Southeast

NAVFAC SE’s Safety Roles and Responsibilities

April 2015



**Commanding Officer’s Safety Philosophy**

“ I believe that all mishaps are preventable – there are no accidents.

 We all (military, civilian, and contractor partners) play a vital role in preventing mishaps.

 Take an active role to ensure a safe working environment and safe behavior.

 I expect each employee to think safety: Use Operational Risk Management and only take

 acceptable risk. If in doubt of the safe operations of a chosen activity or task, stop and

 regroup.

 I expect each employee to act safely: Take responsibility for your environment. Do not

 allow unsafe acts to “happen.” YOU ARE YOUR NEIGHBOR’s KEEPER!”

**NAVFAC SE Safety Goals:**

NAVFAC SE’s ultimate safety goal of “zero mishaps” is a program based on aggressive participation by all leaders and employees throughout the FEC in an effort to execute work with all risk controlled by using operational risk management (ORM). We will achieve our goal through multiple channels of our mishap prevention program.

* NAVFAC SE has instituted a Weekly Operational Risk Management (WORM) assessment into our mishap prevention program. This program is designed to give “a look ahead” to Core senior leadership and give local leadership an opportunity to ensure all safety mechanisms are in place before high risk activities begin work. The WORM is generated by the PWO’s/ROICC’s and forwarded to OPS/IPT/Safety Office the week prior to high risk activities.
* The NAVFAC safety portal has up to date information, lessons learned, and other safety materials that will allow all employees to have immediate access to any and all safety documents. The portal address is <https://portal.navfac.navy.mil/portal/page/portal/NAVFAC/NAVFAC_WW_PP/NAVFAC_HQ_PP/NAVFAC_SF_PP>
* NAVFAC has a safety awards program called “STAR” (safety through awards and recognition). This program was created to reward individuals and contractors for exceptional safety performance. More information can be obtained from NAVFAC BMS F-12.16.1 STAR Incentive Program.
* NAVFAC SE recently hired several site safety managers (SSM’s) who are making a significant contribution to our safety program. By June 1, 2015 we anticipate having three SSM’s in place at our field offices. This action will have a direct positive impact on our mishap prevention program.

**Roles and Responsibilities of Key Personnel**

The safety and occupational health of Navy military, Navy civilian personnel, and our contract partners is an inherent responsibility of the command, thus direction and control of NAVFAC SE safety and occupational health programs must be through the chain of command, with line managers and supervisors being primarily responsible.

This document gives specific direction to our employees concerning their roles and responsibilities for maintaining NAVFAC SE’s robust safety program.

* Commanding Officer
* Executive Officer
* Operations Officer
* Command Safety Manager
* Public Works Officer (PWO) and Resident Officer in Charge of Construction (ROICC)/FEAD Directors
* Contract Safety Program Manager – Core Safety Office
* NAVOSH Safety Program Manager – Core Safety Office
* Division Directors, Department Heads, Supervisors and Foreman
* Employees
* Construction Engineering Technician (ET)
* Performance Assessment Representative (PAR)
* Public Work’s/ROICC’s Site Safety Manager (SSM)

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***Commanding Officer:*** The Commanding Officer (CO) serves as chair on the Safety Management Board. The CO:

* gives strategic focus behind mishap prevention throughout the command
* provides initial and outgoing safety assessment delivered in person to relief in accordance with BMS process F-12.1.1

***Executive Officer:*** The Executive Officer (XO) serves as chair on the Mishap Review Board and the Safety Management Board in the absence of the CO. The XO:

* is the driving force behind mishap prevention throughout the command
* executes the CO’s mishap prevention initiatives and manages the workforce to achieve mishap prevention program success
* reviews trend analysis & moves program accordingly to eliminate mishaps
* serves as the Operational Risk Management (ORM) Program Manager as prescribed by OPNAV 23G and OPNAV 3500.39B.

***Operations Officer:*** The Operations Officer (OPS) takes the mishap prevention message throughout the Operations’ chain and promotes the safe execution of all work. OPS:

* serves as an advocate of the ORM Program
* facilitates the CO’s and XO’s mishap prevention strategies to field leaders to ensure they are actively engaged
* tracks safety measurement performance in execution
* chairs the event driven safety advisory board

***Command Safety Manager:*** The Safety Manager serves as the resource center for all occupational safety and health regulatory issues and provides technical support for strategies and program improvement initiatives. The Safety Manager will:

* assist in establishing command mishap reduction goals
* provides technical guidance on program improvement and identifies areas of weakness
* provide trend analysis for mishaps to XO and plan for mishap reduction based on trends
* ensure safety abstracts for mishaps are completed by the field site and uploaded to NAVFAC HQ and NAVFAC LANT
* develops strategic initiatives, implements, and provides support for processes related to mishap prevention
* performs program assessment to measure effectiveness
* monitors the Enterprise Safety Applications Management System (ESAMS) to assure deployment and use by employees and supervisors.
* assures Facility Accident Incident and Reporting (FAIR) system is maintained, accurate, and kept up to date by respective business lines
* leads investigations of serious mishaps
* routinely performs site visits to assess mishap prevention program effectiveness
* assists ROICC/FEAD offices in producing a quality construction safety program through EM-385 training and OSHA construction safety courses

***Public Works Officers (PWO) and Resident Officers in Charge of Construction (ROICC):*** PWO’s and ROICC’s serve as the site leaders of the mishap prevention program. They are responsible for:

* driving mishap prevention strategies at their site and ensuring NAVFAC employees and contractors are proactively engaged in ORM practices
* intrusively leading staff preparing Weekly Operational Risk (WORM) assessments
* driving staff to intervene when an unsafe act is identified or when a worker is exposed to a hazardous condition
* ensuring compliance with Navy regulations and applicable contract safety requirements for contractor operations

***Contract Safety Program Manager:*** The NAVFAC Southeast (Core) Contract Safety Specialist is responsible for providing technical support regarding contract safety to all sites. The Contract Safety position:

* serves as the FEC point of contact for reviewing contract related safety issues
* works with the acquisition on recommended contract language changes
* provides technical assistance in reviews related to contractor mishap prevention programs, activity hazard analyses and job hazard analyses
* performs site visits to assess mishap prevention performance
* ensures the FAIR system is maintained, accurate, and kept up to date by respective business lines

***NAVOSH Safety Program Manager:*** The NAVFAC Southeast HQ (Core) NAVOSH Safety Specialist serves as the lead for the in-house workforce covering Navy occupational safety and health matters. This position:

* monitors the performance of each site for compliance with OPNAV 5300.23G and the numerous NAVOSH programs
* provides technical support to PWOs on in-house mishap prevention areas needing additional improvement
* routinely visits sites to assess in-house mishap prevention performance

***Division Directors, Department Heads, Supervisors, and Foremen:*** Civilian managers, supervisors and foreman are at the forefront of all mishap prevention for in-house employees. These leaders are obligated and responsible for:

* intervening if a worker is observed working unsafely or if unmitigated hazardous conditions are identified
* ensuring each employee completes required safety or health training and documents training in ESAMs database
* scheduling and tracking completion of employee’s required medical examinations
* tracking required certifications for employees and ensure these certifications are maintained current
* entering and maintaining ESAMS data current for employees under their authority
* ensuring employees receive the proper tools, equipment, and PPE for their job and have received training on the proper use and storage
* promoting the concept of ORM and ensuring this pre-task planning tool is being considered in the performance of all work

***Employees:*** Employees are required to participate in the mishap prevention program and conduct their work using ORM practices. Employees are obligated and responsible for:

* intervening if anyone is observed working in an unsafe manner or exposed to hazardous conditions
* completing all occupational safety and health training required for their job series position
* meeting all requirements necessary to maintain any safety certifications and safety qualifications required for their job series
* ensuring any medical examinations required for their job series are maintained
* wearing all required PPE to ensure their safety and health during performance of work
* using ORM in the performance of all work and never perform a job where the hazards are not controlled or mitigated
* immediately reporting to their supervisor any injury, illness or property damage caused by a mishap

***Construction Engineering Technician (ET):*** The Construction ET works in the FEAD/ROICC and is an essential part of the contract safety quality assurance program. The ET is obligated and responsible for:

* reviewing and approving the contractor’s submitted Accident Prevention Plan (APP) and Activity Hazard Analysis’ (AHAs)
* performing safety quality assurance (QA) visits to ensure work is being performed in accordance with the provisions of the contract including USACE EM 385-1-1, FAR Clause 52.236-13, 29 CFR 1926 and 29 CFR 1910
* documenting any unsafe activities that are encountered on the construction site using the FAIR database and immediately reporting these to the contractor safety representative and PW management
* annotating unsafe observations or activities in their daily quality assurance report
* accomplish prerequisite training including EM 385-1-1 and NAVFAC 40-Hour Contract Safety Hazard Awareness Course.
* enter CSIR’s into the FAIR database

***Performance Assessment Representatives (PARs):*** The PAR works in the FEAD/ROICC and is an essential part of the contract safety quality assurance program. The PAR is obligated and responsible for:

* reviewing and approving the contractor’s submitted Accident Prevention Plan (APP) and Activity Hazard Analysis’ (AHAs)
* conducts performance assessments with a focus on safety
* ensures contractor performs ORM and AHA as required through direct observations and review of the work
* performs safety quality assurance (QA) visits at all sites under their responsibility to ensure work is being performed in accordance with the provisions of the contract including USACE EM 385-1-1 and 29 CFR 1910
* enter CSIR’s into the FAIR database

***Public Work’s/ROICC’s Site Safety Manager (SSM):*** The Site Safety Manager is a forward deployed safety specialist located at a Public Works Department (PWD) or a Resident Officer in Charge of Construction (ROOIC). The SSM is obligated and responsible for:

* principal safety technical advisor to the PWO
* coordinates supervisor safety surveillance reporting
* receives guidance and occasional tasks from the Echelon IV safety manager
* PWO’s first responder for all in-house and contractor mishap investigations (photos, witness statements, interviews, etc.)
* maintains PWD safety bulletin boards
* coordinates safety stand-down meetings and attendance rosters
* creates and posts safety alert bulletins, safety newsletters, and other safety media material
* monitor of region safety support service where applicable
* schedule/conduct safety training and ensure training is documented in ESAMS
* manages the mishap review board process with the PWO
* provides routine reporting/data calls to Echelon IV safety office
* procurement, issuance, and tracking of personal protective equipment
* assists PWD personnel in creating SOP’s for routine tasks
* participates in the PWD leadership board meetings providing feedback on safety programs, trends, and topics
* manage employee reports on unsafe and unhealthful working conditions
* participates as liaison with Occupational Safety and Health Administration (OSHA) during inspections of contractor and PWD worksites
* coordinates and schedules industrial hygiene surveys with the Bureau of Medicine (BUMED)
* hands on field training for all ETs and PARs at their site
* trains ETs and PARs on reviewing contractor’s Accident Prevention Plan and Activity Hazard Analysis
* conducts required annual/semi-annual PWD owned building inspections
* participates in the PWD WORM assessment meetings providing technical advice and assistance