

Safety Plan 2013

"Know Safety – No Mishaps"



NAVFAC

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Mission

We strengthen Navy and Marine Corps combat readiness worldwide through facilities lifecycle support focused on the Fleet, Fighter, and Family.

We deliver sustainable, adaptable facilities; expeditionary capabilities; and contingency response to the Navy Expeditionary Combat Enterprise, all other Warfare and Provider Enterprises, the Marine Corps, Unified Commanders, and DoD Agencies.

Our Innovation, Responsiveness, and Agility enable a forward deployed, rotational, and surge capable Navy.



Safety and Occupational Health Policy Rear Admiral Gregory



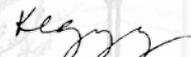
My Safety and Occupational Health Program is a vital enabler of our support to the operational posture and readiness of our nation's warfighter. Every member of Naval Facilities Engineering Command's global workforce of military, civilians, and contractor partners has an obligation to actively participate and take deliberate actions to strengthen our safety culture.

The challenges facing our Navy and our nation present countless opportunities to demonstrate the leadership and personal commitment necessary to nurture our workforce and establish a foundation for a successful future. These challenges also implore us to achieve programmatic efficiencies and ensure our safety policies and processes are aligned with the products and services we deliver, yet remain sufficiently agile to adapt to our dynamic operating environment.

It is every employee's responsibility to make well-informed and fiscally responsible risk-based decisions by fully integrating the Operational Risk Management (ORM) process into the planning and execution of their on and off-duty activities. We must hold ourselves and our co-workers accountable to this common standard and appropriately recognize those employees and contractor partners that value and exemplify a commitment to safe behavior.

Finally, demonstrating a commitment to supersede current challenges, incorporate ORM into decision making processes, and be accountable to ourselves and the warfighter requires us to evolve beyond a focus on "Zero Mishaps" as a standalone goal to a strong acknowledgement that mission success is achieved when safe, healthy, and hazard-free workplaces are considered an inseparable part of our operations. I am confident this evolution will be a naturally achievable outcome of compliance with program fundamentals, identification and mitigation of workplace hazards, and enterprise-wide communication of "Near Misses" and "Lessons Learned" to prevent recurrence of similar events.

I sincerely appreciate and thank you for your contributions to our safety culture, and I am anxious to support your unyielding pursuit of program excellence. Let's get started!


K. L. GREGORY

Safety Policy Statement Rear Admiral Morton



The health and safety of the dedicated professionals that comprise NAVFAC Atlantic will always be a top priority and focus area for me. We are an organization of talented people (our greatest asset) and it is essential that we take all possible steps to ensure the safety of our team every day in everything we do. I ask that each member of the NAVFAC Atlantic team, whether military, civilian, or contractor, dedicate themselves to the ideal that safety is your personal responsibility, that all accidents are preventable, and that a key component of our organizational success is our ability to operate

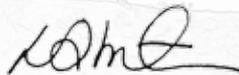
safely every single day.

Operational Risk Management (ORM) is the Navy's proven process to identify and assess risk. I expect all supervisors to be familiar with the steps to implement ORM in the workplace described in OPNAVINST 3500.39B and to aggressively use this vital and effective tool to identify and mitigate risk in the workplace. In its simplest form, ORM means having personal situational awareness to anticipate and manage potential hazards with a mindset of accepting no unnecessary risk. It involves a five-step approach including pre-task planning to identify hazards ahead of time, assessing risk, controlling hazards, making risk decisions, and supervising hazard control effectiveness as tasks progress. Safety and risk management is a core corporate value we are accountable for. Safety is much more than a program - it is part of our culture, a mindset, a condition of employment, and something that affects everything we do. It must be integral to all activities, built into our projects, considered and applied to our processes, and managed during construction, maintenance, and other work we do where risks of injury to our personnel exist. It must be something that every individual of NAVFAC Atlantic makes one of their very top priorities, both for personal well being and for the health and safety of their co-workers.

Every member of NAVFAC Atlantic has the authority and the responsibility to stop an unsafe work practice. Don't ever be afraid to question someone on something that does not appear to be safe. All potentially unsafe or unhealthy working conditions should immediately be reported to the chain of command and the Safety Manager.

I will ensure that our safety and health policies are clear, realistic and uniformly applied to all members and work centers of the Command. We will maintain focus on safety and measure our progress by Metrics that I will closely monitor.

Our most valuable and critically important assets are the men and women of NAVFAC Atlantic and I ask each of you to consider your safety and the safety of your shipmates in everything that you do. We've made great strides in this area in recent years due to the tremendous efforts of all of you. We can't afford to let our guard down and need to be alert and vigilant in our efforts to stay safe. Remember - SAFETY ALWAYS



D. G. MORTON

Safety and Occupational Health Policy Captain Maurer



Every member of our NAVFAC Southwest team is a highly valued professional. The safety of our people is our first and most important responsibility. We believe that every mishap is preventable and we will be proactive and decisive in taking the necessary steps to ensure that each activity is conducted safely. We are dedicated to excellence in safety through active, engaged leadership; expertise and oversight; training and equipping our workforce; and we are committed to the practice of Operational Risk Management (ORM) both on and off duty. We embrace a culture of safety that emphasizes each individual's responsibility for their own personal safety as well as that of their co-workers.

Every member of our NAVFAC Southwest Team: military, civilian and contractor, has a right to a safe workplace. I expect the active engagement of leadership at every level and I expect you to make workforce safety your priority. Leadership will provide clear, understandable policy and procedures and ensure they are consistently applied and enforced. We will require the same high standards of safety across every area of our business, construction and service, in-house and contract. There is nothing that we do that is so important, or urgent, that we cannot take time to do it safely. Simply put, we will never put production ahead of working safely.

Deck plate initiative and involvement is key to achieving our goal of zero mishaps. Everyone is responsible to identify, report, and abate safety hazards. If at any time, you believe that safety is being compromised or proper safety procedures are not being followed, I expect you to act without hesitation to stop the work until we can be sure it can be performed safely. Unsafe or questionable activity must be immediately stopped while you engage the appropriate supervisor or safety professional to resolve the situation. If a fellow employee points out something unsafe that you are doing, have an accepting attitude and mitigate your risks. Our "Employee Driven Culture of Safety Program" and the "Stop Me" program are key building blocks to our culture of safety. Our safety program is built on a foundation of personal accountability and ownership. Take ownership of your own safety and the safety of your co-workers.

We will consistently apply ORM to effectively identify and assess hazards, make appropriate risk decisions, implement proper controls, and supervise enforcement of controls. We will focus extra attention on high risk activities and the dynamic factors that affect our risk assessment. We will reevaluate and adjust our mitigation measures and controls as necessary whenever the work environment, approach, or dynamics change. Other key elements of our program include: a focus on preventive measures and leading indicators; the reporting and assessment of near misses; active learning and sharing of lessons learned through Mishap Review Boards and engagement with contractor leadership; positive recognition using the Safety Through Awards and Recognition (STAR) program; unflinching use of proper Personal Protective Equipment; effective safety training; the Enterprise Safety Applications Management System; and partnerships with our contractors.

With your commitment to a safety culture, and through working together, we can make ourselves and our workplace safe. Take care of yourself and each other!

C. M. MAURER

For an Improved Safety Program In 2013



Key Initiative

Conduct Contractor Partnering Safety Forums

NAVFAC SW will conduct partnering safety forums with contractors in order to ensure that we continue to utilize the US Army Corp of Engineers' Safety and Health requirements as put forth in the EM-385 manual. Applications of these standards will strengthen our partnership with our contractors as well as incorporating a balance of understanding of contract requirements. Contractor Safety Forum will be conducted once a year but can be conducted more often at the discretion of the site leadership.



Action Plans

Conduct Multi-site Contractor Safety Forums across NAVFAC SW Area of Responsibility once a year minimum. More frequent at the discretion of site leadership.

- #1 Identify Contractor audience for Contractor Safety Forum.
Action: PWO, DPWO, FEAD and SSM at each activity
Complete by: 30 days prior to date of Contractor Safety Forum.
- #2 Develop an agenda and a PowerPoint presentation for the forum
Action: PWO, DPWO, FEAD and SSM at each activity
- #3 Execute Contractor Safety Forum and develop feedback and lessons learned
Action: PWO, DPWO, FEAD and SSM at each activity
Complete by: Within fiscal year
- #4 Track progress for completion of Contractor Safety Forum
Action: Safety Core Office
Complete by: Ongoing

Key Initiative

Conduct In-House Supervisor Safety Forums

NAVFAC SW will conduct a Supervisor Safety Forum at each activity. This effort will reinforce and continue to communicate to our supervisors their responsibility to employees under their charge. The Safety Forum also provides an excellent opportunity for supervisors and upper chain of command to communicate on safety issues/concerns and processes to take appropriate action. This Safety Forum will be conducted annually but may be conducted more often at the discretion of the site leadership.

Recommended topics: Mishap Reporting, ESAMS, DART Case Rates, this Command Safety Plan, Stop Me Program and EM-385 Safety Awareness.



Action Plans

Develop a curriculum and agenda for the In-House Safety Forum to be conducted a minimum of once per year. More frequent at the discretion of site leadership.

- #1 Identify supervisor audience for Supervisor Safety Forum.
Action: PWO, DPWO, FEAD and SSM at each activity
Complete by: 30 days prior to date of Supervisor Safety Forum.
- #2 Develop an agenda and a PowerPoint presentation for the Supervisor Safety Forum
Action: PWO, DPWO, FEAD and SSM at each activity
Complete by: 30 days prior to date of Supervisor Safety Forum
- #3 Execute Supervisor Safety Forum and develop feedback and lessons learned
Action: PWO, DPWO, FEAD and SSM at each activity
Complete by: Within fiscal year
- #4 Track progress for completion of Supervisor Safety Forum
Action: Safety Core Office
Complete by: Ongoing

"Safety isn't expensive, it's priceless"

Key Initiative

NAVFAC Southwest Standard Operation Procedures (SOP) for Aerial Lifts (AL)

NAVFAC SW is dedicated to providing our employees with a safe environment. In recent years, there has been an increase in Aerial Lift mishaps as a result of unsafe work practices. As a result, there is a need to develop Administrative Controls to establish guidelines and ensure safe work practices are followed. Developing an Aerial Lift Standard Operating Procedure (SOP) will provide our employees with standardized clear and concise language as to proper use of ALs while protecting our employees from questionable processes.

Action Plans

- #1 Develop an SOP for Aerial Lifts that can be utilized by the entire command.
Action: Safety Core Office, SSM NBSD, OICC MCIWEST
Complete by: 90 days after implementation of 2013 Safety Plan
- #2 Distribute Aerial Lift SOP
Action: Safety Core Office, PAO, Site Safety Managers
Complete by: 15 days after approved SOP
- #3 Conduct work center training to those personnel who utilize aerial lifts.
Action: Supervisors
Complete by: 30 days after approved SOP
- #4 Enter completed training in ESAMS for the employee
Action: Supervisor
Complete by: 30 days after completion of training
- #5 Check to ensure completion
Action: Production Officers, Shop Supervisors, Site Safety Managers, Safety Core Office via SAVs
Complete by: Ongoing



Key Initiative

Strengthen the Hazardous Material Control and Management Program by meeting all its elements especially improving the process of updating the Authorized Use List (AUL).

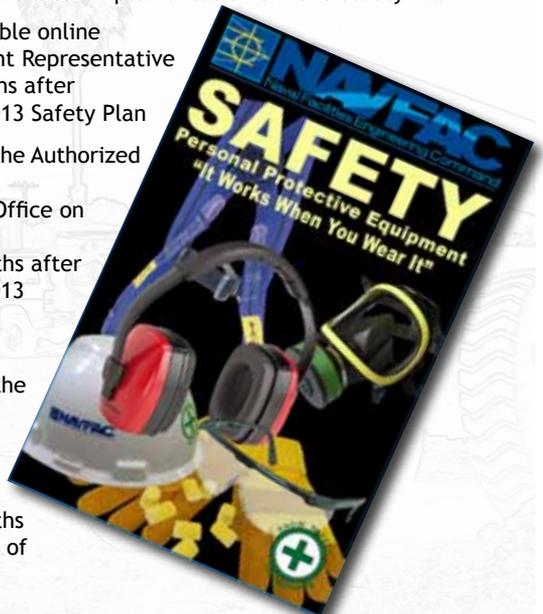
NAVFAC SOUTHWEST Authorized Use List (AULSW) database allows our employees to view items authorized for use within the command and for specific Work Centers, to search for materials authorized for any Codes, to request a material be added to your AULSW, and to view pending, approved or disapproved requests.

This SOUTHWEST Authorized Usage List provides helpful links to MSDS sites. Many chemicals are linked to a search site. The search site may provide your exact chemical, or similar chemicals. Brand/Trade name specifics are NOT always provided.

Under HAZ-COM requirements, the supervisor of each code is responsible for ensuring the REQUIRED MSDS is on-site. This List and these links meet the AULSW REQUIREMENTS only.

Action Plans

- #1 Meeting the requirement of the program by making current the shop level AUL.
Action: Shop Supervisors
Complete by: 3 months after implementation of 2013 Safety Plan
- #2 Ensure that hazardous materials utilized in the shop is on the AUL by submitting an AUL request form.
Action: Shop Supervisor
Complete by: 3 months after implementation of 2013 Safety Plan
- #3 Ensure that all MSDS are available online
Action: IT Department Representative
Complete by: 3 months after implementation of 2013 Safety Plan
- #4 Post the process for accessing the Authorized Use List
Action: Safety Core Office on Safety Portal
Complete by: 3 months after implementation of 2013 Safety Plan
- #5 Post the process for requesting material addition to the Authorized Use List
Action: Safety Core Office on Safety Portal
Complete by: 3 months after implementation of 2013 Safety Plan



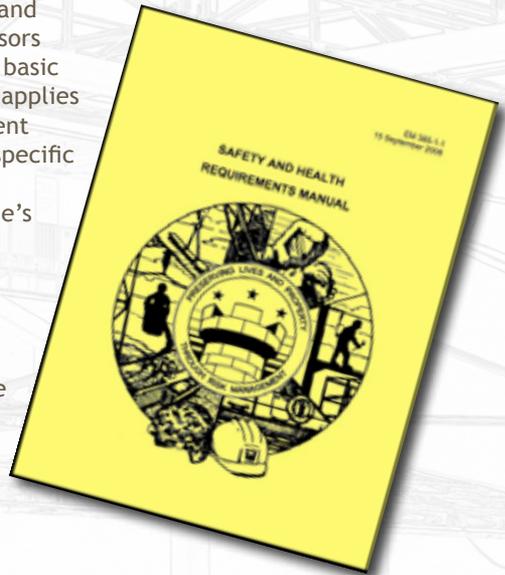
"Tomorrow – your reward for working safely today"

Key Initiative

Continue efforts with content awareness of US Army Corp of Engineers' Safety and Health put forth in the EM-385 Manual (for Supervisors)

A clear understanding of EM-385 is essential for all supervisors whose staff is exposed to DOD construction safety guidance, policies, and practices. As leaders, role models, advisors and mentors, supervisors should have a basic knowledge of EM-385 safety and how it applies to their team, whether it is a Government Designated Authority responsible for a specific contract or in passing of an In-House or Contractor work site. Safety is everyone's responsibility.

Efforts are continuing to ensure all supervisors involved in contracts have completed the open book 150 question test in ESAMS. Supervisors not involved with contracts are required to complete the training module titled "EM-385 'Supervisor' Safety Awareness Training" located on the command safety website.



Action Plans

- #1 Require the EM-385 150 Question Awareness Test be successfully completed by all supervisors who oversee requirements that directly support EM385 implementation.
Action: Central/Desert/Coastal IPT, Capital Improvement, Environmental, Asset Management (Not at 100% from 2012 Safety Plan)
Complete by: 90 days after implementation of 2013 Safety Plan
- #2 Require the EM-385 Supervisor Safety Awareness Training be completed by all supervisors that oversee administrative function not involving EM-385 compliance.
Action: Business Management, Financial Management, Command Information, Counsel, Small Business, Inspector General and PAO (Not at 100% from 2012 Safety Plan)
Complete by: 90 days after implementation of 2013 Safety Plan
- #3 Track this training requirement
Action: Safety Core Office via ESAMS and submittals
Complete by: On Going



5

STEPS OF ORM

[OPERATIONAL RISK MANAGEMENT]

1. Identify hazards

2. Assess hazards

3. Develop controls and Make decisions

4. Implement controls

5. Supervise & Evaluate



ASK THREE BASIC QUESTIONS:

- 1. What can go wrong?*
- 2. What can I do about it?*
- 3. If I cannot do anything about the problem, whom do I tell?*



Caring for People...

Responsive Execution...

Customer Focused Service...

Committed to Excellence...

Shore Investment Strategy...

