

# SITE-SPECIFIC SAFETY AND ENVIRONMENTAL CHECKLIST

(Prescribing Document – SSCSDINST 5100.5D)

WORK LOCATION(S)	PROJECT NAME(S), if applicable	DEPARTMENT OSH POC
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**COMMAND SAFETY AND ENVIRONMENTAL POLICY:**  
 Supervisors are responsible for the safety and environmental education of their personnel through regular group meetings and individual instruction, for enforcement of safety and environmental regulations, and for the reporting of accidents. Each person is responsible for accomplishing work in a manner that ensures personal safety, the safety of others and the protection of the environment.

**INSTRUCTION TO EMPLOYEE'S SUPERVISOR:**  
 Discuss those elements listed below that apply to duties and /or work area: (1) for new employees; or (2) for an employee that has been assigned to a new process/task. Elaborate details on this sheet, or additional pages, to reflect site-specific items. For example, list hazardous materials to be used. Note if an MSDS was reviewed. Reference standard operating procedures (SOPs) that were reviewed. After marking the elements that apply, sign and date the form and ensure your employee does the same. Keep a copy of the completed form for showing you've provided training about new processes. Send a copy to the Code 83380 Safety and Environmental Office, fax 553-6756, email [safety@spawar.navy.mil](mailto:safety@spawar.navy.mil).

**REPORTING PROCEDURES FOR MISHAPS, INJURIES, PROPERTY DAMAGE, AND MOTOR VEHICLE ACCIDENTS:**

Report immediately to supervisor.  
 Report immediately to SSC San Diego SEO 619-553-5024

**REPORTING OF UNSAFE OR UNHEALTHY WORKING CONDITIONS:**

Discuss procedures and location of form OPNAVINST 5100/11.  
 SEO online:  
<https://iweb.spawar.navy.mil/services/safety/SafRepUnsafe.htm>

**ERGONOMICS (Design of jobs, tools, equipment, facilities and the environment to prevent injuries, ensure comfort and improve operations):**

- Discuss ergonomics program with your employees
- Tell your employees about training materials available online:  
<https://iweb.spawar.navy.mil/services/safety/Saftaergo.htm>

**HOUSEKEEPING:**

A place for everything and everything in its place.  
 A clean work environment.  
 Minimize storage of material on top of file cabinets for earthquake safety.  
 Ensure minimum vertical clearance between automatic sprinklers and material below is 18".  
 Stacks of materials stable, not leaning.

**MACHINERY:**

- Pinch Points
- Noise
- Controls (hand/foot) and safety switch
- Lockout/Tagout (LOTO)
- Point of operation hazards
- Guards
- Ventilation systems

**USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE):**

- Eye and Face
- Hearing
- Respiratory
- Gloves
- Foot
- Head
- Aloft fall protection and fall arrest systems
- Shipyard
- Afloat

**HAZARDOUS MATERIAL/HAZARDOUS WASTE:**

- Hazard Communication Training/online and personal  
 SEO online: <https://iweb.spawar.navy.mil/services/safety/hctl.html>
- \*Hazard Communication Standard
- \*Chemical Forms and Exposure Hazards
- \*Type of Physical and Health Hazards
- \*Controlling Chemical Hazards
- \*Other – Material Safety Data Sheets (MSDS), Labeling and Hazardous Waste Handling
- Purchase Procedures for Hazmat

**WORKING SAFELY:**

- Proper posture and lifting techniques
- Proper use of step stools or ladders (not chairs)
- Slip and tripping hazards
- Do not wear jewelry, long sleeves, ties, long hair around machinery or energized equipment
- Use of hoist and slings
- Buddy system
- Hazards of confined spaces
- Smoking regulations
- Ensure proper electrical wiring, avoid overloading circuits, and daisy-chaining extension cords
- Review Standard Operating Procedures for specific trade/shop subject/work

**USE AND CONTROL OF SPECIAL HAZARDS:**

- Ionizing Radiation
- Lasers
- UV
- RF Radiation
- Special Driver's License
- Explosives
- Battery Systems
- Range Operations
- MHE – Material Handling Equipment
- Powered Industrial Trucks

EMPLOYEE NAME (Print)	JOB TITLE (Scientist, Engineer, Assistant, Technician, etc.)	CODE
SUPERVISOR NAME (Print)	NAME OF BRANCH	DATE