



DEPARTMENT OF THE NAVY

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NTCGLAKESINST 5100.21F
N33
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NTC GREAT LAKES (COMPLEX²) INSTRUCTION 5100.21F

From: Commander, Naval Training Center, Great Lakes

Subj: NAVY OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) REVIEW OF
PROJECT DESIGNS, STANDARD OPERATING PROCEDURES AND
PURCHASING/CONTRACTING REQUESTS

Ref: (a) OPNAVINST 5100.23E
(b) NAVSEA OP-5, Volume 1

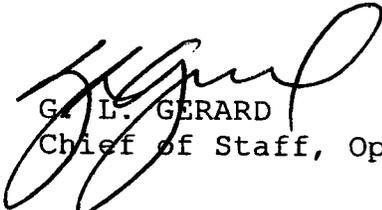
1. Purpose. To provide NAVOSH program review of projects, operating procedures, purchase requirements of equipment/ materials and contracts.
2. Cancellation. NTCGLAKESINST 5100.21E. This instruction has been substantially revised. This instruction should be reviewed in its entirety.
3. Scope. This instruction applies to Naval Training Center (NTC) (Complex²), Great Lakes.
4. Background. References (a) and (b) require safety and health professionals to participate in the application of hazard control principles. All recognized safety and health hazards shall be eliminated or controlled as quickly as possible, subject to priorities based upon the degree of risk posed and the number of personnel exposed to the hazard. The preferred method of hazard abatement is the application of engineering controls or substitution of less hazardous processes or materials. The use of administrative controls is the next preferred method, i.e., the use of Personal Protective Equipment (PPE). Total reliance on PPE is acceptable only when all other methods are proven to be technically and/or economically unfeasible. This instruction discusses the basic principles of hazard control and assigns responsibility for implementing hazard controls during project design, standard operation procedures preparation, purchasing, planning, and contract drafting.
5. Policy. Prevention and control of workplace hazards is an inherent function of all commands. Occupational safety and health professionals shall review all projects, operating procedures, equipment/material purchase requests and contracts. Appropriate command personnel shall coordinate efforts to ensure the provisions of references (a) and (b) are accomplished.

a. Project Design Reviews. Safety professionals shall participate in the review of plans and specifications for facility projects, including self-help, special projects and military construction projects. Reviewers shall consider the design and engineering safety and occupational health aspects into all facilities that are acquired or constructed for use by Navy employees. Design engineers shall ensure that projects involving potential health hazards, such as toxic materials, radiation, noise, or other health hazards, follow established principles of industrial engineering. Design reviews for buildings/projects involved with explosive operations shall also be reviewed by the Explosive Safety Officer in accordance with reference (b).

b. Operating Procedures. Activities shall include appropriate health and safety requirements in operating procedures or similar directives. Originators of operating procedures and directives that involve work with potentially hazardous materials/environments shall coordinate with cognizant safety and health personnel to ensure that applicable NAVOSH requirements are considered.

c. Purchasing/Contracting Requests. Activities can avoid many hazards by incorporating appropriate safety and health hazard control principles and requirements into specifications for purchased equipment/material and contracts that involve work at Navy facilities. This ensures that NAVOSH requirements are considered in specifications and that contractor operations do not compromise the safety and health of Navy personnel or NAVOSH regulatory compliance.

6. Action. All NTC (Complex²) activities shall ensure safety and health reviews of project designs, operating procedures, purchase requests and contracts during the planning and development stages.


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NTCGLAKESINST 5216.5M
List I, II (Case A), III-A, B, C