

Page II

Vol I Chapt 1

Ch-3 incorporated
[encl (1)]



DEPARTMENT OF THE NAVY
MARE ISLAND NAVAL SHIPYARD
VALLEJO, CALIFORNIA 94592-5100

IN REPLY REFER TO:
NAVSHIPYDMAREINST 5100.27A
106
20 October 1986

NAVSHIPYDMARE INSTRUCTION 5100.27A

From: Commander, Mare Island Naval Shipyard

Subj: SHIPYARD OCCUPATIONAL SAFETY AND HEALTH MANUAL (OSHM)

Ref: (a) OPNAVINST 5100.23B
(b) NAVSEAINST 5100.17
(c) OSHA (Occupational Safety and Health Administration) Code of Federal Regulations, Title 29
(d) NAVSEAINST 5450.14

Encl: (1) Table of Contents for the Shipyard Occupational Safety and Health Manual

1. Purpose. The Shipyard Occupational Safety and Health (OSH) Manual has been prepared to set forth guidelines and requirements as established by references (a), (b) and (c). In accordance with reference (d), the Director of Occupational Safety and Health, Code 106, is responsible for directing the Shipyard OSH Program. This revision updates the OSH Manual to incorporate the current Shipyard Occupational Safety and Health policy and establishes the requirement for departments/offices to incorporate or invoke OSH requirements and procedures in Shipyard work instructions and documents.
2. Cancellation. NAVSHIPYDMAREINST 5100.27 - basic instruction only. All volumes remain in effect.
3. Background. The Shipyard Management Philosophy states that, "Employees are the Shipyard's most valuable resource." Injuries and illnesses reduce the effectiveness of this valuable resource. The key to reducing losses of this nature is an effective OSH Program.
4. Occupational Safety and Health (OSH) Policy. It is the policy of this Shipyard that all employees will be provided with a safe and healthful work environment, which is free from recognized hazards and consistent with current Federal, State and local standards. Accordingly:
 - a. Every supervisor/employee/organization is responsible for ensuring that safety and health is an integral part of the efforts to accomplish the Shipyard's mission.
 - b. Management and supervision are directly responsible for effective implementation and execution of safety and health requirements.

c. Any accident, injury/illness, or substandard performance (e.g., inadequate lighting/ventilation, violation of Shipyard fire boundaries, non-compliance with personal protective equipment requirements) will be viewed as a "failure" of line management and action must be taken not only toward correction, but also to identify the underlying causes to prevent recurrence.

* d. All work will be performed in strict adherence to written instructions and technical documents. Appropriate disciplinary action will be taken when employees and/or supervisors violate or fail to enforce established safety and health requirements.

e. Occupational Safety and Health (OSH) requirements and procedures will be included or invoked in Shipyard work instructions and documents (i.e., WINS, DIS, DLMs, plans, test procedures, job orders, etc.) as applicable, and in the detail required by the instruction or document and the work involved. Some guidelines are:

(1) The risk involved in the work or tasks. T-sheets and other instructions where load testing, operation of masts and periscopes, and Freon (for example) are involved, would require inclusion of specific OSH precautions and procedures to prevent injury to personnel, as would work where personnel could potentially be exposed to such materials as lead, cadmium or chlorine gas. When there is doubt as to the risk involved, the OSH Office (Code 106) will be contacted.

(2) The detail of the instruction or document involved. A test procedure for steam generator cleaning for a specific ship, for example, would require detailed OSH requirements built into the test procedure.

(3) The detail to which OSH procedures are already established in another instruction or document. Oxygen charging operations (including the OSH procedures and precautions) are covered in detail in Process Instruction 0553-802M. Other instructions and documents (one example is a job order) issued involving oxygen charging could state that the OSH procedures and precautions of process instruction 0553-802M will be followed when accomplishing the charging. If there are no written work instructions dealing with a task or job, the OSH Office may be contacted to issue or assist in issuing a timely procedure in a readily usable format. Gas Free Engineering Notices and Process Control Instructions (PCIs) for instance, are OSH procedures relating to a specific task to be accomplished.

f. Supervisors will ensure employees follow all safety and health procedures and precautions set forth in Shipyard work instructions and documents relating to the tasks they are performing.

g. All levels of supervision will ensure that employees are fully knowledgeable of workplace hazards and receive adequate training to perform work in a safe manner.

h. Management and supervision will set the example and promote an improved safety and health performance in all areas.

i. The OSH Office will provide technical requirements and guidance to all Shipyard departments/offices for compliance with applicable Federal, State and local directives.

5. Responsibilities

a. The Director of Occupational Safety and Health has overall responsibility for the Shipyard Occupational Safety and Health Program and will:

- (1) Maintain and control the OSH Manual.
- (2) Issue changes to the OSH Manual as required to maintain a constantly updated manual in accordance with applicable Federal, State and local requirements.
- (3) Meet with Shipyard labor organizations and management representatives to ensure agreement on changes to this manual.
- (4) Consider alternate methods of hazard control.
- (5) Ensure improved work methods are specified in Shipyard work instructions and documents.
- (6) Conduct periodic audits to evaluate the effectiveness of implementation of the OSH policy action items (paragraph 4) and provide written assessments to Shipyard management.

b. Department/Office Heads will:

- (1) Support and assist the Occupational Safety and Health Office in preparing changes to this manual.
- (2) Implement the Shipyard OSH policy for maintaining a safe and healthful work environment for employees.
- (3) Incorporate or invoke adequate OSH requirements and procedures in Shipyard work instructions and documents (i.e., WINs, DIS, DLMS, plans, test procedures and job orders, etc.). Write these requirements and procedures in enough detail to be used by the worker to ensure his/her protection from job safety and health hazards.

6. Action. Remove existing cover letter and Table of Contents and replace with this cover letter and enclosure (1).

NAVSHIPYDMAREINST 5100.27A
20 October 1986

7. Training/Audit. Training will be conducted in accordance with Volume I, Chapter 3 of this manual. The OSH Policy action items and specific chapters of this manual require official audits.

8. Cost Impact. Cost impact is moderate and within Shipyard budget.


H. R. MANN

Distribution:
OSHM