

Recommended Guidelines for Occupational Safety and Health Bulletin Boards



LOCATION. Occupational Safety and Health (OSH) Bulletin Boards should be dedicated to safety-related information only. Place in a conspicuous location where employees can see them such as employee lounges and meal areas.

SIZE. As determined by board location.

CONTENT.

1. Current **Commanding Officer (CO) Safety Policy Statement** – Required.
If receiving Base Operating Support Services (BOS), post the policy statement from the supporting command in addition to the CO's Safety Policy Statement.
2. **Occupational Safety and Health Protection for Employees of the Department of the Navy** (poster) (Replaces obsolete DD Form 2272) – Required. (See Page 2 of this document)
3. **NAVFAC 3-11320/9 Fire Bill** - (Recommended)
4. **Safety Posters** – Required as determined by the command or safety office
5. **OPNAV Form 5100/11** - Navy Employee Report of Unsafe/Unhealthful Working Conditions with directions for submission - Required
6. **OSHA 300A Form** - Summary of Work-Related Injuries and Illnesses (civilian reportable mishaps) – Post this summary from 1 FEB – 30 APR of the year following the year covered by the form
7. **Standard Operating Procedures for Respiratory Protection** - Required if respiratory protection is used in the work center
8. **Annual Goals and Objectives** as determined by the command
9. **Voluntary Protection Program (VPP)** Letter if applicable.
10. Any other safety-related item as necessary as determined by the command/safety office.

REMEMBER.

Cluttered boards or items that are covered up will not be read/seen and ignored.
The **Safety Board** should be dedicated solely to safety.

Occupational Safety and Health Protection For Employees of the Department of the Navy

The Occupational Safety and Health Act of 1970, Executive Order 12196 and 29 CFR 1960 require the heads of Federal agencies to furnish to employees places and conditions of employment that are free from job safety and health hazards.

Responsibilities of Department of the Navy

1. General Requirements

The Secretary of the Navy will ensure Department of the Navy employees are furnished with places and conditions of employment that are free from on-the-job safety and health hazards.

2. OSHA Regulations

The Department of the Navy will comply with applicable regulations of the Occupational Safety and Health Administration.

3. Reporting Hazards

The Department of the Navy, through the chain of Command, will respond to employee reports of hazards in the workplace.

4. Workplace Inspections

Every Command within the Department of the Navy will insure that each workplace is inspected annually for hazardous conditions. The local Command will post Notices of Unsafe or Unhealthful Working Conditions found during the inspections for a minimum of three working days, or until the hazard is corrected, whichever is later.

5. Correction of Unsafe Conditions

Commands within the Department of the Navy will take prompt action to assure that hazardous conditions are eliminated. Imminent danger conditions will be corrected immediately.

6. Safety and Protective Equipment

Commands within the Department of the Navy will acquire, maintain and require use of appropriate protective and safety equipment.

7. Safety and Health Training

Commands within the Department of the Navy will provide occupational safety and health training for employees.

8. Reporting Accidents, Injuries and Occupational Illnesses

Supervisors must submit a supervisor's report of accidental injury/illness for all work-related accidents, injuries or occupational illnesses experienced by employees under their supervision.

9. Safety and Health Committees

The Department of the Navy will support any safety and health committees that are formed from management and employee representatives.

Employee Responsibilities

1. Compliance with Standards

Employees shall comply with all OSHA and approved Department of the Navy occupational safety and health standards, policies and directives.

2. Safety and Protective Equipment

Employees shall use appropriate protective and safety equipment provided by their Command.

Rights of Employees and Their Representatives

1. Participation in Safety and Health Program

Employees and their representatives shall have the right to participate in the Department of the Navy Safety and Health Program. Employees shall be authorized official time for these activities.

2. Access to Records and Documents

Employees and their representatives shall have access to copies of applicable OSHA and other recognized standards and regulations; Department of the Navy safety and health policies and directives; accident, injury and illness statistics of the Department of the Navy.

3. Reporting Hazards

Employees and their representatives shall have the right to report unsafe or unhealthful working conditions to appropriate officials and to request an inspection of the workplace. The name of the employee making the report will be kept confidential if requested.

4. Freedom from Fear of Reprisal

Employees and their representatives are protected from restraint, interference, coercion, discrimination, or reprisal for exercising any of their rights under the Department of the Navy Safety and Health Program.

Responsible Officials

The Designated Agency Safety and Health Official (DASHO) for Department of the Navy is the Assistant Secretary of the Navy for Energy, Installations and Environment.

The Safety and Health Designee for this workplace is:

and may be contacted at

(Telephone and location)

Further Information

This notice highlights the Department of the Navy employee job safety and health program. More information about the Department of the Navy program or its standards and procedures may be obtained from the workplace Safety and Health Designee.

