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IN REPLY REFER TO

COMNAVSURFPACINST 5100.1A/
COMNAVSURFLANTINST 5100.1A
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COMNAVSURPAC/COMNAVSURFLANT INSTRUCTION 5100.1A

From: Commander, Naval Surface Force, U.S. Pacific Fleet
Commander, Naval Surface Force Atlantic

Subj: SURFACE SAFETY

Ref: (a) OPNAVINST 5100.19E
(b) OPNAVINST 5102.1D
(c) OPNAVINST 3500.39C
(d) OPNAVINST 5100.25C
(e) OPNAVINST 5100.12J
(f) OPNAVINST 3750.6S
(g) COMNAVSURFORINST 3120.1
(h) COMNAVSURFPAC/COMNAVSURLANTINST 3500.10
(i) COMNAVSURFPAC/COMNAVSURFLANTINST 3505.1
(j) COMNAVSURFPAC/COMNAVSURFLANTINST 1650.3B
(k) Implementation of a U.S. Navy Fleet Safety Management System, DTG 25170Z AUG 14
(l) Motorcycle Training Safety Best Practices, DTG 52108Z MAR 14
(m) Class D Mishap Threshold and Reporting Requirements, DTG 151309Z OCT 14
(n) U.S Navy Fleet Safety Campaign, DTG 211326Z NOV 14
(o) COMCOMNAVSAFECEN Afloat Safety Advisory 3-12 - Reporting Afloat Mishaps, DTG 231505Z AUG 12
(p) COMCOMNAVSAFECEN Afloat Safety Advisory 2-12 - Afloat Safety Manager Assistant (SMA), DTG 221307Z AUG 12

Encl: (1) Safety Council Template

1. Purpose. To issue policies, procedures, and responsibilities for Commander, Naval Surface Force, U.S. Pacific Fleet (COMNAVSURFPAC) and Commander, Naval Surface Force Atlantic (COMNAVSURFLANT) ships for operational, occupational, recreational and off-duty safety per references (a) through (p).

2. Cancellation. COMNAVSURFORINST 5100.1.

3. Revision. Changes to the cancelled instruction are extensive, so review this instruction in its entirety. Forward

change recommendations to Commander, Naval Surface Forces, U.S. Pacific Fleet, 2841 Rendova Road, San Diego, CA 92155-5490.

4. Scope. This instruction applies to all Commander, Naval Surface Force, U.S. Pacific Fleet and Commander, Naval Surface Force Atlantic (COMNAVSURFPAC/COMNAVSURFLANT) personnel and operations afloat and includes U.S. Marine Corps detachment personnel when assigned to or embarked in COMNAVSURFPAC/COMNAVSURFLANT ships. Commands with both shore and afloat components (e.g., commands with both sea and shore Unit Identification Codes (UIC)) must ensure personnel operating under their afloat UIC are familiar with the requirements of command safety instructions. This instruction references numerous supporting documents. While this document is aligned with supporting documents at time of publishing, if conflicting guidance is created in future revisions of the supporting documents, the more restrictive guidance applies.

5. Background. The Surface Navy has exceeded its 10 year Class Alpha operational mishap average and accrued over four hundred million dollars in government loss since 2011. This alone is unacceptable. When we also consider the lost operational days and impact to getting our ships and Sailors to sea to do the nation's work, it becomes a threat to national security. As a starting point to meet the threat, all COMNAVSURFPAC/COMNAVSURFLANT afloat commands must acknowledge that we can do better, and invest the time and resources necessary to meet this threat.

a. Definitions

(1) Operational Safety. Promotes and strives to maintain the highest degree of aircraft, surface vessel, subsurface vessel, and ground support equipment warfighting readiness by preventing property damage or personnel injury during peacetime and wartime activity. It is how we accomplish our missions while minimizing unnecessary risk to force.

(2) Occupational Safety. Maintains military and civilian personnel readiness and physical well-being by preventing illness or injury induced by known hazards such as chemicals, noise, radiation (including lasers), and potential exposure to them in the workplace.

(3) Recreational/Off-Duty Safety. Maintains personal readiness and physical well-being of military personnel, civilian employees, and their families outside the workplace and

during physical training. Even though they are covered by separate instructions, this category includes traffic safety and motorcycle safety for our purposes.

b. References. Reference (a) provides primary guidance and safety standards for forces afloat. Reference (b) has mishap reporting and investigation requirements. Reference (c) is Operational Risk Management (ORM). Reference (d) provides recreational and off-duty safety guidance. Reference (e) is the traffic safety program. Reference (f) is the Naval Aviation Safety Management System (SMS). Reference (g) is the Commander, Naval Surface Forces (COMNAVSURFOR) Zone Inspection Program. Reference (h) is the Readiness Evaluation (READ-E) instruction. Reference (i) is the Navigation, Seamanship, and Ship Handling instruction. Reference (j) is Surface Forces Related Awards. Reference (k) implements the Navy Fleet SMS. Reference (l) is Motorcycle Safety Training Best Practices. Reference (m) is Class D mishap threshold and reporting requirements. Reference (n) is the Commander, U.S. Fleet Forces Command (COMUSFFC)/Commander, U.S. Pacific Fleet (COMPACFLT) operational order on SMS implementation. Reference (o) is a Commander, Naval Safety Center (COMNAVSAFECEN) ALSAFE regarding afloat mishap reporting. Reference (p) is a COMNAVSAFECEN Afloat Safety Advisory regarding the creation of a Safety Manager Assistant (SMA).

6. Discussion. Operational risk grows geometrically with complexity of the mission at hand. It is difficult for any one individual to identify, evaluate, and mitigate all the risks in complex or brand new situations. This leaves us vulnerable to accidents and major events resulting from a combination of seemingly minor individual errors. Mishap causal factors consistently include human error. To reduce mishaps, we must target a command safety culture that ensures individuals and organizations value risk reduction through constant learning and improvement. Our solution is to fully embrace the six pillars of operational excellence, and to fully implement three proven operational methods.

a. The six pillars focus on human performance and create the foundation for highly effective commands where errors that could lead to minor or catastrophic events are identified and stopped early. They support operational excellence and put predictability and adaptability back into getting our mission done consistently. The pillars are:

(1) Formality. The understanding that information must be communicated in a very specific way, every time, so that

miscommunication cannot jeopardize the safety of the ship. Mandatory verbatim repeat-back of instructions and orders ensures what was heard was actually said. This confirmation of understanding is critical prior to any change in ship or system operation. It includes items such as engineering valve alignments, throttle settings, headings, navigation parameters, weapons release, and sensor/threat detection filters.

(2) Procedural compliance. Demands that written procedures are used every time an evolution is performed and followed precisely, in order, and checked to ensure the equipment is always operated as designed. It is never acceptable to deviate from a written procedure without approval from the Commanding Officer. When a procedure or a result is suspect, stop and check it. If the procedure is found deficient, the procedure must be formally corrected for future use. Written procedures include all equipment operating procedures, Engineering Operational Sequencing System (EOSS), Combat Systems Operational Sequencing System (CSOSS), technical manuals, temporary standing orders, standing orders, standard operating procedures, check lists, emergency procedures, zone inspection guides, Planned Maintenance System (PMS) cards and many others not listed here.

(3) Level of knowledge. Demands continuous improvement on a personal level. Standards of knowledge must be set and regularly tested for everyone, regardless of rank. This requires regular on and off duty review of training and reference materials by all hands. When remediation is required, there must be a downgrade of existing qualifications until the deficiency is corrected, even if this will impact current or planned operations. To do otherwise incurs unacceptable risk.

(4) Questioning attitude. Every member of the crew is required and expected to evaluate every evolution and constantly use their level of knowledge and their experience to think about: What do I expect to happen? What is the worst thing that could happen? What is the most likely deviation that could occur? What would the early indications of these deviations look like? What action will I take? A crew with a questioning attitude is a force prepared to respond to challenges and one ready to provide forceful backup.

(5) Forceful backup. Always being prepared to reinforce other team members during operations. By creating a standardized plan and ensuring understanding of both risks and mitigations, deviations can be spotted easily, and an empowered

crew is more likely to stop work in the early stages of getting off track. This includes taking a stand when even one person believes that we are taking new or unplanned risk, and even if the problem is the senior decision maker. It is never acceptable to be silent, then say "I knew that would happen" after the fact.

(6) Integrity. Integrity is required in all we do. It gives us the ability to inherently rely on each other, equipment system readings, logs, and verbal reports. This virtue is crucial to our Navy's success and we cannot place enough emphasis on accurate and forthright communications. This includes readily admitting mistakes, and moving on to accomplish the mission.

b. Used together, these six principles form the bedrock on which we implement our three operating methods: ORM, Plan, Brief, Execute, and Debrief (PBED), and Hazard reporting.

(1) ORM does not mean risk avoidance. It means we walk into acceptable risk with eyes wide open to get our mission accomplished. Although there are several steps to a formal risk management process, our best operators and supervisors routinely ask themselves "what could go wrong here?" (hazard identification), "should we be conducting this evolution now?" (risk assessment), and "what can we do about it?" (implementing controls).

(2) PBED is the day-to-day practice we use to ensure ORM is in place, and everyone has a baseline of mission results and risk. Commands must use this proven technique of standardizing methods, encouraging feedback from the deckplates, and aligning expectations. PBED works. Leadership must ensure shipboard evolutions are executed with the PBED methodology, and follow through on the results of the debrief. When conditions change during an event, a quick review of PBED ensures everyone has the new plan.

(3) Hazard reporting is a form of hazard identification and follows directly from effective debriefs. Used daily, it allows everyone in our Surface Navy to learn from the mistakes or experiences of each of us. In order to strengthen a culture of trust, we must share our lessons informing the fleet and learn from our mistakes. Accountability is important and inherent in our ethos, but first we must ensure we know what went wrong so we do not repeat our mistakes. Incentivizing mishap and hazard reporting will improve fleet awareness to ensure everyone can mitigate risks.

7. Procedures. Ships shall implement a safety program per the requirements of references (a) through (p).

8. Responsibilities

a. CNSP/CNSL:

(1) Execute READ-Es per reference (h) to ensure the ship is ready across all pillars of readiness: Personnel, Equipment, Supply, Training, Ordnance, Installations, and Networks (PESTOIN). They ensure we understand ship condition and readiness to train and operate safely, and that the crew knows what "right" looks like.

(2) Convene annual COMNAVSURFOR Executive Safety Board meetings. These meetings will evaluate task completion outlined in reference (k).

(3) Conduct quarterly Safety Council meetings. The CNSP Operational Safety Officer will chair quarterly SMS meetings with the CNSP/CNSL staffs to implement and improve an effective SMS per reference (k).

(4) Cultivate effective operational, occupational and recreational, and off-duty safety program implementation/management. Per reference (k):

(a) Identify issues and cultural barriers to mishap, hazard, and near miss reporting; free and open communication of safety information and develop incentive programs to eliminate identified barriers;

(b) Analyze Force and Type Commander (TYCOM) organizations, responsibilities, functions, policies, and processes that support safety functions;

(c) Identify areas where unmitigated risk is being transferred from TYCOM and Immediate Superior in Command (ISIC) to unit-level commands and validate that the risk has been sufficiently mitigated or eliminated;

(d) Analyze the effectiveness of existing community-specific/platform-specific groups and processes. In addition, facilitate identification, prioritization, and communication of safety-related training manpower, platform/system materiel and logistics concerns to the Fleet Commander, Chief of Naval Operations, and supporting commands;

(e) Identify gaps in resource requirements in the Program Objective Memorandum (POM) process relative to overarching SMS implementation across operating forces;

(f) Share identified gaps with other TYCOMS and identifies common elements that can be applied to the SMS framework.

(5) Direct a Safety Investigation Board (SIB) to investigate on-duty Class A mishaps and all Class B and C Explosive Mishap Reports (EMR), define the Safety Investigation Report (SIREP) initial endorsement chain, and assign due dates per reference (b).

(6) Assess the value for developing guidance to employ existing systems (video, voice, and data) for the recording of special evolutions of increased risk. Develop procedures for preserving information and data for the purposes of event reconstruction and training per reference (n).

(7) Develop and distribute Fleet watch standing and safety guides.

(8) During all Phases of Maintenance Availability:

(a) Plan and execute Fleet type Ship Changes (SC), except in an SCN availability.

(b) Update ship availability schedule in Navy Data Environment (NDE).

(c) Maintain accurate Fleet Type SC scheduling and completion status in NDE-Navy Modernization (NM).

(d) Mandatory Safety Ship Change Document's (SCD) will be tracked and all efforts should be taken to accomplish expeditiously. Deferrals will require higher level approval.

b. ISIC

(1) Ensure the ISIC Afloat Safety Officer (ASO) is a warfare qualified officer designated in writing by the Commodore using references (a) and (f). The ASO must be a graduate of either the Surface Warfare ASO course (A-4J-0020), Submarine Safety Officer Course (F-4J-0020), or the Aviation Safety Officer Course (C-4J-3302) and hold a department head position. Upon successful completion of the Department Head Course at

Surface Warfare Officer School Command, completion of the ASO Course is not required since the Department Head Course contains the A-4J-0020 curriculum and is its equivalent.

(2) Assist assigned subordinate commands to identify and report operational, occupational, and applicable off-duty/recreational hazards to COMNAVSAFECEN. Ensure material hazards beyond shipboard capability to correct are identified, documented, mitigated, and given top priority in the next availability package.

(3) Ensure mishaps and hazard reports (HAZREPS) are submitted using reference (b). Identify an ISIC Web-Enabled Safety System (WESS) Safety Authority (SA) to ensure mishap reports are reviewed prior to submission to COMNAVSAFECEN.

(4) Ensure safety Inspections, Certifications, and Assist Visits are performed during the Sustainment and Basic phases to assist the crews in assessing operational vulnerabilities and implementing corrective actions/mitigations. Schedule safety evaluations per reference (h).

(5) Perform oversight inspections of subordinate commands to include reviews of Operational Risk Management (ORM), traffic safety, and recreational/off-duty safety using COMNAVSAFECEN checklists located at: <http://safetycenter.navy.mil/>. Board of Inspection and Survey (INSURV) safety and occupational health inspections and COMNAVSAFECEN Afloat safety surveys meet this requirement if the results are provided to the ISIC by the commanding officer. The unit commanding officer must provide a copy of the report and written status to the ISIC of all discrepancies identified during the survey within 30 days of receipt of the report. ISICs forward a copy of the ship's discrepancy status report to CNSL or CNSP and the COMNAVSAFECEN within 10 days of receipt of the ship's report. A follow-up report on uncorrected discrepancies is provided by the ISIC to the TYCOM and the COMNAVSAFECEN quarterly until all significant discrepancies are corrected. The report should indicate those discrepancies corrected, those on the consolidated ship maintenance project (CSMP) (including job sequence number (JSN)), those beyond capability of the command to correct without outside assistance, and mitigations in place for uncorrected discrepancies.

(6) Select deserving ships for Command Excellence Awards per reference (h). The awards recognize sustained superior performance and readiness to conduct military mission;

engineering and damage control readiness; shipboard command, control, communications, intelligence, electronic warfare and cryptologic employment readiness; management of material, financial and personnel resources; maintenance and execution of afloat safety, occupational health-related programs, and initiatives. Recognition of outstanding practices is a way for Navy leadership to reinforce an enhanced safety culture. Commanders should also consider and submit subordinate commands for annual community safety awards per reference (n).

(7) Appoint an ISIC Motorcycle Safety Representative (MSR). The MSR will register for an ESAMS account at https://esams.cnmc.navy.mil/esams_gen_2/loginesams.aspx and reflect current MSR assigned per reference (e). The MSR will validate all subordinate units' motorcycle rider status and ensure training and licensure requirements are completed per reference (e).

c. Commanding Officers

(1) Implement and maintain ORM to support operational, occupational, recreational and off-duty safety programs per the references.

(2) Appoint the Executive Officer (XO) as the ORM program manager per reference (c) and apply ORM methods, the plan/brief/execute/debrief method, and hazard reporting to all aspects of command operations and activities on and off duty. This will preserve valuable assets and maintain warfighting readiness. Appoint the ASO, SMA, Department and Division Safety Petty Officers (DSPO) as ORM assistants and trainers.

(3) DDG, LSD, LPD, CG platforms will assign a Department Head as the collateral duty ASO per reference (a) or a second tour division officer as a primary duty ASO. The ASO will have direct access to the commanding officer but will report to the XO for the administration of the ship's safety program and all other safety related matters.

(4) Designate a Recreation and Off-Duty Safety (RODS) program coordinator to facilitate the command RODS program with the installation RODS program manager and execute the responsibilities in reference (d).

(5) Designate a Traffic Safety Program Coordinator per reference (e), and adopt the host home port installation traffic safety program.

(6) Designate a MSR and incorporate them into the all-hands check-in/out process. Note: Commanders and Commanding Officers retain responsibility for administrative and training oversight for members assigned Temporary Additional Duty (TAD).

(7) Designate a SMA (Chief Petty Officer/Gunnery Sergeant or senior) to the ASO.

(8) Ensure the crew completes the Bridge Resource Management (BRM), Basic Ship Handler (BSH), and V1 Refresher training (V1 equipped ships only) courses per reference (i).

(9) Responsible for the ship's zone inspection program, participate in zone inspections as an inspector, and train ship's officers and chief petty officers in the conduct of zone inspections per reference (g). Ensure all identified safety hazards are corrected or mitigated and WESS reports submitted per reference (b).

(10) Designate one or more WESS SA. This is typically the ASO so they can manage WESS mishap reporting for the command. Provide the name, rank/rate/grade, and position title of the designated SA, by naval message or on command letterhead, to COMNAVSAFECEN. The command or activity's SA will then be electronically recorded as having permission to approve WESS account applications for personnel under their cognizance. The SA will include both CNSL and CNSP UICs within the "community of interest" for all mishap and HAZREPS. The WESS SA will obtain a "WESS Injury Verification Feed." The SA designates this person(s) via selection of the "injury verification" role in WESS permissions. This person receives reviews and takes action regarding injury and illness information provided to commands in WESS by COMNAVSAFECEN.

(11) Investigate, record, and report all Class A, B, and C mishaps, and work-related Class D mishaps per reference (m).

(12) Provide a copy of the Afloat Safety Survey report and written status to the ISIC for all discrepancies identified during the survey within 30 days of receipt of the report. The report should indicate those discrepancies that have been corrected, those on the CSMP (including JSN), and those beyond capability of the command to correct without outside assistance. For those not corrected, note any risk mitigation strategies implemented. Deferred safety maintenance also requires a Casualty Report (CASREP), so include the CASREP number in

reports. Submit quarterly reports until all discrepancies are corrected.

(13) At minimum, conduct two formal safety stand-downs with one dedicated to mishap reduction including operational, occupational, and recreational safety.

d. Ship's XO:

(1) Manages safety program compliance and ensures the crew has the ability to self-assess hazards. Ensures crew ability to identify and report operational, occupational, and applicable off-duty/recreational hazards to COMNAVSAFECEN via WESS.

(2) Coordinates and executes quarterly safety councils which consist of, at a minimum, the commanding officer (chairperson), safety officer (recorder), training officer, motorcycle safety representative, recreational and off-duty safety representative, traffic safety officer, all department heads, medical officer, a safety representative from each embarked unit (e.g., air wing safety officer, Marine expeditionary unit (MEU) safety officer, explosive ordnance disposal (EOD) detachment), and the ship's command master chief or senior chief petty officer. Enclosure (1) will aid in assessing shipboard risks to operations per reference (c).

(3) Is designated the command ORM manager to oversee command ORM training, implementation, and measurement of its effectiveness.

(4) Schedules and publishes the date and time of zone inspections, designates zones to be inspected, and assigns Division in the Spotlight, as applicable. Assigns, briefs, trains, and debriefs department heads, division officers, chief petty officers, or other senior officers as inspectors, and participates in zone inspections as an inspector per reference (g).

(5) Captures all lessons learned and reports using reference (n), applies enclosure (1) to include safety issues, best practices, lessons learned, and mishap metrics. Enters lessons learned into Joint Lessons Learned Information System (JLLIS) and Navy Lessons Learned Information System (NLLIS). Note: Do not enter privileged safety information into JLLIS/NLLIS data fields. Guidance on the usage of JLLIS/NLLIS is available at <https://www.jllis.mil>.

e. Ship's Command Master Chief (CMC)

(1) Ensure active communication through the chain of command to include:

(a) Review Enlisted Safety Committee minutes to evaluate issues impacting readiness.

(b) Evaluate administrative coordination on the development, scheduling, and de-confliction of long and short range training plans to maximize Sailor utilization and efficiency.

(c) Participate in ship's operational PBED events to evaluate risk management strategies.

(d) Identify and correct shortcuts during maintenance activities, Maintenance and Material Management (3M), and operational testing.

(e) Evaluate enlisted crew level of knowledge and correct deficiencies to include qualification auditing and requalification.

f. Ship's ASO

(1) The ASO will be a Warfare qualified officer and designated in writing by the commanding officer per references (a) and (f). The ASO must also be a graduate of either the Surface Warfare ASO course (A-4J-0020), Submarine Safety Officer course (F-4J-0020), or the Aviation Safety Officer Course (C-4J-3302) and hold a department head position or be a second tour division officer assigned as the primary duty ASO, see Table 1 for assignment by ship class. On ships where the safety officer has successfully completed the department head course at Surface Warfare Officer School Command, completion of the ASO Course is not required as the Department Head Course contains the A-4J-0020 curriculum and is considered its equivalent. A department head assigned as the collateral duty ASO will not be assigned additional collateral duties. The ASO will not be assigned duties or responsibilities associated with Judge Advocate General (JAGMAN) investigations of mishaps.

Table 1

Afloat Safety Officer Assignment				
	<u>LHA/LHD</u>	<u>DDG/CG/LSD/LPD</u>	<u>MCM/PC</u>	<u>LCS</u>
Safety Officer	DH (Primary Duty)	DH (Only collateral Duty) or, Second Tour Division Officer (Primary Duty)	Senior Chief/Chief Petty Officer and above (Collateral Duty)	DH or Second Tour Division Officer (Collateral Duty)
SMA	Chief Petty Officer or above		Petty Officer First Class or above	
Department Safety Officer	Chief Petty Officer or above		Petty Officer Second Class or above	
DSPO	Petty Officer First Class or above		Petty Officer Third Class or above	

(2) Maintains detailed knowledge of tasking to coordinate and execute safety and risk management responsibilities per the references.

(3) Facilitates quarterly (minimum) Safety Council Meetings. Enclosure (1) is a guide to trend analysis and risk mitigation to eliminate damage, injury, and loss of life. It can be adapted to your particular needs.

(a) Analyze mishap and hazard trends quarterly to advise the commanding officer regarding root causes/behaviors impacting readiness. Particularly focus on periods of transition, both in personnel and in operations.

(b) Chair the quarterly Enlisted Safety Committee to evaluate deckplate procedural compliance, formality in communications, questioning attitude, forceful backup, level of knowledge, and integrity.

(4) With the 3M Coordinator, ensure safety related material hazards beyond ship's force capability are identified in the CSMP, and mitigated until correction. Per reference (b), material hazards beyond ship's force capability may require submission of a HAZREP.

(5) Verify that ship's Medical department has identified medical surveillance requirements for personnel identified on the current Periodic Industrial Hygiene Survey (PIHS).

(6) Ensure medical surveillance and certification exam completion rates are reported annually as part of the command safety self-assessment. Status reporting is due no later than 31 December each year.

(7) Provide Safety Council minutes to the commanding officer via the XO within seven days of completing the quarterly safety council.

(8) Participate in ship's operational PBED events, especially the brief and debrief. Focus on ensuring HAZREPS from all sources are available to include COMNAVSAFECEN and Naval Logistics Library (NLL) data for similar evolutions to mitigate risk. Post analysis should provide opportunity to share lessons learned and best practices through the fleet via hazard reporting.

(9) Evaluate the ship's hotwash/debrief process to include electronic data and media recorded during the evolution to improve hazard mitigation. Incorporate lessons learned into quarterly safety council updates.

(10) Is assigned as an ORM Assistant.

(11) Reports work-related mishaps via the mishap reporting section of WESS per references (b) and (m). Work-related incidents such as a significant threshold shift in hearing, tuberculosis infection, needle-stick injury, or a cut from a sharp object in which either is contaminated with another person's blood or other potentially infectious material are all considered recordable and shall be reported as a Class D or higher.

(12) Report and analyze all other events not meeting reportable mishap thresholds through the WESS Hazard reporting module per reference (m).

(13) Register their work email address with the COMNAVSAFECEN for safety information distribution per reference (n). The registration is completed by contacting Mr. Derek Nelson, COMNAVSAFECEN Code 71 at derek.nelson@navy.mil.

g. Ship's Medical Officer

(1) Provides injury reports on personnel treated by the medical department to the commanding officer via the chain of command within 24 hours with a copy to the safety officer for

investigation and Officer of the Deck (OOD) for entry into the deck log.

(2) Schedules medical surveillance examinations/tests as recommended by the PIHS, informs the chain of command of medical surveillance program status, and reports medical surveillance and certification exam completion rates annually as part of the command safety self-assessment. Status reporting is due no later than 31 December each year.

(3) Coordinates with division officers to identify and maintain a current roster of personnel routinely exposed to hazardous levels of occupational noise, as guided by the baseline or other industrial hygiene surveys. Conducts training for all hands during indoctrination on the hearing conservation program. Ensures annual refresher training for personnel in the hearing conservation program is performed. If audiometric testing is performed within the command, ensures the certification of annual electroacoustic calibration of audiometers and audiometric test chambers. Reports to the safety officer all permanent threshold shifts toward deteriorated hearing which have been determined to be consistent with occupational origin.

h. Hazardous Material (HM) and Control Management (HMC&M)

(1) HM Coordinator is a graduate of the Afloat HM Coordinator course (A-8B-0008) or equivalent Supply Corps Officer Training and has been designated in writing by the current commanding officer.

(2) HM Supervisor/LPO is a graduate of the HMC&M Technician Course (NEC 9595/CIN A-322-2600) and has been designated in writing by the current commanding officer.

(3) Ensures HM Awareness training is conducted for all hands initially upon check-in and annually thereafter.

(4) Ensures a command directive is in place for HM control; HM is recorded and controlled using HICSWIN; Shipboard Hazardous Material List is available and Type Ships Hazardous Material List (T-SHML) is updated monthly; and all HM stored onboard is authorized for shipboard use and indicated on the SHML/T-SHML. Commanding Officer must approve by signature all SHML Feedback Reports (SFR); this authority cannot be delegated.

i. 3M Coordinator

(1) Assists the safety officer to ensure material safety hazards beyond ship's force capability are identified, prioritized in the CSMP, and their hazards mitigated.

(2) Assists the Safety Officer and XO in identifying inadequate or inaccurate Planned Maintenance System (PMS) checks due to improper procedures themselves, or due to improper execution.

j. Department Heads, Division Officers, and Workcenter Supervisors

(1) Ensure assigned workspaces are inspected and maintained according to applicable Navy Standards, with an eye toward identifying, reporting, and mitigating hazards.

(2) Ensure personnel are trained, advised of known hazards, are equipped with appropriate protective clothing and equipment, and know how to report hazards and near misses.

(3) Promptly take action to abate/correct any identified deficiency onboard ship. Material safety hazards beyond ship's force shall be identified, mitigated, given priority in the CSMP, and included in the next availability workload package.

(4) Report all mishaps and near misses to the ASO. In addition to the mishap reporting requirements of reference (b), all inadvertent oil spills and hazardous substance/chemical releases, fires, floodings, collisions, electrical shocks, groundings and allisions that incur a total cost of \$20,000 or more shall be reported as a mishap, per references (n) and (o). Damages that do not meet the mishap reporting dollar threshold shall be submitted as HAZREPs.

(5) Appoint a Department Safety Officer (Chief Petty Officer or senior).

(6) Appoint a First Class Petty Officer or senior (if available) as the Department Safety Petty Officer (DSPO).

(7) Monitor and assess the effectiveness of preparations to conduct evolutions or operations, including special evolutions, zone inspections, and training events. Evaluate risk using factors such as Level of Knowledge and qualifications, previous experience performing the operation, time onboard, hazards noted from previous evolutions to include Fleet HAZREPS, and environmental factors.

(8) Ensure spaces are prepared for Zone Inspection; monitor correction of noted discrepancies; ensure discrepancies that require parts, are recurring equipment failures, require off-ship assistance, or cannot be corrected in five working days are mitigated and documented in the CSMP per reference (g).

(9) Are assigned as an ORM assistant.

k. SMA

(1) Will hold the position for a minimum of 18 months and complete the ASO Course (A-4J-0020) prior to or within six months of assignment per reference (p). If operations do not permit the prospective SMA to attend formal training before assuming the position, the SMA must complete the Naval Safety Supervisor Course (NAVEDTRA 14167F) prior to assignment. Enlisted SMAs must have earned a "Must Promote" or better on their last evaluation.

(2) Obtains the NEC 9571, Safety Technician, within six months of assignment.

(3) Are the lead assistant to the Ship's Safety Officer and provide leadership, training, and mentorship to DCSPOs from all departments. They ensure oversight of all command safety programs. SMA will review department mishap reports prior to ASO release. ASO will approve mishap reports prior to submission to COMNAVSAFECEN.

(4) Staff and develop the quarterly safety council brief for the ASO.

(5) Co-chair the quarterly enlisted safety committee.

(6) Are assigned as an ORM Assistant.

l. Command ORM Assistants

(1) Hold significant leadership or supervisory positions in major departments.

(2) Are qualified per reference (c).

(3) As the command's subject matter expert(s), they assist command personnel in conducting risk assessments and train personnel on how to use ORM.

(4) Include ORM in orientation training and daily briefs.

(5) Incorporate identified hazards, assessments, and controls into briefs and written plans.

(6) Conduct a thorough risk assessment for all command operations, tasks, and activities including new or complex evolutions by defining acceptable risk, identifying possible contingencies for the evolution, and recommending decision authority if deviations from plan are required.

(7) Ensure periodic command ORM evolution and program evaluations are effective, completed, and logged per enclosure (4) of reference (c).

m. MSR

(1) Facilitates course enrollments, tracks training for all command personnel, including staff assigned Temporary Assignment Duty (TAD), provides the Commander or commanding officer with a quarterly motorcycle safety training status report. This report may be included in the quarterly safety council meeting. It includes the names of individuals who require training but have not completed it, the reasons they have not completed training, a projected training completion date, and a list of individuals who were scheduled for training but failed to attend.

(2) Register for an ESAMS account at https://esams.cnmc.navy.mil/esams_gen_2/loginesams.aspx and reflect current MSR assigned per reference (e). The MSR will validate all members' motorcycle rider status and ensure training and licensure requirements are completed per reference (e).

(3) Ensure all riders completing Level I training will be scheduled within three days for Level II training or next available training quota.

n. Traffic Safety Coordinator (TSC)

(1) Validates all assigned Sailor and Marine traffic safety training status and ensures all required training (four hours initial training, two hours annual refresher training for those under age 26, and eight hours of remedial training for

anyone convicted of a serious traffic violation) are completed per reference (e).

(2) Facilitates course enrollments, tracks training for all command personnel, and provides the Commander or commanding officer with a quarterly traffic safety training status report. This report may be included in the quarterly safety council meeting. It includes the names of individuals who require training but have not completed it, the reasons they have not completed training, a projected training completion date, and a list of individuals who were scheduled for training but failed to attend.

o. Department/Division Safety Officers/Petty Officers

(1) Assist the command Safety Officer and commanding officer in effectively executing the command safety program and in managing risk. During high risk and normal evolutions, they are central to ensuring all hands use the six pillars of operational excellence. They actively ensure full application of ORM, PBED methods, and report hazards. They are the first line for Forceful Backup to assess and correct lacking Procedural Compliance, evaluate and correct Formality of communication, emulate a Questioning Attitude, assess operator Level of Knowledge, and model Integrity.

(2) Advise the division officer on the status of the occupational safety programs including operational safety issues revealed through maintenance such as non-compliance with or deficiency in the PMS.

(3) Inspect division spaces, mitigate hazards, and enter material safety hazards into the CSMP. Report hazards identified to the ASO for HAZREP submission.

(4) Ensure division operational, occupational, recreational, and off-duty safety training is complete and effective.

(5) Serve on the Enlisted Safety Committee.

(6) Complete the afloat Personnel Qualification Standards (PQS) (NAVEDTRA 43460-4D) or aviation safety petty officer/NCO PQS (NAVEDTRA 4321B) within six months of assignment.

(7) Are assigned as an ORM Assistant.

p. All Hands

(1) Comply with safety standards and procedures, and use the PBED method for training, operations, and maintenance.

(2) Apply ORM to all they do, on and off duty.

(3) Maintain a questioning attitude and provide forceful backup to ensure risk mitigation efforts are maximized to prevent loss and damage.

(4) Maintain proficiencies and qualifications to ensure appropriate levels of knowledge support the safety and success of afloat operations.

(5) Demand formality during operational communications to ensure procedural compliance.

(6) Model and enforce integrity in every situation.

(7) Report mishaps and near misses to their chain of command and the ASO.

9. Implementation. As of the date of this instruction.

10. Review. The Force Operational Safety Officer coordinates review of this instruction and the ASO Course (A-4J-0020).



D. M. NASHOLD
Chief of Staff



W. J. PARKER
Chief of Staff

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USS SHIP NAME

Commanding Officer Name Date

Rank Name, USN

Code

Phone XXX-XXX-XXXX

DSN: XXX-XXXX

E-mail:@navy.mil (.smil)

The safety council consists of the commanding officer (chairperson), safety officer (recorder), assistant safety manager, training officer, motorcycle safety representative, recreational and off duty safety representative, traffic safety officer, all department heads, medical officer/representative, a safety representative from each embarked unit (e.g., air wing safety officer, Marine expeditionary unit (MEU) safety officer, explosive ordnance disposal (EOD) detachment), and the ship's command master or senior chief petty officer.

Note: Red font indicates information to be populated by unit Safety Officer.



Executive Overview



Nature of Brief

- Information/Decision
- Decision Level:
- Next Update:
- Results Brief Back

Issue Summary

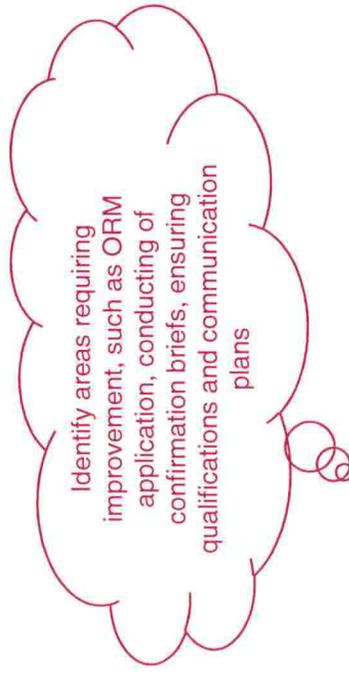
1. Analyze all Class Alpha, Bravo, Charlie and Delta mishaps from (month/year) to present.
2. Identify common threads between causal factors.
3. Determine external influences, level of experience of the individuals or command.
5. Provide analysis of previous corrective actions applicable to mishaps in your community.

Context/Assumptions

- Fleet experienced more than one billion dollars in mishap-related costs since FY 2011
- Mishaps cause unplanned costs and impact Global Force Management Allocation Plan.

Desired Outcomes

Identify goals for upcoming quarter





Overview

Safety Council Objectives

1. Reviews statistics compiled by the safety officer from mishap, hazard and inspection reports, safety or health related messages, and related reports from the medical representative.
2. Establish mishap prevention goals and plans.
3. Establish program improvement plans based on mishap experience, program deficiencies and other information.
4. Review issues and recommendations submitted by the enlisted safety committee.
5. Review compliance with operational risk management (ORM) implementation in all applicable operations and evolutions.

Wave Tops

1. Internal Safety Inspection completed: **DATE**
2. Safety Officer completed Surface Warfare Afloat Safety Officer course (A-4J-0020), Submarine Safety Officer course (F-4J-0020), or the Aviation Safety Officer Course (C-4J-3302), prior to or within six months of assignment: **DATE**
3. Safety Manager Assistant (A-4J-0020): **DATE**
4. Established Safety Authority as Web Enabled Safety System user: **DATE**
5. Department/Division Safety Officer Training Completion: **PERCENTAGE**
6. Safety Program Self-Assessment Results
7. Quarterly Motorcycle Training Status Report
8. Last All Hands Safety Stand Down: **DATE**
9. BRM Resource Management Training: **DATE**

Shipboard Competency Level

1. Discuss issues with obtaining shipboard qualifications, training, and level of knowledge
2. Zone inspection risks/trends
3. Trends from PMS spot checks
4. Trends from tagout audits
5. Identify risks transferred to the command from other commands....i.e. schedule changes, personnel shortfalls, training deficiencies, ship design issues, inadequate preventive maintenance procedures, etc.

Surveys

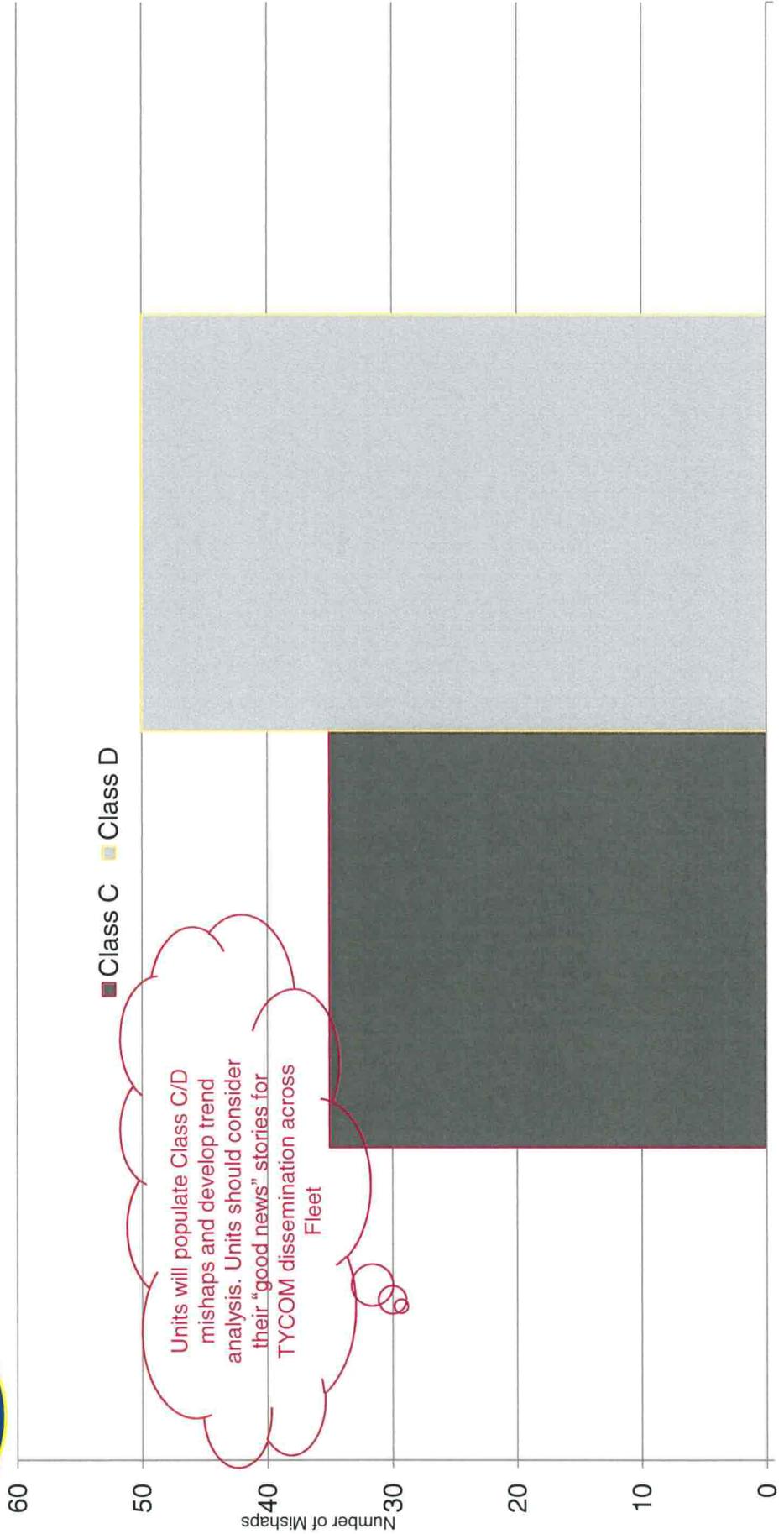
Every 27 months (will move to 36 months as part of OFRP)

1. Baseline/Periodic Industrial Hygiene Survey current: **DATE**
2. Afloat Safety Survey: **DATE**
3. Afloat Cultural Workshop: **DATE**

If desired, the enlisted safety committee may be incorporated into the safety council.



Mishap Analysis



■ Class C ■ Class D

Units will populate Class C/D mishaps and develop trend analysis. Units should consider their "good news" stories for TYCOM dissemination across Fleet

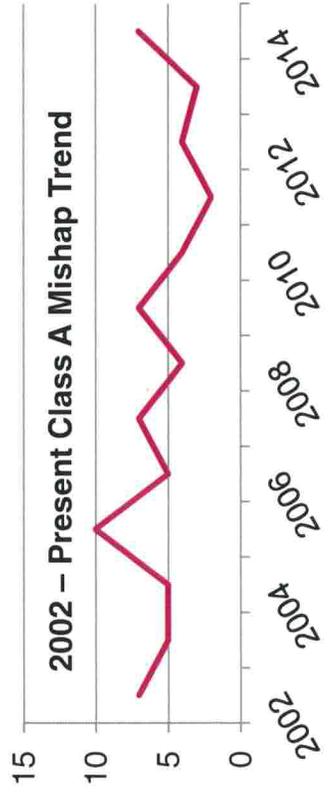
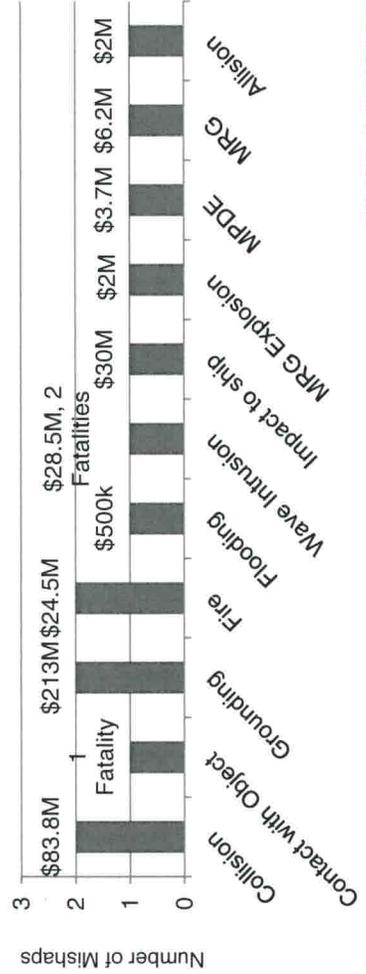
2014



CNSF Class A/B Mishap Summary: 2012- Present

14 Class A; 2 Class B
Cost Summary: \$400M

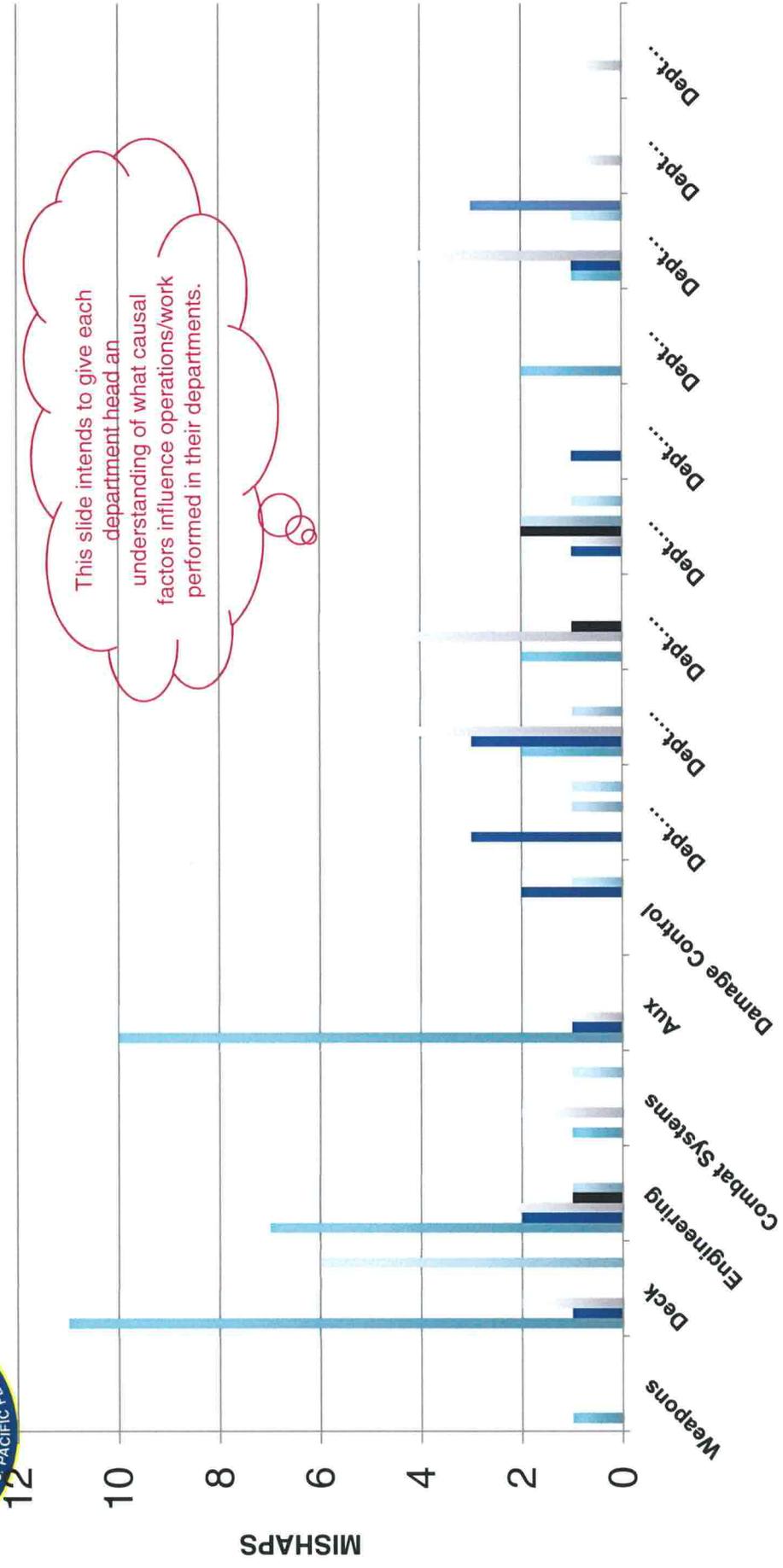
LHD	DDG	LSD	MCM	CG	DDG	CG	CG	DDG	CG	CG	LPD	DDG	LSD
Collided with T-AO during UNREP	Collided with Tanker	Contact with object	Struck Tubbatan a Reef	Fire in lube oil purifier heater	Wave crash	BWM-74E target impacted ship	Ran aground	Flooding in aft VLS	MRG Explosion	Fire in FWD Uptake Trunk	Water in fuel damage d MPDE	MRG damage during deadstick	Buoy Allison
MAY 12	AUG 12	DEC 12	JAN 13	FEB 13	SEP 13	NOV 13	FEB 14	MAR 14	APR 14	APR 14	JUL 14	JUL 14	OCT 14
Class A: \$3.8M	Class A: \$80M	Class A: 1 Fatality	Class A: \$211M	Class B: \$1.5M	Class A: \$28.5M; 2 Fatalities	Class A: \$30.9M	Class A: \$2M	Class B: \$500K	Class A: \$2M	Class A: \$23M	Class A: \$3.7M	Class A: \$6.2M	Class A: \$2M



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Mishap Causal Factors By Department

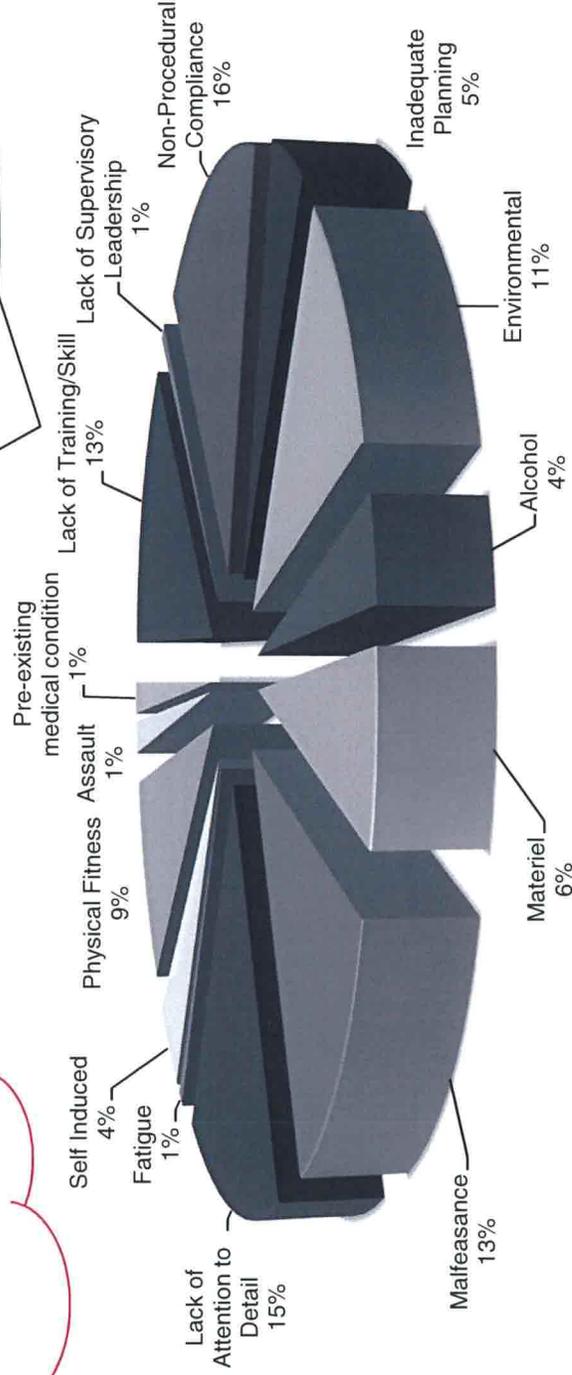




Class C/D Mishap Trend Analysis

Identify the common threads resulting in mishaps, attack these issues through deckplate leadership and track for performance and risk indicators

- Lead Causal Factors:**
1. Non-procedural compliance; 16%
 2. Lack of attention to detail; 15%
 3. Malfeasance; 13%
 4. Lack of Training/Experience; 13%
 5. Environmental (unforeseen); 11%

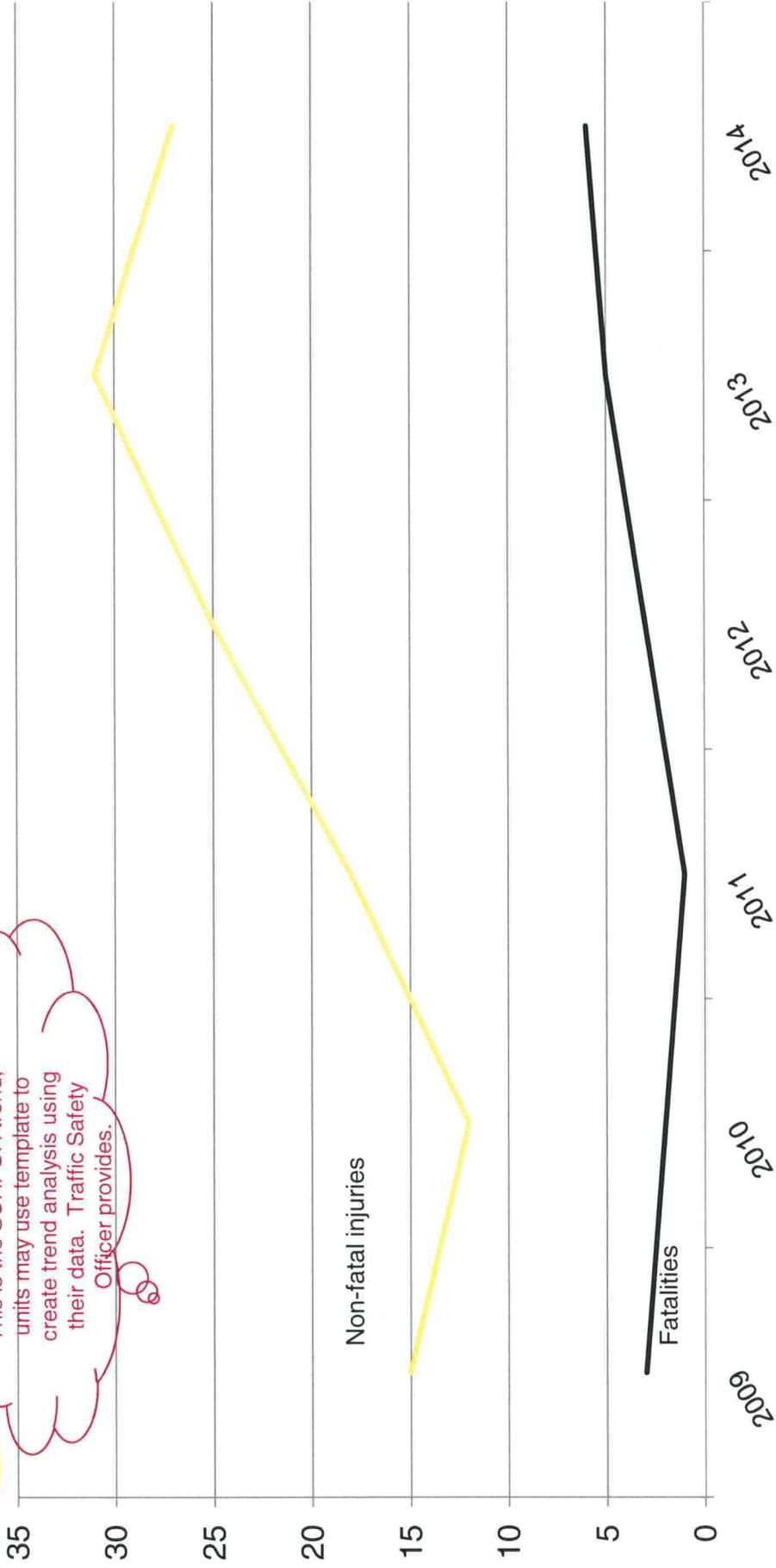


Remaining factors include: Physical Fitness/sports injuries (9%); Materiel Condition (6%); Inadequate Planning (5%); Self-induced (4%); Fatigue (1%); Assault (1%); Pre-existing Medical Condition (1%); and Lack of Supervisory Leadership (1%).

Private Motor Vehicle Mishap Trend 2009 - 2014

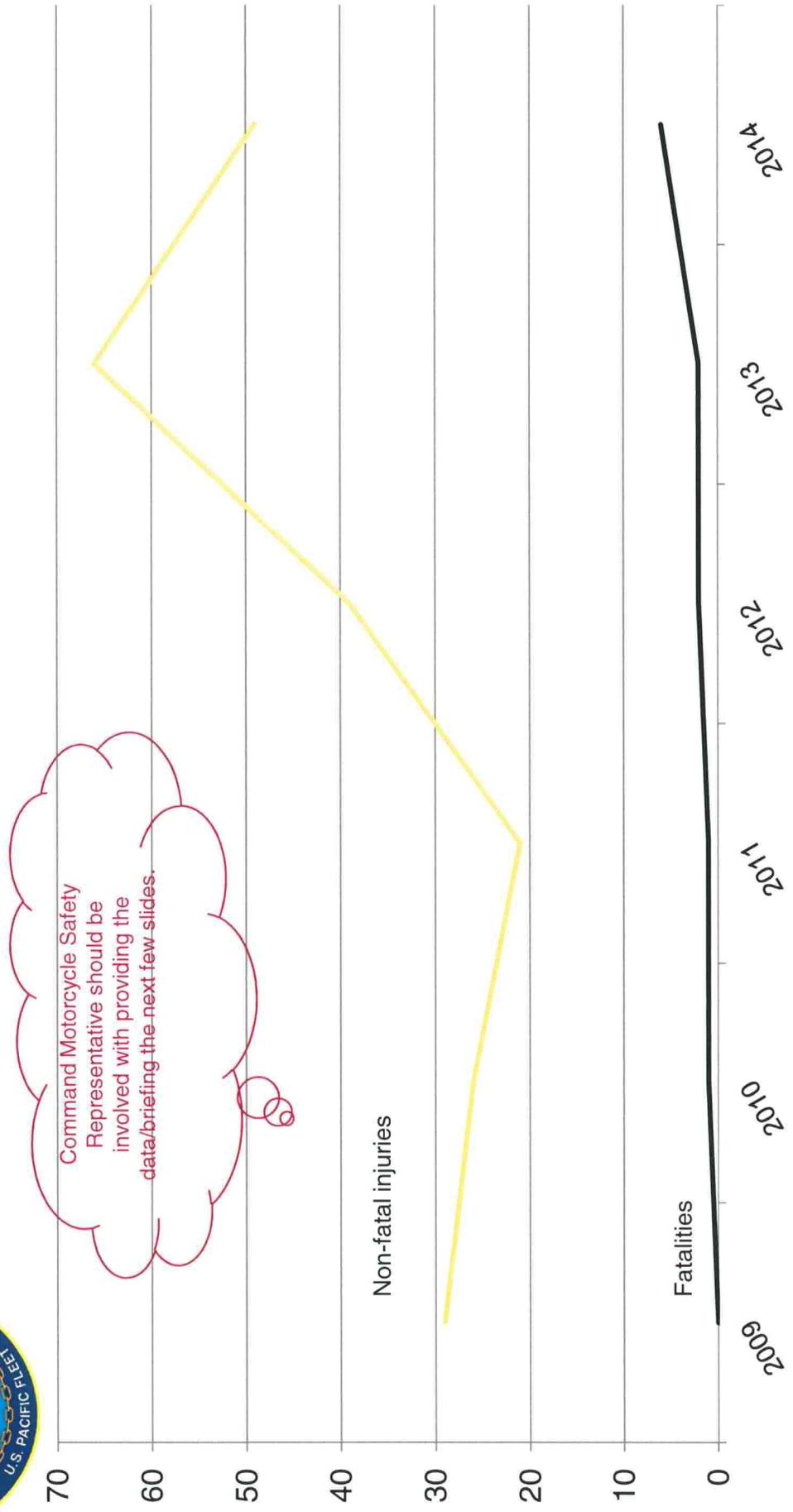


This is the SURFOR trend, units may use template to create trend analysis using their data. Traffic Safety Officer provides.





Motorcycle Mishap Trend 2009 - 2014

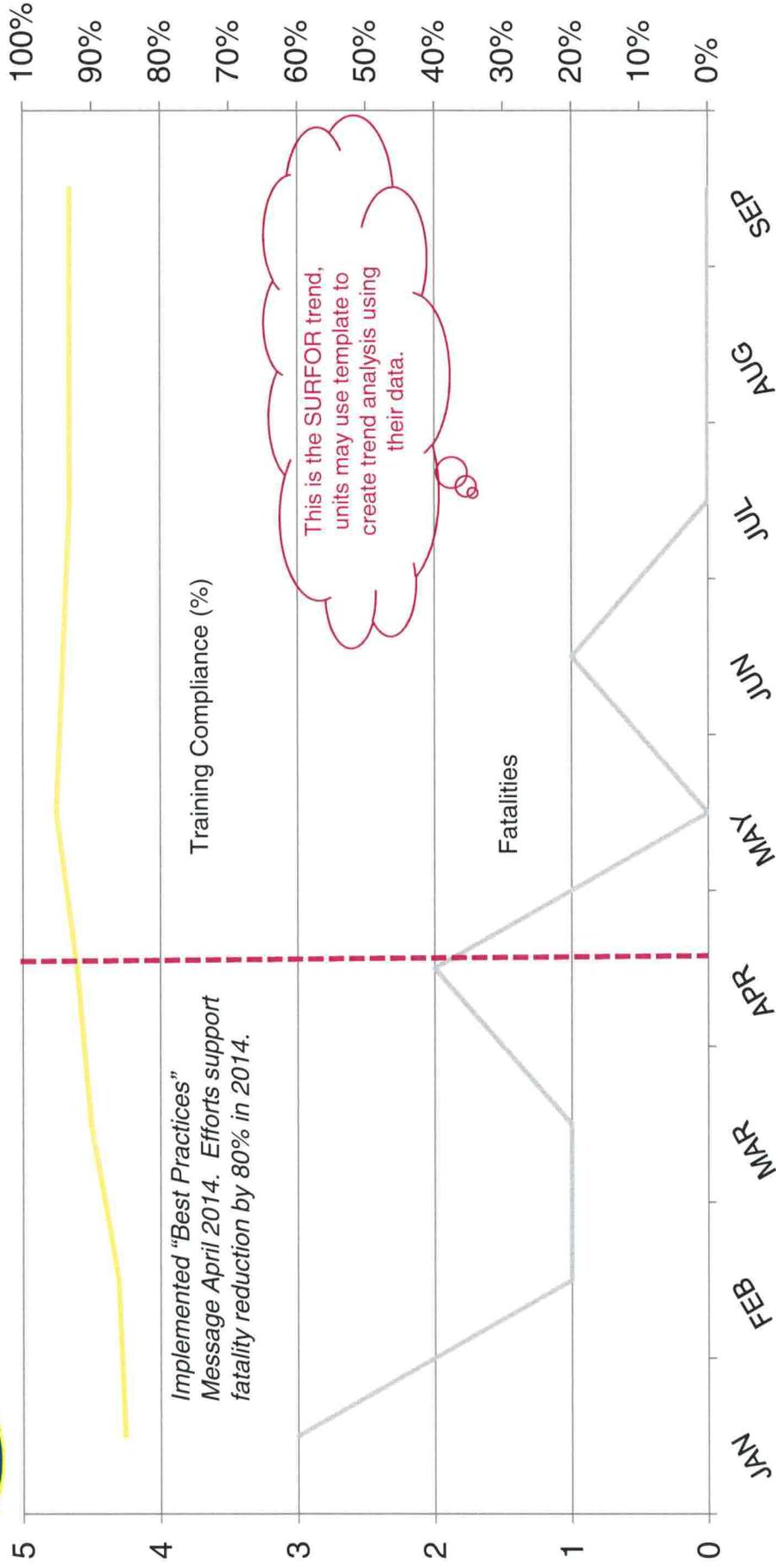


Command Motorcycle Safety Representative should be involved with providing the data/briefing the next few slides.

Over 80% of fatalities associate lack of training and experience as contributing factors. Half of all fatalities result in striking another vehicle, the remaining occur as a result of unsafe speed and ability to safety operate a motorcycle. Alcohol is a contributing factor in 2% of all mishaps.



Motorcycle Mishap Trend Vice Training CY 2014



Implemented "Best Practices" Message April 2014. Efforts support fatality reduction by 80% in 2014.

This is the SURFOR trend, units may use template to create trend analysis using their data.

As training percentages increase, motorcycle fatalities decrease. Non fatal injuries average five per month.

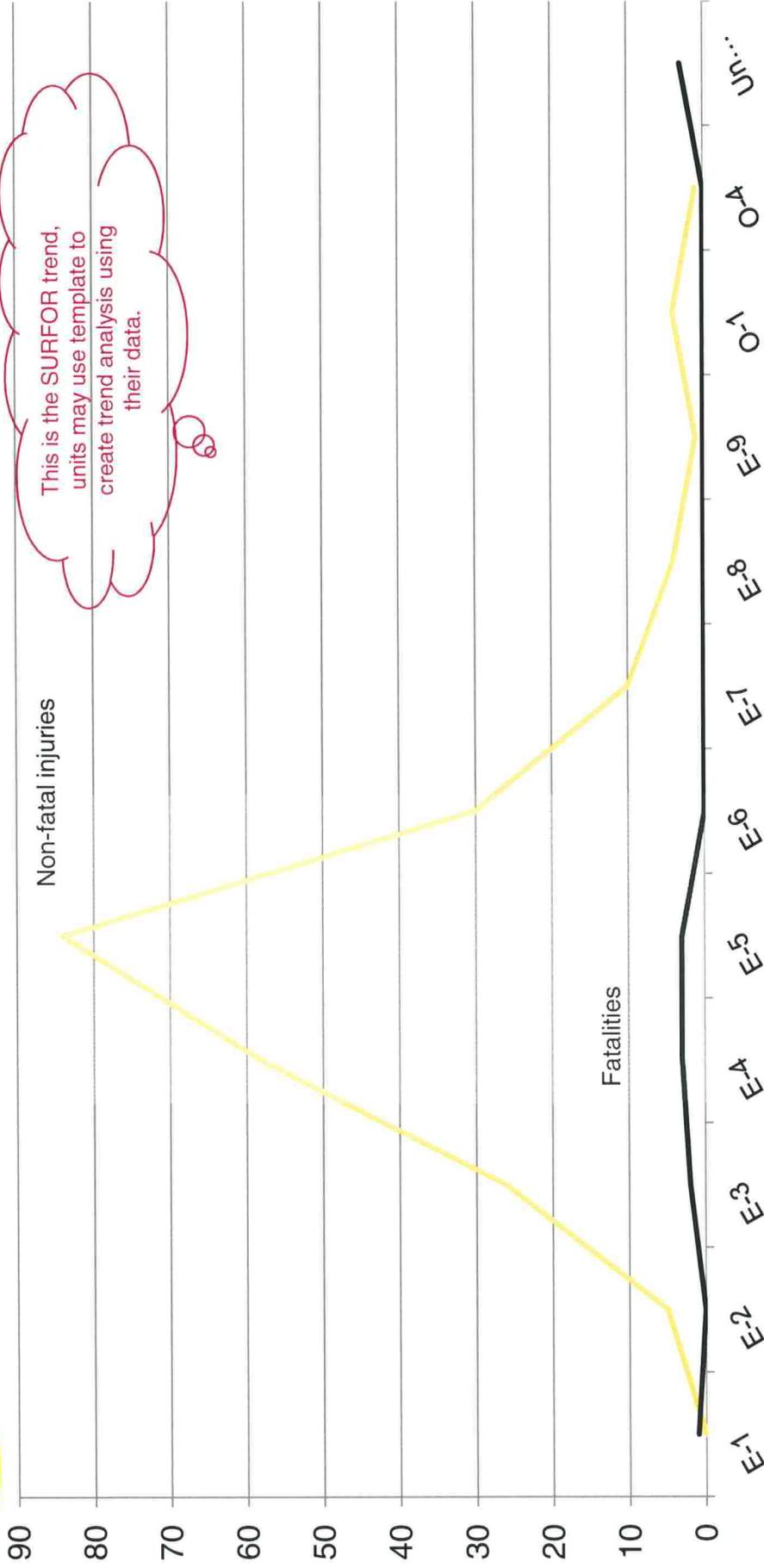


Command Personnel Requiring PMV-4/2 Training



Name	Reason for not completing training	Projected training completion date	Scheduled but failed to attend
SN Smith	MSR did not tell him he had a quota	Day/Month/Year	No
SN Thompson	Failed course	Day/Month/Year	No

Motorcycle Mishap Trend by Rank 2009 - 2014

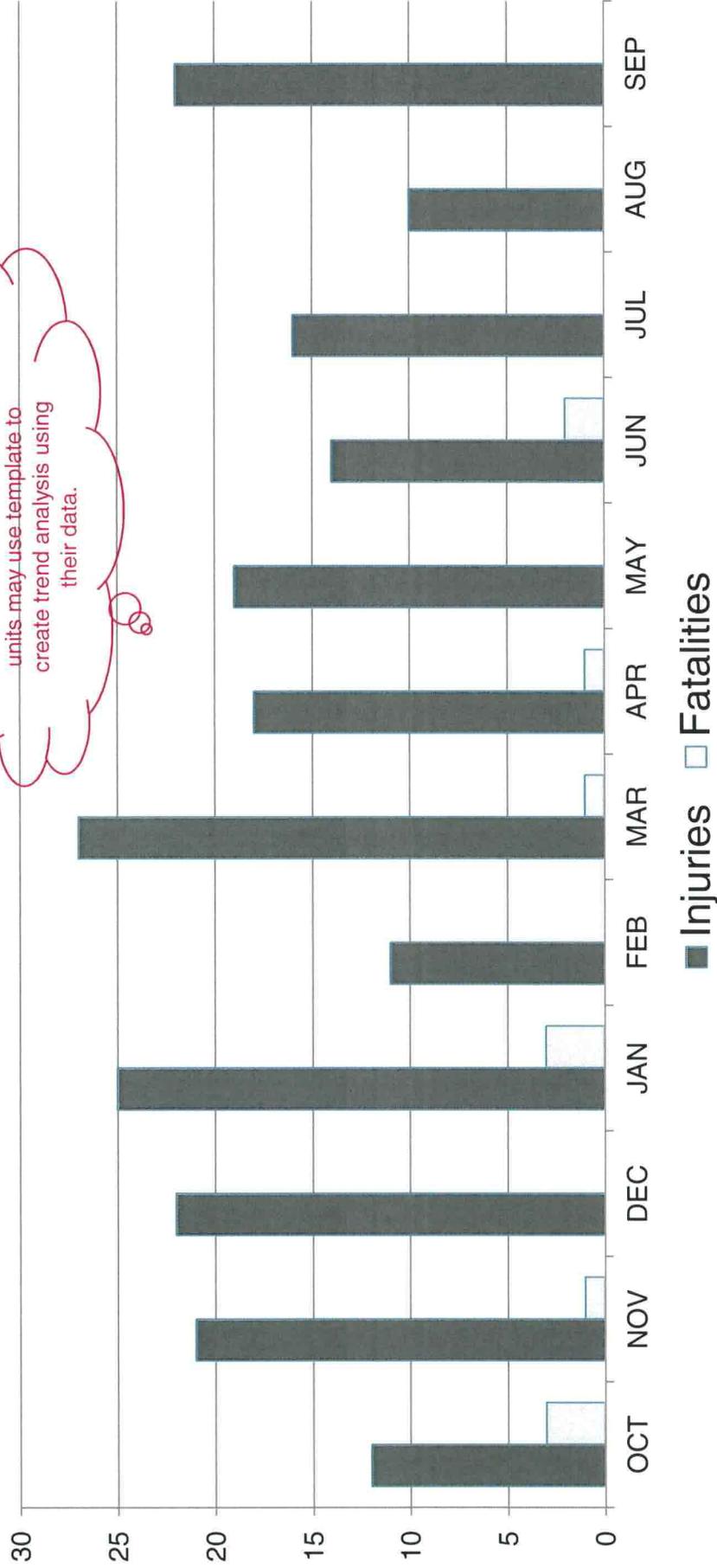


E-3 through E-5 are most common mishap victims between September and January. Majority of mishap victims have less than three years of riding experience.

Fatality and Injury Motorcycle Mishap Trend 2009 - 2014



This is the SURFOR trend, units may use template to create trend analysis using their data.



Use a Call-Out Box if a trend is identified and associated with a corrective action(s)



Class C/D Mishap Root Cause Analysis

Top Five Causal Factors:

1. *Non-procedural compliance; 16%*
2. *Lack of attention to detail; 15%*
3. *Malfeasance; 13%*
4. *Lack of Training/Experience; 13%*
5. *Environmental (unforeseen); 11%*

Root Cause Analysis:

Discuss potential issues resulting in mishap causal factors (Hull swap, inexperienced crew, sequestration, crew rest, lack of published policy/incorrect policy, etc.)

Lessons Learned:

- HAZREP review from similar mishap events*
- Implement Lessons Learned into upcoming shipboard evolutions, e.g. UNREP*

Safety Messaging:

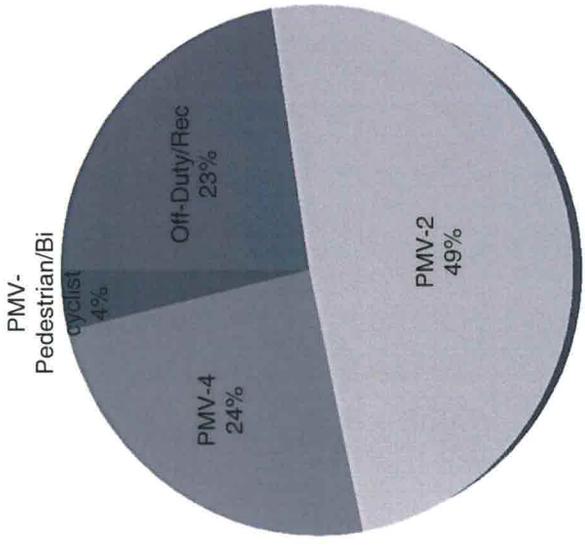
Discuss methods to inform crew to raise hazard awareness and mitigation



Off Duty Class A Mishap Root Cause Analysis

This is the SURFOR trend, units may use template to create trend analysis using their data.

SURFOR 2009 - Present



	<p>Motorcycle</p> <ul style="list-style-type: none"> Lack of experience and training; speed. Intervention: Training quotas for non-trained personnel
	<p>Private Motor</p> <ul style="list-style-type: none"> Fatigue Intervention: LPO discuss travel plans with member, evaluate work schedule prior to departure
	<p>Recreational</p> <ul style="list-style-type: none"> Unplanned, environmental

Leading cause of Class A Mishaps are motorcycle mishaps. Ongoing efforts to minimize motorcycle mishaps have shown significant reductions since implementation of the CNSP training intervention, DTG: 252108Z MAR 14. These results reflect a fifty percent decrease in monthly injury reports. From January 2013 to April 2014, the two most common causes for accidents are (23%) no Advanced Rider Course and (49%) attributed to contact with Privately Owned Vehicle operators.



Safety Council Actions

Mishap Prevention Goal Topics:

- Formality in Communications
- Ensuring Procedural Compliance
- Evaluating Level of Knowledge
- Creating a Questioning Attitude
- Fostering Forceful Watch Stander Backup.

Mishap Reduction Plan:

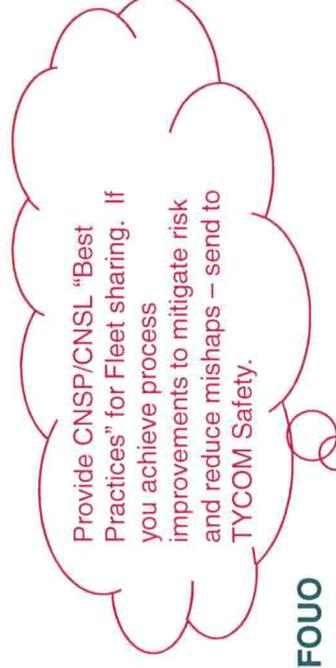
- Results from shipboard ICAV (POAM)
- Training Plan
- Self Assessment Plan

Issues/Recommendations from Enlisted Safety Committee:

- Address solutions to issues raised from this committee*

ORM Compliance:

- Discuss areas to improve compliance with evolution confirmation briefs/execution*



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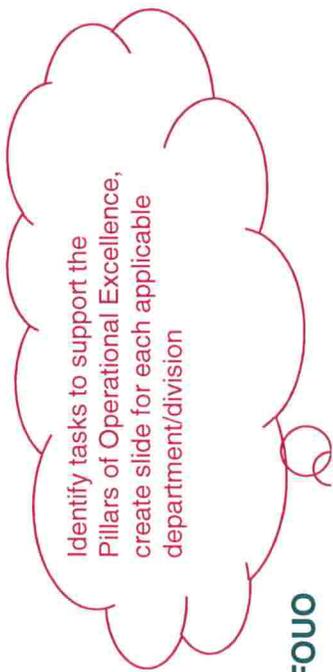


Human Factor Analysis



Department Name: Evolution

Formality	Procedural Compliance	Level of Knowledge	Questioning Attitude	Forceful Watch Stander Backup
Confirmation brief to chain of command/ORM analysis Repeat-backs	Review of current publications	Assess qualifications/training	All hands are Safety Officers	Speak up, do not hesitate to correct



Identify tasks to support the Pillars of Operational Excellence, create slide for each applicable department/division



Lessons Learned



Department Name: Evolution

Event	Event	Event	Event	Event
L/L	L/L	L/L	L/L	L/L

All lessons learned will be entered into Joint Lessons Learned Information System (JLLIS) and Navy Lessons Learned Information System (NLLIS) account. Privileged safety information shall not be entered into JLLIS/NLLIS data fields. Guidance on the usage of JLLIS/NLLIS is available at <https://www.jllis.mil>.



Questions

