

DEPARTMENT OF THE NAVY
NAVAL AIR STATION, WHIDBEY ISLAND
OAK HARBOR, WASHINGTON 98278-5000

NASWHIDBEYINST 5100.27C CH-3
N45:K1
26 Oct 1999

NASWHIDBEY INSTRUCTION 5100.27C CHANGE TRANSMITTAL 3

Subj: OCCUPATIONAL SAFETY AND HEALTH MANUAL

Encl: (1) Revised pages 1-7, 1-8, and 4-3

1. Purpose. To update the basic directive regarding responsibilities of departmental safety representatives, and to redefine emergency eyewash equipment inspection and certification procedures.

2. Action. Remove pages 1-7, 1-8, and 4-3 and replace with the revised pages forwarded as enclosure (1) herewith.

/s/
T. E. GLENN
By direction

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NASWHIDBEYINST 5215.2FF
Lists A(less 1,2), B(2,5 only),
D(less 3), E, and F1,2

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(a) Conduct regular safety inspections and surveys to identify safety violations, hazards, and deficiencies in facilities and equipment. Notify the chain of command and the cognizant work center supervisor of findings. (R)

(b) Ensure that accidents/injuries are reported to the station OSH office within five working days. (R)

(c) Assist supervisors in developing and conducting safety training and implementing corrective actions developed by OSH safety specialist from job hazard analysis. (R)

(d) Foster safety awareness on the part of personnel at all levels of the organization through appropriate promotional methods and channels of communication. (R)

(e) Prepare for inclusion in the department's annual budget an estimate for funds needed for PPE and other materials required to sustain an OSH program within the department. (R)

(f) Implement the Navy hazard reporting system that provides employees with a method of reporting unsafe/unhealthy working conditions. (R)

(g) Ensure the flow of information concerning safety related issues flow up and down the chain of command. (R)
(D)

(2) Department heads/OICs/special assistants shall ensure that safety responsibilities are clearly assigned at all supervisory levels (military and civilian), including first-line supervisors. Commensurate with these responsibilities, all performance evaluations will reflect personal accountability consistent with the duties of the position, with appropriate recognition of superior performance and, conversely, adverse notation or administrative action, as appropriate for deficient performance.

e. Supervisory personnel are responsible for the safety and health of all personnel under their direction. They shall:

(1) Assure that each person under their supervision is adequately trained concerning OSH rules, regulations, and processes pertaining to each job being performed, and ensure that necessary safety precautions are being observed.

(2) Provide the proper type of OSH equipment required for each specific job assignment and enforce the use of this equipment in all areas and processes where required.

(3) Investigate and, where appropriate, take immediate action on reports and recommendations submitted for correcting unsafe work practices and conditions.

(4) Assure that all injured personnel report their injuries immediately to supervisory personnel.

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(5) Investigate, per Chapter 5 of this manual, all accidents involving property or personnel under their jurisdiction to determine the cause(s); take the necessary steps to prevent a recurrence. Fill out and submit to the activity OSH Office, required reports on all injuries, occupational diseases, or property damage as appropriate.

(6) Conduct work area standup safety meetings at least twice monthly for a minimum of 5 minutes at each meeting, and when personnel under their authority encounter unfamiliar operations. Retain attendance records of safety meetings in the work center.

(7) Continuously inspect all work areas under their jurisdiction for unsafe or unhealthful working conditions and practices. Immediately initiate necessary actions to correct or control all safety and health discrepancies noted.

f. All NAS Whidbey Island military and civilian personnel are responsible for knowing, understanding, and observing safety and health regulations and procedures applicable to their work and work area. Additionally, all personnel shall:

(1) Report to immediate supervisor any unsafe condition, equipment, or material which is considered to be unsafe or likely to become a hazard.

(2) Immediately cease use of a facility, item of equipment, or appliance that is malfunctioning, out of order, or in violation of a safety and health standard or regulation.

(3) Warn others who are believed to be in danger of or who fail to observe safety precautions. Alert co-workers to any unusual or developing hazards.

(4) Report any accident, injury, or evidence of impaired health occurring in the course of work to supervisory personnel.

(5) Wear or use protective clothing and/or equipment of the type required, approved, and supplied for the safe performance of the work.

(6) Report for work suitably clothed for assigned tasks.

(a) Suitable clothing is that normally worn by members of the trade or profession to include appropriate PPE.

the work center supervisor (or safety representative) and the OSH Office.

c. Posting. All eye hazardous areas and processes shall be posted with appropriate hazard warning signs with black lettering on a yellow background large enough to be clearly visible. Eye hazardous areas indicate that eye hazards may exist at any time; therefore, the areas shall be posted at all entrances and the use of eye protection is required at all times while in the area. Eye hazardous operations require the use of eye protection while such operations are underway. The operations or machines themselves shall be posted with the appropriate warning signs.

d. Emergency Eyewash Facilities. Where the eyes of workers may be exposed to injurious corrosive materials, emergency eyewash facilities meeting the requirements of reference (e) shall be provided and maintained in good working condition at all times and shall be readily accessible to visually impaired persons. Emergency eyewash facilities shall be capable of providing at least 15 minutes flow of clean water without using the hands or feet to hold open valves. Emergency eyewash equipment shall be inspected and certified quarterly, or per manufacturer's recommendation, whichever is more frequent. Work centers shall maintain written, dated and signed maintenance records. (R)

e. Screening Examination

(1) All personnel exposed to eye hazardous processes or operations on a continuing basis shall submit a Request for Protective Eyewear, NASW 6260/1 to their supervisors to be scheduled for a sight screening examination conducted by the Occupational Health Clinic, Naval Hospital, Oak Harbor.

(2) Screening examination results shall be evaluated by the Occupational Health personnel to determine the need for corrective lenses in the protective eyewear to be issued.

(3) If corrective lenses are not required, NASW 6260/1 will be endorsed that corrective eyewear is not required and will be hand carried by the employee back to his/her supervisor. If corrective lenses are required or an additional examination is necessary, NASW 6260/1 will be endorsed to reflect that and will be hand carried by the employee to the Optometry Clinic, Naval Hospital, Oak Harbor, to be scheduled for an appointment.

f. Procurement of Refractive Services and Equipment

(1) Personnel assigned to eye hazardous occupations requiring corrective lenses will be examined by an Optometrist. The employee will return the prescription for eyewear to the supervisor who will process the required paperwork through supply channels.