

NAVAL SAFETY CENTER

VPP PASSPORT



**PRESERVING COMBAT
READINESS**

SAVING LIVES



Program Purpose

The Voluntary Protection Program (VPP) "Passport" recognizes and rewards individuals who take it upon themselves to educate, communicate and participate in the program. The results will support the Commander's commitment to safety and occupational health.

VPP Passport

This passport belongs to:

Name: _____

Military Only Rate/Rank: _____

Signature: _____

Supervisor Name: _____

Code: _____

Work phone #: _____

Date received: _____

How the Program Works

- a. All employees of Naval Safety Center are encouraged to participate in the program.
- b. The VPP PASSPORT program will be administered by the individual's respective directorate. Employees are to complete only **one** book.
- c. Participation is voluntary, but if you choose to participate, complete all sign-offs for a time off award.

Civilian personnel: 16 hour Time-Off Award.

Military personnel: 96 hour Special Weekend Liberty Chit.

- d. Employees should sign and date each activity as it is completed. Once the activity has been completed, the employee should request the review and **approval** of his/her immediate supervisor. Code 20 personnel may also sign as approving signature. Code 20 Director has the **FINAL APPROVING** signature for all passports.
- e. Personnel are requested not to "Cram" completion of their passport in a short period in order to realize the full effectiveness of the passport as an educational tool. **Completion of the VPP Passport must be distributed over a period equal to or GREATER than three months.** Passports not adhering to this requirement will be returned.
- f. Reference material such as the **VPP Handbook** as well as OPNAV and command instructions are a great resource for completing the passport.
- g. Turn in the completed passports to the Deputy Director of your directorate who will forward it to the Deputy Director Code 20 for processing
- h. Completing the VPP Passport will help you increase your understanding of safety & health principles and the VPP program.



By completing this VPP section, employees should understand the Navy's Safety Management System (SMS), why NAVSAFECEN chose the VPP Program, the four elements of VPP and why you should be an active participant in safety.

What is VPP?

The Voluntary Protection Program (VPP) **recognizes** employers and workers in the private industry and federal agencies who have implemented effective safety and health management systems and maintain injury and illness rates below national Bureau of Labor Statistics (BLS) averages for their respective industries. In VPP, employees, management and OSHA work cooperatively and proactively to prevent fatalities, injuries, and illnesses through a **four element** system focused on: management commitment and worker involvement; worksite analysis; hazard prevention control; and training. To participate, employers must submit an application to OSHA and undergo a rigorous onsite evaluation by a team of safety and health professionals. VPP participants are re- evaluated every **five** years to remain in the program. VPP participants are exempt from OSHA programmed inspections while they maintain their VPP status but employees still have the right to contact OSHA if issues cannot be resolved internally.

What's in it for me?

The Naval Safety Center is the safety conscience of the Navy and Marine Corps, charged with establishing enterprise wide standards, identifying insufficiently mitigated risk and policing the Naval Enterprise's risk adjudication processes. As the Naval Enterprise's top safety and occupational health command, it is imperative that we lead by example. We must also thoroughly understand what an SMS is and the value as well as application and execution at the different levels and warfare communities. Our Safety Center mission depends on us consistently and uniformly articulating these

concepts to the Naval Enterprise.

It is the personal responsibility of every teammate to work safely and look out for each other. OSHA's VPP is designed to help change or strengthen the safety culture through **management and employee** participation. This allows you the opportunity to have a voice in your safety and participate in safety programs like safety committees, policy councils and safety fairs. It saves lives, reduces costs and allows employees to go home at the end of their workday the same way they came in.

Why is NAVSAFECEN participating in VPP?

With Naval Safety Center providing worldwide expertise and support, we must lead by example and always remember our purpose in all we do. This starts with understanding the core requirements behind Safety and Occupational health, knowing what an SMS is and how it works, and ends with consistent and uniform application and messaging with every interaction we have with the Naval Enterprise.

Actions speak louder than words when it comes to your Safety and Health. In light of this, command management voluntarily participated in the VPP by signing a VPP Management Commitment Statement. Don't get confused about the **voluntary** part of VPP. It means it is voluntary for organizations to participate in the VPP program. It doesn't mean "employees" have the option to participate "in safety", **whether NAVSAFECEN participates in VPP or not, employees still have to follow safety rules and regulations.** NAVSAFECEN chose to take ownership of our safety and health by maintaining the VPP requirements and taking ultimate responsibility for worker's safety and health.

How can managers and employees participate?

Be a leader in safety by getting involved, following safety rules, and reporting hazards and near misses. Use Effective Safety Risk Management on a daily basis. Look out for yourself and fellow employees. Safety leadership and **employee-driven** safety programs are a cornerstone of VPP.

Accountability of your actions.

In VPP, it's not about someone holding you accountable. It's about you holding yourself accountable. Think about it, who can better look out for your safety than you. Do what is right.

What to expect?

Management made a choice and a serious commitment of resources to implement the VPP program. After reviewing and accepting our VPP application, OSHA will schedule an onsite review of our program. The onsite review will be conducted by an OSHA VPP Evaluation team which is made up of OSHA personnel as well as Special Government Employees (SGEs), who assist OSHA with VPP Evaluations. The review is generally 1 week long and will consist of an opening conference, document review, personnel interviews, onsite monitoring of work processes, a thorough facility walkthrough, and a closing conference. At the close of each day, the OSHA VPP Evaluation Team will meet with our team to discuss their daily findings, ask any questions they have, and make a plan for the following day.

FOR YOU AND YOUR FAMILY - GET INVOLVED



1) Explain what the four pillars of the Voluntary Protection Program (VPP) mean to you and discuss with your supervisor. (VPP requirement)

Reference – VPP Handbook.

Management Leadership and Employee Involvement:

Worksite Analysis:

Hazard Prevention and Control:

Safety and Health Training:

Employee Sign/Date: _____

Supervisor Sign/Date: _____

2) List at least 3 of your OSHA Rights. (VPP requirement)

Reference – VPP Handbook.

1. _____

2. _____

3. _____

Employee Sign/Date: _____

Supervisor Sign/Date: _____

3) Provide three ways you can be involved or engaged in safety. Discuss how you have been involved. (VPP requirement)

Reference – VPP Handbook.

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Employee Sign/Date: _____

Supervisor Sign/Date: _____

4) List 2 ways you can report a safety or health hazard and provide the system used for reporting, tracking, and documenting the correction of a safety or health hazard at NAVSAFECEN? (VPP requirement)

Reference – VPP Handbook.

- 1. _____
 - 2. _____
- System: _____

Employee Sign/Date: _____

Supervisor Sign/Date: _____

5) Explain the four pillars of the Navy’s Safety Management System (SMS).

Reference – OPNAV M-5100.23 & VPP Handbook

Employee Sign/Date: _____

Supervisor Sign/Date: _____

6) List the SOH goals at NAVSAFECEN (Command Objectives). (VPP requirement)
Reference – VPP Handbook & Command Strategic Plan.

- 1. _____
- 2. _____
- 3. _____

Employee Sign/Date: _____

Supervisor Sign/Date: _____

7) Explain the hierarchy of controls. Emphasize which controls are most desirable and which are least desirable.
Reference – VPP Handbook

Employee Sign/Date: _____

Supervisor Sign/Date: _____

8) Explain how the four pillars of the Navy's SMS align with the four pillars of VPP.
Reference – VPP Handbook

Employee Sign/Date: _____

Supervisor Sign/Date: _____

True or False

The Navy's SMS has 18 SECNAV and CNO required elements.	T	F
VPP is a management driven program only.	T	F
I have the option to participate in safety.	T	F
There are 5 elements in the VPP Program.	T	F
I don't have the right to contact OSHA.	T	F
I have the right to a safe and healthy work place.	T	F
VPP is designed to help change the safety culture through Management and Employee Participation.	T	F
VPP requires employees to have 3 ways to participate in safety.	T	F
PPE is the best method to control a hazard	T	F
The VPP Program is designed to save lives but it takes my participation for the program to work.	T	F
The four pillars of VPP are Management, Leadership, and Employee Involvement; Worksite Analysis; Hazard Prevention and Control; and Safety and Health Training	T	F
Having a written Safety and Health Management System is a sub-element of Safety and Health Training	T	F
The Occupational Safety and Health Act and 29 CFR 1960 both require the head of each Federal agency to establish and maintain an effective and comprehensive occupational safety and health program.	T	F

Employee Sign/Date: _____

Code 20 Deputy Signature: _____

Date: _____

9) Risk Management (RM) is a tool, and like other tools, it has to be used correctly in order for it to work. The RM Process is a program to help you reduce risks on the job and in life itself. Explain the three primary types of RM used in the Navy.

Reference – OPNAVINST 3500.39 & VPP Handbook

Deliberate RM: _____

Time Critical RM: _____

In-Depth RM: _____

Employee Sign/Date: _____

Supervisor Sign/Date: _____

10) Review the command's Industrial Hygiene (IH) Survey. Discuss with your supervisor the hazards identified at NAVSAFECEN (SP-91) and the hazards specific to your code.

Reference – IH Survey.

Employee Sign/Date: _____

Supervisor Sign/Date: _____

11) What is the purpose of an IH Survey?

Reference –VPP Handbook

Employee Sign/Date: _____

Supervisor Sign/Date: _____

12) Who gets an IH Survey?

Reference –VPP Handbook

Employee Sign/Date: _____

Supervisor Sign/Date: _____

13) What information is on an IH Survey?

Reference –VPP Handbook

Employee Sign/Date: _____

Supervisor Sign/Date: _____

14) What types of hazards are not listed on an IH Survey?

Reference –VPP Handbook

Employee Sign/Date: _____

Supervisor Sign/Date: _____

15) Discuss with your supervisor the difference between Safety Inspections, Fire Inspections, and Facilities Inspections.

Reference – VPP Handbook

Employee Sign/Date: _____

Supervisor Sign/Date: _____

16) Briefly describe what Base Operations Services (BOS) Services are.

Reference – VPP Handbook

Employee Sign/Date: _____

Supervisor Sign/Date: _____

17) What services are normally provided with BOS Services?

Reference – VPP Handbook

Employee Sign/Date: _____

Supervisor Sign/Date: _____

18) Who normally receives BOS Services?

Reference – VPP Handbook

Employee Sign/Date: _____

Supervisor Sign/Date: _____

19) List the contact information for on-base emergencies and information about destructive weather/hurricanes
Reference – Plan of the Week (POW) , Command Emergency Action Plan, & VPP Handbook

On-base Emergency: _____

Destructive Weather/Hurricanes: _____

Employee Sign/Date: _____

Supervisor Sign/Date: _____

20) Explain why it is important to review the applicable Safety Data Sheet (SDS) for hazardous materials prior to use. Also explain where you can obtain an SDS.
Reference – VPP Handbook

Importance of SDS: _____

Where to obtain an SDS: _____

Employee Sign/Date: _____

Supervisor Sign/Date: _____

21) Attend one of the following meetings.
Reference – VPP Handbook

Safety Quality Council (Date): _____

Fleet Occupational Safety Council (FOSC) (Date): _____

Installation Safety Meeting (Date): _____

Meeting discussing SOH (i.e., round table, AOSA pre/post/during, etc.) (Specify meeting and date): _____

Employee Sign/Date: _____

Supervisor Sign/Date: _____

22) Review an SOH gram and discuss it with your supervisor.

Reference – VPP Handbook

Employee Sign/Date: _____

Supervisor Sign/Date: _____

23) Review a Lessons Learned and discuss it with your supervisor.

Reference – VPP Handbook

What is the purpose of a Lessons Learned: _____

Employee Sign/Date: _____

Supervisor Sign/Date: _____

24) Review a Sanitized Safety Investigation Report (SSIR) and discuss it with your supervisor.

Reference – VPP Handbook

Employee Sign/Date: _____

Supervisor Sign/Date: _____

25) Review the Command's Emergency Action Plan and discuss it with your supervisor.

Reference – NAVSAFECENINST 11090.1E & VPP Handbook

Employee Sign/Date: _____

Supervisor Sign/Date: _____

26) Discuss with your supervisor where your muster point is in the event of a fire emergency and physically go to your muster point.

Reference – VPP Handbook

Employee Sign/Date: _____

Supervisor Sign/Date: _____

**27) Review the DoN Civilian Employee Assistance Program (DONCEAP) and discuss it with your supervisor.
Reference – DONCEAP Webpage & VPP Handbook**

Employee Sign/Date: _____

Supervisor Sign/Date: _____

**28) Access the NAVSAFECEN Public website and the CAC enabled website.
Reference – NAVSAFECEN Website (Public & CAC Enabled) & VPP Handbook**

Is the OPNAV M-5100.23 available on the Naval Safety Center Public site? Y N

How many ALSAFE Messages were released in FY2020? _____

How many Trifolds are available on the Naval Safety Center Public site? _____

List the type/types of data request forms: _____

What are the lessons learned communities: _____

Where on the website would you find the duties of a Fall Protection Competent Person (CP)? _____

List the title of 1 historical study conducted for aviation? _____

List the title of 1 historical study conducted for afloat? _____

Employee Sign/Date: _____

Supervisor Sign/Date: _____

29) Locate the fire doors in SP-91.

Reference – VPP Handbook

Location of Fire Doors: _____

Fire doors should be _____ (open/closed) at all times unless in use.

Employee Sign/Date: _____

Supervisor Sign/Date: _____

30) Discuss the hierarchy of SOH Policy (i.e., DoDI, OPNAV, CFR, SECNAV).

Reference – VPP Handbook

Employee Sign/Date: _____

Supervisor Sign/Date: _____

31) List the Safety Policies in order of precedence from 29 CFR to OPNAVINST 5100.19

Reference – VPP Handbook

Employee Sign/Date: _____

Supervisor Sign/Date: _____

32) Review the NAVSAFECEN Mission Statement and fill in the blank.

Reference – VPP Handbook

“To preserve warfighting capability, combat lethality and readiness by working with our stakeholders to identify, mitigate or eliminate hazards in order to reduce _____”

Employee Sign/Date: _____

Supervisor Sign/Date: _____

33) Review and list the NAVSAFECEN Guiding Principles.

Reference – VPP Handbook

1. _____
2. _____
3. _____
4. _____

Employee Sign/Date: _____

Supervisor Sign/Date: _____

34) Review and list the current NAVSAFECEN Lines of Effort.

Reference – VPP Handbook

Employee Sign/Date: _____

Supervisor Sign/Date: _____

35) Review the NAVSAFECEN Safety and Occupational Health (SOH) Policy and discuss with your supervisor.

Reference – VPP Handbook

NAVSAFECEN SOH Policy Instruction Number: _____

Employee Sign/Date: _____

Supervisor Sign/Date: _____

36) Discuss the different assessments or operations your code performs with your supervisor and list the hazards encountered and the types of Personal Protective Equipment (PPE) used. Review your code specific section of the command IH survey for hazard mitigation guidance.

Reference – VPP Handbook

PPE: _____

Hazards: _____

Employee Sign/Date: _____

Supervisor Sign/Date: _____

37) Read the SECNAVINST 5100.10K Enclosure 2 Paragraph 11 (a) – (t) and Paragraph 13. Discuss with your supervisor.

Reference – SECNAVINST 5100.10K & VPP Handbook

Employee Sign/Date: _____

Supervisor Sign/Date: _____

38) Name the two iterative continuous improvement cycles authorized in DON.

Reference – OPNAV M-5100.23 & VPP Handbook

1. _____
2. _____

Employee Sign/Date: _____

Supervisor Sign/Date: _____

**39) Review the OPNAV M-5100.23 Chapter 1 and discuss the process and requirements for deviations, waivers, and alternate standards with your supervisor.
Reference – OPNAV M-5100.23 & VPP Handbook**

“The _____ and the _____
_____ are the only authorities to approve U.S. Navy deviations, waivers, or alternate SOH standards resulting from the application of reference (a) (e.g., military unique operations). This approval must be in writing, and may be in the form of an Office of the Chief of Naval Operations instruction (OPNAVINST) or manual (OPNAV M), or letter signed out by CNO N09F.”

Employee Sign/Date: _____

Supervisor Sign/Date: _____

**40) Review the OPNAV M-5100.23 Chapter 1 and discuss the process and requirements for requesting interpretations with your supervisor.
Reference – OPNAV M-5100.23 & VPP Handbook**

“Interpretations apply only to _____ the requirement is being applied. They may not be used as precedents to determine future applications of the requirement. CNO N09F will make the proper notifications if an interpretation may be applied globally.”

Employee Sign/Date: _____

Supervisor Sign/Date: _____

**41) Review the OPNAV M-5100.23 and discuss ‘Ergonomics’ with your supervisor. Also, list three physical risk factors for work-related musculoskeletal disorders (WMSDs).
Reference – OPNAV M-5100.23 & VPP Handbook**

1. _____
2. _____
3. _____

Employee Sign/Date: _____

Supervisor Sign/Date: _____

42) Define 'falls on same level' and provide possible Slip/Trip/Fall hazards you may encounter at NAVSAFECEN (SP-91).

Reference – OPNAV M-5100.23 & VPP Handbook

Fall From Same Level: _____

Possible slip/trip/fall hazards: _____

Employee Sign/Date: _____

Supervisor Sign/Date: _____

43) NAVSAFECEN serves as the custodian for how many OPNAV Instructions?

Reference – VPP Handbook

NAVSAFECEN is the custodian of _____ OPNAV Instructions.

Employee Sign/Date: _____

Supervisor Sign/Date: _____

44) Read the DoDI 6055.01 and discuss 'military unique' with your supervisor.

Reference – DoDI 6055.01 & VPP Handbook

The DoD Components _____ comply with the federal regulatory standards distributed by OSHA in Reference (f) at all nonmilitary-unique DoD operations and workplaces, and with regulatory requirements of part 20 of Title 10, CFR (Reference (o)), part 1040 and sections 1040.10 and 1040.11 of Title 21, CFR (Reference (p)). Any conflicts between regulatory standards are referred to the DUSD(I&E) who will resolve the matter with the appropriate regulatory official.

Uniquely Military Equipment, Systems, Operations, or Workplaces. Uniquely military equipment, systems, operations, or workplaces are excluded from the federal regulatory standards distributed by OSHA in Reference (f). However, the DoD Components _____ apply OSHA and other regulatory safety and health standards to uniquely military equipment, systems, operations, or workplaces, in whole or in part, as practicable. When military design, specifications, or deployment requirements render compliance with existing SOH standards _____ or _____, or when _____ standard exists for such military application, the DoD Components must apply _____ procedures. The results of the risk management decision must be _____ to all affected personnel.

While military personnel are excluded from the definition of "employee" in federal regulatory standards distributed by OSHA in Reference (f), the DoD Components _____ apply these OSHA standards to _____ personnel in nonmilitary-unique workplaces. In uniquely military workplaces when compliance with existing SOH standards for military and civilian personnel is impracticable, infeasible, or inappropriate, or when no standard exists for such military application, the DoD Components must apply risk management procedures. The results of the risk management decision must be communicated to all affected personnel.

Employee Sign/Date: _____

Supervisor Sign/Date: _____

45) Read the DoDI 6055.01 and discuss 'Responsibilities and Rights for All Personnel' with your supervisor.

Reference – DoDI 6055.01 & VPP Handbook

In _____ DoD operations and DoD workplaces, all DoD personnel _____ follow safe practices including, but not limited to, compliance with workplace SOH standards; proper use of equipment, tools, and personal protective equipment (PPE); compliance with medical surveillance program requirements; and prompt reporting to management any unsafe conditions or work practices.

(1) Provide _____ DoD personnel training in:

(a) Provisions of the DoD Component on- and off-duty SOH and risk management programs.

(b) Authorities and opportunities for participating in formal risk assessments.

(c) Managing workplace and off-duty risks, including hazard awareness, identification, and reporting.

(d) Reporting mishaps.

(e) Minimum required actions, including following required safety and health work practices and procedures.

(f) Consequences for not complying with established work practices and procedures.

(2) Provide all DoD personnel _____ and _____ safety, health, and risk management training appropriate to the situation, to include _____ associated with on- and off-duty processes, applicable SOH standards, safe operating procedures, and required PPE. Accommodate workforce language and literacy barriers in providing training.

Safety and Fire hazard RAC matrix ranges from RAC 1-Critical through RAC _____ - _____.

Employee Sign/Date: _____

Supervisor Sign/Date: _____

**46) Review the information about Risk Management Information (RMI) on the NAVSAFECEN website and discuss with your supervisor.
Reference – NAVSAFECEN Website & VPP Handbook**

What date did RMI launch? _____

Explain the function of RMI? _____

Describe the 3 help desk Tiers in RMI?

What is Naval Safety Center's role in the RMI System? _____

How many RMI help videos are available? _____

Employee Sign/Date: _____

Supervisor Sign/Date: _____

**47) Review OPNAV Instruction 5102.1 and discuss with your supervisor.
Reference – VPP Handbook**

OPNAV Instruction 5102.1 carries out the guidance of DoDI _____.

Employee Sign/Date: _____

Supervisor Sign/Date: _____

48) There are six safety programs that are considered to have more risk than others.

List the six high risk programs.

Reference – OPNAV M-5100.23 & VPP Handbook

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

Employee Sign/Date: _____

Supervisor Sign/Date: _____

49) High Risk programs have core elements. List and explain three core elements and what program they belong to.

Reference –VPP Handbook

Employee Sign/Date: _____

Supervisor Sign/Date: _____

50) How are these high risk programs applicable to NAVSAFECEN Personnel?

Reference –VPP Handbook

Employee Sign/Date: _____

Supervisor Sign/Date: _____

51) Review the Electrical Safety portion of the VPP Handbook and OPNAV M-5100.23.

Discuss with your supervisor.

Reference – VPP Handbook

Examples of a _____ include plugging a surge suppressor into a surge suppressor, plugging an extension cord into a surge suppressor, plugging a surge suppressor into an extension cord, and plugging an extension cord into another extension cord.

If equipment, such as a vacuum cleaner, is missing the ground prong on the plug then the equipment must be taken _____.

Do not come in contact or interact with any electrical equipment that is _____ or in an _____ state.

When unplugging an electrical cord, always firmly grip the _____ and pull. Never Pull or Yank on _____.

An energized work permit is required while working on energized equipment equal to or greater than _____ volts.

Employee Sign/Date: _____

Supervisor Sign/Date: _____

52) Job Hazard Analysis (JHA) is a deliberate type of Risk Management. JHA is where employees are involved in dividing a process (work or equipment processes) into steps, identifying hazards of each step, and coming up with abatement measures for the identified hazards. Review the JHA section in the VPP Handbook. The JHA is a type of deliberate Risk Management (RM). List the five steps of deliberate RM below.

Reference – OPNAVINST 3500.39 & VPP Handbook

1. _____
2. _____
3. _____
4. _____
5. _____

Employee Sign/Date: _____

Supervisor Sign/Date: _____

53) Review the Confined Space portion of the VPP Handbook and OPNAV M-5100.23. Discuss with your supervisor. Reference – OPNAV M-5100.23 & VPP Handbook

During ship repair activities, military members (non-ship's force) and DoN Civilians follow the guidance of 29CFR 1915 and _____ for confined space regulations.

While underway and during normal operations pier side (not ship repair), ship's force members follow the confined space regulations in _____

Confined space requirements for Aircraft fuel cell are found in _____

Employee Sign/Date: _____

Supervisor Sign/Date: _____

54) Review the Control of Hazardous Energy portion of the VPP Handbook and OPNAV M-5100.23. Discuss with your supervisor. Reference – OPNAV M-5100.23 & VPP Handbook

_____ is the preferred method of energy control and commands, units, and activities must use it ashore where feasible.

Both lockout and tagout devices must indicate the _____ of the employee applying the device(s).

Lockout/tagout devices must be _____ throughout a region or within each shore command, unit, or activity.

Employee Sign/Date: _____

Supervisor Sign/Date: _____

55) Review the fall protection portion of the VPP Handbook and discuss with your supervisor. Reference – VPP Handbook

Fall protection is required at _____ FT for General Industry, _____ FT for Construction Industry, and _____ FT for Maritime Industry.

Employee Sign/Date: _____

Supervisor Sign/Date: _____

56) Review the Navy's SMS and list the 18 SECNAV/CNO required elements.

Reference – OPNAV M-5100.23 & VPP Handbook

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____
- 16. _____
- 17. _____
- 18. _____

Employee Sign/Date: _____

Supervisor Sign/Date: _____

**57) Review the Data Analysis portion of the VPP Handbook and NAVSAFECENINST 5223.1. Discuss with your supervisor.
Reference – NAVSAFECENINST 5223.1 & VPP Handbook**

Analysis is the systematic examination of a safety or risk management issue by breaking it into component parts in order to uncover interrelationships to inform decision-making. A large part of NAVSAFECEN’s mission is to continuously _____ a wide range of safety-related data to identify hazards and trends and proactively communicate systemic risks, lessons learned, and best practices to Navy and Marine Corps stakeholders.

What are the four major analytical groups within NAVSAFECEN?

List a safety topic you would feel would make a good analysis and what media you feel it should be (Lessons Learned, SSIR, SOH Gram, Magazine Article, etc.)?

Each Directorate will be responsible for one Professional Development Symposium (PDS) brief every year. PDS is typically held in the springtime and led by _____.

Employee Sign/Date: _____

Supervisor Sign/Date: _____

58) Review the NAVSAFECEN Data-Analysis-Dissemination Model and discuss with your supervisor.

Reference – Data-Analysis-Dissemination Model & VPP Handbook

How do you fit into that model?

How do your duties at NAVSAFECEN fulfill one or more functions to prevent mishaps?

“A picture is worth a thousand words.” What risk or mishap trend in your stakeholder community can be visualized (graph/picture/etc.) to prevent Sailors/Marines from allowing a mishap to occur?

Employee Sign/Date: _____

Supervisor Sign/Date: _____

59) Review NAVSAFECENINST 5223.1 'Command Analysis Guidelines' and discuss with your supervisor.

Reference – NAVSAFECENINST 5223.1 & VPP Handbook

How do you fulfill relevant requirements from the instruction in the performance of your duties?

What media channel (Facebook, Instagram, email, website, etc.) would be an effective way to share insights from your analysis/writing requirement with your stakeholders?

Employee Sign/Date: _____

Supervisor Sign/Date: _____

Note to participants:

Participation is voluntary, but if you choose to participate, you must complete all of the sign-offs to be eligible for a Time-Off Award.

Civilian personnel: 16 hour Time-Off Award.

Military personnel: 96 hour Special Weekend Liberty Chit.

 **All Sign-offs have been reviewed and found to be complete.**

Employee Name: _____

Supervisor Signature

Sign/Date: _____

Code _____ Deputy Director

Signature/Date: _____

Code _____ Director

Sign/Date: _____

Shore Safety Director (Code 20)

Signature/Date: _____

