletters. This newsletter, also maintained at <http://www.navosh.net>, expedites the dissemination of notices, bulletins, and other news pertinent to Navy work environments, including updates from regulatory agencies, schedules for NAVOSH inspections by Navy Inspector General (NAVINSGEN) and Board of Inspection and Survey (INSURV) teams, emerging issues resulting from legal proceedings and political actions, NAVOSH Success Stories, and weblinks to additional resources for more comprehensive information and useful tools needed by our field activities. Newsletters are developed in two formats, (1) For public viewing only, and (2) More detailed revision behind password for the NAVOSH community. The latter version allows for communication of key Navy problems that need attention.

NAVOSH SUCCESS STORIES

During FY 2001, 25 NAVOSH Success Stories were developed for posting on the public domain side of CNO's NAVOSH website, <http://www.navosh.net> to communicate the Navy's commitment to the safety and quality-of-life of our Navy personnel. The purpose of the NAVOSH Success Stories is to keep sailors, their families, Navy civilians, and the general public informed about what the Navy is doing to protect the military and civilian workforce from workplace fatalities, life-threatening injuries, and crippling disabilities. In addition, they provide the widest dissemination of valuable lessons-learned and successful initiatives. Success stories in FY 2001 again focused on high hazard areas, such as ergonomics, fall protection, noise-induced hearing loss, and afloat operations. Recently, a Success Story was added on US Navy industrial hygiene response in the Pentagon following the terrorist attack on "9-11."

3. ANNUAL OSH PLANS, GOALS AND OBJECTIVES, AND SIGNIFICANT OSH INITIATIVES PLANNED AND PROGRAMMED FOR THE COMING YEAR(S).

The overall goals of the NAVOSH program are to prevent fatalities, injuries and occupational illness; reduce the severity of mishaps; and improve operational readiness. Key FY 2002 initiatives focus on implementing our NAVOSH Strategic Plan (falls, ergonomics, data, etc.); reviewing organizational alignment of the safety function; developing a safety budget ashore; partnering with the Navy operational community to identify Homeland Defense safety needs; working with leadership to improve the safety culture; and creating strategies for data quality improvement -- improvements in both mishap reporting and monitoring of OSHA citations. The NAVOSH

program is comprised of a number of elements that target key areas such as compliance, training and hazard control and elimination. The following elements are the tools by which the Navy intends to accomplish its overall NAVOSH goals in the next few years.

NAVOSH STRATEGIC PLAN

- Actively continue progress on existing initiatives in NAVOSH training and education, Occupational Health Services, and Regionalized Safety Services (called “OSH 2003”).
- Continue implementation of three initiatives begun in FY 2001:
 - Eliminate fall hazards and reduce workplace falls
 - Reduce workplace ergonomics hazards
 - Improve access and quality of safety and health data for use by decision makers
- Review the broad spectrum of NAVOSH support to identify opportunities to enhance the provision of safety and health support to Navy operational forces.

ACQUISITION SAFETY

- Define requirements and integrate SOH into the acquisition process by increasing SOH membership and participation in acquisition IPTs and working groups.
- Insert SOH criteria by identifying key areas, (i.e., ergonomics, noise, fall protection and chemical management), and describing minimum acceptable criteria for program reviews to be incorporated into Operational Requirements Documents (ORDs) and Mission Needs Statements (MNS).
- Improve support and guidance to acquisition program managers and system safety support personnel to ensure insertion of safety and health criteria into major acquisition programs (i.e., CVNX, DDX, and JSF).
- Participate in review of Programmatic Environmental Safety and Health Evaluation (PESHE) documentation at all Acquisition Category (ACAT) levels beginning with major (ACAT I) acquisition programs. Special emphasis is being placed on safety and health improvements of the next Navy aircraft carrier, with informal partnership with Grumman Newport News Shipyard (an OSHA VPP site), which will be doing the design and construction.

OSHA ISSUES

- Develop and implement a system to monitor OSHA citations Navy-wide on our NAVOSH website (www.navosh.net) to facilitate activities learning from citations at other Navy sites, thus preventing OSHA “repeat” citations.
- Promote Navy shore activity certification from OSHA Voluntary Protection Program (VPP).

CNO N46 SAFETY INTEGRATED PROCESS TEAM

- Improve safety resources across the Navy using the Base Operating Support (BOS) Safety Integrated Process Team (IPT) to identify costs to meet safety requirements funded under BOS (i.e., workplace safety and health, parts of explosive safety, traffic safety, off-duty and recreation safety). As a follow-on to the CNO N46 Safety IPT, we plan to use the lessons learned from this process to evaluate and improve safety funding under the Navy Working Capital Fund (NWCF), which includes many of our most industrial workplaces, such as naval shipyards, aviation depots, and public work centers.

HOMELAND SECURITY MISSION CHALLENGES

- Determine functions and emerging roles for safety and occupational health communities in this multi-disciplinary effort, including training needed for defined roles, appropriate detection methods and equipment, and appropriate personal protective equipment.

CENTER FOR NAVAL ANALYSIS (CNA) STUDIES

- Coordinate with CNA on completion of study begun in FY 2001 to analyze Navy ergonomics and fall mishaps and make recommendations to improve data capabilities.
- Initiate a follow-on study with CNA. Specifics are being finalized.

NAVOSH POLICY & GUIDANCE

- Finalize and issue NAVOSH shore policy and guidance, begun in FY 2001, in the following specific areas: confined space safety, hazardous material use and storage, ergonomics, and laser safety. Initiate NAVOSH shore policy on fall protection.
- Issue a revised NAVOSH Reference Library on Compact Disk. This tool provides Navy-specific safety and health policy and nearly 250 references to the professionals in the field.

4. PROVIDE COMMENTS, REQUESTS AND RECOMMENDATIONS FOR CONSIDERATION BY OSHA'S OFFICE OF FEDERAL AGENCY PROGRAMS (OFAP) IN GOVERNMENT-WIDE OCCUPATIONAL SAFETY AND HEALTH PROGRAMS OR REPORT ANY ITEMS OF SPECIAL INTEREST CONCERNING OCCUPATIONAL SAFETY AND HEALTH ACTIVITIES OR PROGRAMS. (OPTIONAL)

- a. Request that, when reporting Department of Navy statistics that OSHA and OWCP break out the U.S. Navy from the U.S. Marine Corps under the Department of the Navy. Additionally, request that under the FED 2000 initiative Goal 1a and 2, that the Total Care Rate (TCR) and Lost Time Case Rate (LTCR) also be summarized and tracked for three distinct entities: Department of the Navy, U.S. Navy and U.S. Marine Corps. See **Attachment C** for proposed format. Finally, request that FED 2000 Navy performance data for Goals 1B and 3 be separated into US Navy and US Marine Corps as well as current data on the combined Department of the Navy data.
- b. OSHA and OWCP need to improve timeliness in posting FED 2000 performance data. Recommend performance be made available within 90 days of the end of the reporting period. Currently, some performance data takes over a year to post! Additionally, request that the Office of Federal Agency Programs (OFAP) improve coordination between Bureau of Labor Statistics (BLS), OWCP and OSHA on the FED 2000 initiative by reporting data on their website by agency (including Department of the Navy breakdown to U.S. Navy and U.S. Marine Corps) in a timely manner so that agencies can use this information to drive their programs. We recommend that OSHA establish an internal standard to post data quarterly on their website within a certain number of days from the end of the quarter.
- c. Request that OSHA establish a readily identifiable link from the OSHA web page to Federal agency statistics as well as to the FED 2000 data elements that are currently posted at various locations on the OWCP and OSHA-SLC websites and provide a summary like that provided at the OWCP web site that includes a description of where data elements are derived from and how they are determined.
- d. Request that OFAP use the "active case" file rather than the "case-create" file (FECA Table 2) to measure safety performance and post performance reports on the OSHA web site under the statistics category. Additionally, use the "date of death" and "date of injury" instead of the "case-create" date to organize and relate data summaries. This change will make Federal agency data consistent with OSHA data and BLS statistics. This is particularly important for fatality information. The current difference in fatality statistics between Navy and DoL reduces the credibility of the safety staff in both agencies.

e. Recommend that OFAP graph agency FED 2000 performance of each agency and post it on OSHA's website under the statistics category. US Navy graphs of FED 2000 performance are available at www.navosh.net under password. OFAP needs to take a more active leadership role with Federal Agencies to elevate the importance of safety to the level of the Treasury Department under Secretary Paul O'Neill.

ATTACHMENTS:

Attachment A – USN Consolidated Injury/Illness Data Summary

Attachment B - OPNAVINST 5100.23F (Summary) and NAVOSH Library CD (not provided on the website)

Attachment C – Proposed OFAP Format

TABLE 1: OWCP INJURY & ILLNESS DATA

Number of employees is obtained from the Office of Civilian Personnel Management (OCPM). Fatalities are traumatic fatalities only, obtained from the Naval Safety Center database. See Table 5.

DEPARTMENT OF THE NAVY (DON)

CATEGORY	FY98	FY99	FY00	FY01
Total Cases less 1 st Aid Cases	9290	8790	8690	8204
Fatalities	6	4	8	3
Lost Time Cases	5142	4822	4621	4108
Avg. Number of Employees	196719	204653	183581	180036

US NAVY (USN)

CATEGORY	FY98	FY99	FY00	FY01
Total Cases less 1 st Aid Cases	8191	7851	7576	7124
Fatalities	6	4	8	3
Lost Time Cases	4447	4198	3874	3419
Avg. Number of Employees	181045	188543	169168	166031

US MARINE CORPS (USMC)

CATEGORY	FY98	FY99	FY00	FY01
Total Cases less 1 st Aid Cases	1099	939	1114	1080
Fatalities	0	0	0	0
Lost Time Cases	695	624	747	689
Avg. Number of Employees	15674	14871	14413	14006

TABLE 2: OWCP RATES OF INJURIES & ILLNESSES PER 100 EMPLOYEES

This data is obtained from the USDOL OWCP database. USN and USMC rates are based on cases without first aid.

DEPARTMENT OF THE NAVY (DON)

CATEGORY	FY98	FY99	FY00	FY01
OWCP Total Case Rate	4.54	4.30	4.73	4.56
OWCP Lost Time Case Rate	2.51	2.36	2.52	2.28

US NAVY (USN)

CATEGORY	FY98	FY99	FY00	FY01
OWCP Total Case Rate	4.35	4.16	4.48	4.29
OWCP Lost Time Case Rate	2.36	2.23	2.29	2.06

US MARINE CORPS (USMC)

CATEGORY	FY98	FY99	FY00	FY01
OWCP Total Case Rate	6.74	6.31	7.73	7.71
OWCP Lost Time Case Rate	4.26	4.20	5.18	4.92

TABLE 3: WORKERS' COMPENSATION DATA

This data reflects the workers' compensation cost obtained from the USDOL OWCP database.

DEPARTMENT OF THE NAVY (DON)

CATEGORY	CBY98	CBY99	CBY00	CBY01
Chargeback Cases	29655	27491	26601	25908
Total Cost (\$ Million)	243.9	240.5	241.6	246.9
Cost per case (\$)	8225	8748	9083	9529

US NAVY (USN)

CATEGORY	CBY98	CBY99	CBY00	CBY01
Chargeback Cases	27118	25256	24184	23526
Total Cost (\$ Million)	225.7	221.6	222.3	227.3
Cost per case (\$)	8323	8774	9192	9662

US MARINE CORPS (USMC)

CATEGORY	CBY98	CBY99	CBY00	CBY01
Chargeback Cases	2537	2235	2417	2382
Total Cost (\$ Million)	18.2	18.9	19.3	19.6
Cost per case	7169	8460	7985	8221

TABLE 4: CONTINUATION OF PAY (COP)

This data reflects the COP data obtained from the Defense Finance & Accounting System (DFAS) - Cleveland.

DEPARTMENT OF THE NAVY (DON)

CATEGORY	FY98	FY99	FY00	FY01
COP Cost (\$ Thousand)	4117.5	4683.3	4096.3	3910.4

US NAVY (USN)

CATEGORY	FY98	FY99	FY00	FY01
COP Cost (\$ Thousand)	3663.6	4081.3	3739.6	3544.8

US MARINE CORPS (USMC)

CATEGORY	FY98	FY99	FY00	FY01
COP Cost (\$ Thousand)	453.9	602.1	356.7	365.6

TABLE 5: NAVY FATALITY SUMMARY

Based on data from the Naval Safety Center on Traumatic Fatalities

DATE	CATEGORY	UIC DESCRIPTION	BRIEF NARRATIVE
10/29/96	Fatal Fall/Aerial Lift	NADEP Jacksonville, FL	Found on floor next to aerial lift basket
09/15/97	Fatal Impact/Boat Davit	NSY Puget Sound, WA	Struck by hand crank shaft of boat davit winch
09/15/97	Fatal Fall/Stairway	NAVBASE Seattle, WA	Fell to first deck when second deck railing gave way
FY97	Motor Vehicle Fatality		
FY97	Motor Vehicle Fatality		
04/27/98	Fatal Impact/Straddle	NSY Puget Sound, WA	Struck from behind by straddle truck while walking on the pier
FY98	Motor Vehicle Fatality		
FY98	Motor Vehicle Fatality		
FY98	Motor Vehicle Fatality		
FY98	Motor Vehicle Fatality		
FY98	Motor Vehicle Fatality		
03/13/99	Fatal Burn/Steam Pipe	NSY Portsmouth, NH	Contact with residual steam condensate while opening steam valve
FY99	Motor Vehicle Fatality		
FY99	Motor Vehicle Fatality		
FY99	Motor Vehicle Fatality		
02/04/00	Fatal Fall/Drowning	USNS Big Horn	Merchant seaman fell into water from liberty boat
05/20/00	Fatal Impact/Man lift	NSY & IMF Pearl Harbor, HI	Man lift overturned, fatal head injuries
08/09/00	Fatal Crash Aircraft	NAWC	Passengers in mid-air collision
08/09/00	Fatal Crash Aircraft	NAWC	Passengers in mid-air collision
08/09/00	Fatal Crash Aircraft	NAWC	Passengers in mid-air collision
08/09/00	Fatal Crash Aircraft	NAWC	Passengers in mid-air collision
08/09/00	Fatal Crash Aircraft	NAWC	Passengers in mid-air collision
08/09/00	Fatal Crash Aircraft	NAWC	Passengers in mid-air collision
01/02/01	Fatal Burn	NSY Puget Sound, WA	Fatal Heart Attack while being treated for burns.
03/14/01	Ergonomics	NADEP North Island, San Diego, CA	Injured while moving pallets
09/28/01	Motor Vehicle Fatality	PWC San Diego, CA	Civilian driver in PMV caused GMV driver to lose control and crash

TABLE 6: OSHA CITATION SUMMARY – BY TYPE

Based on data from the OSHA

	FY99	FY2000	FY2001
Number of Inspections	35	36	25
Willful	4	0	0
Serious	37	50	45
Repeat	2	1	0
Other	3	13	11

TABLE 7: TOP 5 OSHA CITATIONS (Number of Citations in FY2001)

Machine Guarding (13) • Confined Space (10) • Woodworking Machinery (9) • HAZCOM (9) • Egress (8)



Keeping Our Sailors Singing through the

Highlighted Summary of the Navy Occupational Safety and Health Program Manual, OPNAVINST 5100.23F

Chapter 1: Introduction

Reference 1-4	Changed OPNAVINST 5100.19 to the current version and date (OPNAVINST 5100.19D of 30 Aug 01)
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Chapter 2: Responsibilities

0207I	Revised section requires activities to develop a hazard abatement program as required by Chapter 12. Deletes language that requires Commanding Officer to be aware of the hazard abatement program.
Reference 2-13	Updates the reference to the latest version of the Navy Systems Training Plan (8603D).
Appendix 2-A	Updated version of the DoD Occupational Safety and Health Program poster.

Chapter 3: Organization and Staffing

0304c	A new paragraph has been added that strongly recommends that regional safety managers attain board certification through either the American Board of Industrial Hygiene or the Board of Certified Safety Professionals. Also encourages all OSH professionals to seek professional certification per section 0606.
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Chapter 4: Councils and Committees

0402e(1)	Deletes the requirement for activity council meetings to be held quarterly. If the activity OSH manager attends routinely scheduled department head (staff) meetings or personally briefs the commanding officer (CO)/executive officer (XO) on a recurring basis, where safety Items can be discussed in a timely manner, only one formal annual meeting is required. Otherwise, the council shall meet annually or more frequently as needed.
0404.b	Revises language to include NAVRESFOR as a member of the NAVOSH Quality Council.
0404d	Revised language to indicate that the Quality Council will meet semi-annually.

Chapter 5: Prevention and Control of Workplace Hazards

	No changes
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Chapter 6: Training

0602	Revised paragraph to include a reference to the NAVOSHENVTRACEN course listing found at www.norva.navy.mil/navosh .
0602b(3)	Adds requirement that supervisory training for newly appointed supervisors be given as soon as possible but no later than 180 days. Deletes the requirement that this training be as specified in reference 6-1. Adds as statement that electronic training methods are acceptable.
0602d(3)	Deletes paragraph that requires activities to ensure that all new OSH personnel with limited NAVOSH policy background complete <i>Introduction to NAVOSH (Ashore), A-493-0050</i> .
0602d(3)	New paragraph 0602d(3) revised to require person(s) conducting formal OSH training courses to complete a formal instructor training course offered by CNET or equivalent training/experience as approved by the NAVOSH manager.
0602f(2)	Adds "Security Personnel" to the list of job positions or individuals required to administer first aid and/or CPR.
0606	Revises last sentence of paragraph to include availability of CIH, CSP and CHMM computer study programs for the certification examinations.
0607a	Revises duties and responsibilities of the Deputy Chief of Naval Operations (DCNO) (Logistics) (N4) to include establishing policy and resourcing of NAVOSH and HMC&M training programs.
0607c(1), (2) and (3)	Revises duties and responsibilities of the Chief of Naval Education and Training. Also provides the proper title for the Navy systems Training Plan.
Reference 6-3	Corrects the instruction revision and date of issue.
Reference 6-4	Corrects the title and revision number of the NAVOSH and HMC&M Navy Systems Training Plan.

Append. 6-C	Deleted appendix. Activities encouraged to visit NAVOSHENVTRACEN web site for current course listings.
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Chapter 7: Hazardous Material Control and Management
(Full Chapter Revision, Major changes listed below. Recommend Reading Entire Chapter Before Submitting Comments)

0701d	Paragraph has been deleted in its entirety.
0702a(1)	The “Note” section has been added that describes the Naval Health Research Center’s ability to conduct toxicological profiles (TP) and health hazard assessments (HHAs), which help the center set the allowable exposure limits for HM in operational settings.
0702a(2)	Revises language to include the HCM&M requirement to perform HHAs associated with the management of the facility level Authorized Use List (AUL).
0702b(1)	Includes language for COMNAVSUPSYSCOM to develop and recommend to CNO policies and procedures to enhance personnel and facilities safety as well as reducing/minimizing HM into the supply system.
0702b(3)	Adds requirement for NAVSUP to provide guidance to, and coordinate efforts on Navy-wide HM substitution.
0702b(4)	Adds language to ensure that assistance and computer equipment is provided for pollution prevention programs, CHRIMP, HSMS & HICS.
0702d	Adds language to ensure that Commanders of Headquarters and major claimants coordinate with BUMED, program managers, field activities and Navy regions regarding sponsored activities in those regions. It also adds language to ensure that major claimants provide OSH support and funding to develop and implement HM elimination and substitution processes. It goes on to say that OSH professionals shall assist in managing the facility AUL to ensure the use of non-hazardous or least hazardous, technically acceptable materials.
0702e	Adds a new section with responsibilities for Navy regional commanders including coordinate with HQs, program managers and field activities to which they provide support to implement, manage and maintain HMC&M programs.
0702f(7)	Adds language that allows for use of HSMS or an equivalent system that meets the intent of HSMS including MSDS identification, industrial type or other process and EPA waste stream for each manufacturer-specific hazardous material.
0702g(1)	Requires commanding officers, commanders to assign and define HMC&M responsibilities and ensure compliance with Reference 7-1 and 7-7 through 7-10.
0702g(2)	Adds language to ensure the AUL includes all HM and any materials that “meet or have potential to meet” the definition of HW per 40 CFR 261 during any phase of its existence. Also adds a "NOTE" that clarifies the CFR 1910.1200 exemptions.
0702g(3)	Adds a new paragraph that requires OSH professionals perform a safety and health review of HM proposed for the addition to the activity AUL prior to the purchase of the HM.
0702g(6)	Revises language that an MSDS should be maintained for all HM issued, received or allowed to be brought onto the facility. Also allows for electronic MSDS and use of online MSDS services.
0702g(9)(b)	Adds language that says HM with no apparent authorized use should be returned to the HAZMIN Center for proper disposal.
0702g(10)(d)	Adds language that says to report deficiencies in the DoD HMIS to NAVENVIRHLTHCEN at the address listed in appendix 7-A.

0702g(10)(j)	Adds language to ensure that the activity Pollution Prevention Plan addressed OSH concerns regarding the facility AUL, HM purchases, and other HM management methods.
0703a	Adds language to ensure that headquarters commands and major claimants assess environment safety and occupational health effects of chemicals and materials of high potential hazard.
0703b	Adds language to ensure headquarters commands and major claimants coordinate with program managers to address OSH aspects as an integral part of ESOH. Paragraph goes on to discuss human factors engineering and HM management principles and practices consistent with Reference 7-12.
Reference 7-8	Delete Reference BUMEDINST 4110.1 of 30 Aug 93
Appendix 7-A	Additional language indicating that DoD Hazardous Materials Management Information Resource System (HMIRS) is scheduled to replace HMIS in April 2002.

Chapter 8: Occupational Health

	No Changes
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Chapter 9: NAVOSH Inspection Program

0903j	Deletes the requirement that activities conduct follow-up workplace inspections to verify that completed corrections have been made or that actions addressing specific problem areas are taken.
0904a(4)	Deletes the requirement for command evaluations to evaluate the results of Federal Employee Compensation Act (FECA) cost reduction efforts..
0904b	Revises paragraph to refer to "Occupational Safety Health Management Inspection" evaluations.
0904c	Adds a paragraph that states that the Naval Oversight Inspection Unit inspections may be used to meet this requirement for command inspections.

Chapter 10: Employee Reports of Unsafe/Unhealthful Working Conditions

	No Changes
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Chapter 11: Inspections and Investigations of Workplaces by Federal and State OSH Officials

1104c	This paragraph deletes the requirement for activity commanders to provide the name, address and phone number of each activity coordinator by letter to the appropriate OSHA Regional Office.
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Chapter 12: Hazard Abatement Program (Full Chapter Revision, Major changes listed below. Recommend Reading Entire Chapter Before Submitting Comments)

1202c NOTE	Revises language to delete \$500 labor and materials threshold required for cost recording of each identified hazard.
1202c(8)	Adds a statement allowing a computerized file vice the hard copy, as long as it contains all of the required close-out information.
1204b	This paragraph has been modified to require activities to submit projects to their major claimant in coordination with their facilities manager and/or regional engineer utilizing the web-based Hazard Abatement Program as well as to NAVFACENGC.COM.
1204b(1) (a)1	Adds a new subparagraph <u>1.</u> that funds for centrally-managed hazard abatement must be for non-Navy Working Capital Fund (non-NWCF) activities only.
1204b(1) (a) 2.a.	Revises the range for minor construction to \$100,000 to \$1,000,000.
1204b(1) (a)1.b.	Revises the range for the cost of a repair to \$100,000 to \$1,000,000.
1204b(1) (a)2(c)	Adds new paragraph that creates a threshold of equal to or greater than \$10,000 for ergonomics projects.
1204b(1) (e)	Revises paragraph to delete exit sign example and edit guardrail example.
1204b(2) (a)	Inserts a minor change to indicate what is prohibited are projects that are a result of a lack of maintenance rather than those that are maintenance related.
1204b(2) (b)	Added a new paragraph on non-authorized projects that addresses projects involving facilities owned (on plant property accounts) by NWCF activities.
1204b(2) (g)	Adds purchase of ergonomic furniture to list of unauthorized projects that do not normally qualify for central HA funding
1204b(3) (a)	Revises paragraph to indicate that HA project submissions are to be done electronically.
1204b(3) (d)	Paragraph deleted. On-line database to be used for HA project submittals.
1205b	Revised text to indicate that Abatement Priority Number (APN) will be used to determine abatement priorities.
Appendix 12-B	Revised form title: Hazard Abatement Project Request Worksheet
Appendix 12-B-2	Revised Hazard Abatement Request Worksheet instructions.

Chapter 13: Navy Occupational Safety and Health Cost Data (Shore Only)

	No Changes
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Chapter 14: Mishap Investigation, Reporting, and Recordkeeping

	No Changes (<i>All comments submitted for this chapter have been forwarded to the OPNAVINST 5102 committee for consideration.</i>)
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Chapter 15: Respiratory Protection (Full Chapter Revision, Major changes listed below. Recommend Reading Entire Chapter Before Submitting Comments)

1503c	Revised section to delete "escape-only" respirator exception to medical qualification requirements.
1504b	This section is changed to provide situations when the supply-air respirator may be used in place of a chemical cartridge respirator.
1505a(1)	Revised paragraph to include adding a cartridge change schedule to written SOPs.
1505a(3)	Adds a new limitation to respirator canister use that chemical cartridge/canister air-purifying respirators may be used (up to their maximum use concentration) for protection against substances without good warning properties, including isocyanates, if a cartridge change out schedule is developed and implemented.
1505a(4)	Modifies old paragraph 1505a(3) to state that although ANSI Z88.7-2001 establishes a system for marking respirator filtering elements for identification by color coding; respirator cartridges, canisters, and filters shall be identified by the information provided on the approval labels. Also, NOTE added to suggest additional training and supplemental labeling requirements where local situation may have the potential for EU or local National Standards that differ from ANSI.
1507c(8)	Adds cartridge service life to efficiency as a factor that the RPPM must consider.
1509a	Adds Reference 15-10 to the required references for fit testing.
1509b	The Reference to references 15-10 and 15-11 in this paragraph has been deleted.
1511j	A new training aspect is added requiring that users know when to change chemical cartridges/canisters according to the established change out schedule.
1512b(4)(m)	A new requirement for RPPM training topics has been added: cartridge change out schedules.
1512e	A new requirement has been added to this paragraph that personnel assigned by the RPPM to conduct respirator fit testing shall be trained and evaluated per clause 5 and annex A1 of Reference 15-10.
1513a(2)	A minor change to the paragraph was made to indicate that activities shall <u>also</u> develop SOPs in the general area.
1513a(8)	Revised paragraph to indicate that annual IH review of respirator program does not meet annual review requirement but may provide data used in the evaluation.
1513a(11)	A new provision for respiratory protection programs has been added that commands establish and implement cartridge change out schedules and describe the objective information or data on which they are based in the written respirator program.

1513c(5)	Adds a new employee responsibility that they change respirator cartridges/canisters according to established change out schedules.
Reference 15-1	Updates Reference OPNAVINST 5100.19D of 30 Aug 01
Reference 15-5	Changes the effective date of the Reference from 1989 to 1997.
Reference 15-10	Deletes Reference to 29 CFR 1910.125, Lead standard
Reference 15-11	Deletes Reference to 29 CFR 1910.1001, Asbestos standard
Reference 15-10	Adds Reference Z88.10-2001, American National Standard for Respirator Fit Testing Methods
Appendix 15-A	Revised title of form: "Respirator Use Questionnaire."

Chapter 16: Occupational Safety and Health Standards

	No Changes
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Chapter 17: Asbestos Control

	No Changes
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Chapter 18: Hearing Conservation and Noise Abatement

1805	Modified first paragraph to allow for use of stencil (paint) or engrave words to identify equipment and/or power tools that produce hazardous noise. Also allows for use stencil on flight line tools in lieu of approved decals to prevent foreign object damage.
1809a	Revised Reference to the Defense Occupational Environment and Health Readiness System-Hearing Conservation (DOEHRS-HC)
Reference 18-1	Updates Reference to OPNAVINST 5100.19D of 30 Aug 01
Reference 18-8	Revises Reference to read MIL-STD-1472F Human Engineering Design Criteria for Military Systems, Equipment and Facilities.

Chapter 19: Sight Conservation

1902a.	Revised section to prohibit the use of personal eyewash units.
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Chapter 20: Personal Protective Equipment

	No Changes
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Chapter 21: Lead

2104c(4)	Revised section to require personnel exposed to airborne concentrations above the PEL to shower before entering the clean room. Also requires clean change rooms to be located adjacent to shower rooms or clean change rooms incorporating showers within.
Reference 21-5	Updates Reference. American Conference of Government Industrial Hygienists Pub. No. 2092, Industrial Ventilation: A Manual of Recommended Practice, 24 th Edition (NOTAL)
Reference 21-10	Updates Reference. UFGS-13282N of Sept 99, Removal and Disposal of Material Containing Lead (NOTAL)
Reference 21-11	Updates Reference. UFGS 13283N of Sept 00, Removal and Disposal of Lead-Containing Paint (NOTAL)

Chapter 22: Non-ionizing Radiation (Full Chapter Revision, Major changes listed below. Recommend Reading Entire Chapter Before Submitting Comments)

2205	Changes the administrative lead agent for laser safety from NAVAIRSYSCOM to BUMED.
2208	Changes the command providing approval for disposal military exempt lasers from COMNAVAIRSYSCOM to BUMED.
2209	A minor change to this paragraph states that Reference 22-6 provides "general guidance for materials necessary and procedures followed by the LSRB review" rather than "procedures for obtaining an LSRB review."
2212	Changes the command that can approve equivalent LSSO training from NAVAIRSYSCOM to BUMED.
2212a	Adds language that describes the four categories of LSSO; certification and maintenance requirements; and qualifications of each type of LSSO as defined in the CNO/CMC laser instruction.
2216a	This paragraph has been changed to indicate that Reference 22-11 will be amended to reflect the current RF PELs listed in Reference 22-12 rather than indicating that it "contains RF PELs adopted from Reference 22-12."
2218c	This paragraph has been change to allow a shore activity to obtain a baseline certification from the technical activities listed in appendix 22-C. The survey certification may also be obtained through alternate sources, provided the survey meets the standards outlined in references 22-11 through 22-13. The requirement for resurveys/recertification have also be changed to whenever changes are incurred through installation or relocation of the emitters, change in emitter operating conditions, new construction in the vicinity of an RF emitter, or revision to RF exposure standards rather than by time (3 year, 5 year, and 10 year).
2225c	The responsibilities formerly assigned to COMNAVAIRSYSCOM have been assigned to BUMED and combined with 2225d.
2225c(2)	Revised language to require BUMED to maintain a list of DoD laser systems that have been exempted from CFR Title 21 regulations and their status

2225c(3)	Revised language to require BUMED to provide the Secretariat to LSRB with laser safety design standards, safety documentation and training and laser protective devices developed for military laser systems.
2225c(4)	Additional bullet requiring BUMED to ensure laser safety design standards, safety documentation, and laser eye protection are developed for military laser systems.
2225e(3)	Revised language that allows laser operation at installations and ranges that have been certified and approved by an appropriate LSSO as safe for each specific laser and tactic to be used.
Reference 22-3	Update Reference. ANSI Standard ANSI Z136.1-2000
Reference 22-12	ANSI has been removed from the standard. Notation has been added that this standard incorporates IEEE/ANSI Std C95.1-1999 and IEEE Std C95.1A-1998).
Appendix 22-C	Under technical assistance, paragraph c., the code and telephone numbers for Naval Warfare Systems Activity have been changed. The email address has been added.

Chapter 23: Ergonomics Program (Full Chapter Revision, Major changes listed below. Recommend Reading Entire Chapter Before Submitting Comments)

2301	This section has been changed to better define the term "ergonomics." Work related musculoskeletal disorders (WMSDs) are better defined as are the ergonomic and personal risk factors.
2302	This section has been revised. It states up-front that the ergonomics program cannot be successful without involvement of the commanding officer or the officer in charge. It states that aggressive management action in ergonomics will improve command readiness.
2303	This is a new section on employee involvement. It requires command ergonomics programs include employee involvement in ergonomic hazard identification. It also requires that if the command has a safety and health committee, that committee review and analyze ergonomic problem areas and recommend corrective actions. Also provides for worker-based teams to identify ergonomic problems, analyze risk factors and develop solutions
2304	This is a new section that requires commands to perform an annual self-assessment of its ergonomic program using the Process Review and Measurement System. It provides detailed guidance on performing trend analysis.
2305	This section provides detailed guidance on performing job task analysis. Also specifies that industrial hygienist, safety professionals or graduates of the Navy Ergonomics Program course may perform Job Requirements and Physical Demands Survey.
2306	This new section provides guidance for safety managers and OSH professionals on where to get assistance should they require it.
2307	This section on hazard prevention and control is old section 2305, with several major modifications. A subsection regarding illumination has been added. Also, new subparagraph that indicates that qualifying commands may use centrally-managed NAVOSH funds to correct ergonomic hazards
2308	This section on ergonomic training is old section 2306. It now requires indoctrination training of personnel as well as refresher training. Topics have been moved to an appendix (23-D).
2309	This section on medical program is old section 2307. Section has been revised.

Chapter 24: Energy Control Program (Lockout/Tagout)

	No Changes
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Chapter 25: Polychlorinated Biphenyls (PCBs)

	No Changes
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Chapter 26: Man-made Vitreous Fibers

	No Changes
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Chapter 27: Confined Space Entry (CSE) Program (Non-maritime) (Full Chapter Revision, Major changes listed below. Recommend Reading Entire Chapter Before Submitting Comments)

	Proposed comments under further review.
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Chapter 28: Bloodborne Pathogens

	No Changes
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Chapter 29: Occupational Reproductive Hazards

	No Changes
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Chapter 30: Indoor Air Quality Management

	No Changes
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Chapter 31: Weight Handling Safety

	No Changes
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Chapter 32: Safety and Occupational Health Awards Program Ashore (Full Chapter Revision, Major changes listed below. Recommend Reading Entire Chapter Before Submitting Comments)

3205	Paragraph added that encourages Echelon 2 and 3 headquarters commands to establish “in-house” safety awards of their own in line with the CNO award criteria to recognize respective activities and individuals within each claimancy.
Reference 32-1	Addition of Reference. SECNAVINST 5100.15A, Secretary of the Navy Awards for Achievement in Safety Ashore.
Appendix 32-A	Changes headquarters command category to include Echelon 3 commands assigned primary support responsibility for subordinate commands. Changes the top level for medium commands from 2000 to 3000 employees. Changes the lower band for large commands accordingly. Adds a new individual award category, the CNO Individual Award for Safety and Occupational Health. The nine winners in this category will compete for the Jerry Shultz Memorial Safety Award. Process Review and Management System use is a part of the evaluation criteria for Headquarters commands and activities. Documented efforts in achieving Voluntary Protection Program (VPP) status through the Occupational Safety and Health Administration (OSHA) will be considered in the evaluation criteria for Headquarters commands and activities. Specifically excludes regions from receiving awards. Changes the submission and review process for awards. Added a paragraph on the Presentation of Awards. Added a section on SECNAV Awards.

NOTE

All general comments and specific chapter comments not captured in OPNAVINST 5100.23F will be evaluated during the OPNAVINST 5100.23F CH-1 review process. Please direct any questions or comments to <http://www.navosh.net/feedback/index.html>.

PROPOSED OFAP FORMAT

		FY1998	FY1999	FY2000	FY2001
Number of Employees*	Federal Government	2782762	1908398	2009380	
	Department of Navy	199921	192371	186351	182557
	US Navy				
	US Marine Corps				
Total Injury/ Illness Cases	Federal Government	152053	74591	79321	
	Department of Navy	9555	8549	8374	
	US Navy				
	US Marine Corps				
Lost Time Injury/ Illness Cases	Federal Government	66806	35924	36227	
	Department of Navy	5143	4554	4465	
	US Navy				
	US Marine Corps				
Fatalities**	Federal Government	146	95	85	
	Department of Navy	18	13	12	
	US Navy				
	US Marine Corps				

*OFAP Statistics, FY1998-FY2000; OPM Statistics, FY2001, as of May 2001

**OFAP Statistics include Traumatic Fatalities and Fatalities after Long-Term Illness

Total Case Rate (TCR)	Federal Government	5.46	3.91	3.95	
	Department of Navy	4.78	4.44	4.49	
	US Navy				
	US Marine Corps				
Lost Time Case Rate (LTCR)	Federal Government	2.40	1.88	1.80	
	Department of Navy	2.57	2.37	2.40	
	US Navy				
	US Marine Corps				