



DEPARTMENT OF THE NAVY

TRAINING SQUADRON THIRTY-ONE (VT-31)
501 BATAAN STREET SUITE B
CORPUS CHRISTI TX 78419-5249

VT31INST 5100.1H

Safety

10 APR 2005

TRAINING SQUADRON THIRTY-ONE INSTRUCTION 5100.1H

Subj: NAVY OCCUPATIONAL SAFETY AND HEALTH PROGRAM (NAVOSH)

Ref: (a) Occupational Safety and Health Act of 1970 (OSHA)
Public Law 90-596, 29 U.S.C., 29 CFR Part 1960
(b) OPNAVINST (NAVOSH Policy/Directives) 5100.23G
(c) COMTRAWINGFOURINST 5100.4B (NAVOSH Program)
(d) NASCORPCINST 5100.29B (NAVOSH Program)
(e) OPNAVINST 5102.1D (Mishap investigation and
Reporting)
(f) OPNAVINST 5100.12G (Issuance of Navy Traffic
Safety Program)
(g) OPNAVINST 5100.25A (Navy Regulation, Athletics,
And Home Safety Program)

Encl: (1) Personal Protective Equipment Program
(2) General Flightline Safety
(3) Motor Vehicle Safety
(4) Sight Conservation Program
(5) Hearing Conservation Program
(6) Foot Protection Program
(7) Recreation, Athletics and Home Safety
(8) Hazardous Materials Safety Program

1. Purpose. To set policy and procedures for the squadron's NAVOSH program which are consistent with applicable NAVOSH directives as established in references (a) through (g), and to provide for the reduction, implementation, and management of the program.

2. Cancellation. Training Squadron THIRTY-ONE Instruction 5100.1G.

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3. Background. Navy safety programs encompass a wide range of safety disciplines such as aviation safety, off-duty safety and occupational safety and health. As the title implies, the NAVOSH Program specifically addresses the maintenance of safe and healthful conditions in the workplace or the occupational environment. Therefore, the NAVOSH Program is a major component of the total Navy safety program. This instruction covers the implementation of the NAVOSH Program as it applies to Training Squadron THIRTY-ONE.

4. Discussion. Reference (c) directs that all TRAWING FOUR commands comply with the contents of reference (d), which shall serve as the NAVOSH program directive for all TRAWING FOUR commands. Therefore, Training Squadron THIRTY-ONE shall comply with reference (d), which addresses tenant activities aboard NAS Corpus Christi, unless changes to NAVOSH regulations alter these directives. In all such cases, this directive provides the higher degree of safety shall be complied with.

5. Scope. The provisions of this instruction apply to all military and civilian personnel attached to Training Squadron THIRTY-ONE, whether permanent or temporary. The provisions are applicable to facilities, material, and personnel.

6. Responsibilities

a. The Safety Department, through the Ground Safety Officer, is responsible for the overall administration and application of Training Squadron THIRTY-ONE's NAVOSH Program. This includes the prompt reporting and immediate initial investigations of:

(1) All accidents resulting in injury or property damage.

(2) Serious incidents with injury or damage potential, in accordance with reference (a).

b. A NAVOSH supervisor, normally the Ground Safety Officer, shall be designated in writing, and shall be primarily responsible for accident prevention. The supervisor will maintain a positive safety awareness and reflect active support in the safety program to his/her subordinates. Specifically, the supervisor will actively participate by:

(1) Being familiar with the safety requirements applicable to each operation and facility, and making all reasonable efforts to provide and maintain safe working practices and conditions.

(2) Identifying the safety training needs of personnel and ensuring that instruction is provided in the safe performance of their work.

(3) Conducting weekly inspections of workplace and operating practices and taking appropriate corrective action on noted discrepancies.

(4) Ensuring that machine and material safeguards are provided and utilized as required, and that personal protective equipment is available and utilized by employees (see enclosure (1)).

(5) Promptly reporting all accidents resulting in injury or property damage to the Safety department.

(6) Initiating disciplinary measures when employees fail to comply with established requirements.

(7) Consulting with NAS Corpus Christi Safety Manager or appropriate base personnel regarding safety matters not covered by existing instructions, injury reports and medical treatment, or accident investigations.

c. Personnel, military or civilian, are responsible for performing assigned tasks in a safe manner. They shall conduct themselves so that no unsafe act or lack of action causes injury to themselves, to fellow employees, or damage to Navy material and equipment or the property of others. Further, they shall:

(1) Comply with all safety practices applicable to the tasks assigned.

(2) Report immediately to the Safety department or supervisor any unsafe condition, materials, tools, equipment, or practices. To supplement any oral reports given, personnel are encouraged to use the Aviation Safety Reports. Specific reporting requirements are set forth in reference (e).

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(3) Wear or use personal protective equipment that has been prescribed and is required by NAVOSH directives.

(4) Report all accidents immediately, no matter how minor, to the Safety department or supervisor.

(5) In the event of an unforeseen hazardous occurrence, personnel are expected to exercise reasonable caution in order to minimize the possibility of injury or damage.

7. Action

a. Administrative

(1) Fire Bill. The Ground Safety Officer shall ensure that the Command Fire Bill is updated as required. Consideration shall be given to the assignment and education of personnel in workspaces with close proximity to fire fighting equipment. In addition, evacuation routes should be clear to all personnel present in the workspaces.

(2) Telephones. The Ground Safety Officer shall ensure that every phone in the squadron contains a label instructing the user as to emergency phone numbers. These should include numbers for fire, crash, first aid and ambulance services.

b. Safety and Health Inspections

(1) Inspections shall be conducted at as many levels as possible to ensure the detection of hazards and the presence of hazard awareness throughout the command. Personnel shall inspect work areas, environment and equipment, to detect unsafe practices and conditions. The supervisor shall continually inspect all areas within the squadron and surrounding areas for the same. All department heads should perform visits to their workspaces to ensure no obvious unsafe or unhealthful conditions exist.

(2) NAVOSH Inspections. The OSH manager for NAS Corpus Christi is responsible for the inspection of Training Squadron THIRTY-ONE spaces. Since this command is considered a low risk area (offices and non-industrial spaces), the inspection will usually be annual. Inspections will be in accordance with references (a) and (d).

c. Training and Education

(1) NAVOSH Training and Education. NAVOSH training for management and supervisory personnel is under the direction of the base OSH Manager and his staff. Training criteria is set forth and accomplished in accordance with reference (d). Non-supervisory training is accomplished by the safety department and the squadron supervisor with assistance from the OSH Manager. Management will ensure that training schedules are promulgated, personnel attend appropriate training sessions, and records are kept of training and personnel who attended.

(2) General Training. Mandatory and recommended training is outlined in various OPNAV and NAVAIR instructions. Safety training includes, but is not limited to, the following:

(a) Indoctrination. The Safety Officer shall ensure that newly reporting permanent personnel as well as student military aviators are acquainted with the squadron safety program. (This will be accomplished in a briefing with the Safety Officer during the new member's check-in).

(b) Recurrent Training. The Personnel Officer shall ensure that General Military Training includes First Aid and safety related training on an annual basis. Additionally, a portion of the quarterly safety stand-downs and all officer meetings will include topics such as on-the-job potential safety hazards, motor vehicle safety, and recreation and athletic safety.

(c) Individual Training. Squadron members are encouraged to attend CPR training provided by the Naval Hospital, Family Service Center or local Red Cross. It is recommended that at least two persons in any work center are CPR-qualified.

d. OSH Committees and Meetings. Training Squadron THIRTY-ONE, as defined by reference (d), is a tenant activity aboard NAS Corpus Christi; as such, membership in base OSH committees and meetings is recommended. These committees and meetings include, but are not limited to, the following:

(1) Safety Policy Committee. Studies safety problems and formulates safety policy for the guidance of the OSH program.

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Membership is open to, but not required of Training Squadron THIRTY-ONE.

(2) Supervisor OSH Committee. Concerns itself with all aspects of administering the OSH program aboard NAS Corpus Christi. Training Squadron THIRTY-ONE will designate in writing one military member, normally the Ground Safety Officer, whose attendance will be required. Member will normally serve a term of one year.

(3) Traffic Safety Council. Council function is to identify traffic hazards, program deficiencies, accident trends, and recommend solutions. Training Squadron THIRTY-ONE shall provide one representative to council meetings.

e. Investigations and Reports

(1) Injuries/Accidents. The Safety Department shall be responsible for the prompt reporting, and initial investigation, of all accidents resulting in injury, death, or property damage.

(2) Quarterly Reports. The Quarterly Report of Navy Civilian Occupational injuries and illnesses, as required by reference (c), shall be submitted to the NAS Corpus Christi General Safety Office. The report is derived from information submitted to the General Safety Officer throughout the quarter.

(3) Injury Log. A log of all injuries/illnesses involving squadron personnel shall be kept in the Safety Office. This log is derived from information submitted to the Ground Safety Officer via the Naval Hospital, Security, or from individuals. In accordance with reference (e), injuries for which one or more work days are lost require submission of a report to the Naval Safety Center.

f. NAVOSH Deficiency Abatement Procedures. Through formal and informal inspections from base OSH personnel, Training Squadron THIRTY-ONE may receive NAVOSH deficiency notices. Action will be taken by the Ground Safety Officer to ensure that:

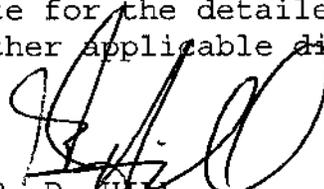
(1) Deficiency is corrected, and the OSH Manager is notified per reference (d) within 30 days.

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or

(2) Public Works is supplied with a work request to correct each deficiency. In this case, the OSH Manager will be informed of action taken within 30 days, and will again be notified once corrective action is complete.

g. NAVOSH Target Areas. NAVOSH programs requiring special attention are identified and covered in detail in reference (b) and (d). Enclosures (1) through (8) are provided as guidance for the programs which have specific applicability to Training Squadron THIRTY-ONE. These enclosures are not all inclusive and should not be used as a substitute for the detailed instructions in references (b) and (d), and other applicable directives.


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List I

Copy to:
COMDRAWING FOUR

PERSONAL PROTECTIVE EQUIPMENT PROGRAM

1. General. The NAS Safety Manager has established a comprehensive program to ensure compliance with applicable directives, and to maximize personal safety while performing hazardous duties. The nature of duties performed by personnel assigned to Training Squadron THIRTY-ONE will not normally require protective equipment. However, the Ground Safety Officer, and personnel assisting him/her may, from time to time, be required to do minor maintenance or repairs which expose them to potential hazards.

2. Action. The Ground Safety Officer shall be thoroughly familiar with the Personal Protective Equipment Program established in reference (d), and shall ensure compliance by him/herself and any personnel assisting personnel. These include, but are not limited to:

- a. Head Protection
- b. General Body Protective Clothing
- c. Sight Conservation Program
- d. Hearing Conservation Program
- e. Respiratory Protection Program
- f. Safety Shoe Program
- g. Back Injury Prevention Program
- h. Hazardous Materials Safety Program

GENERAL FLIGHTLINE SAFETY

1. General. All personnel working near areas where there are aircraft operations or maintenance shall be made aware of special precautions to be taken and hazards to be avoided.

a. Hearing protection is required on the flightline.

b. Hats will not be worn on the flight line at any time.

c. Smoking within 50 feet of an aircraft or within 100 feet of a fueling operation is strictly forbidden.

d. Be aware of aircraft taxiing around or near the hangar or entry gates.

e. Be aware of support vehicles in and around the hangar, line area or entry gates.

f. Observe and be aware of danger inherent from flight line operations including:

(1) Turning propellers.

(2) Prop wash and objects blown by prop wash.

(3) Slippery areas due to oil or hydraulic fluid spills.

(4) Tie down lines, fire extinguishers and other obstacles.

MOTOR VEHICLE SAFETY

1. General. Motor vehicle safety for military and civilian personnel both on and off base is addressed in applicable traffic safety directives and the Texas Motor Vehicle Laws.

a. Government Vehicles. No member shall be permitted to operate a self propelled government vehicle unless properly licensed. Station public works provides operator testing and licensing. Government vehicles shall be operated in accordance with applicable directives.

b. Private Vehicles. Newly reporting members shall be directed to reference (f) and the NAS Corpus Christi Security Department upon check-in for applicable vehicle rules and safety procedures. Each individual is responsible for the maintenance and safe operation of his or her vehicle in accordance with reference (f), Texas Motor Vehicle Laws. The above instructions are for the guidance of personnel operating or planning to operate:

- (1) Motor vehicles
- (2) Motorcycles (Mandatory Motorcycle Safety Course)
- (3) Bicycles
- (4) Recreational type vehicles (including boats and trailers)

2. Station Traffic Safety Council. The General Safety Officer will attend Station Traffic Safety Council meetings as scheduled.

3. Command Policy. Special emphasis shall be placed on the need to avoid mixing alcohol and the operation of any vehicle. All hands should be specifically briefed on the use of designated drivers, taxis and other alternatives to drinking and driving.

SIGHT CONSERVATION PROGRAM

1. General. The goal of the Sight Conservation Program is to eliminate eye injuries and accidents. Productivity can be increased and waste eliminated by proper care of all assigned personnel's vision.

2. Eye Hazards. The following are designated as Eye Hazardous Occupations or areas within the command.

- a. Working in faulty light conditions.
- b. Standing down wind of turning propellers.
- c. Opening fuel caps on aircraft (possible fuel spray).
- d. Walking in hangar in vicinity of aircraft maintenance operations.
- e. Minor maintenance operations in spaces.

3. Action

a. All members assigned to eye hazardous duties or entering eye hazardous areas shall use extreme caution. Consideration shall be given to the use of eye protection devices when required by references (b) and (d).

b. All areas designated as eye hazardous by reference (b) shall be labeled with approved signs.

c. Lighting shall meet minimum NAVOSH standards in offices, work centers and passageways. Lighting standards may be obtained, and lighting surveys scheduled through the Safety Office.

d. Any assigned personnel who are suspected of needing a vision evaluation or incur an eye injury shall be sent immediately for an eye examination. The Safety Officer/Ground Safety Officer should then be notified.

HEARING CONSERVATION PROGRAM

1. General. Medical studies have established that hearing loss will occur when personnel are overexposed to noise. Limits of exposure are specifically outlined in references (b) and (d). In general, any exposure to 84db or greater shall be considered hazardous. As a rule, if the noise is sufficiently loud enough that oral communication is impossible or can only be accomplished at a close distance by shouting then that area is noise hazardous. The area around a T-44A Aircraft that is considered noise hazardous is found in the T-44A NATOPS.

2. Noise Hazards. The following are designated as noise hazardous occupations or areas:

a. Closer than 90 feet to operating aircraft engines.

b. Flight line and hangar area utilizing any power tool which creates a high frequency noise.

3. Action

a. Use of ear protection devices is mandatory when required by references (b) and (d). The use of ear protection in areas of exposure rated slightly less than hazardous is strongly encouraged.

b. Approved ear protection devices shall be made readily available for all hands.

c. All noise hazardous areas and individual sources shall be labeled in accordance with reference (b).

d. An annual audiogram is required for all personnel performing duties in designated noise hazardous areas. This includes all Instructors and Student Naval Aviators who shall fulfill this requirement on their annual flight physical.

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FOOT PROTECTION PROGRAM

1. General. Appropriate safety shoes shall be worn by command personnel when engaged in industrial operations designated as 'Foot Hazardous' by the Command Safety Officer as required by references (b) and (d).

2. Foot Hazards. In accordance with references (a) and (d), the following are designated foot hazardous occupations:

a. General maintenance.

b. Movement of large, bulky or heavy objects.

3. Action. Industrially employed civilian or military personnel shall wear foot protection. Military personnel shall wear only government issue safety shoes, furnished by supply.

RECREATION, ATHLETICS & HOME SAFETY

1. General. Education is vital to the success of any safety program. In the case of recreation, athletic, and home safety the responsibility for taking necessary precautions to avoid injury or damage to property is on the individual in most activities. An exception would be when members are involved in command-sponsored events where supervisory personnel shall ensure proper precautions are taken in all areas. All hands must therefore be refreshed at regular intervals on various topics pertinent to the appropriate time or season of the year. Reference (h) provides guidance on the details of evaluation, training, and reporting involved in the Navy Recreation, Athletics, and Home Safety Program.

2. Activities. A suggested list of minimum topics for refresher training follows:

a. Recreation

- (1) Bicycling
- (2) Water sports
- (3) Jogging
- (4) Physical fitness activities

b. Athletics

- (1) Basketball
- (2) Football
- (3) Softball
- (4) Racquet sports

c. Home

- (1) Child safety
- (2) Electrical safety
- (3) Fire safety
- (4) Poison prevention
- (5) Slips and falls

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- (1) Responsibilities
- (2) Alternatives
- (3) Education and prevention programs

3. Action. Common sense should be used in any activity that may be hazardous. All hands are encouraged to follow all suggested safety precautions. Due to the nature of this Command's mission, special consideration must be given in the case of Student Military Aviators who are attached to the squadron for a limited period of time. In order to complete Aviation Training in the most efficient manner, the avoidance of down time due to accident or injury is paramount. Student Aviators are especially cautioned to consider the effects of possible injury or disability and their aviation career prior to engaging in any activity that may be described as hazardous. Again, common sense applies as to the participation of an individual in any activity and the use of approved safety equipment when required.

HAZARDOUS MATERIALS SAFETY PROGRAM

1. General. All potentially hazardous material aboard Training Squadron THIRTY-ONE must comply with the directives of this program as established in references (a) and (d). In general, all materials must be labeled properly and stored in approved areas. Workplace supervisors shall ensure that Material Safety Data Sheets (MSDS) are maintained for each item used in that area.

2. Applicability. Training Squadron THIRTY-ONE will normally have general purpose cleaners in storage and use. Any other material should be of a temporary nature, and shall be cleared and obtained through base supply.

3. Action. The Ground Safety Officer shall be responsible for compliance with directives listed above. He shall also be responsible for the training of personnel who may be assigned to use hazardous chemicals.