



Installation Safety Program

Naval Support Activity Bahrain

April 30, 2020

Taking Care of Our People

Policy Statement

The Safety Management Team at this command is committed to providing you with a safe and healthful workplace. It is the policy of this command that you do not perform any work task without taking prescribed safety measures. You are required to report all mishaps and near miss incidents, injuries and illness, and unsafe and unhealthful working conditions to your supervisor immediately. Any report will not result in any retaliation, penalty, or other disincentive to you because you reported the situation. It is important for the command to be aware of the situation and take the necessary corrective action to protect you and your coworkers.

You are encouraged to provide recommendations to your supervisor that will improve work-related health and safety, traffic safety, public safety, recreational safety, or other safety issues related to explosives and radiation. Any recommendation is strongly encouraged and it will be given thorough consideration by the management team. Senior leadership at the command will give top priority to find the logistical and financial resources to control and correct any unsafe or unhealthful condition, which is validated by the Safety Management Team. On the other hand, supervisors are directed to take disciplinary action against anyone who willfully or repeatedly violates the safety rules. This action may include verbal or written reprimands and could ultimately result in penalties or termination of employment. The primary responsibility for the coordination, implementation, and maintenance of the Installation Safety Program has been assigned to:

Name/Title Asif Bin Thaj, Installation Safety Director

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Cell: (+973) 3947-2267

Supervisors and senior management will be actively involved with you to establish and maintain an effective Safety Program at this installation. The Safety Program will focus on:

- Promoting safety committee participation;
- Facilitating safety and health education and training; and
- Reviewing and updating workplace safety rules.

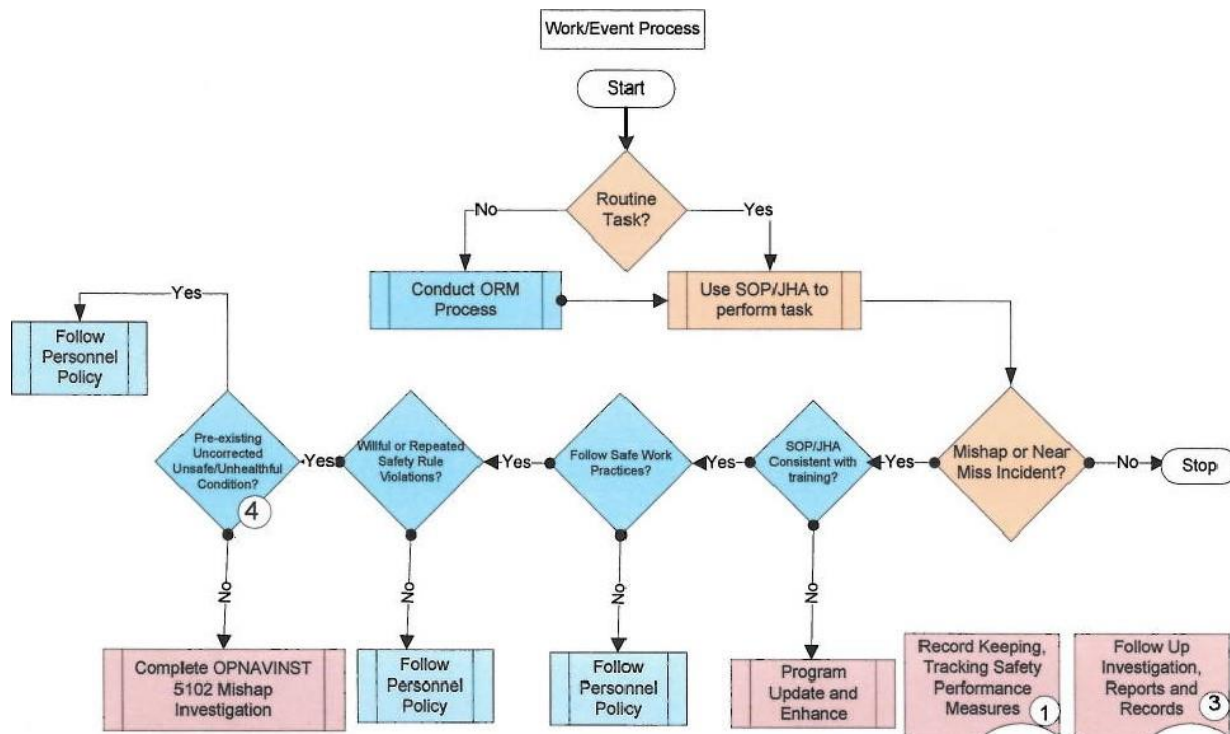
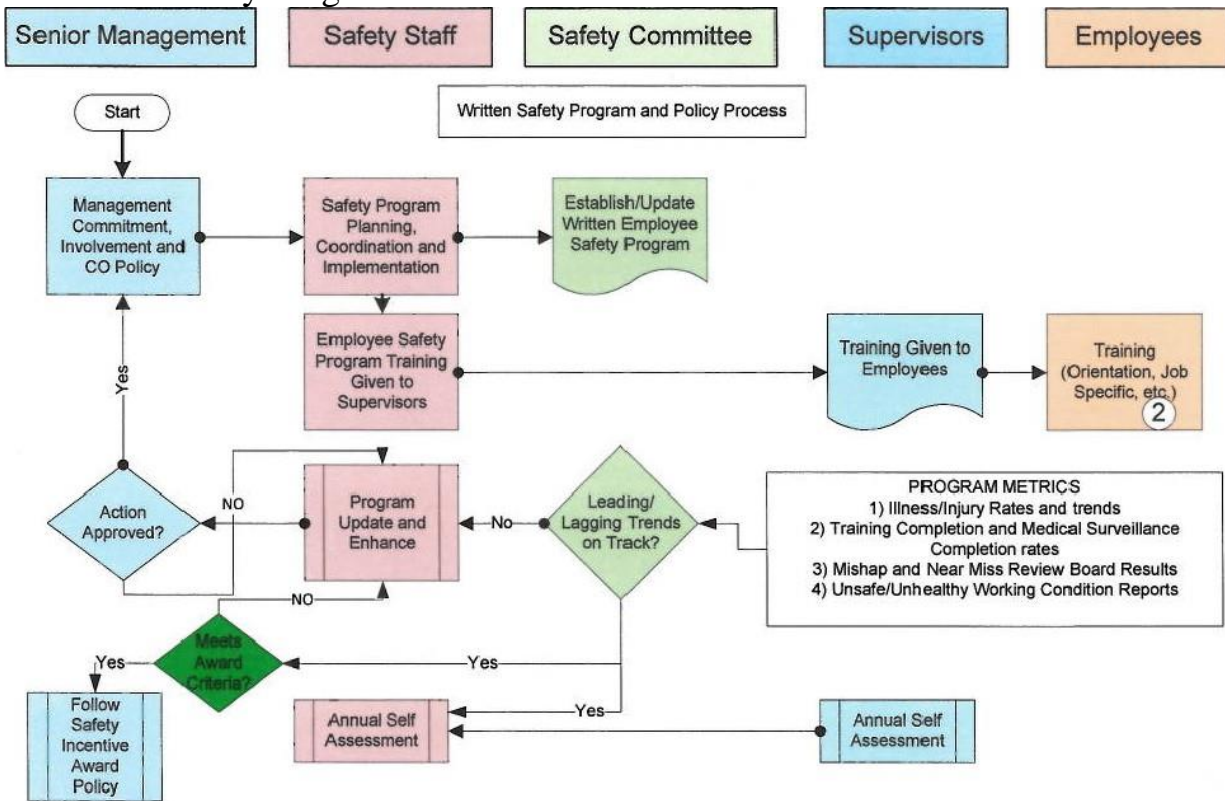
This policy statement serves to express management commitment at this command to provide a safe and healthful workplace for our military and civilian employees. The Safety Program will be incorporated as a Core Value at this command. Compliance with all safety rules will be required of all military personnel as a direct order and required by all civilian employees as a condition of their employment.

Signature 

G. A. Smith
Commanding Officer, Naval Support Activity Bahrain

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Installation Safety Program Process



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SAFETY AND OCCUPATIONAL HEALTH COUNCIL (Base Safety Committee)

Organization

The NSA Bahrain Safety Council is chaired by the NSA Commanding Officer and facilitated by the Installation Safety Director. This Council will also serve as the Base's Traffic Safety Committee. Membership includes Tenants and Host Department Heads and Program Directors as listed in table below.

This committee serves the following functions and roles:

- Supports safety policy, practice and process
- Issues safety and health policy
- Conducts reviews of data from audits and other sources to decide what processes and programs must be improved in the coming year to improve safety and health performance
- Recommends new programs to address new regulatory requirements
- Decides what actions will benefit the command the most
- Enhance the safety culture
- Promotes interest in the safety effort
- Ensures compliance with safety procedures
- Develops good safety attitudes in employees
- Provides safety and health training to the collateral duty safety personnel

<u>Organization (Primary)</u>	<u>Type of Representation¹</u>	<u>Organization (Alternate)</u>
<u>Base Commander (Chair)</u>	Command and Staff	<u>Base Executive Officer (Chair)</u>
<u>DIVO or E7 or Above</u>	Air Ops	<u>ADVIO or GS-12 or above</u>
<u>DIVO or E7 or Above</u>	Port Ops	<u>ADVIO or GS-12 or above</u>
<u>DIVO or E7 or Above</u>	NSF	<u>ADVIO or GS-12 or above</u>
<u>DIVO or E7 or Above</u>	Fire Department	<u>ADVIO or GS-12 or above</u>
<u>DIVO or E7 or Above</u>	Environmental Department	<u>ADVIO or GS-12 or above</u>
<u>DIVO or E7 or Above</u>	Public Works	<u>ADVIO or GS-12 or above</u>
<u>DIVO or E7 or Above</u>	Fleet and Family Readiness	<u>ADVIO or GS-12 or above</u>
<u>Tenant Commands</u>	Collateral Duty Safety Officers (CDSO)	<u>As Directed</u>

* Division Officer (DIVO)

* Assistant DIVO (ADVIO)

Responsibilities

- The Safety Committee and Safety Council identify corrective measures needed to eliminate or control recognized safety hazards associated with installation on-shore activities.
- The Safety Committee and Safety Council are responsible for assisting management in reviewing and updating base safety rules based on accident investigation findings, any inspection findings, and employee reports of unsafe conditions or work practices; and accepting and addressing anonymous complaints and suggestions from employees.
- The Safety Committee and Safety Council are responsible for assisting management in evaluating employee Accident and Illness Prevention Programs, and promoting safety and

¹ Primary and Alternate attendance will rotate equitably between supervisory & non-supervisory representatives.

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health awareness and co-worker participation through continuous improvements to the Safety Program.

- Safety Committee members participate in safety training and are responsible for assisting management in monitoring all safety training (workplace, traffic, recreational, and public) to ensure that it is in place, that it is effective, and that it is documented.
- The Safety Committee reviews command mishap trends and training and occupational health completion rates to ensure progress towards the Commanding Officer's annual goals and objectives.
- The Safety Council reviews all actions by the Safety Committee and addresses issues where the Safety Committees needs assistance.
- The Safety Council will track, review, and assist with prioritizing the correction of safety and occupational health deficiencies.

MISHAP INVESTIGATION

Mishap Investigation Procedures

A mishap is any unplanned or unexpected incident or event that can occur while you are working, crossing the street, driving to/from work, or participating in a recreational activity. A near-miss is a type of mishap whereby the incident or event could have resulted in a mishap but it did not actually happen. Mishaps and near-miss incidents sometimes indicate a problem with the Safety Program. A mishap or near-miss incident could result in:

- Personal injury to yourself or others (or causes you or others to seek medical attention);
- Material loss or damage to property or equipment; or
- A fire or explosion of any kind whether damage occurs or not.

Mishap investigations are an integral part of the safety process. They help determine the cause, uncover contributing factors, identify similar incidents, document the facts, and promote safety through lessons learned. If you are involved in a mishap or near-miss incident or you are witness to the event; you are expected to provide detailed information about the incident within 24-hours to your supervisor, who will in turn ensure that the right level of leadership is notified. Information that may be helpful in the investigation includes:

- Facts, observations, and steps taken to implement temporary control measures to alert first responders, prevent further injuries to victims, and safeguard other individuals. Facts and observations of tools, equipment, or machinery; and the type of operation or process involved in the mishap or near-miss.
- Names of witnesses or any other persons who might provide facts or clues to the cause of the mishap.
- Facts and observations that point to the cause of the incident. These important facts may show employees using equipment without authorization; operating equipment at an unsafe speed, removing and not replacing safeguards or controls; using defective tools, and not following safety rules or specific job instructions. Other factors include faulty tools, working in poorly designed area, or working with substandard materials. Sometimes environmental factors have an influence like weather conditions, chemicals, noise, vibration, extreme heat or cold, material handling, and lighting.

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- First-hand recommendations regarding corrective action to prevent the mishap event from recurring in the future. Recommendation may include changes in work procedures
- First-hand recommendations and input regarding the need for updated, refresher, or remedial safety training.

If you are involved in or witness an onsite work-related, traffic, public safety, or recreational mishap; a Mishap Investigation Report must be completed by your supervisor or by the supervisor responsible for the incident. You are required to give details to your supervisor without delay to ensure the timely completion of the Mishap Investigation Report.

If you are involved in or witness an offsite mishap at a location that is not controlled by your supervisor or other supervisors within the command, you must report the event to your supervisor so that a Mishap Investigation Report can be completed.

The NSA Safety Office will utilize the DoD Human Factors Analysis and Classification System (HFACS) to analyze all mishaps involving lost work days.

SAFETY TRAINING

Orientation

Job Safety Orientation begins on your first day on the job. This orientation is required for all new hires, job transfers, or other assigned employees who are new to the work or work environment. As you become more familiar with your surroundings, you should be informed of all hazards and issues related to workplace safety, traffic safety, public safety, and recreational safety at the command. Your supervisor will answer your questions and then ask questions of you to ensure that you understand the workplace safety rules, policies, and job-specific procedures established to protect you and your co-workers. You are required to participate in all job-related safety training and refresher training provided or scheduled for you by your supervisor.

All designated Collateral Duty Safety Officer (CDSO) personnel receive additional training by the Base Safety Office on the Installation Safety Program requirements (e.g., confined space entry, fall protection, ergonomics, hazardous material, and exposure monitoring); OSH Act & Exec Order 12196; identifying and using OSH standards; procedures for recognizing and reporting hazards, the process for hazard abatement, and for reporting, evaluation, and investigating reprisal allegations; as well as special topic training on local geographic area hazards.

Job-Specific Training

- Your supervisor will provide your initial training and show you how to perform your newly assigned job tasks safely.
- For those commands using ESAMS, your personal Enterprise Safety Applications Management System (ESAMS) account will provide ready access to your Safety Training Records.
- Your supervisor will interactively review all of the job qualifications, specific safety rules, policies and applicable safety procedures, and provide answers to your questions.

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- Your supervisor will give you verbal instructions and specific guidance on how to perform your assigned work task(s) using safe work practices. Where applicable, specialized training will be provided (e.g., weight handling safety, indoor air quality management, personal protective equipment, hazard communication, medical surveillance, hearing and sight conservation, and other specialized work practices). Initially and periodically thereafter, your supervisor will observe you while performing your assigned work. Your supervisor will demonstrate safe work practices and provide appropriate remedial instruction to correct training concerns. You will be permitted to work alone without supervision when you can successfully perform assigned work tasks safely.
- For any new, non-routine, or other specialized procedures, your supervisor will review the current safe work practices with you, provide the necessary training, and ensure that you can do the work without any supervision.

Periodic Retraining

You will be periodically retrained on safety rules, policies, and procedures, and when changes to your Safety Manual are indicated. Updated training may be provided on corrective actions and preventive measures taken as a result of a mishap or near-miss incident, injury or illness, unsafe act, poor work practice, or unsafe work behavior.

SAFETY RECORD KEEPING AND REPORTS

Record Keeping

Your supervisor, your Command Safety Office and the Human Resource Offices are responsible for establishing all work-related employee mishap, injury, and illness records. These records are maintained for at least three (3) years. Some records need your input to help document the circumstances surrounding your injury or illness. These records include:

- Medical Referral (OPNAV 5100/9) for treatment at the Medical Clinic.
- Notice of Traumatic Injury & Claim for Continuation of Pay/Compensation (Form CA-1).
- Notice of Occupational Disease Claim for Compensation (Form CA-2).
- Authorization for Examination or Treatment (Form CA-16).

When records are used to record your emergency medical treatment; you are responsible to give all of the details asked of you to complete the form(s). You need to be truthful, accurately recall (to the best of your knowledge) what actually happened, and provide all of this information to your supervisor without delay.

Reports

Written reports tell a story about what happened and provide a way of informing the command. Work-related injuries and illness that must be reported include exposure to chemicals and other substances, respiratory conditions associated with exposure to biological agents and hazardous chemicals, poisoning from workplace toxins, injuries that result in the loss of consciousness, death, medical conditions beyond first-aid treatment, hearing loss induced by workplace noise, workplace violence injury, and work-related injury diagnosed by a healthcare professional. A

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partial list of reports, notifications, and safety awareness information that is available to you includes:

- Result of investigation when you either report or you are involved in a mishap or near miss incident.
- Result of investigation when you submit a notice of a hazardous workplace condition (Navy Employee Report of Unsafe or Unhealthful Working Condition, OPNAV 5100/11)
- Your command's report of work-related injury or illness (OSHA Form 300, Log of Work-Related Injuries and Illnesses).
- Your command's report describing the injury or illness from the mishap (OSHA Form 301, Injury and Illness Incident Report).
- Your command's report of the annual summary of work-related injuries and illness (OSHA Form 300A, Summary of Work-Related Injuries and Illnesses).
- DOD Occupational Safety & Health Protection Program Poster (DD 2272).
- Copies of any applicable safety standards.
- Minutes of the Safety Committees and their actions and recommendations.
- Compliance programs such as hazard communication, fall protection, electrical safety, fire prevention, confined space, lock-out/tag-out, forklifts, hazardous spill clean-up, and workplace violence prevention training.

Hazard Reporting

These reports are the basis of the hazard reporting system. Employees should consult their supervisor and chain of command prior to submitting a report to attempt resolution. There are a number of ways that Unsafe/Unhealthful working conditions can be reported to safety:

- Notify your supervisor
- Use the Unsafe/Unhealthful (UU form) from your department's Safety Bulletin Board
- ESAMS users, report electronically at:
https://esams.cnmc.navy.mil/ESAMS_GEN_2/login.
- Call the Duty Safety: (+973) 3940-0734 (on base: (99) 3940-09734)
- Commanding Officer's suggestion box

To remain anonymous, use ESAMS, safety hotline, the U/U form, or the CO suggestion box

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FIRST AID, MEDICAL TREATMENT & EMERGENCY CONTACTS

Emergency Telephone Numbers — 911 or (+973) 1785-4911 for Emergency Dispatch

EMERGENCY PHONE NUMBERS	FROM ON BASE	FROM OFF-BASE/CELL
AMBULANCE	911	17854911
DISPATCH (NON-EMERGENCY)	439-5555	1785-5555
SECURITY (LAW ENFORCEMENT)	439-3767	178-3767
FIRE DEPT (ADMIN)	439-6756	1785-6756
SAFETY OFFICE	439-3455, 3527	1785-3455/3527
DUTY SAFETY OFFICER	99-3940-0734	3940-0734
CDO	99-3940-3877	3940-3877
OFF BASE EMERGENCIES	99-999	999

Minor First-Aid Treatment

Your supervisor will assist with transportation if necessary and First Aid supplies. If you sustain an injury or are involved in a mishap requiring minor first aid:

- Inform your supervisor of the mishap, near miss, injury, or illness.
- Administer minor first aid treatment to the injury or wound.
- Access to first aid supplies are not intended to be a substitute for medical attention.
- Detail any minor first-aid treatment when completing the Mishap Investigation report.

Non-Emergency Medical Treatment

Medical assistance from a physician, nurse, or other medical personnel requires authorization by your supervisor. If you are injured and require medical treatment other than first aid:

- Inform your supervisor of the mishap, injury, or illness *immediately*.
- Proceed to the Medical Clinic at NSA I. Your supervisor will assist with transportation if necessary.
- If you are released and able to return to work; take the Medical Referral back to your supervisor. If you are referred to your personal physician or another Medical Facility for treatment, you must return to the site Medical Facility when you are released from treatment. Give the Medical Referral to your supervisor when you can return to work.
- Detail any non-emergency medical treatment provided in the Mishap Investigation Report.

Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- Use the emergency telephone numbers listed at the top of the page or posted next to the telephone in your work area to request assistance & transportation to the local hospital.

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- Give details to a co-worker or emergency first responder to alert others of potential danger. If you are unable, request someone notify your supervisor for you.
- After you are released from the hospital for return to duty; obtain a Medical Referral from the Medical Clinic. Give it to your supervisor before you return to work.

SAFETY RULES

Installation Safety Rules are a product of the Safety Committees. They were developed based on recognized hazards, mishaps or near miss incidents, as well as patterns or trends that have been associated with the installation. Safety Rules are provided to ensure all assigned military and civilian personnel are knowledgeable about known hazards present on the installation and what prevention or control measures have been provided to protect personnel from harmful exposure. Rules provide an interim communication measure until formally codified elsewhere (e.g., local instruction or Standard Operating Procedure document).

Your Safety Committee has identified the following hazards and control measures to safeguard installation personnel from harmful exposure to known hazards:

AQUATIC SAFETY AND DROWNING PREVENTION

- DO know about recommended beaches, lifeguarded beaches, closed beaches, and active alerts.
- DO review beach ratings/hazard alerts prior to departure and, upon arrival, heed safety flags and interpretive signs and current descriptions of shoreline surf conditions for swimming and offshore ocean conditions for kayaking, boating, snorkeling, and surfing.
- DO choose a beach that best matches your ability and comfort level in the water.
- DO heed hazards (e.g., rip currents, dangerous shore breaks), injury prevention tips, surf reports, special alerts (e.g., box jelly fish notices), and beach warnings.
- DO NOT enter the water at unguarded or closed beaches.
- DO NOT enter the water where active alerts direct otherwise.

ACTIVE SHOOTER RESPONSE FOR BUILDING OCCUPANTS

- DO lock and barricade doors.
- DO turn off lights.
- DO close the blinds.
- DO block windows.
- DO turn off radios and computer monitors.
- DO stay out of sight and take adequate cover/protection.
- DO silence cell phones.
- DO know all alternate exits in your building.
- DO leave the premises, if possible, without compromising your safety or the safety of others, and call 91 1 from any base phone.
- DO report your specific location (e.g., building name and office/room number) or any other pertinent information to authorities.

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- DO NOT stand by doors or windows.
- DO NOT engage the shooter(s).
- DO NOT attempt to rescue other people unless it can be done without further endangering yourself or others.

TRAFFIC SAFETY

- DO yield to pedestrians who have entered a crosswalk when driving.
- DO yield to vehicles when walking unless in a designated crosswalk.
- DO look both ways before you cross the street.
- DO obey all traffic rules and regulations including vehicles, bicycles, and pedestrians.
- DO wear reflective gear in hours of darkness when a civilian pedestrian.
- DO wear a reflective arm band in hours of darkness when a military pedestrian.
- DO NOT assume a vehicle saw you when you are a pedestrian.