



SUBMARINE
SAFETY OFFICER
ADMIN
CHECKLIST

A. SAFETY OFFICER ADMINISTRATION

1. Has the Safety Council been meeting at least quarterly and are minutes maintained (electronic or hardcopy) by the Safety Officer?

REF: OPNAVINST 5100.19F

2. Is the Commanding Officer designated as the Safety Council Chairperson (1301 Note or on Safety Council Minutes)?

REF: OPNAVINST 5100.19F

3. Has the Safety Officer (commissioned officer) been designated by the Commanding Officer (1301 Note command letterhead)?

REF: OPNAVINST 5100.19F

COMSUBLANT/COMSUBPACNOTE 1300

4. Are the required personnel in attendance or adequately represented at quarterly safety council meetings (CO, XO, COB, Safety Officer, DHs, MDR, RODS Manager)?

REF: OPNAVINST 5100.19F

5. Minutes of each meeting shall be recorded and retained by the Safety Officer, with proof that the Commanding Officer has reviewed and approved the minutes. Do the minutes reflect the following: - review mishap and hazard statistics compiled by the Safety Officer; and review the results of the annual self-assessment including the top 5 safety concerns submitted to the ISIC.

REF: OPNAVINST 5100.19F

6. Have self-assessments of all safety programs been performed annually and retained by the Safety Officer for two years?

REF: OPNAVINST 5100.19F

7. Does the Safety Officer provide the results of the self-assessment and status of corrective actions to the Safety Council (Safety Council minutes)? The Safety Officer will advise the Safety Council and Safety Committee, as applicable, of the results of these self-assessments and status of any corrective actions.

REF: OPNAVINST 5100.19F

B. HAZARD ABATEMENT

1. Are safety hazard reports (OPNAV 3120/5) available to all hands? Did the Safety Officer evaluate all submitted safety hazard reports and provide an interim or final response in writing to the originator of the reported condition within 10 working days of report receipt (three days for moderate or serious hazards)? Are appeals regarding the reported conditions reported to the Commanding Officer and is a response provided promptly (within 10 days)?

REF: OPNAVINST 5100.19F

2. Are hazards that cannot be corrected on the spot entered into a work-center deficiency log such as the Green Book, Hazard Abatement Log, CSMP and reviewed by the Safety Officer?

REF: OPNAVINST 5100.19F

3. Does the Green Book, Hazard Abatement Log, or CSMP contain at a minimum: (1) Date, time, location, and description of hazard (2) Risk assessment codes assigned by the Safety Officer (3) Date and corrective action taken to control or eliminate hazard?

REF: OPNAVINST 5100.19F

4. Have interim controls that are in effect for more than 60 days been approved by the Safety Officer?

REF: OPNAVINST 5100.19F

5. Is the Commanding Officer informed of all unabated deficiencies that are classified as critical or serious (RAC 1 or 2) and does the Commanding Officer determine who will approve interim protective measures?

REF: OPNAVINST 5100.19F

6. Does the Safety Officer participate in or appoint a trained SOH representative to participate in zone inspections? Are safety and industrial hygiene related deficiencies routed to the Safety Officer and is he tracking corrective action? Are deficiency lists with safety and industrial hygiene related deficiencies retained for two years?

REF: OPNAVINST 5100.19F

7. Does the Safety Officer maintain and analyze SOH records

(inspection/assessment reports, injury reports and mishap statistics) and determine trends?

REF: OPNAVINST 5100.19F

8. Are all reportable mishaps, accidents or injuries investigated, recorded and reported as required?

REF: OPNAVINST 5102.1E

9. Does the Safety Officer analyze accident and injury reports to include permanent hearing threshold shifts on personnel treated by the medical department, and, if applicable, submit reports as required?

REF: OPNAVINST 5100.19F

OPNAVINST 5102.1E

C. TRAINING

1. Has the Safety Officer attended the Submarine Safety Officer course (F-4J-0020)? Submarine safety officers shall attend the Submarine Safety Officer Course prior to, or within six months of, assuming their duties.

REF: OPNAVINST 5100.19F

2. If the Safety Officer has not attended the Submarine Safety Officer course, in the interim, has the Safety Officer completed the Safety Supervisor's correspondence course (NAVEDTRA 14167, located in Navy eLearning)?

REF: OPNAVINST 5100.19F

3. Has training been conducted for all newly reporting personnel during indoctrination and annual thereafter on Electrical Safety including the requirements regarding use of PPE (NOSIS)?

REF: OPNAVINST 5100.19F

4. Does the command conduct at least one Safety Stand-Down per year (NOSIS)?

REF: OPNAVINST 5100.19F

5. Have long term lessons learned from the non-nuclear critique binder been incorporated into the short term and/or long term training plan?

REF: COMSUBLANT/COMSUBPACINST 3502.1

D. Traffic Safety/Motorcycle Safety/ RODS

1. Are the Traffic Safety Coordinator and Motorcycle Safety Representatives designated in writing by the CO (1301 Note)?
REF: OPNAV 5100.23H

2. Has indoctrination and seasonal recreation and off duty safety hazard awareness training been completed? Are training records maintained a minimum of two years (NOSIS)?
REF: OPNAV 5100.23H

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REF: OPNAV 5100.23H

4. Have military personnel under the age of 26 received at least 2 hours of annual traffic safety training refresher (NOSIS)?
REF: OPNAVINST 5100.23H

5. Are traffic safety and recreation and off-duty briefs provided and documented prior to major holidays, extended weekends, or liberty periods?
REF: OPNAV 5100.23H
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6. Has the ship established a Command Traffic Safety Program?
REF: OPNAV 5100.23H

7. Is there a process in place to track personnel convicted of serious traffic violations or who have been determined to be at fault in a traffic mishap while operating a PMV on base, or a GMV on/off base to ensure they attend an OPNAV N09F/COMNAVSAFECEN approved driver improvement training course?
REF: OPNAV 5100.23H

8. Is the Commanding Officer being provided a quarterly motorcycle safety training status report that includes the names of those individuals who are required but have not completed training, the reasons training not completed with a projected training completion date, and a list of individuals who were scheduled

for but failed to attend training ("no show" list) (Safety Council agenda)?

REF: OPNAVINST 5100.23H

9. Does the Motorcycle Safety Representative (MSR) have an active ESAMS account?

Note: If the Traffic Safety Coordinator (TSC) is also the MSR, then he/she shall obtain an ESAMS account.

REF: OPNAVINST 5100.23H

10. Does the Motorcycle Safety Representative (MSR) maintain current information for the Command's motorcycle riders (whether riding on base or off base) to include the following items:

An accurate listing of motorcycle riders

Type of motorcycle ridden or owned

Verification only of: state driver's license information, vehicle registration, and proof of insurance (no copies-verify and track expiration date)

Copies of required training completion cards/ certificates (BRC, ERC, MSRC)

Identify "at risk" personnel and implement measures to mitigate risk

REF: OPNAVINST 5100.23H

11. Does ESAMS reflect 100% motorcycle training requirement compliance?

REF: OPNAVINST 5100.23H

12. Is local traffic safety orientation provided as part of command check-in?

REF: OPNAVINST 5100.23H

E. OPERATIONAL RISK MANAGEMENT PROGRAM

1. Is the XO designated as the ORM Program Manager (1301 Note)?

REF: OPNAVINST 3500.39D

2. Does the ship have at least one officer and one senior enlisted person for designation as ORM assistants? Have they completed the instructor-led ORM Application and Integration Course (CIN:

A-570-0100) or the Submarine Officer Advanced Course (SOAC)?

REF: OPNAVINST 3500.39D

3. Are ORM assistants conducting training for every individual at least annually? The training may be accomplished by the following examples: ORM stand downs, command ORM indoctrination, ORM immersion training, Navy e-learning ORM GMT course, etc. (NOSIS)

REF: OPNAVINST 3500.39D