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FM COMCOGARD MLC LANT NORFOLK VA//K//
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INFO COMDT COGARD WASHINGTON DC//CG-113//
COMCOGARD MLC PAC ALAMEDA CA//KSE//
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SUBJ: SHORE-FACILITIES: TOP SAFETY AND ENVIRONMENTAL HEALTH HAZARDS

1. DURING FY 06, OUR SAFETY AND ENVIRONMENTAL HEALTH (SEH) SAFETY MOBILE ASSISTANCE, RESPONSE, AND TRAINING (SMART) TEAMS PERFORMED 225 SEH RISK ASSESSMENTS AT COAST GUARD SHORE FACILITIES, IDENTIFYING OVER 3100 HAZARDOUS CONDITIONS. THE TOP SEH HAZARDS IDENTIFIED WERE:

A. FIRE PREVENTION, DETECTION, SUPPRESSION SYSTEMS IMPROPERLY MAINTAINED, TESTED, OR INOPERABLE. FIXED SYSTEMS MUST BE CERTIFIED ANNUALLY BY A TRAINED AND COMPETENT (OR CERTIFIED) INDIVIDUAL. THIS USUALLY REFERS TO AN OUTSIDE, PRIVATE FIRE SERVICE INSPECTION, TESTING, AND CERTIFICATION COMPANY. SMART TEAMS FOUND SPRINKLER HEADS OBSTRUCTED, AND SYSTEM LIGHTS INDICATING TROUBLE CONDITIONS. ADDITIONALLY PORTABLE EXTINGUISHERS MUST BE VISUALLY INSPECTED AND CERTIFIED MONTHLY. THEY MUST BE WALL MOUNTED, IDENTIFIED, AND UNOBSTRUCTED. EXIT SIGNS AND EMERGENCY LIGHTING WERE MISSING IN MANY AREAS. EGRESS ROUTE DIAGRAMS ARE NEEDED IN FACILITIES OPEN TO THE GENERAL PUBLIC, AND EXITS MUST BE CLEAR OF STORED EQUIPMENT AND MATERIAL. UNITS MUST REMOVE ALL DEADBOLTS AND LOCKS SECURING EXIT DOORS. YOUR SMART TEAM CAN ASSIST YOU IN SELECTING THE PROPER DOOR THAT MEETS FIRE CODES. INCLUDED IN THIS SECTION IS INADEQUATE, OUTDATED, OR UNSIGNED FIRE BILLS AND LACK OF FIRE AND EMERGENCY EVACUATION DRILLS. FOR ADDITIONAL INFORMATION SEE [HTTP://WEBAPPS.MLCA.USCG.MIL/KDIV/DOCS/KSE/E-INFO_PACKAGES/EVACPLANS.DOC](http://WEBAPPS.MLCA.USCG.MIL/KDIV/DOCS/KSE/E-INFO_PACKAGES/EVACPLANS.DOC).

B. LACK OF UNIT TRAFFIC SAFETY PROGRAM. CHANGE 10 TO THE SEH MANUAL, COMDTINST M5100.47 REQUIRES A WRITTEN PROGRAM THAT ADDRESSES THE FOLLOWING ISSUES; MOTOR VEHICLE OPERATION REQS, SEAT BELT USAGE, CELL PHONE PROHIBITION, REQUIRED SPECIALTY VEHICLE TRAINING (MOTORCYCLE, ATV, TRAILERING, POWERED INDUSTRIAL EQUIPMENT ETC.), PPE, PEDESTRIAN SAFETY, AND A LOCALITY BRIEF. A FY 07 KSE INITIATIVE TO TRAIN AAA DRIVER IMPROVEMENT PROGRAM (DIP) INSTRUCTORS IN ALL LANTAREA SECTORS IS UNDERWAY. SECTORS DESIRING A LOCAL DIP INSTRUCTOR OR UNITS DESIRING TO SKED A FOUR HOUR DRIVER IMPROVEMENT TRAINING PROGRAM SHOULD CONTACT MR. BILLY GREEN AT 757-628-4392. ADDITIONAL INFORMATION CONCERNING THE NEW TRAFFIC PROGRAM IS LOCATED AT [HTTP://WEBAPPS.MLCA.USCG.MIL/KDIV/KSESAMPLEINSTRUCTIONS.HTM#TRAFFICC](http://WEBAPPS.MLCA.USCG.MIL/KDIV/KSESAMPLEINSTRUCTIONS.HTM#TRAFFICC)

C. DANGEROUS AND UNSANITARY FOOD STORAGE PRACTICES. THESE INCLUDE GREASE AND DIRT ON FOOD PREPARATION SURFACES, DEFECTIVE SEALS ON REFRIGERATORS AND FREEZERS, NO BACKFLOW PREVENTION DEVICES ON SCULLERY SINKS AND OUTDOOR SPIGOTS, IMPROPER SANITIZING SOLUTION TEMPERATURES, AND NO IN-BOX THERMOMETERS IN REFRIGERATORS AND FREEZERS. FOR MORE INFORMATION SEE [HTTP://WEBAPPS.MLCA.USCG.MIL/KDIV//KSEENVHLTH/KSE3_WEBSITE/FOOD.HTM](http://webapps.mlca.uscg.mil/kdiv//kseenvhlth/kse3_website/food.htm).

D. UNSAFE PERSONAL PROTECTIVE EQUIPMENT (PPE) PRACTICES. THESE INCLUDE PERSONNEL NOT WEARING PPE DURING OPERATIONS, WEARING THE WRONG TYPE, AND NOT MAINTAINING THEIR PPE. ANYTIME A TOOL IS USED, PPE IS REQUIRED. UNITS SHOULD PERFORM A PPE EVALUATION TO MATCH THE TYPE PPE WITH THE OPERATION PERFORMED. WEARING IMPACT RESISTANT SAFETY GLASSES OFFERS NO PROTECTION WHEN WORKING WITH CHEMICAL HAZARDS. FINALLY, MAINTAIN YOUR PPE IN GOOD WORKING CONDITION. FOR ASSISTANCE IN PERFORMING A PPE EVALUATION, VISIT THE KSE WEBSITE AT [HTTP://WEBAPPS.MLCA.USCG.MIL/KDIV/DOCS/KSE/E-INFO_PACKAGES/PPE.DOC](http://webapps.mlca.uscg.mil/kdiv/docs/kse/e-info_packages/ppe.doc) OR CONTACT YOUR SMART TEAM LEADER LISTED IN PARAGRAPH 2.

E. INADEQUATE SEH PROGRAMS. UNITS ARE REQUIRED TO HAVE UNIT SPECIFIC PROGRAMS OUTLINING THEIR POLICIES ON: HAZARD COMMUNICATION, RESPIRATORY PROTECTION, HEARING CONSERVATION, LOCKOUT/TAGOUT, BLOODBORNE PATHOGENS, TRAFFIC SAFETY, AND CONFINED SPACE. MOST OF THESE PROGRAMS MUST BE IN WRITING AND TRAINING PROVIDED. THE NEW COMDTINST FOR RESPIRATORY PROTECTION, M6260.2D, REQUIRES UNITS TO COMPLETE SELECTED ENCLOSURES, INCLUDING A LIST OF RESPIRATOR USERS, CARTRIDGE CHANGE OUT SKED, AND IMMEDIATELY DANGEROUS TO LIFE AND HEALTH (IDLH) LOCATIONS. FOR MORE INFORMATION, [HTTP://WEBAPPS.MLCA.USCG.MIL/KDIV/KSESAMPLEINSTRUCTIONS.HTM](http://webapps.mlca.uscg.mil/kdiv/ksesampleinstructions.htm) CONTAINS TEMPLATES FOR MOST REQ CG SEH PROGRAMS. UNITS NEEDING FURTHER ASSISTANCE CAN CONTACT THEIR SMART TEAM LEADER.

F. POOR HOUSEKEEPING. DEBRIS, OIL, OR GREASE ON FLOORS, ELECTRICAL CABLES AND EXTENSION CORDS CROSSING WALKWAYS, AND CLUTTERED WORK AREAS CAN LEAD TO SLIP/TRIP/FALL MISHAPS. CLEAN LINT FROM BEHIND CLOTHES DRYERS TO PREVENT FIRE HAZARDS. CHECK AND REPAIR IF NECESSARY ALL BROKEN STAIR TREADS, ESPECIALLY THOSE LEADING TO LOFT STORAGE UNITS. KEEP ALL WALKING AND WORKING SURFACES CLEAR AND DEBRIS FREE.

G. DANGEROUS ELECTRICAL EQUIPMENT AND WORKING ON LIVE CIRCUITS. BLOCKED ACCESS TO PANEL BOXES, FRAYED CORDS ON PORTABLE TOOLS, IMPROPER GROUNDING, AND MISSING BLANKS TO COVER OPENINGS IN PANEL BOXES AND JUNCTION BOXES ARE ALL SERIOUS DEFICIENCIES. THESE

CONDITIONS WHEN LEFT UNRESOLVED CAN LEAD TO EQUIPMENT FAILURES, FIRES, AND ELECTROCUTION. FOR ELECTRICIANS WORKING ON POWERED EQUIPMENT; REMEMBER TURN IT OFF BEFORE STARTING WORK. LOCKOUT/TAGOUT IS A MUST. CHECK IT AGAIN IF YOU LEAVE THE JOB UNATTENDED FOR ANY LENGTH OF TIME. IF WORKING ON LIVE CIRCUITS, AUTHORIZATION IS REQUIRED, AND YOU MUST USE PPE THAT WILL PROTECT YOU FROM A POTENTIAL ARC BLAST AS WELL AS ELECTRICAL SHOCK. [HTTP://WEBAPPS.MLCA.USCG.MIL/KDIV/DOCS/KSE/E-INFO_PACKAGES/ELECTRICAL_SAFETY.DOC](http://webapps.mlca.uscg.mil/kdiv/docs/kse/e-info_packages/electrical_safety.doc) CONTAINS ADDITIONAL ELECTRICAL SAFETY INFORMATION.

H. LACK OF FORKLIFT TRAINING PROGRAMS. OSHA STANDARDS REQUIRE BOTH ON-THE-JOB TRAINING AND CLASSROOM INSTRUCTION FOR FORKLIFT OPERATORS. THE STANDARD ALSO DETAILS THE CONTENTS OF THE TRAINING PROGRAM. UNITS WITH MEMBERS OPERATING FORKLIFTS SHOULD READ AND COMPLY WITH THESE REQUIREMENTS. REMEMBER, FORKLIFTS MUST BE INSPECTED PRIOR TO EACH DAY'S USE. DOCUMENT ALL INSPECTIONS. ENSURE THE MFG'S INFORMATION PLATE IS LEGIBLE AND ALL SAFETY EQUIPMENT IS OPERATIONAL. FOR ADDITIONAL INFORMATION PLEASE GO TO [HTTP://WEBAPPS.MLCA.USCG.MIL/KDIV/DOCS/KSE/E-INFO_PACKAGES/FORKLIFT.DOC](http://webapps.mlca.uscg.mil/kdiv/docs/kse/e-info_packages/forklift.doc).

I. LACK OF MACHINE GUARDS. MISSING TONGUE GUARDS ON ABRASIVE WHEEL GRINDERS, IMPROPER OR INADEQUATE GUARDS ON POWER SAWS, LATHES, AND SHEARS ARE TYPICAL. SMART TEAMS HAVE NOTED PORTABLE CIRCULAR SAWS WITH SHIMS HOLDING BACK THE BLADE GUARDS. PROVIDE ANTI-RESTART DEVICES FOR WOODWORKING EQUIPMENT. CHECK ALL GUARDS FOR PLACEMENT AND SPACING PRIOR TO USE. CONTINUALLY CHECK THEM AS YOU WORK. ANCHOR ALL MACHINES TO PREVENT TIPPING. DRILL PRESSES ARE TOP HEAVY. THE POTENTIAL FOR TIPPING IS MAGNIFIED WHEN DRILLING HEAVY STOCK. USE EXTREME CARE WHEN OPERATING HAND POWERED CUTTERS AND SHEARS, AMPUTATION HAZARDS ARE LIKELY WHEN GUARDS ARE DEFECTIVE, MISSING, OR DEFEATED. ADDITIONAL INFORMATION IS LOCATED AT [HTTP://WEBAPPS.MLCA.USCG.MIL/KDIV/DOCS/KSE/E-INFO_PACKAGES/MACHINE_GUARDING.DOC](http://webapps.mlca.uscg.mil/kdiv/docs/kse/e-info_packages/machine_guarding.doc).

J. LOCKOUT/TAGOUT DEFICIENCIES. MANY UNITS DO NOT HAVE A WRITTEN LOCKOUT INSTRUCTION FOR MEMBERS WORKING ON EQUIPMENT AND ELECTRICAL CIRCUITS AND DO NOT HAVE LOCKOUT DEVICES TO ISOLATE ENERGY SOURCES. MANY UNITS DO NOT HAVE ADEQUATE WRITTEN PROCEDURES. OSHA REQUIRES ALL THESE ELEMENTS TO PREVENT ACCIDENTAL ENERGIZATION AND INCREASE MEMBER SAFETY. YOUR SMART TEAM CAN ASSIST YOU IN DEVELOPING A UNIT SPECIFIC WRITTEN INSTRUCTION AND PROCEDURES. THEY CAN ALSO HELP YOU CHOOSE LOCKOUT DEVICES (LOCKS, TAGS, VALVE BLANKS, ETC.). SEE

[HTTP://WEBAPPS.MLCA.USCG.MIL/KDIV/DOCS/KSE/SAMPLE_INSTRUCTIONS/LOTO PLAN.DOC](http://webapps.mlca.uscg.mil/kdiv/docs/kse/sample_instructions/lotoplan.doc) FOR A SAMPLE PROGRAM TEMPLATE.

K. EMERGENCY EYEWASH STATIONS MISSING OR OPERATED IMPROPERLY. EMERGENCY EYEWASH STATIONS SHOULD BE LOCATED WITHIN 100 FEET DIRECT LINE OF TRAVEL FROM AREAS WHERE CORROSIVE CHEMICALS ARE STORED AND/OR USED. THESE STATIONS SHOULD BE INSPECTED MONTHLY AND FLUSHED WEEKLY IF PLUMBED INTO THE WATER SYSTEM. THE ONE PINT TO ONE QUART BOTTLES ARE NOT APPROVED FOR SOLE USE WHERE CORROSIVE HAZARDS EXIST AND SHOULD ONLY BE USED TO SUPPLEMENT PORTABLE SIX GALLON OR PERMANENTLY INSTALLED EYEWASH UNITS. FOR ADDITIONAL INFORMATION SEE [HTTP://WEBAPPS.MLCA.USCG.MIL/KDIV/DOCS/KSE/E-INFO_PACKAGES/EMERGENCY_EYEWASH_&_SHOWERS.DOC](http://webapps.mlca.uscg.mil/kdiv/docs/kse/e-info_packages/emergency_eyewash_&_showers.doc).

2. FOR ASSISTANCE WITH THE ABOVE-MENTIONED PROBLEMS OR ANY OTHER SAFETY AND ENVIRONMENTAL HEALTH ISSUES, PLEASE CONTACT YOUR MLCLANT (KSE) SMART TEAM LEADER. POC'S ARE LISTED BELOW.

A. D1 - LCDR R. HEMP	617-223-3202
B. D5 – LCDR M. BYRD	757-483-8496
C. D7 – LT K. CHESTEEN	305-953-2370
D. D8 - LCDR N. KNAPP	504-253-6514
E. D8WRO – LCDR R. SCHULTZ	314-269-2467
F. D9 – LCDR H. RHAMBAROSE	216-902-6395
G. HQ'S UNITS – MR. J. FERRAIOLI	757-628-4392

3. A CONVENIENT AND READY SOURCE OF INFORMATION TO ASSIST UNITS IN IMPLEMENTING SEH PROGRAMS IS THE COMMANDING OFFICER'S DIGEST FOR BEST SAFE WORK PRACTICES SERIES OF MLCLANTPUBS (P5100.1, SHORE; P5100.2, VESSEL; P5100.3, AVIATION GROUND SAFETY; P5100.4, SMALL BOAT STATION OPERATIONS; P5100.5, RECREATIONAL SAFETY; AND P5100.6, ATON OPS). MOST ARE AVAILABLE ON THE WEB AT [HTTP://WEBAPPS.MLCA.USCG.MIL/KDIV/KSEDIGESTS.HTM](http://webapps.mlca.uscg.mil/kdiv/kседigests.htm).

4. BY LOOKING AT YOUR OPERATIONS WITH AN EYE TOWARD SAFETY AND CALLING YOUR SMART TEAM FOR TECHNICAL ASSISTANCE, YOU CAN MAKE THE WORK ENVIRONMENT A SAFE AND HEALTHFUL WORKPLACE FOR COAST GUARD MEN AND WOMEN.

5. FOR SAFETY AND ENVIRONMENTAL HEALTH INFORMATION, ON-LINE OCCUPATIONAL MEDICAL SURVEILLANCE AND EVALUATION PROGRAM (OMSEP) ENROLLMENT, AND ON-LINE MISHAP REPORTING, PLEASE VISIT THE MLCLANT (KSE) INTRANET SITE AT [HTTP://WEBAPPS.MLCA.USCG.MIL/KDIV/KSEHOMEPAGE.HTM](http://webapps.mlca.uscg.mil/kdiv/ksehomepage.htm).

6. MLCLANT POC IS MR. JOHN FERRAIOLI AT 757-628-4392.

7. CUSTOMER SATISFACTION.....OUR MOST IMPORTANT SERVICE.

8. INTERNET RELEASE IS AUTHORIZED.

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