

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.

To file an Employee Safety Report email the basic who, what, when, where and why to NAVFAC_SW_Safety_UD@us.navy.mil. This email link can be found on the NAVFAC-SW Safety SharePoint page.

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.



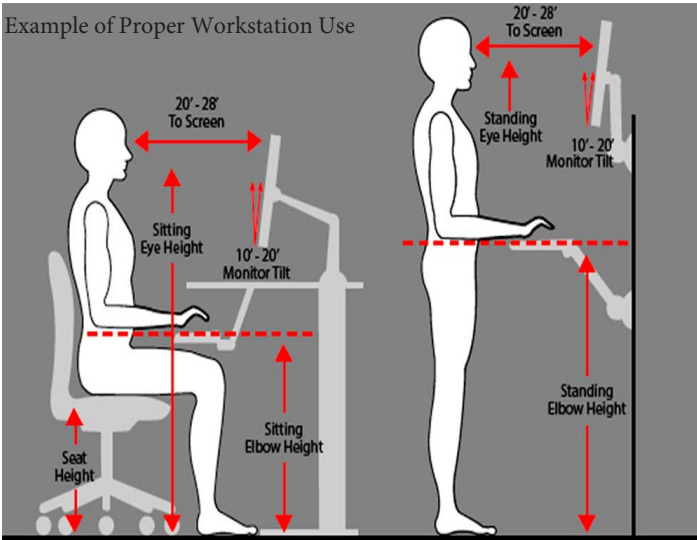
CAPTAIN Cathy Eyrich
NAVFAC Southwest
Commanding Officer

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.

Example of Proper Workstation Use



Contact the Safety Core Office for Ergonomic Assessments

NAVFAC SOUTHWEST SAFETY CORE OFFICE

Jennifer Dunaway	Safety Director	(619)705-4420
Valerie Haas	Deputy Safety PM	(619)705-4421
Rod Garringer	Deputy Contracts Manager	(760)429-6085
Joshua Malish	High Risk Manager	(619)705-4415
Pamela Scaperotta	Safety Specialist	(619)705-4413
Jeremiah Johnson	Safety Specialist	(619)705-4411

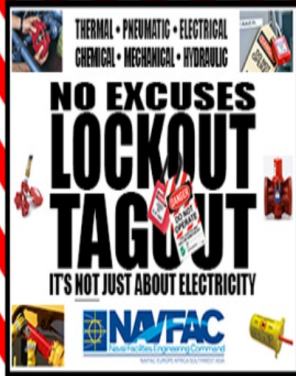
The NAVFAC SW Safety Staff are available:
Monday - Friday 0630 - 1600

Reach out to the Safety office utilizing the email below or contact us during normal business hours.

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

SAFETY SIMPLIFIED
Are your senses tingling?
TRUST YOUR GUT!

Pay attention to your senses. Often there are indicators something is wrong before a mishap.



ESAMS

ALL NAVFAC EMPLOYEES ARE REQUIRED TO HAVE AN ACCOUNT.
CALL OR EMAIL THE INFORMATION BELOW TO AN ESAMS ADMINISTRATOR WITHIN 30 DAYS OF COMING ONBOARD.

ESAMS is the web based safety management system used by NAVFAC.

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

