

“2014 Big 5”

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**Prepared for NAVFACNW Contract Safety Meeting
04 March 2015**

Major Takeaways from 2014 Safety Meeting



- 1. Define and Develop Near Miss Reporting Process**
- 2. Define and Develop Good Catch Reporting Process**
- 3. Identify how policy changes are reported to Contractors**
- 4. Develop ESAMs training and instruction**
- 5. Explore idea of a Contractor Safety Council**

1 What happened...



❖ **Develop Near Miss Reporting Process**

What we did:

- ✓ Created a “Near-Miss/ Good Catch Report Form”
- ✓ Added “Near-Miss” definition to Safety specifications

Outcome:

- × **Near miss reporting has thus far decreased in FY 2015.**

2 What happened...



❖ Define and Develop Good Catch Reporting Process

What we did:

- ✓ Defined criteria for Good Catch and established reporting procedures for NAVFAC Contractors

Outcome:

- ✓ NAVFAC NW Contractors will use Near-Miss/Good Catch form to identify safety lessons learned and improvements

Definitions and Actions



Near Miss:

An unplanned event that did not result in injury, illness, or damage - but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality or damage.

Good Catch:

A condition that if not recognized and corrected could have resulted in a incident with the potential to cause injury or property damage.

Required Actions:

- ✓ Prepare and submit report with two* working days.
- ✓ Submit the notification to CM/ET of the project.

Good Catch Report



Reporting Process

- ✓ Date and Time
- ✓ Type of Hazard
- ✓ Narrative
- ✓ Lessons Learned
- ✓ Corrective Actions
- ✓ Reported by
- ✓ Pictures



Near Miss/Good Catch Report



Date/Time/Location:

Hazard type:

Narrative:
(Describe the event – who, what, when, where)

**Place Photos Here
(Before Corrective
Actions – if applicable)**

Equipment Involved: (if any)

Lessons Learned:

Corrective Actions Taken to Prevent Recurrence:

**Place Photos Here
(After Corrective
Actions – if applicable)**

Reported by (Name, Organization, Contact Information):

3 What happened...



❖ Identify how policy changes are reported to contractors

What we did:

- ✓ Defined requirement for policy changes
- ✓ Identified several proposals for information sharing.

Policy Changes



Policy Change Reporting:

- ✓ Contractors are held to EM 385 standards at time of contract award
- ✓ If EM 385 updates are to be applied to an existing contract, the contract must be modified with appropriate compensation.
- ✓ Added “Near-Miss” definition to Safety specifications

Information Sharing



Information Sharing:

- ✓ NAVFAC Public Portal – Safety Shack – Contractor Resource Page
http://www.navfac.navy.mil/products_and_services/sf/products_and_services/construction/safety_shack.html
- ✓ Publish Updates via email
- ✓ Proactive safety stand-downs prior to implementing changes
- ✓ ESAMS
- ✓ Posters, Brochures, Flyers
- ✓ NAVFAC Social Media Updates
- ✓ **NAVFAC relies on Prime Contractors to share information with subcontractors**

4 What happened...



❖ **Create ESAMs training and instruction**

What we did:

- ✓ Explored ESAMS to identify what was currently available

Outcome:

- ✓ Identified existing documents available on the NAVFAC Public Website:
 - Contractor Incident Report (CIRs) Form
 - Contractor Incident Reporting System USER MANUAL
- ✓ Identified existing Login help & General Users' Manual on ESAMS site

ESAMS Access No Account



http://www.navfac.navy.mil/products_and_services/sf/products_and_services/construction/safety_shack/contr_safety_resources.html

NAVFAC Safety

[ABOUT US](#) [CONTACT US](#) [PRODUCTS AND SERVICES](#)

[Employees](#) [Client](#) [View Map](#)

Safety > Products and Services > Construction > Safety Shack > Contractor Safety Resources

Contractor Safety Resources

EM 385-1-1 Safety Checklists

Mishap Abstract (categories)

Safety Requirements and Training Resources

EM 385 Safety Awareness Topics

Contractor Safety Resources

new p-1 and p-2.pdf

Crane Entry Forms NEW 2011 Contractor P-2 Checklist Form Latest P-1 and P-2 2010 Crane and Rigging Accident Report Form Crane and Rigging Near Miss Report Form Contractor Entry Package and Forms Critical Lift Plan Checklist Contractor Crane Start Up Inspection Form	EM 385-1-1 and AHA Contractor Resources NAVFAC AHA Abbreviated Form Activity Hazard Analysis Guide Activity Hazard Analysis Example 2008 USACE EM 385-1-1 EM 385-1-1 Contractor Safety Deficiency Tracking System Form Steps for Ordering EM 385-1-1 Manual AHA and ORM ORM AHA EM 385-1-1 (2008) Full Plan Review EM 385-1-1 (2008) Abbreviated Safety Plan Checklist Contractor Safety Management Checklist (CAV)	Contractor Resource - Monthly Self Evaluation Checklist Monthly Contractor Evaluation Checklist & Scoring Unsafe Observations Apr-May 2014
Mishap Reporting Forms Contractor Incident Report (CIRs) Form USER MANUAL - Contractor Incident Reporting System (CIRS)	EM 385-1-1 2008 Changes Link to All USACE EM 385-1-1 Changes Changes to Sections 1-5 Changes to Sections 6-10 Changes to Sections 11-15 Changes to Sections 16-20 Changes to Sections 21-25 Changes to Sections 31-34	



ESAMS[®]

**Contractor Incident Reporting System (CIRS)
User's Manual**

ESAMS Help Desk: (865) 288-7898
Fax: (865) 288-7896
www.hgwilc.com

Revised 01/14/2014

ESAMS Access

Have an Account



https://esams.cnic.navy.mil/esams_gen_2/loginesams.aspx

Server Time: 2/23/2015 7:46:02 PM

ESAMS

SAMS Login Help | CAC/PKI Help | Help Desk | Email ESAMS Help Desk

Recommended Option : To use this feature [click here.](#)

CAC/PKI Login

User ID:

Password:

(Password is Case-Sensitive)

Login

New Account Registration

[Forgot User ID](#) [Forgot Password](#)

ESAMS Info -

- Please refrain from using the BACK button to navigate in ESAMS.
- Be sure to click the Logout button, do not simply close the browser.
- After a period of inactivity, you will be logged out.
- Browsers Supported: IE 7+. If using a version of IE greater than 7 make sure you are in compatibility mode.

Notice:

Marine Corps Installations
The current Marine Corps training contract ends on 21 September 2014. A new contract is not expected to be in place until late November 2014. During this gap, no contractor-provided Motorcycle Safety training courses will be offered.

Installation and volunteer Rider Coaches will be available during the training gap, but the frequency of courses will be reduced (contact your local Installation Safety Office for more information). During this gap, those active duty members who own a motorcycle will receive priority placement in any available training courses. Additional contractor-provided courses may be offered at the start of the new contract to reduce any accrued waiting list as a result of this gap.

Navy Training Registration

a. ESAMS allows external viewing of and enrollment in:

- Traffic Safety Classes (Motorcycle, AAA Driver and EVOC)
- Fire Public Education (Fire Warden)
- Certain Safety Classes (CPR, First Aid)
- B12F Bystander Intervention to the Fleet Training

b. Regional/host commanders provide COMNAVSAFECEN-approved traffic safety training at no cost to all military and DON civilian personnel seeking on-base driving privileges.

c. All other civilian personnel seeking on-base driving privileges including retired members of DoD and dependents may participate in motorcycle training at no charge by the Navy on a space available basis or obtain training elsewhere at the individual's own expense.

This is an official U.S. Navy web site hosted by

Commander, Navy Installation Command (CNIC)

Headquarters
76 Sicard Street SE
Suite 1000
Washington, DC 20374-5140

Links

- FOIA
- Navy Recruiting
- U.S. Navy

System Information

- Accessibility
- Cookies
- Privacy
- Privacy Advisory

Training Registration

→ A Personnel Administrator must have entered the new user's record in ESAMS before the user can register the employee account.

Account Registration

Complete the fields listed below to locate your ESAMS Record.
Required fields are marked with *

Service/Status:* U. S. Navy - Active

Last Name:* Johnson

First Name:* Kevin

EDI-PI/DoD ID:* 4238938344

Confirm EDI-PI/DoD ID:* 4238938344

Optional -
The SSN field may help in matching your data with an existing record.

SSN:

Confirm SSN:

Refresh

CAPTCHA: GHPVLLIF

Search for Account

ESAMS Access

Once Inside



ESAMS for NAVFAC

Current User: GREGORY GARNETT

ESAMS Main Reports Administrative Links Web Training Help Contact Help Desk

Live Chat Bugs Acco Common ESAMS Acronyms

My Requests

My Actions

My Links

Supervisor Links

Ergonomic Checklist

Record OJT

Report Training

Report Mishap

Report Near Miss

Respirator Use Questionnaire

Workplace Inspection Checklist

Motorcycle Safety

Instructions

Links of Interest

Installations

Checklists

ast Successful Login: 2/23/2015 8:01:36 PM
rom IP: 138.163.108.72
ast Failed Login: 7/22/2014 12:26:54 AM
rom IP: 138.162.0.42
umber of Failed Login Attempts: 0

NAVFAC
Naval Facilities Engineering Command

Needed Training

Availability	ID	Course Title
ESAMS Web	3454	Individual-Managing Your Risk (ORM)
Equivalent Course(s)	3890	Individual-Managing Your Risk Refresher Equivalency
Classroom	4495	Dive Safety Inspector (DSI)
ESAMS Web	3245	Navy Region Northwest (NRNW) Environmental Management Systems (EMS) Awareness (Web or OJT)
ESAMS Web	1293	NAVFAC Safety Orientation Training for Employees (Administrative/Professional)
ESAMS Web	4643	Dive Safety Inspector (DSI) Requalification & Refresher Training
ESAMS Web	2297	Introduction to the OSHA Voluntary Protection Program (VPP)
Equivalent Course(s)	4454	Motorcycle Operator (Cruiser / Standard) Continuation Training (MSF Equivalent Courses (ARC / BRC))
ESAMS Web	4644	DDC/ADC Requalification / Refresher Training

ESAMS Newsletters

Instructional Guides

Quick Reference Guides

ESAMS Documents

ESAMS Tutorials

FAQs

NAVFAC ESAMS Administrator

NAVFAC NAVOSH/Safety Cont

POC Listing

Questions or Comments

08/21/2014

06/02/2015

11/22/2016

08/21/2017

Supervisor Tools

View and Assign Direct Reports

OSH Report Card

Training Plan

Training Plan With Down-Line

PPE Requirements

Monthly Safety Talks Report

Respirator Workers

Medical Surveillance Programs

Duty/Task Report

OJT Report

Workplace Inspection Report

Stressor Management

SECNAV Form 5100/1

Cmd/Org Safety Summary

ESAMS Updates

Release Date: 06/19/2014

The Inspections (IDATS) module has been updated to the new ESAMS look and incorporate CCB items. The new look should be more efficient and user friendly. New features:

- Incorporated a Master Inspection and Master Deficiency Report.
- Provided ability to mass replace personnel on inspections and deficiencies (Access required).
- The inspection and deficiency detail pages now read top to bottom that incorporates the standard ESAMS tabbed look.
- The new Pre-Inspection tab provides the inspector with specific personnel data, and details on previous inspections.
- Inspectors Can create deficiency template from a common deficiency and save for later use.
- "Actions for ..." quick links have replaced the old hotlist.
- On ESAMS Main "My Actions" has

ESAMS Instructional Manuals

[AOE User Manual](#)

[ESAMS Main Page Tutorial](#)

[Bldg Evac Drill Schedule](#)

[CIRS Manual](#)

[Commonly Used Acronyms in ESAMS Manual](#)

[Compliance Assessment User's Manual](#)

[EOS Manual](#)

[ETracker Inventory \(CBRN-D\) Management System User's Manual](#)

[E-Tracker Manual](#)

[ESAMS Support For Voluntary Protection Program Process](#)

[Fire Duty Roster User Manual](#)

[Fire Facility Maintenance Manual](#)

[Fire Training Schedule Manual](#)

[General User Training Manual](#)

[Hazard Abatement Program Manual](#)

[Hot Works Permit Manual](#)

[HRTS Manual](#)

[IDATS Abatement Manual](#)

[IDATS Manual](#)

[IDATS Manual \(Fire Only\)](#)

[IDP Manual](#)

[Mishap Reporting Manual](#)

ESAMS
General User's Manual

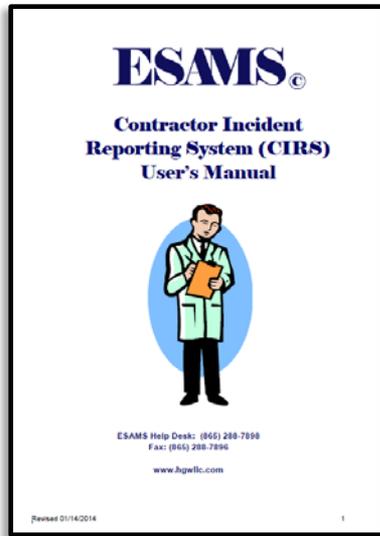


ESAMS Help Desk: (855) 289-7899
Fax: (855) 289-7895

www.hgwflc.com

Revised 1/16/2016

ESAMS Instruction Content



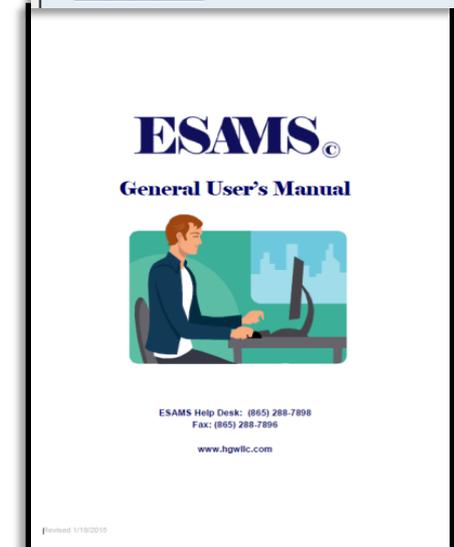
CIRS User Manual:

- Access
- Reporting an Incident
- Looking up reports

ESAMS Instructional Manuals
AOE User Manual
ESAMS Main Page Tutorial
Bldg Evac Drill Schedule
CIRS Manual
Commonly Used Acronyms in ESAMS Manual
Compliance Assessment User's Manual
EOS Manual
ETracker Inventory (CBRN-D) Management System User's Manual
E-Tracker Manual
ESAMS Support For Voluntary Protection Program Process
Fire Duty Roster User Manual
Fire Facility Maintenance Manual
Fire Training Schedule Manual
General User Training Manual
Hazard Abatement Program Manual
Hot Works Permit Manual
HRTS Manual
IDATS Abatement Manual
IDATS Manual
IDATS Manual (Fire Only)
IDP Manual
Mishap Reporting Manual

ESAMS General User's Manual:

- Finding a site and gaining access
- General familiarization
- Requesting Training
- Reporting a "Near miss"



5 What happened...



❖ Explore idea of a Contractor Safety Council

What we did:

- ✓ Surveyed various contractors and government employees to determine level of interest and supportability.

Outcome:

- ✓ Contractor Safety Committee not established.
- ✓ Input collected revealed contractors would participate in a safety committee, but prefer to include topics other than safety.
- ✓ Recommendation: Establish a periodic forum for NAVFAC personnel and contractors to meet, but not restrict topics to safety only. Events should be rotated throughout all Installations.

Next Steps



❖ 2015 “Top 4”

- ✓ Make “Safety First” a culture
- ✓ Continue to explore new methods to improve information sharing
- ✓ Review/revise Near Miss and Good Catch reports. Make them work for us.
- ✓ Maintain open dialogue with our Contractors.

Questions

