

**NAVAL SUPPORT ACTIVITY NAPLES JOB SAFETY AND HEALTH
NAVOSH
HAZARD REPORTING PROGRAM**

IN COMPLIANCE WITH OPNAVINST 5100.23F THE FOLLOWING PROCEDURES APPLY FOR REPORTING ON-THE-JOB SAFETY AND HEALTH HAZARDS. THIS NOTICE HIGHLIGHTS THE HAZARDS REPORTING SYSTEM. IF YOU DESIRE ADDITIONAL INFORMATION, YOU MAY REFER TO NAVSUPACTINST 5100.1F OR CONTACT THE SAFETY AND HEALTH DESIGNEE LISTED BELOW.

1. NSA SAFETY MANAGER

- a. The designated Safety and Health Official to administer the NAVOSH Program at NAVSUPACT, Naples is:
Mr. Albert T. Zadlo
Occupational Safety and Health Office
PSC 817 Box 99
FPO AE 09622-0099
- b. The Safety and Health Designee for your workplace is: _____ and may be contacted at Bldg. _____
Tel. _____

2. REPORT HAZARDS PROMPTLY

It is your right and obligation to report any condition in your workplace, which could cause an accident or illness. Management can correct an unsafe condition only if it is aware of the condition. Don't wait – make your report promptly as follows:

- a. Oral or written reports directly to your supervisors. Oral reports to the supervisor are used to gain prompt attention to the identified deficiencies. Reports initially addressed outside the Chain of Command may cause delay in action.
- b. Then—if the problem is not satisfactorily resolved: Oral or written notification of the deficiency to the NSA OSH Office (use OPNAV Form 5100.11, Navy Employee Report of Unsafe or Unhealthful Working condition for written notification.) These forms are available on the Safety Bulletin Board in your workplace, from your CDSO or from your Supervisor. Assistance in filling out this report can be obtained at your Safety Office (OSH) which is located at:

CAPO – BUILDING 442/B ADMIN III, FIRST FLOOR, ROOM #153 AND #147, TEL. DSN 626-4857 COMM. 568-4857.

c. If you wish to report anonymously, the OSH office will not reveal your identity. Navy policy requires that personnel will not be subject to any restraint, interference, coercion, discrimination or reprisal as a result of their participation in the Navy Occupational Safety and Health (NAVOSH) Program.

3. WHAT WILL HAPPEN

- a. Imminent dangerous situations will be investigated at once.
- b. Other hazards will be investigated promptly.
- c. Hazards will be corrected promptly.
- d. You are entitled to a written response from OSH office within 10 working days for hazards not corrected within one working day.
- e. You are entitled to discuss the response with the OSH office and to request review of its findings on hazards to higher authority.
- f. The first review request may be made to higher authorities. Requests shall be in writing and include information on actions taken by the previous reviewing authority and reasons why you are not satisfied. The sequence of subsequent review requests for Civilian employees is:

- (1) COMFAIRMED: CODE N-51, U.S. Naval Support Activity, FPO AE 09622-0099
- (2) COMFAIRMED/CINCUSNAVEUR N87S, PSC 817 BOX 2, FPO AE 09622-0099
- (3) Chief of Naval Operations: Attn: OP 04, Dept. of the Navy, Washington, D.C. 20350
- (4) Office of the Secretary of Defense: Attn: ASD (MRA&L) The Pentagon, Washington, D.C. 20350
- (5) Office of Federal Agency Safety Program: U.S. Dept. of Labor, Washington, D.C. 20210

The sequence of review requests for Military Personnel shall follow the procedure of Art. 1105 of Navy Regulations and shall be Via the Chain of Command. The final review request authority for Military personnel is the Office of the Secretary of Defense, ADS (MRA&L).

If at any time during the review process you do not receive a reply within 20 working days, you may submit a request to the next higher reviewing authority. It is emphasized that strict adherence to established procedures, particularly processing of review requests, is essential by passing the established procedure will result in delays and the return of a review request to the originator for proper processing.

COMMANDING OFFICER