



# NAVY SUPPORT ACTIVITY – NAPLES, FLORIDA



## FY2020 SAFETY TRAINING PLAN

### On Duty

#### 1st Quarter

##### October

International Walk to School Day  
National School Bus Safety Week  
National Red Ribbon Celebration  
National Lead Poisoning Prevention Month  
National Fire Prevention Week  
National Disability Employment Awareness Month  
Columbus Day  
Halloween

##### FIRE PREVENTION

Industrial or workplace fires result in serious damage to material and equipment and contribute to numerous injuries and fatalities. Fires also contribute to environmental pollution. Almost all industrial fires can be prevented through good fire prevention techniques. Leaders must ensure flammable and combustible are properly used and stored. Material Safety Data Sheets give storage information, reactivity data, and fire and explosion data for each product used. Defective and improperly grounded electrical equipment should not be used. Egress areas cannot be blocked or used for storage and exits must be clearly marked for use in emergencies. Adequate and appropriate fire extinguishers must be available, checked monthly and employees trained on their use. Good housekeeping goes a long way toward the fire prevention effort in the workplace. [www.afpa.org](http://www.afpa.org)

##### November

Aviation Month  
Military Family Month  
Winter Hazard Awareness Week  
Election Day  
Great American Smoke Out  
Veteran's Day  
Thanksgiving

##### HAZARDOUS WASTE

Hazardous waste is a serious and expensive problem the Navy must deal with. Hazardous waste is used material that is collected for disposal that could be hazardous to persons or the environment. The expense and liability attached to hazardous waste is enormous. Leaders must take actions necessary to minimize the amounts and toxicity of waste that are generated in their facilities through Hazardous Waste Minimization (HAZWM). Waste generation can be effectively reduced through supplies management, recycling, and avoiding mixing waste streams. Product substitution, using materials that are less hazardous, and process changes, using steam cleaning instead of solvents, are other ways to reduce waste generation. Contact the Installation Environmental Compliance and Management Office for assistance in the control of hazardous waste. Environmental Protection Agency: <http://www.epa.gov/hazwaste/>

##### December

National Drunk and Drugged Driving Prevention Month  
Safe Toys and Celebrations Month  
Bill of Rights Day  
Christmas

##### RESPIRATORY PROTECTION

Respiratory hazards to the lungs are not easy to detect. Common work place respiratory hazards are lack of oxygen, presence of harmful gases, smokes, fumes, vapors, dusts, fogs, and sprays which may cause cancer, lung impairment, other disease, or death. Commanders are responsible for establishing effective respiratory protection programs. Sailors and civilian employees are responsible for wearing respiratory protection when provided. Training must be comprehensive and individuals must receive a medical clearance prior to using a protective mask in the workplace. Preventive Medicine will assist in developing a respiratory protection program. Centers for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov)

### 2nd Quarter

##### January

New Year's Day  
Valentine's Day  
Martin Luther King, Jr.'s Birthday  
National Eye Care Month  
National Volunteer Blood Donor Month

##### STANDING OPERATING PROCEDURES (SOPs)

Standing Operating Procedures are an essential part of any effective training program or activity. SOPs must be developed, approved and implemented prior to beginning any activity, especially those that have the potential to cause serious injury or loss of life. SOPs must be complete and contain all relevant information for the activity. SOPs must be reviewed and updated as needed. Leaders must ensure the SOP is followed. SOPs must be reviewed periodically to ensure they are up-to-date and effective for mission accomplishment. <http://www.safetycenter.navy.mil>

##### February

President's Day  
Valentine's Day  
American Heart Month  
National Child Passenger Safety Week  
National Freedom Day  
National Burn Awareness Week

##### SAFETY TRAINING AND STANDARDS

Safety training is as important to getting the job done as specific job training. For that reason safety training must be integrated into all job training functions. New training requirements are being fielded by OSHA each year. Leaders must be aware of these training requirements and implement them as needed. Programs such as HAZCOM, Bloodborne Pathogens, Lockout/Tagout, Confined Space, Shoring and Trenching, Hearing Conservation, Respiratory Protection and Radiation Protection require special training prior to personnel performing tasks where they may be exposed to job related hazards. Safety training must be documented to ensure personnel are properly trained and meets regulatory requirements. Contact the Safety Center for assistance with your training needs.

##### March

American Red Cross Month  
National Poison Prevention Week  
Workplace and Sports Eye Safety Month  
Save Your Vision Month  
National Nutrition Month

##### RADIATION PROTECTION

Radiation hazards, both ionizing and non-ionizing, exist throughout the Navy and are becoming more commonplace. The hazards associated with types of radiation depends on various factors, such as: radionuclides, laser sources, and radio frequencies, just to name a few. The majority of Navy equipment, that contains radioactive components or emit radiation while in use, are considered safe under normal operating conditions. However, certain situations such as, tactical operations, transportation, unauthorized use, and untrained personnel, can pose a serious risk to users. Commanders must establish a radiation protection program and appoint Radiation Protection Officers to ensure compliance with current Navy policy and the Code of Federal Regulations, and Environmental Protection Agency: [www.epa.gov/radiation](http://www.epa.gov/radiation)

### 3rd Quarter

##### April

National Public Health Week  
National Playground Safety Week  
National Child Abuse Prevention Month  
Alcohol Awareness Month  
National Volunteer Week  
Month of the Military Child  
Earth Day  
Arbor Day  
Easter

##### CHEMICAL SAFETY

Thousands of Navy personnel are exposed to one or more hazardous chemicals every day. Chemical exposures may cause or contribute to serious health effects, such as heart ailments, cancer, damage, sterility, cancer, and cancer. Chemical exposures can also cause fires, explosions and are corrosive or highly reactive. The Hazard Communication Standard was developed by OSHA to protect personnel through training and education on how to work with these chemicals. Commanders must develop a written Hazard Communication Program that includes provisions for personnel training, container labeling, use of material safety data sheets (MSDS), and a chemical inventory list. Contact the Safety Office for assistance in developing your HAZCOM Program. NIOSH Pocket Guide to Chemical Hazards (NIOSH): [www.cdc.gov/niosh/hazmat.html](http://www.cdc.gov/niosh/hazmat.html)

##### May

National Motorcycle Safety Month  
National Physical Fitness and Sports Month  
National Electrical Safety Month  
National Bicycle Safety Month  
National Military Appreciation Month  
National Safe Boating Week  
National Buckle Up America Week  
National Safe Kid's Week  
Armed Forces Day and Memorial Day

##### PERSONAL PROTECTIVE EQUIPMENT (PPE)

Eliminating every hazard in the workplace would be ideal. However, all hazards cannot be eliminated so the requirement exists for personal protection through the use of Personal Protective Equipment. Protective equipment is also extremely important as a second line of defense against inadvertent or unexpected exposures. Substituting material handling equipment for muscle will not only reduce injuries, it will make the operation safer and more efficient. Personnel must be trained on the proper lifting techniques and encouraged to maintain physical fitness. Personnel who have a history of back related problems must be identified and assigned tasks that are within their physical capabilities. The Hospital Occupational Safety and Health can provide assistance. <http://www.safetycenter.navy.mil> and <http://www.osha.gov/OSL-IT/hazardcommunications/index.html>

##### June

National Safety Month  
Workplace Safety Week  
Driver Safety Week  
Lighting Safety Awareness Week  
National Flag Week

##### HEARING CONSERVATION

Noise, or unwanted sound, is one of the most pervasive occupational health problems. Exposure to high levels of noise causes hearing loss and may cause other harmful health effects. Hearing protection, when worn and fitted properly, is designed to protect personnel exposure to significant noise levels over their entire working lifetime. Leaders must ensure proper conservation programs are in place to protect personnel from noise. When required, assistance in developing your hearing conservation program may be obtained from the Hospital Occupational Safety and Health. Hearing Conservation Program at: <http://www.safetycenter.navy.mil> and <http://www.osha.gov/OSL-IT/hearingconservation>

### 4th Quarter

##### July

Eye Injury Prevention Month  
Fireworks Safety Week  
Independence Day

##### BACK INJURY PREVENTION

Back injuries are a major drain on Navy resources. These injuries can be reduced with an effective program using both engineering and administrative controls. Leaders should first look at eliminating all unnecessary lifting through the redesign of work stations and/or redesign the effective use of material handling equipment. Substituting material handling equipment for muscle will not only reduce injuries, it will make the operation safer and more efficient. Personnel must be trained on the proper lifting techniques and encouraged to maintain physical fitness. Personnel who have a history of back related problems must be identified and assigned tasks that are within their physical capabilities. The Hospital Occupational Safety and Health can provide assistance. <http://www.safetycenter.navy.mil>

##### August

National Immunization Awareness Month  
National Night Out, America's Night Out Against Crime  
School Begins  
National Aviation Day

##### OFFICE SAFETY AND HOUSEKEEPING

Slips, trips, and falls are the #1 cause of accidental employee injury or death in America. Almost all of these accidents can be prevented through good housekeeping and office safety. Office layouts should be arranged for convenience and safety. Aisles and walkways should remain clear and unobstructed. Drivers on campus should remain clear when not in use. Cables and electrical cords should not present a tripping hazard. Good housekeeping not only prevents accidents, it improves morale and increases efficiency. Learning up as you go will ensure that little housekeeping is left to do when the job is finished. Good housekeeping makes the job safer because it eliminates many of the causes of accidents and fires. <http://www.safetycenter.navy.mil>

##### September

Labor Day  
National Childhood Injury Prevention Week  
Suicide Prevention Week  
Constitution Week  
Patriot Day  
International Day of Peace

##### ERGONOMICS

Improperly designed work systems contribute to unnecessary accidents and disabling injuries. Ergonomics involves human reaction to monotony, fatigue, repeated motion, and repeated shock. The human body can endure considerable discomfort and stress for a limited period of time. When unattended conditions or motions are continued for prolonged periods, personnel sustain injury and performance suffers. Work systems must be tailored to human capabilities and limitations. This can be accomplished through simple and inexpensive redesigning of work stations to minimize physical stress through elimination of unnecessary lifting, bending, reaching and twisting motions. Take a close look at work areas to see how improvements can be made to benefit employees and production. Contact the Hospital Occupational Safety and Health. Ergonomics: <http://www.osha.gov/OSL-IT/ergonomics/index.html> and <http://www.safetycenter.navy.mil>

### Off Duty

#### 1st Quarter

##### October

International Walk to School Day  
National School Bus Safety Week  
National Red Ribbon Celebration  
National Lead Poisoning Prevention Week  
National Fire Prevention Week  
National Disability Employment Awareness Month  
Columbus Day  
Halloween

##### COLD WEATHER PREPARATION AND HALLOWEEN

There are a number of actions personnel can take to ensure safety during the cold winter months. Automobile accidents are more likely to occur in bad weather. Planning for a winter trip? Carry emergency equipment: chains, shovels, scraper, sand or salt, flashlight or flares, first aid kit, blankets, and jumper cables. Be familiar with the symptoms associated with hypothermia and frostbite and first aid measures. Plan ahead for a safe Halloween. Activities that do not obstruct children's vision or create a tripping hazard, are labeled "flame resistant" and are clearly visible to motorists. Use reflective safety vests and reflective orange vests that have reflective strips. Accessories should be soft or flexible; Discourage children from entering homes and running between parked cars and across yards; Remove obstacles from steps, porch and yard; Keep candlelit jack-o'-lanterns away from landings and doorsteps where costumes could brush against flames; And caution children not to eat any goodies until examined. <http://www.safetycenter.navy.mil> and Nat'l Highway Traffic Safety Administration: [www.nhtsa.dot.gov](http://www.nhtsa.dot.gov)

##### November

Aviation Month  
Military Family Month  
Winter Hazard Awareness Week  
Veteran's Day  
Great American Smoke Out  
Election Day  
Thanksgiving

##### WINTER SPORTS

Several states are extremely popular for winter sport activities. Experience the thrill and excitement of downhill skiing, cross-country skiing, snowmobiling and tubing, but know your limitations. Ensure that skis are properly adjusted according to your weight and experience level. Always seek basic instruction before attempting any form of skiing. Never ski beyond your abilities. Ensure you are familiar with the area to be able to identify the degree of slope difficulty. When cross-country skiing, adjust your pace according to your level of conditioning. Follow the basic rules and training for snowmobiling. If you are planning a back country skiing adventure, be sure to get training on avalanche avoidance.

##### December

National Drunk and Drugged Driving Prevention Month  
Safe Toys and Celebrations Month  
Bill of Rights Day  
Christmas

##### HOLIDAY SAFETY

For a safe and enjoyable holiday, follow these safety tips: If you plan to give a toy to a child, make sure the toy is well constructed and appropriate for the age. For decorations, if using extension lights, make certain they are rated for outdoor use. Use only lights that have the UL label on them or on the box. Real candles present a real hazard - never leave unattended. In addition to bad weather, heavy traffic is a factor in automobile accidents during this time of year. Watch for ice and snow on roads and bridges. Be alert for icy patches and avoid your liability for an intoxicated guest extends beyond the front door. Plan social events where alcohol drinks in moderation and offer available. Designate a driver. National Highway Traffic Safety Administration: [www.nhtsa.dot.gov](http://www.nhtsa.dot.gov) and US Consumer Product Safety Commission: [www.cpsc.gov](http://www.cpsc.gov)

### 2nd Quarter

##### January

New Year's Day  
Martin Luther King, Jr.'s Birthday  
National Eye Care Month  
National Volunteer Blood Donor Month

##### VEHICLE SAFETY (POVs, ATVs, Motorcycles)

Vehicle accidents account for more deaths to Navy Sailors, Family Members, and civilians than any other accidental cause. Major contributors to vehicle accidents are inattention, excessive speed, alcohol, drugs, and fatigue. Increasing safety awareness prior to holiday weekends is critical to preventing accidents. The following are some safety tips to reduce the risk of vehicle accidents while driving. Ensure that personnel have adequate time to plan their trips and are prepared in the event of an emergency. Conduct safety inspections of automobiles and motorcycles. Ensure that Sailors, Family Members, and civilian operating motorcyclists attend the Navy Motorcycle Safety Course. Ensure that Sailors are participating in the Navy's Accident Reduction and Controls Program for PMV Operations. The PMV Toolbox can be found at: <http://www.safetycenter.navy.mil/wheretobuyvehiclebox/index.asp> and [www.mmf.com.au](http://www.mmf.com.au)

##### February

President's Day  
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##### SEVERE WEATHER PREPAREDNESS

Emergency planning in the preparation for a natural disaster. Most emergencies are weather related conditions of extreme cold or heat, high winds, fire, water, and lightning. Prior planning will prevent someone from becoming a victim. Plans must include listening to the radio and TV for advance warnings; stocking the home with food, water, fuel, flashlights, candles, spare batteries, and a portable radio. General preparations that should be taken when severe weather threatens include: lead weather reports and warnings, ensure family members know protective measures to take at home or at work in the event of tornadoes, severe thunderstorms, or flooding. Unless an established plan dictates otherwise, personnel should remain indoors and seek shelter in a safe location away from glass doors and windows. Ensure everyone knows where to assemble, what is to be turned off, and what must be secured. Avoid potential areas for lightning strikes (such as under trees or open fields). <http://www.chron.com/abq>

##### March

American Red Cross Month  
National Poison Prevention Week  
Workplace and Sports Eye Safety Month  
Save Your Vision Month  
National Nutrition Month

##### HAZARDS TO CHILDREN

Accidents are the leading cause of death, disabilities, and injuries among children. Curiosity and impulsive behavior often lead children into new and unexpected dangers. Adults must take preventive measures to reduce the risk of accidents that are safe for children. Lock up firearms, ammunition, power tools, sharp knives and scissors, medicines and cleaning supplies. Cover electrical outlets in use and secure loose electrical wires. Install and check smoke detectors. Go over your emergency fire escape routes with your children. Ensure that children are familiar with dialing emergency phone numbers for emergency situations. Keep matches and lighters away from children every year. When cooking, keep children out of the kitchen and away from the stove. Regular home inspections are essential to prevent injuries to children. Inspection guides are available at the Safety Office. US Consumer Product Safety Commission: [www.cpsc.gov](http://www.cpsc.gov)

### 3rd Quarter

##### April

National Public Health Week  
National Playground Safety Week  
National Child Abuse Prevention Month  
Alcohol Awareness Month  
National Volunteer Week  
Month of the Military Child  
Earth Day  
Arbor Day  
Easter

##### SPORTS AND RECREATIONAL ACTIVITIES

Sports and recreation are important to Sailors and their families as they provide a break from routine and improve physical fitness. The three main factors to avoiding injuries are: (1) Know your limits. (2) Understand the hazards and (3) preparation. Contact sports such as football and soccer produce the most injuries, but all sports and recreational activities have risks of strains and sprains. Most sports injuries can be prevented by playing within the game rules and wearing appropriate protective equipment. Inspections of play and sports areas to identify and eliminate hazards are essential to prevent needless injuries. Overconfidence also contributes to Soldiers being injured in sports activities. Proper warm-up and conditioning exercises will help prevent injuries. Allow yourself time to get into shape.

##### May

National Motorcycle Safety Month  
National Physical Fitness and Sports Month  
National Electrical Safety Month  
National Bicycle Safety Month  
National Military Appreciation Month  
National Safe Boating Week  
National Buckle Up America Week  
National Safe Kid's Week  
Armed Forces Day and Memorial Day

##### WATER/BOATING SAFETY

Each type of water sport has its own set of hazards and its own set of rules. Summer recreational activities such as boating, swimming, water skiing, fishing and scuba diving increase our exposure to water-related accidents. Commanders must educate and train their personnel on the hazards associated with water activities through down proofing and swimming classes. Know how to swim, swim only in approved areas and use the buddy system - never swim alone. Do not drink alcoholic beverages while swimming or boating. When boating, know how to use the safety devices and emergency equipment. High winds and lightning storms come up quick. Keep an eye on the sky and allow yourself plenty of time to get to shore. US Coast Guard: <http://www.uscgboating.org>

##### June

National Safety Month  
Workplace Safety Week  
Driver Safety Week  
Lighting Safety Awareness Week  
National Flag Week

##### UV EXPOSURE

Painful rashes can be caused by sunburning unless these simple rules are observed. (1) Expose your skin for only up to 15 minutes during the first day; then gradually increase the amount of sunshine each day. At high altitudes you will find that sunburn occurs more rapidly than at lower levels. (2) You can get a bad sunburn on a cloudy day. (3) Don't tan. Deep white sunburning; you might wake up with a bad tan. (4) Overexposure can mean sunstroke or heat exhaustion. (5) Use sun screen with a 15 pH level or higher. (6) Drink plenty of water. Soldiers and civilian personnel should be aware of the symptoms and signs associated with heatstroke and heat exhaustion. Information is available at the Garrison Safety Office.

### 4th Quarter

##### July

Eye Injury Prevention Month  
Fireworks Safety Week  
Independence Day

##### FOURTH OF JULY SAFETY

The Independence Day holiday is traditionally celebrated by Americans with fireworks, picnics and participating in sports activities. Unsafe acts, such as operating vehicles or boats while under the influence of alcohol could result in injury or death. Risky behavior like bonfires while under the influence of alcohol, drinking and driving, and fireworks are a deadly mixture. It can take the job out of a well planned celebration. It is important to provide a plan of supervision if you are going to have a party. Make sure you have enough people to handle the party. Use of unsafe judgment that may cause family members or friends serious injury. If Soldiers or civilian personnel are planning a trip, ensure they are briefed on the hazards of over extending themselves. Reiterate the importance of defensive driving and wearing seat belts. National Council on Fireworks Safety: [www.fireworksafety.com](http://www.fireworksafety.com)

##### August

National Immunization Awareness Month  
National Night Out, America's Night Out Against Crime  
School Begins  
National Aviation Day

##### BACK TO SCHOOL SAFETY

The beginning of the new school year is usually accompanied with much excitement as children renew school friendships. Drivers must be alert for school buses making frequent stops and children in and out of crosswalks. Parents must take time to talk to their children about safety. Ensure your children are properly equipped for the safe road to school. Explain the safest route to school and how to cross streets safely. Personnel should be particularly cautious when entering a school zone. Watch for children and reduce speed. Bicycles and their riders are often difficult to see in traffic. Bicyclists must ride defensively at all times and be alert to surrounding traffic. DOD regulations require all bicycle riders on Federal installations to wear a helmet. Traffic Safety Program, DOD 68554

##### September

Labor Day  
National Childhood Injury Prevention Week  
Suicide Prevention Week  
Constitution Week  
Patriot Day  
International Day of Peace

##### HUNTING/OUTDOOR SAFETY

Personnel should follow the fundamental rules for safe hunting. Always wear bright-colored clothing, carry the weapon properly, never fire the weapon until you see the object clearly, never transport a loaded weapon in a motor vehicle, and leave the safety engaged until firing is complete. Do not hunt alone and remove all alcohol and firearms as a deadly mixture. For all outdoor activities in the cold, dress for the weather, use several layers of clothing with the outer layer hooded and waterproof. Ensure that family members or close friends are aware of your location when, and what time you wish to return from your trip. Hunters are strapped, snowed in, or lost every year in the mountain areas. Plan well and take emergency supplies (i.e. Radio, flashlight, extra clothing and food). U.S. Fish and Wildlife Service: [www.fws.gov/hunting](http://www.fws.gov/hunting)