Appendix S

SAFETY APPENDIX FOR THE ROD

1-1 GENERAL

 This appendix provides safety program requirements per SECNAV, OPNAV, NETC and NSTC applicable to the NROTC Units. A safety program is vital to ensure staff and students are provided a safe work and training environment. Some of the key program elements include implementation of the Enterprise Safety Applications Management System (ESAMS), Safety Training, Traffic and Motorcycle Safety, Recreational Off-Duty Safety (RODS), and Operational Risk Management (ORM). The NSTC Safety Officer fulfills the OPNAVINST 5100.23H and NETCINST 5100.1B requirement as the Safety Professional (0018) for the NROTC Units, each NROTC Unit will designate in writing (Letter of Designation (LOD)) a Command Safety Representative to manage the daily safety operations for their respective unit/s.

1-2 REFERENCES

1. The below instructions outline the foundation to the NROTC safety program.

      a. OPNAVINST 5100.23 series: Safety Programs Ashore

      b. NETCINST 5100.1 series: NETC Safety Program

      c. NETCINST 1500.13 series: NETC High Risk Training Safety Program

      d. NSTCINST 1500.13 series: Training Safety Program

      e. OPNAVINST 3500.39 series: Operational Risk Management (ORM)

      f. OPNAVINST 5102.1 series: Mishap and Safety Investigation Manual

1-3 DESIGNATIONS

1. The Command Safety Representative's Letter of Designation (LOD) must reflect he/she reports directly to the CO for safety matters, the other designations listed below can be in writing either by letter of designation (LOD) or listed in the Commands Collateral Duty List per the applicable instruction listed in paragraph (2). Separate LOD's are not required, if an individual has multiple designations they can be captured in one LOD, ensure all applicable instructions listed in paragraph (2) are listed as references.

      a. Command Safety Representative (CSR) – The designee is overall responsible for the safety programs for their respective unit/s and should be familiar with the applicable requirements in each instruction listed in paragraph (1-2).

b. ESAMS Coordinator – The designee will manage the ESAMS data base for the command, to include entering and deactivating AD (Staff, MECEPS, and STA-21's) and GS employees, assigning duty/tasks, recording required training (Top Management Brief, Safety INDOC, Monthly Safety Talk, CPR Certification, EAP Drill/Walk thru, AED/CPR Drills to include administering oxygen, Quarterly Traffic and RODS Safety Briefs, and Motorcycle Training), running reports, and tracking individual training compliance. The ESAMS Coordinator must establish the required permissions for ESAMS by contacting:
NSTC Safety Manager, Mr. Randy Carpenter, Office (847) 688-7600 x348 or Command Cell (224) 545-3575 or randy.r.carpenter@navy.mil.
Note: Many units assign this designation and duties to the CSR.

c. Traffic Safety Coordinator (TSC) – The designee will be responsible for the traffic safety requirements in OPNAVINST 5100.23H series that are applicable to NROTC Units. Some of the primary requirements include: Ensuring AD and GS employees receive a traffic safety brief prior to holidays and extended weekends (minimum quarterly) and recording in ESAMS; and Individuals traveling by Personal Motor Vehicle (PMV) outside the local area (Normally more than 300 miles) on leave are counseled on travel plans.

d. Motorcycle Safety Representative (MSR) – The designee will be responsible for the motorcycle safety requirements in OPNAVINST 5100.23H series that are applicable to NROTC Units. Some of the primary requirements include: Identifying and tracking rider compliance; and reporting rider compliance to the CO quarterly.

e. Recreational Off-Duty Safety (RODS) Officer – The designee will be responsible for the RODS requirements in OPNAVINST 5100.23H series. Some of the primary requirements include: Ensuring AD and GS employees receive a RODS brief prior to holidays and extended weekends (minimum quarterly) and recording in ESAMS; Enforce Personal Protective Equipment (PPE) requirements, where applicable, at command sponsored recreation activities; and Identify individuals who engage in high-risk recreational activities while off duty to ensure hazard awareness and individuals are properly trained for the activity.

f. Operational Risk Management (ORM) Manager – The Executive Officer or civilian equivalent is required to be designated as the Command ORM Manager and responsible for the applicable requirements in OPNAVINST 3500.39 series. Some of the primary requirements include: Ensuring the ORM process is applied to all aspects of the command operations and activities; and Select at least one officer or Senior Enlisted for designation as ORM Assistant.

g. Operational Risk Management (ORM) Assistant - The designee will be responsible for the ORM Assistant requirements in OPNAVINST 3500.39 series. Some of the primary requirements include: Assist command personnel in conducting documented risk assessments; Include ORM in the orientation and training of all military and civilian command personnel; Incorporate identified hazards, assessments, and controls into briefs, notices, and written plans; and Ensure periodic command ORM program evaluations are completed.

1-4 Enterprise Safety Application Management System (ESAMS).

1. All NETC Domain commands are required to fully implement ESAMS per NETCINST 5100.1 series. The following requirements fulfill the requirement to fully implement ESAMS for NROTC Units:

    a. Add all AD (Staff, MECEPS, STA-21's) and GS employees as new users upon reporting to the command. Ensure information in personnel record is 100% complete (Name, DOB, Rank, Designator for officers, Title (CO, PNS, XO, APNS, Student, MECEP, STA-21, Safety Officer, MOI, AMOI, etc.), Supervisor, Email Address, and Office contact number.

    b. Deactivate all AD (Staff, MECEPS, STA-21's) and GS employees once they have checked out of the command.

    c. Assign one of the below CORE Duty/Tasks to command personnel in ESAMS:
- CO and XO – (CORE REQ) Top Management (ESAMS ID 4001695)
- CSR or ESAMS Coordinator – (CORE REQ) Supervisor (ESAMS ID 1000765)
Note: This duty/task will be assigned to the individual that will manage ESAMS and record Training.
- E-5 & above staff, MECEP and STA-21 – ESAMS Duty/Task (ESAMS ID 4002887)
- GS Employees and E-4 and below - (CORE REQ) Non-Supervisor-CNRMA (ESAMS ID 4001693)

Note: CORE Duty/Tasks contain multiple training requirements which you can see by selecting the view button next to the duty/task when assigning or by expanding the requirement on the training page in the individual's record.

    d. Assign additional duties/tasks below as applicable:
- XO – ORM Program Manager (ESAMS ID 4003780)
- ORM ASST. – ORM Assistant (ESAMS ID 4003781)
- Command MSR/TSC – Command MSR/TSC (ESAMS ID 4003205)
- All Instructors – Military General CPR Requirement (ESAMS ID 4000901)
- All AD Motorcycle Riders (Unit members entered in ESAMS) – Assign applicable rider requirement by type of bike (Standard or Sports).

    e. The first time personnel log into ESAMS they will be required to enter a code word, this is used for identification, they can enter whatever they desire, next they will be required to answer the motorcycle questionnaire. Failure to self-report is in violation of OPNAVINST 5100.23H series.

    f. Instruct all personnel to complete assigned training, training will appear on the individual's main page when they log into ESAMS under Needed Training.

    g. The CSR or ESAMS Coordinator will check the commands training compliance at least monthly by going to Dashboards, and then Safety/Org Summary, if overall training compliance is less than 100% there are personnel that are delinquent on training. The CSR or ESAMS Coordinator will go to Reports, select Reports, Training, and then Needed Training and Deficiency, locate the CMD/ORG block, select the drop down arrow to the right, select your command and save. You will return to the report screen, select Run Report, when the report appears it will list personnel that are delinquent by name, course and date training was required to be complete. This provides the CSR or ESAMS Coordinator the information they need to take corrective action.

1-5 Traffic

1. Establish a traffic safety program and assign responsibilities for developing, issuing, implementing, and enforcing program regulations.

2. Report all AD motor vehicle mishaps per OPNAVINST 5102.1 (series), contact the NSTC Safety Officer for assistance in entering the report in ESAMS. Every effort should be made to work with law enforcement, safety, and medical treatment facilities to ensure completeness of the mishap investigation report. An email notification will be sent to N92A for awareness and intervention if necessary.

3. Ensure supervisors at all levels incorporate the principles of operational risk management (ORM) into their motor vehicle operations. Supervisors will emphasize to their personnel the hazards associated with drinking and driving, speeding, driving while fatigued, failure to use occupant protection devices, and other National Highway Traffic Safety Administration-identified driving distracters.

4. Ensure all AD and GS employees assigned to their command complete required traffic safety training.

5. Ensure supervisors counsel subordinates on proposed travel plans, mode of travel, length of travel time, and other contingencies prior to personnel leave approval. When Private Motor Vehicles (PMVs) are the primary mode of travel, use of the Traffic Risk Planning System (TRiPS) for travel planning purposes is highly encouraged. Additional information on TRiPS can be found on the Naval Safety Center's Web.

6. Ensure a local traffic safety orientation is included in the command check-in briefings for all AD and GS personnel reporting. Completion of command check-in orientation shall be documented in ESAMS by creating a class, ESAMS ID 4498, "Command Safety Indoctrination," enrolling and passing the individual/s. Examples of local traffic safety information include: host nation, State and local laws, Driving Under the Influence (DUI) costs, traffic, and driving patterns of the local area, emergency information, and Navy traffic instructions.

7. Ensure traffic safety briefs are provided to all AD and GS employees prior to major holidays, extended weekends, or liberty periods. Completion of training shall be documented in ESAMS by creating a class, ESAMS ID 1176, "Traffic Safety briefs prior to holidays, liberty or extended weekends" enrolling and passing the individual/s.

8. Stress the recurring factors related to traffic mishaps such as speeding, drinking and driving, non-use of seatbelts, and driving while fatigued during all traffic safety briefs, stand-downs, and during the leave approval process.

9. Communicate the legal consequences and penalties for impaired driving to command personnel.

10. Identify all military personnel who pose the greatest risk for private motor vehicle mishaps and establish additional measures (i.e., tailored training and mentorship programs) that provide them with the support, skills, and knowledge to be successful. These may be individuals with multiple traffic violation convictions or license suspensions or revocations. Identification as "greatest risk" is non-punitive and does not constitute a basis for non-judicial or adverse administrative action. Identification will be on the

honor system, individuals will be asked during check-in with the TSC if they have multiple traffic violation convictions or license suspensions or revocations, if considered a "greatest risk" the individual will be provided additional mentoring or training.

11. Attend the quarterly regional, base or installation traffic and motorcycle safety council meetings if geographically possible.

1-6 Motorcycles

1. Identifying AD and MIDN riders upon reporting to the command

2. Ensure AD riders are designated as riders in ESAMS to include assigning the appropriate motorcycle duty/task (Sports or Standard/Cruiser)

3. Verify AD riders are licensed, insured, motorcycle is registered, and all training requirements are completed.

4. Record AD individuals motorcycle training in ESAMS by creating the appropriate class, enrolling the individual, passing and saving.

5. Provide the CO with a quarterly report on AD rider compliance status and MIDN riders.

6. MIDN requirements include:

      a. Receiving training on the active duty motorcycle requirements for awareness if they ride while activated.

      b. Wear the same PPE as AD riders.

      c. MIDN are highly encouraged to complete at a minimum a basic riders course.

1-7 Recreational Off-Duty Safety (RODS)

1. Provide RODS briefs to all AD and GS employees prior to any Federal holiday, extended weekends, or liberty periods (minimum quarterly) and record in ESAMS by creating a class using ESAMS ID 1263.

2. Enforce Personal Protective Equipment (PPE) requirements, where applicable, at command sponsored recreation activities.

3. Identify individuals who engage in high-risk recreational activities (i.e. skydiving; rock and mountain climbing; cliff diving; scuba diving; target, skeet and trap shooting; hunting; bull riding; racing motorized vehicles; boating; boxing; bungee jumping; air ballooning; motorcycle riding; and parasailing) while off duty to ensure hazard awareness and individuals are properly trained for the activity.

4. Alternate vehicles are mechanized equipment capable of on or off-road travel and designed to provide a means of transport for one or more individuals. Per CNSCTC DGM dated 23 Jan 19, all active duty and MIDN attached to NSTC will wear (at a minimum) a helmet approved *by* the Consumer Product Safety Commission or Snell Memorial Foundation at all times while operating or as a passenger on an alternate vehicle other than a golf cart.

1-8 Operation Risk Management (ORM)

1. CO's are required to designate in writing the XO or equivalent as the ORM Program Manager per OPNAVISNT 3500.39 (series). ORM Program Manager is required to select at least one officer or senior enlisted and designate in writing as the ORM Assistant.

2. Include ORM in the orientation and training of all military and civilian personnel. Ensure both operational and non-operational/off-duty risk management is included in the command indoctrination and training. ORM Training is included in the CORE Duty/Task assigned to individuals in ESAMS

3. Conduct and document a risk assessment using the NETC Risk Assessment form on ESAMS for all operations, tasks and activities utilizing guidance in OPNAVINST 3500.39 (series). Review risk assessments annually or when processes change.

4. Utilize the NSTC Safety Manager when developing risk assessments.

1-9 Mishap Investigation and Reporting

1. Notify NSTC (N9) within eight hours of all Class A and B non-aviation mishaps, N9 will notify NSTC CDO, NSTC CDO will notify NSTC Safety Manager and NETC Staff Duty Officer (SDO) immediately.

2. Enter all on-duty DoN civilian mishaps and military on/off-duty mishaps resulting in limited duty or a lost workday, into ESAMS, the investigation will be conducted between the Command Safety Representative and the NSTC Safety Manager, the NSTC Safety Manager will enter investigation information and close when complete. Midshipmen injuries will be reported to NSTC N92A and the NSTC Safety Manager via email.

1-10 Command Safety Representative (CSR)

1. CSR responsibilities include:

      a. Conduct Safety Indoctrination for all AD and GS employees, and record in ESAMS by creating a Command Safety Indoctrination class, ESAMS ID 4498, enroll attendees, pass and save.

      b. Conduct the Top Management brief with CO and XO. This means discussing CO's written safety policy, expectations and any other safety initiatives deemed important (i.e. ORM, traffic Safety, Motorcycle Safety, etc.) with the CO and XO. Once complete record in ESAMS by creating a Top Management Brief class, ESAMS ID 1138, enroll the CO and XO, pass, and save.

      c. Track individual training via the CMD Safety/ORG dashboard and take corrective action when less than 100%.

      d. Ensure all AD and GS employees receive the "Monthly Safety Talk" and record in ESAMS. To record the Monthly Safety Talk go to the My Tools box, under Record Training select Monthly Safety Talk, click Record Safety Talk, enter a note on how you delivered (i.e. Electronic, Face to Face, etc.) ensure the CSR or ESAMS Coordinator is listed as the Supervisor and all AD and GS are listed as personnel, click record and the training is complete

      e. Record training completed outside of the ESAMS program (i.e. Motorcycle training,

CPR, EAP Drills, AED/CPR Drills to include administering oxygen, etc.) to satisfy individual training requirements assigned in ESAMS and other requirements outlined in NSTCINST 1500.13B. Ensuring this type of training is recorded prevents personnel from appearing delinquent and is the source used by NSTC Safety to verify individual and other training requirements are being recorded during the Safety Occupational Health Management Evaluation (SOHME) and virtual ESAMS reviews.

1-11 CPR and Oxygen Training Requirements

1. All NROTC AD staff must be CPR/AED certified and remain certified while attached to NSTC. NROTC AD staff will be assigned the "Military General CPR" duty/task in ESAMS, training completion will be recorded in ESAMS using ID 103, completion dates are entered and ESAMS will send out an email notification to the individual and supervisor 65 days prior to the certification expiration. CPR/AED training can be obtained through American Heart Association and American Red Cross, these are the only two companies that can provide AED/CPR certification per BUMED.

2. At least two NROTC AD staff should maintain oxygen administration training which can be obtained via the American Red Cross or online (http://americansti.org).

1-12 Automated External Defibrillator (AED)

1. PNS's are responsible to ensure the command has a sufficient number of AED's to cover all physical training events if multiple events are being conducted simultaneously.

2. A documented (Inspection form or AED inspection tag) AED inspection shall be done monthly to ensure:
> a. AED is operational

> b. Battery is good and not expired

> c. Defibrillator Pads are not expired

> d. Emergency kit contains non-latex gloves in various sizes, CPR face mask with some type of barrier device, disposable razor, blunt end scissors, biohazard bag and absorbent towel.

3. The AED shall be inspected prior to each use. The inspection shall include the same inspection criteria above in paragraph 1-12.2 (a.-d.). All deficiencies will be corrected prior to use.

1-13 Training Equipment

1. A risk assessment shall be completed on all operations, activities and events; ensure the risk assessment includes the hazards presented by the training equipment being used. Once the hazards have been identified controls need to be put into place to mitigate those hazards. Controls include in order of precedence:

> a. Engineering Controls - Are methods that are built into the design of a plant, equipment or process to minimize the hazard. Engineering controls are a very reliable way to control worker exposures as long as the controls are designed, used and maintained properly.

> b. Administrative Controls - Are changes in work procedures such as written safety policies, rules, supervision, schedules, and training.

     c. Personal Protective Equipment (PPE) Controls - Refers to protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection. The hazards addressed by protective equipment include physical, electrical, heat, chemicals, biohazards, and airborne particulate matter.

2. Training equipment (Rope Climbs, Pull Up Bars, High and Low Obstacle Courses, etc.) must be inspected periodically to ensure equipment is free of recognized hazards. PNS's are responsible for ensuring training equipment (Command, University, and other) being used by staff and students (MECEPS, STA-21's and MIDN) during NROTC training is safe for use. Depending on the equipment there are many safety inspection checklists available from the manufacturer and online. The first option would be to contact the manufacturer. They should have an inspection checklist specific to their product. Other options include searching the internet for safety inspection checklists using the generic name of the equipment.

3. Emergency Oxygen:
Each unit should purchase two bottles of emergency oxygen in order to provide emergency oxygen while awaiting EMS response.

     a. Oxygen safety precautions:

     - Oxygen cylinders should not be stored in an area where the temperature goes above 125 degrees Fahrenheit (for example, car trunk or vehicle on warm days).
     - Keep oxygen at least five (5) feet from any heat source.
     - Store the cylinders in a safe place on their side so they cannot roll or fall; or store them upright, chained so they do not fall; or in appropriate holders so that they will not fall.
     - Smoking or any flammable device is not permitted near oxygen.
     - Oxygen should be checked on a recurring basis IAW manufacturer suggestion.

If emergency oxygen is provided, EMS evaluation is necessary.