



Commander
Seventh Coast Guard District

909 SE First Avenue
Miami, FL 33131-3050
Staff Symbol: mr
Phone: (305)536-6503
FAX: (305)536-5091

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Policy Ltr 7-98
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From: Commander, Seventh Coast Guard District
To: Distribution

Subj: SAFETY AND OCCUPATIONAL HEALTH

1. During our program manager visits, to various Seventh District Marine Safety Offices, we noticed some inconsistencies in the documentation and implementation of safety and occupational health standards and requirements. In an effort to further support the Safety and Occupational Health program, we have completed a revision to the District Standard Operating Procedures (SOP). The revision shares various best practices gleaned from units throughout the Coast Guard. Enclosure (1) contains the revision to the CGD SEVEN SOP Appendix 35 to Annex P. This advance copy will assist your staff in making improvements to unit written procedures and enhance implementation of safety practices.

2. The SOP revision focuses on providing guidance, references, templates, and checklists. The primary objective is to create a program that will provide issue awareness, training, and the identification and use of tools/equipment for unit personnel to safely conduct Coast Guard missions. It is also important that once personnel are educated and equipped, that they take the responsibility to use their skills and resources to protect themselves and their fellow workers from harm. The revision offers templates or checklists in three specific areas:

- a. an occupational safety and health program outline to assist in developing or improving unit instructions, SOP, or written policy/guidance;
- b. site safety plan criteria to aid response personnel in the development of required safety plans for various surge operations; and
- c. an occupational safety and health program checklist that can be used to periodically self-evaluate or assess the overall safety program at your unit.

3. An important aspect of this program is to ensure that personnel are conscious of threats or hazards and they take the proper preventative actions to protect themselves and others from injury. Enclosure (2) contains a pocket guide for safe work practices. This guide was created to be a ready reference tool in the field. We are providing an electronic version to enable your staff to make adjustments or add other safe work practices that are specific to your work and port environment.

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4. Seventh District Marine Safety Office Commands are encouraged to use the information and guidance contained within the CGD SEVEN SOP Appendix 35 to Annex P revision and the pocket guide for safe work practices.

WILLIAM H. FELS
By direction

Encl: (1) CGD SEVEN SOP, Appendix 35 to Annex P - Revision 29 Jul 98
(2) CGD SEVEN Marine Safety Program Pocket Guide for Safe Work Practices

Dist: All CGD SEVEN MSOs