

# A Field Guide for the new Collateral Duty Sector Safety Manager

This guide is designed to provide you with key references, checklists and a recommended monthly timeline to get yourself organized. It will also help you get started on organizing just how you will approach your new position as the Sector Safety Manager. Use this guide to keep track of various tasks. Remember to contact your SEHOs or other Safety Managers for additional advice/support. *(This guide is not all-inclusive. Please refer to applicable manuals, references and websites for more detailed information).*

## KEY PROGRAM ELEMENTS

### OMSEP

The OMSEP Database is used to enroll/disenroll and track members' physicals and exposures. Your OMSEP Coordinator will need to work well with the Medical Dept. There are four (4) OMSEP Exam types applicable to your members:

- Initial/baseline (in 30 days of hire/report date)
- Periodic (typically on an annual basis)
- Acute Exposure (upon notification)
- Exit/separation (end of exposure/employment)

For more info visit: [Coast Guard Medical Manual](#)

### MISHAP

Your job is to make sure that MISHAPs are reported/recorded in the E-MISHAP system. These reports should be completed by the injured member's chain of command.

The below link is a good template to use to help collect information on a MISHAP prior to opening the E-MISHAP system:

<http://cgauxsurfaceops.us/documents/WorksheetShortFormDec04web.pdf>

Click here for more information about [MISHAP and Reporting](#).

### Personal Protective Equipment (PPE)

You are responsible for ensuring all personnel and outlying units have access to and know how to use required or appropriate PPE at all times. This program element is vital to personnel safety. You are required to formally designate a PPE Coordinator at your unit; however, it is recommended to identify a PPE Coordinator at each subunit/Dept. Keep in mind that CG facilities must also comply with OSHA standards. Key references include [Rescue and Survival Systems Manual](#); [Marine Safety Manual](#), [Aviation Life Support Equipment Manual](#), Maritime Law Enforcement Manual (FOUO), [CG Regulations \(CIM 5000.3B\)](#).

### ICS Safety Officer

The below webpage contains three job aids to help you as the Safety Officer during an ICS drill or incident:

[www.uscg.mil/safety/cg1132/NIMSSafetyOfficer2.asp](http://www.uscg.mil/safety/cg1132/NIMSSafetyOfficer2.asp)

The following job aids are listed:

- Safety Office Job Aid Overview
- Safety "Planning P"
- GAR & SPE worksheets for risk analysis

**Task:** Make a "GO" binder which includes these job aids and other important ICS forms. Ask your Command to purchase a bag, camera, tape recorder and other helpful items to make up a "GO-Kit" for an ICS drill or response. Use the binder/kit in a drill!

## Administrative Elements

The following administrative elements, if not already in place, should be completed or delegated within the first few weeks of becoming a Sector Safety Manager. First, arrange a meeting with your Safety Officer to determine the Command's expectations of the Safety Program. Prior to this initial meeting, identify any missing elements of your unit's safety program. Prepare a list of possible solutions to address these missing elements to the Safety Officer. Incorporate the Command's safety expectations into an on-going turnover list for the next collateral duty Safety Manager.

### **Training And Documentation**

Immediately pursue a seat at both the Unit Safety Coordinator and Safety Manager courses given by CG-113 (Office of Safety & Env. Health). These courses will build your safety foundation and provide you with helpful contacts. To find training classes, visit the Training Quota Management Center (TQC) website at <http://www.uscg.mil/hq/tqc>. To address required safety training for Sector members, meet with the unit's Training Officer(s) to identify already scheduled training and documentation procedures. Discuss with your Safety Officer and Training Officer(s) on how best to administer any missing training to the unit. It is recommended to incorporate training opportunities into monthly All-Hands or in an annual "Training week". *Refer to the last two pages of this guide for a complete list of required safety training & applicable references. Refer to the Field Guide Calendar for a recommended monthly task schedule and modify as needed.*

#### **Safety Committee Meetings**

At a minimum, schedule these on a **quarterly** basis. You can hold more if needed. Make sure to include appropriate personnel at the Sector (i.e. Training Officer) and outlying units. Schedule these meetings at the best time for your Safety Committee members, keeping in mind any heavy work seasons whenever possible. For more information, visit the [Safety & Environmental Health Manual](#) (COMDTINST M5100.47).

#### **PLANS & POLICIES**

Your Unit should already have the below plans in place. If not, you should decide how best to develop them. (Delegate work to your safety committee when appropriate or available!) The [Safety & Environmental Health Manual](#) (COMDTINST M5100.47) lists these plans, but use the following HSWL CGPortal link for helpful templates:

<https://cgportal.uscg.mil/delivery/Satellite/HSWL/CUSTOMERASSISTANCE>

#### **REQUIRED LETTERS OF DESIGNATION**

- Safety Manager
- Respirator Program Coordinator
- PPE Coordinator
- Hazardous Materials Coordinator (HMC)
- Pollution Prevention Coordinator
- OMSEP Coordinator

**Task:** Advertise these names/positions to Sector members and outlying Unit Safety Coordinators by using posters or other media strategies.

1. Pre-MISHAP Plan
2. Emergency Action Plan
3. Pre-Fire Instruction
4. PPE Instruction
5. Respiratory Protection Instruction
6. Hazard Communications Instruction
7. Lockout/Tagout Instruction (Shore)
8. Confined Space Instruction (Shore)
9. Traffic Safety Instruction
10. Blood borne Pathogen Instruction
11. Hearing Conservation Instruction
12. Asbestos Exposure Control Instruction

## Risk Management

What you need to know about **Risk Management**

Always apply these basic decision—making principles before any job, task or mission:

1. Accept no unnecessary risk
2. Make risk decisions at the appropriate level
3. Accept risk when benefits outweigh the costs
4. Integrate Operational Risk Management into CG doctrine and planning at all levels

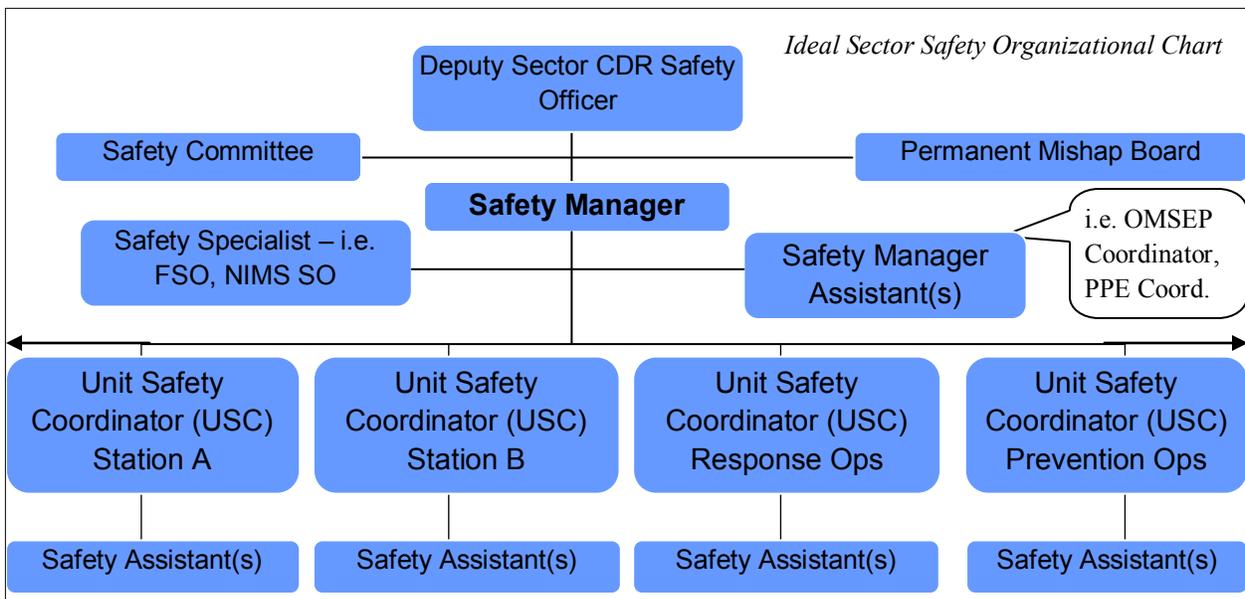
Take these **seven (7) steps** when deciding on acceptable risk:

1. Define the mission tasks (if you don't know, ask those who are doing the task!)
2. Identify the hazards
3. Assess the risks
4. Identify options
5. Evaluate the risk versus gain
6. Execute the decision
7. Monitor the situation (Reevaluate when necessary)

When evaluating risk in a task or during a mission, consider these **six (6) areas**:

|                |             |                 |
|----------------|-------------|-----------------|
| SUPERVISION    | PLANNING    | TEAM FITNESS    |
| TEAM SELECTION | ENVIRONMENT | TASK COMPLEXITY |

## Safety Organizational Chart



Link to Safety Org. Powerpoint: [http://www.uscg.mil/safety/docs/Safety\\_Mgr\\_Crs/Org\\_structure\\_SMC\(08\).ppt](http://www.uscg.mil/safety/docs/Safety_Mgr_Crs/Org_structure_SMC(08).ppt)

# QUICK REFERENCE SHEET

TWO MOST IMPORTANT WEBPAGES for a SAFETY MANAGER! (Add them as favorites in web browser)  
[www.uscg.mil/safety/cg1132/safety\\_manager.asp](http://www.uscg.mil/safety/cg1132/safety_manager.asp) (Internet site)  
<https://cgportal.uscg.mil/delivery/Satellite/HSWL/SAFETYENVIRONMENTALHEALTH> (Intranet site)

## Frequently Used References

CG-113 Safety Management Welcome Page <https://cgportal.uscg.mil/lotus/myquickr/safety-management/welcome> (Subscribe to this page to receive announcements from CG-113).

Safety & Environmental Health Manual (COMDTINST M5100.47)  
[www.uscg.mil/directives/cim/5000-5999/CIM\\_5100\\_47.pdf](http://www.uscg.mil/directives/cim/5000-5999/CIM_5100_47.pdf)

Crew Endurance Management (COMDTINST 3500.2) [www.uscg.mil/directives/ci/3000-3999/CI\\_3500\\_2.pdf](http://www.uscg.mil/directives/ci/3000-3999/CI_3500_2.pdf)

Operational Risk Management (COMDTINST 3500.3) [www.uscg.mil/directives/ci/3000-3999/CI\\_3500\\_3.pdf](http://www.uscg.mil/directives/ci/3000-3999/CI_3500_3.pdf)

## Useful Unit/Program Element Websites

CG-1132 (Division of Shore Safety): [www.uscg.mil/safety/cg1132/safety\\_manager.asp](http://www.uscg.mil/safety/cg1132/safety_manager.asp)

MISHAP Investigations Assistance: <http://www.uscg.mil/hq/cg1/cg113/cg1134/mab.asp>

Unit Safety Assessment Tool: <http://apps.mlca.uscg.mil/kdiv/kseUSAT/>

OMSEP: <http://apps.mlca.uscg.mil/kdiv/kseOMSEP/index.asp>

Motor Vehicle Safety Information: <http://www.uscg.mil/safety/cg1132/motorvehiclesafety.asp>

Material Safety Data Sheet (MSDS) Data site: <http://www.hazard.com/msds/> (good for HAZCOM program)

HCMS (Hazardous Condition Management System) Database: [http://apps.mlca.uscg.mil/kdiv/kse\\_hcms/default.asp](http://apps.mlca.uscg.mil/kdiv/kse_hcms/default.asp)

## Federal Agency Websites

Code of Federal Regulations <http://www.gpoaccess.gov/cfr/> (Reference when using the Unit Safety Assessment Tool)  
Title 29 Part 1910 (General Industry), Part 1915 (Shipyards) and Part 1926 (Construction) are most applicable.

Occupational Safety & Health Administration: [www.osha.gov](http://www.osha.gov) (Good ref. for current safety tips/standards, etc).

Chemical Safety Board: [www.csb.gov](http://www.csb.gov) (Good reference for confined space entry policies/procedures)

## Sector Safety & Environmental Health Training Requirements

Compare this training list with your Training Officer. Identify and validate any missing training applicable to your unit. The highlighted training must be given to arriving personnel within the first few weeks of reporting (also include specific PPE training). Confirm with your Command if any additional training is required for your unit. It is recommended to incorporate training into a unit orientation program for new members. \*References will provide additional details on training requirements.

| Training Category                        | Reference(s)   |
|--|--|
| Air Conditioning—HVAC                    | <a href="#">COMDTINST M6220.9A</a> & Section 608 of Clean Air Act  |
| AMIO & Blood Borne Pathogens             | <a href="#">COMDTINST M6220.8, Chp 5</a>   |
| Asbestos                                 | <a href="#">COMDTINST M6260.16A Encl(6), Section I</a>   |
| Benzene                                  | 29 CFR 1910.1028(j)(3)(i); <a href="#">COMDTINST 6260.21B(7)(b)</a> ;<br>29 CFR 1910.1200(h)(1)                                |
| Confined Space/Shipyard Competent Person | <a href="#">COMDTINST M5100.47, Chp 6</a> ; 29 CFR 1910.146(g); 29 CFR 1915; <a href="#">COMDTINST M16000.6, Vol 1, Chp 10</a> |
| CPR                                      | IAW American Red Cross (for medical personnel only)  |
| Cranes & Towing Vehicles                 | (Weight Handling) - no specific governing reference  |
| Electrical Safety                        | OSHA 29 CFR 1910.332(a) & (b)  |
| Fire Protection                          | <a href="#">COMDTINST M5100.47, Chp 9</a>  |
| Food Protection (Food borne illnesses)   | <a href="#">COMDTINST M6240.4A, Chp 12</a>   |
| Forklift                                 | OSHA 29 CFR 1910.178(I) & (I)(4)(I)  |
| Hazard Communication                     | <a href="#">COMDTINST 6260.21B(7)(b)</a> ; 29 CFR 1910.1200(h)(1)  |
| Hazardous Waste                          | <a href="#">COMDTINST M16478.1B, Chp 10</a> ; 29 CFR 1910.120(e)   |
| HAZWOPER                                 | <a href="#">COMDTINST M6260.31B</a> ; 29 CFR 1910.120(q)   |
| Hearing Conservation                     | <a href="#">COMDTINST 5100.47, Chp 4 (D)(3)</a>  |
| Heat/Cold Stress                         | <a href="#">COMDTINST M6260.17, Chp 4</a> (Cutter Instructions)  |
| Lead                                     | OSHA 29 CFR 1910.1025(l)(1)(iv); 40 CFR 745.225  |
| Life Guards (only if pool at facility)   | <a href="#">COMDTINST M6220.8</a> —IAW American Red Cross  |
| Lockout/Tagout                           | OSHA 29 CFR 1910.147(c)(7)(i)  |
| Machine Guarding                         | No specific governing reference for training   |
| Medical Waste                            | <a href="#">COMDTINST M6000-1B, Chp 13(J)(15)</a>  |
| Motor Vehicle & Motorcycle Training      | <a href="#">COMDTINST M5100.47, Chp 10(K)</a>  |
| OMSEP                                    | <a href="#">COMDTINST M6000.1E, Chp 12</a>   |
| Pest Control (HazCom)                    | <a href="#">COMDTINST 6260.21B(7)(b)</a> ; 29 CFR 1910.1200(h)(1)  |
| Pest Control Applicator                  | <a href="#">COMDTINST M5100.47, Chp 5</a>  |
| Respiratory Protection                   | <a href="#">COMDTINST M6260.2D, Chp 1(C)</a>   |
| Swimming Pool Operator/Manager           | <a href="#">COMDTINST M5100.47, Chp 5</a> ; NAVMED P5010   |
| Water and Waste Water                    | <a href="#">COMDTINST M6240.5</a>  |