



**NAVAL POSTGRADUATE SCHOOL**  
OCCUPATIONAL SAFETY, HEALTH, AND ENVIRONMENTAL DIRECTORATE  
285 STONE ROAD, QUARTERS N  
MONTEREY, CA 93943-5000



9 Aug 17

From: Director, Occupational Safety Health and Environmental, Naval Postgraduate School  
To: LT Joseph Newman, USN

Subj: DESIGNATION AS SAFETY COORDINATOR AT NAVAL POSTGRADUATE SCHOOL

Ref: (a) OPNAVINST 5100.23 Series, Navy Safety and Occupational Health Program Manual  
(b) NPSINST 5100.1 Series, NPS Safety and Occupational Health Manual

Encl: (1) Safety Coordinator Responsibilities

1. Per reference (a) you are appointed as the Safety Coordinator for the Operations Research (OR) Department Code (640) at Naval Postgraduate School (NPS).
2. Administrators, managers, supervisors, researchers, and professors are all responsible for safety compliance and administration. Your role is to be the safety facilitator and coordinator for all safety related items in the department which you have been designated. Be familiar with and follow guidelines in Ref (a) to act as the safety point of contact and to help ensure your department is compliant with safety and environmental regulations.
3. Familiarize yourself with Ref (a) and (b) in the execution of your duties to assist in ensuring your department is compliant with safety and environmental regulations.
4. This designation will terminate upon your transfer from your department, written notification, or failure on your part to maintain the training qualification required in Ref (a) to fulfill your duties; whichever comes first.

A. J. COLÓN

## **NPS Safety Coordinator Responsibilities**

1. Represent your department at command wide safety meetings. Separate notification will be given of such meetings by command safety officers.
2. Serve as the point of contact for your department:
  - a. With NPS Safety and Naval Support Activity Monterey (NSAM) Safety and Environmental, and Industrial Hygiene support personnel for scheduling inspections and required specialty OSH training with various departmental employees.
  - b. For assisting NPS Safety with establishing Medical Surveillance/Occupational Health appointments.
  - c. With the building coordinator and facilities for your department where safety is a concern.
3. Safety and Environmental Maintenance:
  - a. Assist Principal Investigators and other responsible individuals in maintaining Safety and Environmental standards within your department or assigned areas. This includes ensuring maintenance of all departmental safety equipment and postings, such as safety bulletins and caution, warning, and danger signs, posters, and labels.
  - b. Assist Principal Investigators and other responsible individuals in developing and maintaining departmental safety Standard Operating Procedures (SOP).
4. Safety and Environmental Training and Awareness:
  - a. Attend Introduction to Navy Occupational Safety and Health (A-493-0050) offered through the Naval Safety and Environmental Training Center within six months of appointment. Contact NPS Safety for the course schedule and registration. Provide NPS Safety with a copy of the completion certificate.
  - b. Provide new employees with information concerning unique departmental safety issues, SOPs, and emergency procedures. Facilitate informing all personnel emergency procedures and phone numbers provided through NPS and NSAM instructions.
  - c. Track and assist supervisors in providing quarterly recreational off-duty safety and monthly "Safety Talks" training. Presentation material will be provided by the NPS and NSAM Safety Offices. Training will be in accordance with the Occupational Safety and Health (OSH) Training Plan and chapter six of reference (a).
  - d. Ensure staff who work with hazardous or regulated machines, materials, equipment, or processes such as (but not limited to) lasers, radiation, nanomaterials, controlled biological agents, explosives, are included in safety training programs.
  - e. Facilitate safety supervisor training through ESAMS for any person who supervises one or more personnel. This is generally intended for personnel E5 and above.
  - f. Check to ensure all safety related training is documented in ESAMS. Advise all supervisors to document training in ESAMS. Maintain training for a period of five years, unless otherwise directed.

## NPS Safety Coordinator Responsibilities

### 5. Inspections:

- a. Accommodate professional occupational safety and health routine workplace inspections for staff personnel.
  - b. Perform safety related workplace assessments when needed.
  - c. Ensure all departmental eyewash/shower facilities are checked weekly and have documentation.
  - d. Track monthly departmental work space inspections conducted by space owners to assist the NPS Safety Office in ensuring compliance with the Life Safety Code, NFPA 101.
6. Process and track NAVOSH Deficiency Notices and associated work requests. Notify and work with the NPS Safety Office on all safety related deficiencies and requests.
7. Assist departmental supervisors, NPS Safety Office with mishap investigations and reporting.
8. Advise supervisors and personnel to report to the Respiratory Program Manager and Medical Surveillance Program Manager if they require use of a respirator. Report all known personnel who use a respirator to these managers. Personnel who wear a respirator must receive respiratory protection training and fit testing upon assignment and annually thereafter. Supervisors of personnel in this category must also, at a minimum, receive the same training.
9. Assume all responsibilities of the safety representative when no safety representative is appointed for the department.