



**NONRESIDENT  
TRAINING  
COURSE**

June 1993



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# **Naval Safety Supervisor**

**NAVEDTRA 14167**

Although the words “he,” “him,” and “his” are used sparingly in this course to enhance communication, they are not intended to be gender driven or to affront or discriminate against anyone.

## PREFACE

By enrolling in this self-study course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program.

**COURSE OVERVIEW:** This course provides information about the history and role of the Department of the Navy Safety Program; safety program promotion and attitudes; mishap causes, prevention, and hazard abatement; mishap investigation fundamentals; Navy Occupational Safety and Health Program fundamentals; shore safety; afloat safety; naval aviation safety; explosives safety; traffic safety; and recreation, athletics, and home safety.

**THE COURSE:** This self-study course is organized into subject matter areas, each containing learning objectives to help you determine what you should learn along with text and illustrations to help you understand the information. The subject matter reflects day-to-day requirements and experiences of personnel in the rating or skill area. It also reflects guidance provided by Enlisted Community Managers (ECMs) and other senior personnel, technical references, instructions, etc., and either the occupational or naval standards, which are listed in the *Manual of Navy Enlisted Manpower Personnel Classifications and Occupational Standards*, NAVPERS 18068.

**THE QUESTIONS:** The questions that appear in this course are designed to help you understand the material in the text.

**VALUE:** In completing this course, you will improve your military and professional knowledge. Importantly, it can also help you study for the Navy-wide advancement in rate examination. If you are studying and discover a reference in the text to another publication for further information, look it up.

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## **Sailor's Creed**

“I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with honor, courage and commitment.

I am committed to excellence and the fair treatment of all.”

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# INSTRUCTIONS FOR TAKING THE COURSE

## ASSIGNMENTS

The text pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions. Pay close attention to tables and illustrations and read the learning objectives. The learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

## SELECTING YOUR ANSWERS

Read each question carefully, then select the BEST answer. You may refer freely to the text. The answers must be the result of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone else taking the course.

## SUBMITTING YOUR ASSIGNMENTS

To have your assignments graded, you must be enrolled in the course with the Nonresident Training Course Administration Branch at the Naval Education and Training Professional Development and Technology Center (NETPDTC). Following enrollment, there are two ways of having your assignments graded: (1) use the Internet to submit your assignments as you complete them, or (2) send all the assignments at one time by mail to NETPDTC.

**Grading on the Internet:** Advantages to Internet grading are:

- you may submit your answers as soon as you complete an assignment, and
- you get your results faster; usually by the next working day (approximately 24 hours).

In addition to receiving grade results for each assignment, you will receive course completion confirmation once you have completed all the

assignments. To submit your assignment answers via the Internet, go to:

**<http://courses.cnet.navy.mil>**

**Grading by Mail:** When you submit answer sheets by mail, send all of your assignments at one time. Do NOT submit individual answer sheets for grading. Mail all of your assignments in an envelope, which you either provide yourself or obtain from your nearest Educational Services Officer (ESO). Submit answer sheets to:

COMMANDING OFFICER  
NETPDTC N331  
6490 SAUFLEY FIELD ROAD  
PENSACOLA FL 32559-5000

**Answer Sheets:** All courses include one “scannable” answer sheet for each assignment. These answer sheets are preprinted with your SSN, name, assignment number, and course number. Explanations for completing the answer sheets are on the answer sheet.

**Do not use answer sheet reproductions:** Use only the original answer sheets that we provide—reproductions will not work with our scanning equipment and cannot be processed.

Follow the instructions for marking your answers on the answer sheet. Be sure that blocks 1, 2, and 3 are filled in correctly. This information is necessary for your course to be properly processed and for you to receive credit for your work.

## COMPLETION TIME

Courses must be completed within 12 months from the date of enrollment. This includes time required to resubmit failed assignments.

## **PASS/FAIL ASSIGNMENT PROCEDURES**

If your overall course score is 3.2 or higher, you will pass the course and will not be required to resubmit assignments. Once your assignments have been graded you will receive course completion confirmation.

If you receive less than a 3.2 on any assignment and your overall course score is below 3.2, you will be given the opportunity to resubmit failed assignments. **You may resubmit failed assignments only once.** Internet students will receive notification when they have failed an assignment--they may then resubmit failed assignments on the web site. Internet students may view and print results for failed assignments from the web site. Students who submit by mail will receive a failing result letter and a new answer sheet for resubmission of each failed assignment.

## **COMPLETION CONFIRMATION**

After successfully completing this course, you will receive a letter of completion.

## **ERRATA**

Errata are used to correct minor errors or delete obsolete information in a course. Errata may also be used to provide instructions to the student. If a course has an errata, it will be included as the first page(s) after the front cover. Errata for all courses can be accessed and viewed/downloaded at:

<http://www.advancement.cnet.navy.mil>

## **STUDENT FEEDBACK QUESTIONS**

We value your suggestions, questions, and criticisms on our courses. If you would like to communicate with us regarding this course, we encourage you, if possible, to use e-mail. If you write or fax, please use a copy of the Student Comment form that follows this page.

## **For subject matter questions:**

E-mail: n314.products@cnet.navy.mil  
Phone: Comm: (850) 452-1001, Ext. 1826  
DSN: 922-1001, Ext. 1826  
FAX: (850) 452-1370  
(Do not fax answer sheets.)  
Address: COMMANDING OFFICER  
NETPDTC N314  
6490 SAUFLEY FIELD ROAD  
PENSACOLA FL 32509-5237

## **For enrollment, shipping, grading, or completion letter questions**

E-mail: fleetservices@cnet.navy.mil  
Phone: Toll Free: 877-264-8583  
Comm: (850) 452-1511/1181/1859  
DSN: 922-1511/1181/1859  
FAX: (850) 452-1370  
(Do not fax answer sheets.)  
Address: COMMANDING OFFICER  
NETPDTC N331  
6490 SAUFLEY FIELD ROAD  
PENSACOLA FL 32559-5000

## **NAVAL RESERVE RETIREMENT CREDIT**

If you are a member of the Naval Reserve, you may earn retirement points for successfully completing this course, if authorized under current directives governing retirement of Naval Reserve personnel. For Naval Reserve retirement, this course is evaluated at 8 points. (Refer to *Administrative Procedures for Naval Reservists on Inactive Duty*, BUPERSINST 1001.39, for more information about retirement points.)

## Student Comments

**Course Title:** Naval Safety Supervisor

**NAVEDTRA:** 14167 **Date:** \_\_\_\_\_

**We need some information about you:**

Rate/Rank and Name: \_\_\_\_\_ SSN: \_\_\_\_\_ Command/Unit \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State/FPO: \_\_\_\_\_ Zip \_\_\_\_\_

**Your comments, suggestions, etc.:**

<p><b>Privacy Act Statement:</b> Under authority of Title 5, USC 301, information regarding your military status is requested in processing your comments and in preparing a reply. This information will not be divulged without written authorization to anyone other than those within DOD for official use in determining performance.</p>
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NETPDTC 1550/41 (Rev 4-00)



# CHAPTER 1

## DEVELOPMENT OF THE NAVY SAFETY PROGRAM

We designed this training manual to help acquaint you with the Navy's safety and occupational health programs, their setup, management, and supervision. In addition to the Navy Occupational Safety and Health (NAVOSH) Program, we will discuss the Shore Safety Program, the Afloat Safety Program, the Aviation Safety Program, and your duties as a naval safety supervisor. We have provided the appropriate references for specific safety standards throughout this manual and various safety terms and acronyms. You will also find information on the following program elements:

- Safety program promotion and attitudes
- Mishap causes and prevention
- Mishap investigation and reporting
- Safety program evaluation
- NAVOSH Program elements
- Traffic safety
- Explosives safety
- Athletic, recreation, and home safety programs

In this chapter, we cover the history and development of the Navy Occupational Safety and Health Program and its current organization. We also describe the role of safety supervisors, their responsibilities, and the criteria for their selection as safety supervisors.

### HISTORY OF NAVY SAFETY PROGRAM

As your employer, the Navy is obligated by law to provide you with a safe and healthy work environment. Shipboard life, shipyard industrial activities, and aviation maintenance areas, especially, are inherently dangerous. We must keep our crewmembers, as well as civilian workers, healthy and ready to perform their missions.

The Navy has conducted safety and occupational health programs for many years. Historically, general and off-duty safety has been an element of the overall

Navy safety program managed by Navy line functions. The Bureau of Medicine and Surgery (BUMED) conducts the occupational health program element.

The following is a brief listing of the milestones in the Navy's safety program:

- |      |  |
|------|--|
| 1917 | Safety engineers were assigned to each naval shipyard.   |
| 1922 | Safety programs for civilian employees were introduced at all naval activities.  |
| 1929 | Enlisted personnel on shore duty were included in safety programs.   |
| 1947 | The Navy Department Safety Council was organized under the Director of Safety of the Office of Industrial Relations (OIR). Its original mission was to coordinate safety procedures and to provide communications between the bureau safety engineers and the technical staff of the OIR safety branch. In 1967, the council's mission was expanded to include the development and maintenance of the <i>U.S. Navy Safety Precautions Manual</i> , OPNAV 34P1. |
| 1951 | The transition from propeller to jet aircraft helped the Secretary of the Navy (SECNAV) to establish the Naval Aviation Safety Council. In 1955 the name was changed to the Naval Aviation Safety Center.  |
| 1963 | The Navy was shaken by the sudden loss of the USS <i>Thresher</i> (SSN-593), in which 129 sailors were lost. The Navy convened a court of inquiry to examine the circumstances leading up to and surrounding the incident. The court's findings resulted in the creation of the Submarine Safety Program (SUBSAFE).  |

- 1963-Cont. Its purpose was to impose high standards of quality control on submarine construction and operations. In 1964 the Chief of Naval Operations (CNO) established the Submarine Safety Center at the submarine base in New London, Connecticut, to examine and coordinate all matters of submarine safety.
- 1966-1967 SECNAV tasked CNO with reviewing the entire Navy Safety Program after a series of fires, collisions, and other mishaps involving surface ships resulted in more than 200 deaths and \$100 million in damages. On 3 May 1968, as a result of the CNO's findings, SECNAV established the Naval Safety Center.
- 1970 The Occupational Safety and Health Act (OSHA) of 1970 became law.
- 1973 The Commander, Naval Safety Center, was designated as the CNO's Safety Coordinator (N09F), reporting directly to the Vice Chief of Naval Operations. This designation made the Naval Safety Center's mission more specific and all-encompassing.
- 1983 The first *Navy Occupational Safety and Health (NAVOSH) Program Manual*, OPNAVINST 5100.23C, was implemented.

Safety programs gained special prominence after passage of the Occupational Safety and Health Act on 31 December 1970. The primary thrust of the act was directed at the private-sector employer. However, section 19 of the act and several later Executive orders directed federal agencies to set up and maintain comprehensive and effective occupational safety and health programs.

On 26 July 1971, Executive Order (EO) 11612, the Occupational Safety and Health Programs for Federal Employees, was signed. This EO stated that the federal government, as the nation's largest employer, has a special obligation to set an example for safe and healthful employment. In that regard, the head of each federal department and agency was directed to establish an occupational safety and health program.

Over the next 3 years, federal agencies made only moderate progress. Congress received considerable criticism for a perceived double standard in occupational safety and health requirements between the private sector and federal agencies. As a result, EO 11807 replaced EO 11612 in 1974.

This new order more clearly defined the scope, requirements, and responsibilities of federal agency programs. In addition, EO 11807 tasked the Secretary of Labor to issue guidelines designed to help federal agencies in establishing their programs. These "guidelines" were issued on 9 October 1974 as Title 29, Code of Federal Regulations, Part 1960 (29 CFR 1960), Safety and Health Provisions for Federal Employees.

Some critics were still not satisfied by the actions described above. Several federal agencies questioned the regulatory authority of the Department of the Labor guidelines (29 CFR 1960). On 26 February 1980, EO 12196, Occupational Safety and Health programs for Federal Employees, superseded EO 11807. In addition, the Department of Labor guidelines (29 CFR 1960) were revised on 21 October 1980. They were reissued as Basic Program Elements for Federal Employee Occupational Safety and Health Programs.

During the past 10 years, the Department of Defense (DOD) has issued many directives and instructions to carry out the federal guidance outlined in the above paragraphs. Prominent among those directives and instructions is the *Safety and Occupational Health Policy for the Department of Defense*, DOD Directive 1000.3. This directive outlines general DOD policy and procedures for carrying out the Occupational Safety and Health Act and its associated Executive order. Another prominent instruction is DOD Instruction 6055.1, *Department of Defense Occupational Safety and Health Program*. This instruction provides the guidance needed to carry out the basic occupational safety and health program elements specified in 29 CFR. It also provides for variances in equipment standards that are unique to the military.

DOD Directive 1000.3 designates the Assistant Secretary of the Navy (Installations and Environment) as the safety and occupational health official for the Department of the Navy. He or she establishes, maintains, and modifies safety and occupational health programs. These programs carry out the requirements of DOD policy issuances and provide protection for both civilian employees and military personnel.