

SUBMIT EMPLOYEE SAFETY REPORTS

NAVFAC Southwest encourages employees to report perceived safety problems in the workplace in an easy, low-stress way. Use a short form on the NAVFAC Southwest Share-point page or pick one up from your Safety Bulletin Board and give it to any safety specialist. Alternatively, you can call it in, email or simply tell your supervisor or local safety manager. Protect your coworkers & report something unsafe so we can prevent injuries.

WHAT IS A SAFETY REPORT

- A report that is used to correct issues prior to incidents happening. Report anything you perceive as something that may be unsafe.
- The Safety Support line groups them in the following two categories:
 - Near Miss (NM)- An incident where no property was damaged or no injury sustained, but where given a slight shift in time or position, damage and/or injury easily could have occurred.
 - Unsafe/ Unhealthful (UUH) – A hazardous condition in a workplace environment that could cause an injury or illness.

The Employee Safety Report form can be found on NAVFAC-SW SharePoint page:<https://flankspeed.sharepoint-mil.us/sites/NAVFAC-SW>.

WHAT IS APPROPRIATE PPE?

Personal Protective Equipment (PPE) is the last line of defense from a recognized hazard. The Command Safety Professionals can help keep you safe on the job and can assist supervisors and workers in choosing the appropriate PPE based on a comprehensive worksite analysis and/or Job Hazard Analysis (JHA). PPE must always be appropriate for the task at hand. All PPE must meet the minimum standards as prescribed by OSHA, Navy and Command Policy.



PURPOSE

The NAVFAC Southwest Command Safety Office ensures that our people, systems, infrastructure, and processes are safely integrated to maximize mission effectiveness, mitigate workplace hazards and sustains safe operations.

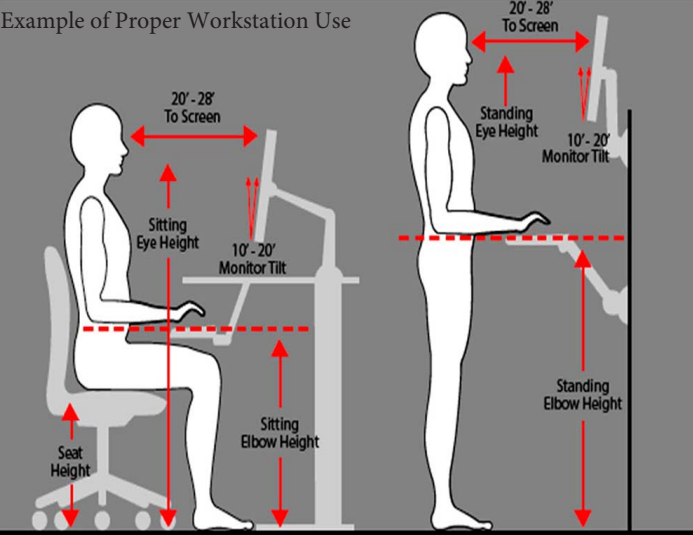


CAPTAIN LAURIE SCOTT
NAVFAC Southwest
Commanding Officer

COMMANDER'S POLICY ON SAFETY

Safety and health is our first priority and everyone's responsibility. Every employee will make well-informed risk-based decisions by fully integrating Operational Risk Management (ORM) into the planning and execution of their daily activities both at work and off-duty. Embrace "Near Miss" reporting and learn from our past and the experiences of others so we can advance our safety posture in the future. Always strive to improve our safety program. Do not allow shortcuts that introduce unnecessary risk based on the rationalization of operational expediency.

We will act responsibly and reasonably always with consideration of the risks set before us.



NAVFAC SOUTHWEST SAFETY CORE OFFICE

NAVFAC SW Safety <NAVFAC_SW_Safety_UD@us.navy.mil>



ACCOUNT ACTIVATION CHECKLIST

- 1) 10-digit DOD ID# (back of CAC)
- 2) Contact info: (Name, phone #, & work email)
- 3) Employee type:
(Appropriated Civilian/Active Duty)
- 4) Location & Installation
ex. Broadway Complex/FEAD Yuma/etc.)
- 5) Business Line / Department
- 6) Supervisor
- 7) Active duty military, are you a motorcycle rider?
- 8) Do you work predominantly in an office?
(Yes or No)
- 9) Are you a supervisor?
If so, who are your direct reports?



SAFETY OFFICE NEW EMPLOYEE GUIDE

