

MSTS SAFETY MANUAL

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COMSTS INSTRUCTION 5100.17

Military Sea Transportation Service
Department of the Navy
Washington, D.C. 20390

COMSTSINST 5100.17
23 Feb 1966

RECORD OF CHANGE

DEPARTMENT OF THE NAVY
MILITARY SEA TRANSPORTATION SERVICE
WASHINGTON, D. C. 20390

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COMSTS INSTRUCTION 5100.17

From: Commander Military Sea Transportation Service
To: Distribution List

Subj: MSTS Safety Manual

1. Purpose. This Instruction prescribes standards, policies, and administration for an MSTS Safety Program.
2. Cancellation. This Instruction cancels COMSTS INSTRUCTIONS 5100.1, 5100.10, 5100.15, and 5300.2B.
3. Background. SECNAVINST 5100.10 assigned COMSTS responsibility for developing procedures, forms, and directives relating to injury experienced by personnel of concern to MSTS and the collection of data from MSTS sources. SECNAVNOTE 5100 of 15 April 1964 cancelled the publication, "United States Navy Safety Precautions", (OPNAV 34P1) effective 1 July 1964. COMSTS NOTICE 5100 of 8 June 1964 extended the use of this publication pending implementation of subject manual.
4. Scope. This Instruction applies to MSTS ships in service (USNS) (civil-service-manned) and to all MSTS shore activities. Precautions applicable to shore activities will be supplemented by, "Department of the Navy Safety Precautions for Shore Activities", (NAVSO P-2455).
5. Action. Subordinate commands and masters shall utilize this Safety Manual as a standard for safety organization, reporting, and procedures.
6. Revisions. Masters of civil-service-manned ships are urged to submit, to their home port commander, suggestions for improving the organization, procedures, and material contained in the Safety Manual. MSTS commands shall forward to COMSTS, with copies to applicable commands for comment, recommended changes to the Manual. These changes shall be submitted as proposed page changes to the Manual.

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(See page 2)

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MSTS SAFETY MANUAL

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PART I

PROGRAM ADMINISTRATION

PART 1
PROGRAM ADMINISTRATION

CHAPTER 1
GENERAL PROVISIONS

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1-1-1 SCOPE AND COVERAGE. This Instruction establishes and administers accident prevention and injury compensation programs for the Military Sea Transportation Service. The accident prevention program applies to all persons, military and civilian, employed by MSTS, ashore and afloat; to all persons embarked on MSTS ships whether as passengers, observers, or members of a scientific or technical group; and, to all persons classed as "invitees", including longshoring and repair personnel, while actually aboard ship. The injury compensation program is applicable to all civil service employees of MSTS. This Instruction is not applicable to contract-operated ships.

1-1-2 AUTHORITY.

a. Public Law 357. Public Law 357, as amended, authorizes and directs the heads of the various departments to develop, support, and foster organized safety promotion in order to; reduce the number of accidents and injuries among Government offices and employees; encourage safe practices; eliminate work hazards and health risks; and reduce compensable injuries.

b. Public Law 1028. Public Law 1028 provides, "The Secretary of the Navy may make such expenditures as he considers appropriate to prevent accidents and to promote the safety and occupational health of (1) members of the Naval service on active duty; (2) civilian officers and employees of the Department of the Navy; (3) members of the Coast Guard when it is operating as a service in the Navy; and, (4) members of the Coast and Geodetic Survey serving with the Navy. The expenditures may include payment for clothing, equipment, and other materials necessary for the purposes of this section."

1-1-3 POLICY. COMSTS's policy is to conserve manpower and materials, both ashore and afloat, to the maximum degree possible through the application of a comprehensive, effective and continuous safety program.

1-1-4 BASIC PRECEPTS.

a. Support. The safety program within MSTS shall be aggressively supported and promoted at all levels of command to eliminate the loss of manpower and material to the end that maximum efficiency of operations will be realized.

b. Responsibility. Responsibility for safety rests with command, all levels of supervision, and the individual employee.

c. Importance. Safety shall be considered a paramount factor in all phases of MSTS operations.

d. Work Method and Operating Procedures. Work methods and operating procedures will be such that personnel shall not be unnecessarily exposed to dangers from injury due to accidents or occupational health hazards.

e. Research Operations. Special emphasis shall be directed towards control and/or elimination of potential hazards associated with all research operations conducted aboard MSTS ships in compliance with NAVWEPS OD-30579, "Explosive Safety Precautions for Research Vessels".

f. Safety Devices and Guards. Safety devices and guards will be furnished for all potentially hazardous operations and danger points, and their use shall be mandatory.

g. Personnel protective equipment. Personnel protective equipment, devices, and apparel shall be made available to all MSTS personnel when required. Personal protective equipment shall be worn by all personnel engaged in hazardous work and its use shall be mandatory.

h. Physical Fitness. Personnel will be assigned only to those jobs they are physically qualified to perform. Physical examinations of civilian marine employees will be made at least annually. The physical standards as provided for in the MSTS Medical Manual, COMSTS INSTRUCTION 6000.1 shall apply.

i. Enforcement. All commands and all levels of supervision shall enforce safety rules and regulations. While disciplinary action is not normally required for this purpose, such action may be taken when justified by the circumstances.

j. Treatment of Injuries. All injuries or diseases, however minor, arising out of employment or operations shall be treated by available facilities in accordance with existing regulations in order to reduce the severity of injuries.

k. Basic Operating Standards for Shipboard Safety. The marine safety statutes and regulations as administered by the U. S. Coast Guard shall constitute a complete set of basic operating standards for shipboard safety aboard MSTS ships. Where MSTS Safety Precautions (Part 2 of this Instruction) specify more strict or additional requirements, these requirements shall also be met.

l. Work Ashore. NAVSO P-2455, Department of the Navy, Safety Precautions for Shore Activities, of April 1965, shall be applicable to work ashore.

m. Supplementing Safety Precautions. Nothing in this Instruction shall relieve the Commanding Officer/Master of his ultimate responsibility for the safety of his ship, crew, passengers, and cargo. In any circumstances where safety precautions appear to be needed but have not been provided, or where existing safety precautions are deemed to be inadequate, the Commanding Officer/Master shall issue new precautions or supplement prevailing ones in the manner and degree he considers necessary to carry out his responsibility. In such instances, appropriate reports shall be made to COMSTS via the chain of command in order that corrections may be made to this Instruction.

1-1-5 ORGANIZATION OF RESPONSIBILITIES.

a. COMSTS. Under the policy control of the Deputy Under Secretary for Manpower, COMSTS is responsible for the formulation and implementation of an accident prevention program. In carrying out this responsibility, COMSTS will:

(1) Establish safety policies and basic safety programs for subordinate commands.

(2) Administer, coordinate, and review all safety programs to insure uniformity and proper implementation by subordinate commanders.

(3) Furnish essential safety program guides, aids, and materials to supplement standardized programs.

(4) Coordinate MSTS participation in safety activities conducted by other Government or private organizations.

(5) Review and coordinate requests for the purchase or design of necessary safety devices, equipment or material.

(6) Approve and allocate safety budgets and review safety expenditures.

(7) Approve major changes in safety organization and activities affecting matters of policy.

b. Responsibilities Ashore.

(1) The Commander, home port, is directly responsible for establishing and vigorously administering a safety program. Such a program shall be in accordance with all the requirements of this Instruction. He shall:

(a) Establish and actively support a safety organization to meet all the needs of the command.

(b) Execute the safety policies of COMSTS as required by this and other instructions.

(c) Review and take action on the reports and recommendations of the Command Safety Council.

(d) Submit safety reports as required by this Instruction.

(e) Submit to COMSTS recommendations for improvement of the safety program.

(2) Area and subarea commands will provide guidance, and assist in developing and reviewing safety programs at subordinate commands.

(3) The Commander, home port, will appoint a Safety Council to assist and advise him on safety matters. The Council shall meet at least quarterly and submit a copy of the minutes to COMSTS and to each civil service operated ship in that command.

(a) The Command Safety Council will be composed of the following personnel or their designated subordinates authorized to make commitments for them:

Chief of Staff (Chairman)
Industrial Relations Officer
ACOS (Operations)
Maintenance and Repair Officer
Supply Officer

Medical Officer
Chief Inspector
Director, Safety Division -
Advisor and Coordinator

(b) The Council shall recommend to the Commander, home port, regarding the following:

1 Safety objectives and problems.

2 Corrective action concerning major accident trends.

3 The effectiveness of the safety program as a whole, (including operational and material safety as well as personnel safety).

4 Placement of safety authority within the command and assignment of particular responsibilities concerning accident prevention, consistent with this Instruction and other applicable regulations.

(4) Meetings of the Council should include only those members who have a direct interest in the questions under consideration at the meeting. Staff members shall be available to provide specific advice and guidance to the Council upon request.

(5) The Maintenance and Repair Officer is responsible for matters of material safety. This responsibility includes:

(a) The integration of safety in all matters concerning maintenance, repair, alteration and conversion of ships assigned to MSTS.

(b) The review and evaluation of established engineering methods and procedures with relation to safety and insuring correction of any deficiencies.

(c) Insuring that all provisions of safety to protect the ship and her crew are met by repair facilities servicing MSTS ships.

(d) Acting promptly on repair items involving safety submitted on Voyage Repair List, Inspection Reports, Ships' Safety Minutes or other reports.

(6) The ACOS (Operations) is responsible for matters involving operational safety. This responsibility includes:

(a) Insuring the integration of safety principles and practices into all ship operational standards and procedures.

(b) Insuring effective action by his staff in matters of safety within their responsibility.

(c) Insuring that all provisions of safety necessary to protect the ship and her crew are met at port facilities used by MSTS ships.

(7) The Director, Safety Division shall coordinate all safety within the command and provide guidance to all safety technicians and personnel of other divisions assigned specific safety duties, whether ashore or afloat. The Safety Division will function in an advisory capacity to the divisions ashore and ships afloat. The Safety Division is responsible for advising with regard to all practices involving ships' equipment or functions which are directly concerned with preservation of life and limb. The Director, Safety Division stands as technical advisor to all divisions concerning questions on the safety of equipment or practices, whether or not safety of life and limb is of immediate concern. The Director, Safety Division, is responsible for:

(a) Promulgation of safety rules and regulations consistent with this Instruction.

(b) Conducting continual safety inspections aboard ship, including underway and shipyard inspections.

(c) Acting in an advisory capacity on matters of safety to the Commanding Officer, Department Heads, Masters, and other supervisors.

(d) Recommending changes to procedures and conditions that will reduce hazards affecting crew members, passengers and invitees.

(e) Cooperating with the Training Division in a program for training in safety and accident prevention for personnel, both ashore and afloat.

(f) Maintaining complete and accurate files of all reported accidents, including both property damage and personnel injuries, and preparing comprehensive analyses for correlation of findings with the Accident Prevention Program.

(g) Exercising control as to the safety aspects of specifications for the procurement of personal protective apparel, safety guards and other special devices.

(h) Acting as a representative of the Bureau of Employees' Compensation in all cases of injury, occupational disease or death of employees.

(i) Providing safety information, publications and other educational materials to meet the specific needs of the program.

(j) Expedited review and evaluation of all ships' Safety Meeting Minutes.

(k) Maintaining a control file for follow-up of all unsafe conditions reported by ship's Safety Committees, or in work orders, in beneficial suggestions, by employee complaints or other sources. Reporting immediately by memorandum to ACOS (Operations) with information copies to the Chief of Staff and to the responsible division or office, any major hazardous condition aboard ship which comes to his attention.

(l) Coordinating with medical and placement officials to assure the proper selection and placement of personnel from the standpoint of safety.

(m) Correlating safety work with the work of the Medical Division in the control of occupational health hazards.

(n) Providing assistance to the Medical Division, as required, in radiological programs.

(8) Division directors and heads of offices will lend full support to the safety program and will take prompt corrective action on safety matters which are their responsibility.

(9) The Safety Division of each MSTS command will be staffed by qualified personnel based on the following standard, with clerical help adequate to handle the duties of the Division. Figures will include all MSTS civilian and military personnel ashore and afloat. Where necessary, specific increases will be made by COMSTS upon request.

10,000:
(a) Commands having a total personnel of 2,000 to

Director, Safety Division
Safety Officer
One Safety Inspector for each 2,000
marine and/or industrially-
employed personnel ashore

(b) Commands having a total personnel of 1,000 to 2,000:

Director, Safety Division
One Safety Inspector

(c) Commands having a total personnel of 400 to 1,000:

One Safety Engineer

(d) Commands having a total personnel of 400 or less:

One Safety Inspector or collateral duty inspector.

c. Responsibilities Afloat.

(1) The Master of each ship is responsible for establishing a shipboard safety organization and program for the prevention of accidents involving his ship, her passengers, crew, cargo, equipment and any other property. The Master's responsibility includes:

(a) Designating the 1st Officer as ship's Safety Officer.

(b) Conducting safety inspections of the ship and her equipment and operations to assure conformance with applicable statutes and safe practices.

(c) Provide for training and adequate supervision of ship's personnel in matters of accident prevention.

(d) Assuring safe utilization of men, tools and equipment (including all necessary safety precautions, devices and protective equipment).

(e) Assuring complete accident investigation and reporting, and prompt corrective action. (Reporting to include material and/or property damage sustained by the ship as well as personnel injury reports.)

(f) Organizing the Ship's Safety Committee and initiating prompt action on committee recommendations.

(g) Following up recommendations and routing inspection findings to assure prompt action by responsible persons.

(h) Assuring that pertinent safety instructions are posted.

(i) Coordinating safety regulations of MSTS with those of the port of call, the ship repair facility, etc., visited by the ship.

(2) The Master shall establish a Ship's Safety Committee consisting of the Master as Chairman, the Safety Officer, the COMILDEPT and Medical Officer (where assigned) and all department heads as members. Representation of personnel assigned aboard (other than MSTS personnel, i.e. scientific, military, etc.) shall be invited and encouraged to attend. The Purser shall act as recorder. The meetings shall be held at least monthly and the date and time entered in the ship's log. Nonmember representatives for the unlicensed personnel may attend meetings at the discretion of the Master. Pertinent excerpts of the minutes shall be published and posted in crew areas; two copies, signed by the Master, shall be submitted to the Commander, home port for review and evaluation by the Safety Division. The Safety Division will then forward one copy to COMSTS. The primary functions of the Committee shall be to:

(a) Review the ship's accident record, the predominant types of accidents and their causes, including material and/or property damage.

(b) Review and discuss inspection reports, accident investigation findings and safety suggestions; formulate recommendations for cognizant authorities afloat and ashore.

(c) Determine necessity for and promulgate rules and regulations governing hazards peculiar to the ship.

(d) Record in the minutes any safety items requiring attention and/or assistance by the Commander, home port.

(3) Under the Master's direction the Ship's Safety Officer (1st Officer) shall be responsible for administering and coordinating all accident prevention activities aboard ship. This assignment of responsibility shall in no way relieve the Master or his staff of their responsibilities for the safety of the ship, crew, passengers, cargo and equipment or for the supervision or operation of the safety program. The Safety Officer's responsibilities include:

(a) Reviewing all accident reports for completeness (including signatures) and accuracy.

(b) Recommending preventive and corrective action to Master and following up on measures approved by the Master.

(c) Investigating, with the department head and other cognizant personnel, all accidents involving crew members.

(d) Distributing educational and promotional safety literature.

* (e) Inspecting the ship for unsafe conditions and practices and following-up on corrective action required.

(f) Cooperating with the department heads in assuring compliance with matters pertaining to the safety program.

(4) The Medical Officer, where assigned, will be responsible for notifying the Master; via COMILDEPT, at least once each day of all injuries treated.

(5) Each department head shall assure that members of his department are instructed, while on duty, in the safe working practices of the department, including safe operation of all equipment within the department. Special attention will be directed to newly assigned personnel. The instructions shall be of a continuing nature. He will appoint one or more responsible crew members to act as Safety Committee-men. These men will report immediately any unsafe practices or condition to the department head.

(6) The responsibility for safety is a line function of all department heads and subordinate supervisors. The establishment of a special staff for the maintenance of safety within MSTS does not relieve anyone of his responsibility for accident prevention. Specifically, it is each supervisor's responsibility to:

(a) Maintain a high level of safety consciousness in employees through continuous emphases on safety.

(b) Assure that each employee under his supervision is thoroughly indoctrinated in the safe working practices necessary to his job.

(c) Continually inspect and analyze work methods and the work area for accident hazards and take immediate corrective action.

(d) Investigate and complete required reports immediately after every accident resulting in employee injury or property damage under his supervision.

(e) Assure that employees immediately report all injuries, however minor.

(7) The employee is responsible for his own personal safety and the safety of his fellow crew members. The assignment of safety functions to a specific person or group of people in no way relieves him of this responsibility.

1-1-6 ACCIDENT PREVENTION PROCEDURES.

a. Inspections.

(1) The Safety Engineer or his designated representative shall conduct frequent inspections of ships in addition to participating in the command's inspection program. Any discrepancies noted in his inspections shall be reported to the Master in writing, and a copy retained by the Safety Office for follow-up purposes.

(2) Accidents, installation of new equipment, establishment of new procedures, and relocation of operations may all be cause for special surveys. These surveys will be made at the call of the command and shall have Safety Division representation when any aspect of safety is involved in the survey.

(3) Ships' officers are required to conduct continuous safety inspections in performing the assigned responsibilities of their positions. Check lists incorporating safety factors suited to the department involved should be used as an inspection guide by the ships' officers.

b. Inspection Follow-up. Safety inspections are conducted to reveal unsafe practices and conditions; the important factor in any safety inspection, however, is follow-up of the inspection findings. It shall be the responsibility of the inspector finding the discrepancy to take action leading to correction. The procedures noted below shall be followed:

(1) The person discovering the unsafe condition shall:

(a) Determine who is responsible for corrective action;

(b) Advise the responsible person of the condition and the recommended corrective action;

(c) On subsequent inspection, check the corrective action.

(2) The responsible person shall:

(a) Take any corrective action within his authority;

(b) Report hazardous ship's equipment which requires replacement on the departmental Voyage Supply List, identifying each item as a "safety item";

(c) Report unsafe physical conditions on the department's Voyage Repair List, identifying each item as a "safety item".

(3) The command ashore shall:

(a) Review Ship's Safety Council minutes for safety discrepancies reported therein which deserve the attention of the command but do not require detailed report;

(b) Take necessary action;

(c) Advise the Master of the action taken;

(d) Disseminate those recommendations with fleet applicability.

(4) All persons designated above shall assign the highest priority to safety items and shall maintain follow-up records until correction is accomplished.

c. On the Job Safety Training. It is a supervisor's duty to assure that the personnel under his supervision are instructed in the safe procedures for carrying out their jobs. Department heads shall assure that on the job safety meetings are conducted at least semi-monthly throughout all work levels of the department. These meetings should consist of brief, forceful talks with discussion. Accidents that have occurred, safety regulations of the department, potential hazards of the department's operations and related subjects are encouraged as topic material.

d. Protective Equipment, Devices and Apparel. There shall be available on each ship for use by employees, protective equipment, apparel and devices which the employee would not normally be expected to provide. Rather than furnish protective items on an assigned individual basis, protective equipment should be centrally controlled within the department concerned and issued at the time of need. Regular maintenance and sterilization will be undertaken. Maintenance of this equipment, above that which can be done aboard ship, shall be accomplished through Navy activities in the area which have the necessary facilities.

(1) The Safety Division shall coordinate the review and approval of safety equipment contained on the ship's allowance lists with the M&R Division. Government furnished equipment will include such items as:

Respirators

Goggles

Welding masks

Rubber and asbestos aprons and gloves

Safety belts
Welders leathers, gloves and/or mitts
Helmets (hard hats)
Wet weather gear
Meat cutters mesh gloves

(2) The Medical Department will be responsible for
administering a complete sight conservation program. *

1-1-7 DEFINITIONS. The need for common understanding as a basis for conducting the safety program of MSTS requires definitions and uniform meanings which shall be used by all activities. For purposes of this Instruction the terms below will carry the meanings indicated.

a. Accident. A happening or event that takes place without one's foresight or expectation which either:

(1) results in injury to an employee, passenger, or "invitee" and:

(a) occurs on government premises or while an employee is on official duty beyond such premises;

(b) occurs while on voyage away from the home port whether ashore or afloat;

(2) results in material damage to a ship's hull, propulsaion plant or other equipment. *

b. Basic Wage Rate. Basic Wage Rate as used in computing disability payments includes salary before deductions; and the value of subsistence, quarters, or other considerations furnished to him on the job as a part of his pay for services rendered. Overtime and premium pay shall not be taken into account.

c. Commander, Home Port. Commander, home port refers to the naval commander of the MSTS activity exercising administrative control of the ship or personnel concerned.

d. Disabling Work Injury. A disabling work injury is an accident where the injured person is unable (in the opinion of the Medical Officer, or, in cases of ships without a Medical Department, the Master) to return to and perform the duties of his next scheduled watch or his assigned duty on the day following the accident or any day subsequent thereto regardless of this work schedule within this period.

e. First-Aid Case. "First-aid case" shall be the term applied to any injury which causes an employee to receive treatment without loss

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of time or transfer to another regular job, and he stands his next regularly scheduled watch or performs his regular duties within twenty-four hours of the time injured.

f. Injury. Injury as used in a. above, refers to any harm or impairment to the body through physical damage, industrial illness or disease.

g. In the Performance of Duty. The term "in the performance of duty", shall be used to mean that period when an employee is aboard ship and on watch or in-between watches.

h. In the Service of the Ship. The term "in the service of the ship", when applied to a determination - as to the degree of compensation - or "free of charge" medical treatment, if any, an employee is to receive shall be construed to mean that period when an employee is on the rolls and assigned to an MSTS ship.

i. Invitee. An "invitee" is any person, other than a passenger or employee (military or civilian) of MSTS, aboard ship for an authorized purpose. (Master Labor Contract personnel in COMSTSFE are considered employees of MSTS for accident reporting purposes).

j. Light Duty (Temporary Partial Disability). Any case wherein the disabled employee cannot perform the duties of his own position but can perform the duties of another regularly established job is a light duty. The injured employee's supervisor and the Medical Officer shall collaborate in determining the nature of the work to be performed. Light duty assignments are to be recorded in all reports as first-aid cases. On board a ship without a Medical Officer, if the injured employee refuses to perform a light duty assignment, he will be granted sick leave unless the Master is sure that he may perform the duties of the assignment without aggravation of his injury or undue discomfort. In the latter case, the employee will be considered to have absented himself from his duties and will be carried in a nonpay status for the period covered by such refusal. Usually no disciplinary action will be taken following the refusal but a letter explaining the assignment and the circumstances of refusal will be forwarded by the Master to the Commander, home port, for filing in the employee's personnel folder. If competent medical authority later certifies that the employee was, in fact, incapacitated for the assignment, he will be entitled to sick leave covering the period of refusal.

k. Permanent Partial Disability. A permanent partial disability is any injury other than death or permanent total disability which results in the complete loss or loss of use of any member or part of a member of the body, or any permanent impairment of functions of the body

or part thereof regardless of any pre-existing disability of the injured member or impaired body function. Each such disability shall be counted as a disabling work injury, whether the injured actually loses time or not.

1. Permanent Total Disability. A permanent total disability is any injury other than death which permanently and totally incapacitates an employee from following any gainful occupation, or which results in the loss of, or the complete loss of use of, any of the following in one accident: both eyes; one eye and one hand, or arm, or leg, or foot; any two of the following not on the same limb - hand, arm, foot, or leg.

1-1-8 AWARDS.

a. Local Awards. COMSTS endorses the promotion of accident prevention competition among ships of subordinate commands. Commands having more than one civil service manned ship in each class (passenger or other) assigned for administrative control shall establish local safety awards. Two such awards will be granted in any command based on the safety achievement in passenger and in non-passenger ships. Granting awards will be considered on the basis of major factors as follows:

Safety inspection
Ship's accident prevention programming
Accident frequency rates
Adequacy of reporting procedures
(Personnel accident reports, Material and
property damage reports, Safety meetings,
etc.)
Adequacy of safety equipment and material.

*

b. Navy Awards. The Secretary of the Navy grants awards for outstanding achievement in safety. All commands of MSTS are eligible to receive these awards. Rules and definitions for the awards are determined by the Secretary of the Navy and are contained in NCPI 450.7.

1-1-9 SAFETY CHECK LISTS. The purpose of these Check Lists is to provide the inspecting officer with reminders of items of safety for inclusion in his routine inspections and shall not restrict the scope of his safety inspections in any way. The sample check lists provided may be supplemented or modified to meet the particular needs of each ship.

a. Deck Department Safety Check List.

(1) Decks.

Tripping hazards; heavy weather precautions, slippery deck areas; stanchions and life lines.

(2) Ladders, Straight.

Rungs, security, hold backs on hatches; two handed use.

(3) Ladders, Inclined.

Treads, hand rails, stanchions, man ropes.

(4) Ladders, Portable.

Pilot ladders secured, hand line in place, proper stowage, life ring and lanyard at ladders; rungs, strength, security of rungs.

(5) Illumination.

Adequacy at ladders, gangways, holds, rooms, passageways and compartments; availability and condition of electric torches, extension cords and lighting fixtures (explosion proof where required).

(6) Hatches.

Officer in attendance, safety lines rigged, t'ween deck protection; condition and stowage of tarps and battens; hatch beam security (uncovered until all boards in place).

(7) Winches.

Wire rope fastening; lubrication of reaving, oiling and greasing of brakes; guarding, signals.

* (8) Smoke Stack.

Hook for suspending Bos'n's Chair, notification of Chief Engineer before men sent aloft, security of stays, stack gas sign.

(9) Bos'n's Chair.

Rigged, lowered and raised by user; inspected and tested before use; supervision of use.

(10) Painting.

Condition of stages, bos'n's chairs properly rigged, inspected and tested; attendant on deck during over side work; life line and rig in place; Jacob's ladder rigged to stage; life vest worn; no smoking.

* (11) Gangways.

Security and maintenance of rigging, manropes, stanchions; watch on duty, illumination, life ring and line provided; safety net rigged.

(12) Lines.

Men in clear of running lines; hung off cleats; made fast to capstan or gypsy; stowage, becketts on eye of mooring lines; fast to bitts, not gypsy heads.

- (13) Cargo Gear.
Inspection; logging; overhauled; inspection of fittings, bridles, strong backs, wire slings; slings sliced; open hooks moused; safety shackles, used cargo gear record; chains; snatch block hooks.
- (14) Hand Rails.
Security of stanchions; in place and rigged around deck openings.
- (15) Handling Materials.
Rigging; security; inspection, maintenance of block and tackle and chain falls; spliced slings; clean, dry lifting area; position and method when lifting.
- (16) Protective Equipment.
Adequate stowage, spare parts, maintenance and instruction; proper utilization of.
- (17) Smoking Regulations.
Restricted areas marked; ventilators screened; means for disposal of butts and matches.
- (18) Fire-Fighting Equipment.
Marking of; valves, stations, etc.; hoses reeled or flaked at hydrants, one length attached; spanner wrenches; check on extinguishers; instructions in use of.
- (19) Gasoline and other Inflammables.
Stowage; safety fittings; safety can; no smoking signs.
- (20) Tools.
Condition; maintenance; stowage; use.
- (21) Confined Space.
Tested, certified, ventilation, rescue equipment.
- (22) Shops.
Cleanliness, lighting, guards, stowage.
- (23) Housekeeping.
Orderliness, condition and stowage, containers.
- (24) Unsafe Acts.
Horseplay, taking unsafe positions, failure to use protective equipment or guards, chance taking.

(25) The Indivisual.

Inexperience, lack of knowledge, inattention, disobedience of rules; fatigued, poor work habits, mental and physical fitness, temperament and attitude.

b. Engine Department Safety Check List.

(1) Boilers.

Guage glasses, test cocks; operating boiler, condition of burners, lighting off procedures; stack cleaning gear; warning (out of operation) tags; boiler compound labeled and stowage.

(2) Electrical Equipment.

Protection of exposed terminals; safety signs, grounding, grating rubber mats for switchboards; working hot lines, insulated tools, locks when working on equipment, rubber gloves.

(3) Main Engine.

Propeller all clear signal; warm up procedures.

(4) Fire-Fighting Equipment.

Inspection and adequacy of.

(5) Floor Plates and Grating.

(6) Machinery Guards.

Condition, in place, maintenance.

(7) Illumination.

Adequacy, condition.

(8) Ladders and Hand Rails.

Loose, bent, missing rungs, blocking of, hatch openings, equipped with hold backs.

(9) Machine Shop.

Containers for refuse, guards in place, condition, use and stowage of tools, illumination, deck condition.

(10) Refueling.

No smoking, bonding, oil spills.

(11) Unsafe Acts.

Horseplay, practical jokes, taking unsafe positions, failure to use protective equipment or guards, chance taking.

(12) The Individual.

Inexperienced, lack of knowledge, inattention, disobedience of rules, fatigue, poor work habits, mental and physical fitness, attitude.

(13) Miscellaneous.

Lagging, stowage of spare parts, cleanliness, general housekeeping, personal protective equipment.

c. Steward Department Safety Check List.

(1) Crew and Passengers' Quarters and Mess.

Refuse containers, security of personal gear, security of inflammables, dead light hold backs, watch and bill stations, door warning signs, hooks, illumination.

(2) Galley.

Burner operation and maintenance, security of material on shelves and stove, galley deck refuse containers, cleanliness of space and equipment, hold backs, stowage of knives, cleanliness of china, safety devices (Power-operated equipment, operating condition of).

(3) Storeroom.

Security of stowage, hold backs.

(4) Refrigerator Boxes.

Condition of gratings, mats outside door; warning alarm and emergency lights; cleanliness; door hold backs.

(5) Unsafe Acts.

Horseplay, taking unsafe position, failure to use protective equipment or guards, chance taking.

(6) The Individual.

Inexperienced, lack of knowledge, inattention, disobedience of rules, fatigue, poor work habits, physical and mental fitness, cleanliness, attitude.

PART 1
PROGRAM ADMINISTRATION

CHAPTER 2
MESSAGE REPORTING

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1-2-1 SCOPE. This Chapter establishes MSTS requirements and responsibilities for prompt message reports of deaths and certain cases of serious or critical illness or injury, involving personnel of concern to MSTS. In addition, any illness or injury to military or civilian personnel embarked in MSTS ships will be reported if it necessitates hospitalization ashore for treatment or transfer to another ship. The requirements of this Chapter are in addition to the accident reporting requirements of Chapters 1-3 and 1-4 of this Instruction.

1-2-2 POLICY. It is essential that a report be made, and the next of kin notified in each case of serious or critical illness, injury, or death of personnel of concern to MSTS. The manner in which MSTS notifies the next of kin in cases of death of Navy personnel serving with MSTS and of MSTS civilian personnel is a measure of our regard for the individual and for his service as well as an expression of consideration and sympathy to his immediate family. For this reason, it is desirable that, where possible, personal contact be made with the next of kin. It is recognized, however, that instances will arise wherein conditions of weather, geographic location and distance, and medical condition of the next of kin may, on occasion, preclude personal contact. When such instances occur, it is expected that administrative commanders will carry out this very personal responsibility in a manner appropriate to the circumstances, with such improvisations as may be necessary.

1-2-3 DEFINITIONS.

a. Personnel of Concern to MSTS. Personnel of concern to MSTS include all persons, military and civilian, employed by MSTS, ashore

and afloat; all persons embarked on MSTS ships whether as passengers, observers, or members of a scientific or technical group; and, invitees.

b. Serious Illness or Injury. A serious illness or injury is defined as a condition which, in the opinion of a medical officer (or other qualified person if a medical officer is not available), appears to seriously jeopardize the health of the individual concerned.

c. Critical Illness or Injury. A critical illness or injury is defined as a condition which, in the opinion of a medical officer (or other qualified person if a medical officer is not available), appears to critically jeopardize the life of the individual concerned.

1-2-4 REPORTING REQUIREMENTS.

a. Navy Personnel. Each case of serious or critical illness, injury, or death, involving Navy personnel serving with or transported by MSTS shall be reported.

b. Civilian Marine Personnel. Each case of serious or critical illness, injury, or death involving civilian marine personnel while the employee is in the service of a ship, in a duty status in the receiving section, or employed by an overseas MSTS command shall be reported. There is no responsibility for reporting if the employee becomes disabled or dies while on leave from the ship in the home port or while he is in an off duty status in the receiving section (except overseas).

c. Civilian Shore Employees. Each case of death involving civilian shore employees in a duty status and each case of serious or critical illness, injury, or death in a travel status shall be reported.

d. Passengers and Invitees. Each case of serious or critical illness, injury, or death involving military or civilian passengers and invitees occurring on property under control of MSTS, aboard MSTS ships, or while ascending or descending a brow, gangway or accommodation ladder, or on a dock or pier as a result of events taking place on board an MSTS ship, shall be reported.

e. Unusual Cases. Normally, cases not covered above require neither official reports to COMSTS nor notification of next of kin (requirements below). However, unusual cases do occur wherein action by subordinate commands must be governed by the circumstances of the case. Examples: pedestrian death; death of civilian marine employee on leave in home port and next of kin resides outside CONUS; incident involving civilian population with potential Congressional, news media, or legal implications; etc.

1-2-5 REPORTING PROCEDURES.

a. Navy Personnel. Reports shall be submitted in accordance with articles C-9801 and C-9802, BUPERS Manual 1959 for Navy personnel.

b. All Other Persons. Message reports for all other persons will include the following (except invitees - ALFA, BRAVO and CHARLIE only required):

(1) ALFA: Full name, and, as appropriate, rank, rate, rating or grade; file, service, "Z", badge, or social security number; and, branch of service. (Name of individual and name of principal in the case of civilian dependent passengers.)

(2) BRAVO: Diagnosis of illness or injury (Note: if unknown, specify nature of complaint or symptoms, ie. headaches, stomach pain, etc.), prognosis (examples are: "not serious", "guarded", "serious", "critical"), cause of injury or death, and disposition of patient if transferred. *

(3) CHARLIE: Date, time, and ship's position.

(4) DELTA: Full name, relationship, and address of next of kin. (Indicate in message when next of kin is aboard or if NOK has been notified.)

c. Death. In case of death, the following will be included in the message:

(1) ECHO: Next port of call and estimated date of arrival.

(2) FOXTROT: Whether the ship has adequate facilities for preserving the remains or disposition of remains.

d. All Message Reports Except Those Involving Civilian Marine Personnel. All message reports, except those involving civilian marine personnel, will be made to the Secretary of the Navy with COMSTS and the cognizant MSTS administrative commander as information addressees.

e. Message Reports Involving Military Personnel. Message reports involving military personnel (other than Navy), their dependents, and all other civilian passengers will include, as appropriate, the following information addressees:

(1) The Commandant of the Marine Corps (Code DNA) for cases involving Marine Corps personnel and their dependents.

(2) The Adjutant General, Department of the Army, (Code AGPS) for cases involving Army personnel and their dependents.

(3) The Chief of Staff, U. S. Air Force (Code FMP) for cases involving Air Force personnel and their dependents.

(4) The Commandant, U. S. Coast Guard (P-S), for cases involving Coast Guard personnel and their dependents.

(5) American Red Cross, Headquarters, Washington, D. C., for cases involving Red Cross employees and their dependents.

(6) The cognizant sponsoring service for cases involving personnel not covered above.

f. Judge Advocate General. The Judge Advocate General of the Navy will be included as an information addressee on all messages involving personal injury or death exclusive of cases involving military personnel and civil service employees.

g. Message Reports Involving Civilian Marine Personnel.

Message reports involving civilian marine personnel, on voyage, will be made to the cognizant MSTS administrative commander with COMSTS and the Secretary of the Navy as information addressees. Whenever an employee is left ashore for hospitalization, the nearest MSTS representative will also be made an information addressee. In case of death, on voyage, the report will be made to the Secretary of the Navy, with COMSTS, the cognizant MSTS administrative and operational commander, the Bureau of Medicine and Surgery, the Bureau of Employees' Compensation (when death occurs as a direct result of the nature of employment), and the commandants of the naval districts in which (1) the home port is located, and (2) the next of kin resides, as information addressees. Serious or critical illness, injury, or death occurring in the home port will be reported to the Industrial Relations Officer, who will be responsible for making the reports required by this Chapter. When an employee is transferred to a shore facility in CONUS other than a USPHS hospital, the nearest USPHS facility shall be an info addressee. In addition, messages should include what personal effects and valuables accompanied employee.

* h. Progress Reports. Following the initial message, reporting serious or critical illness or injury to civilian marine personnel, progress reports will be sent weekly until the patient is removed from the serious list or transferred to another ship or shore treatment facility. If the patient is transferred, a message report shall be made immediately. The receiving facility will be requested to make weekly progress reports to all concerned until the patient is removed from the serious list. Any change in the patient's condition will require an immediate report.

1-2-6 NOTIFICATION OF NEXT OF KIN. The cognizant service (Army, Navy, Air Force, or Marine Corps) will be responsible for notifying the next of kin for cases involving military and dependent personnel of their respective services. The cognizant MSTS administrative commander will be responsible for cases involving civilian personnel.

1-2-7 NOTIFICATION OF DEATH (Civilian Personnel). Wherever possible, notification will be by personal visit of a representative of the MSTS command. If the next of kin cannot be promptly located, COMSTS will be advised by message with the Bureau of Medicine and Surgery and the commandant of the naval district in which the next of kin resides as information addressees.

a. Information to be Excluded. Under no circumstances will the notification contain information concerning the conduct or line of duty status of the individual nor will any information be given which would jeopardize security.

b. Information to be Included. The information to be included in the notification depends on the locale of the death. See Article 1-2-8 below for the substance of information to be conveyed.

c. When Next of Kin Resides Within Commuting Area. When the next of kin resides within the commuting area of the home port or official duty station, a copy of the notification will be left with the next of kin by the command representative making the personal visit. COMSTS will be advised by message of such personal notification, with information copies to the Bureau of Medicine and Surgery and the commanders of the naval districts in which (1) the next of kin resides and (2) death occurred.

d. When Next of Kin Does Not Reside Within Commuting Area. When the next of kin does not reside within the commuting area of the home port or official duty station, notification will be by message, and the commanding officer of any naval activity that is located within commuting distance of the next of kin, will be requested by priority message to have an officer make a personal visit of notification in the name of MSTS. All message requests will contain the following statement: "UNDER NO CIRCUMSTANCES WILL NOTIFICATION BE MADE BY TELEPHONE". Additionally, under no circumstances will the notification message be delayed in order that the personal visit be accomplished.

1-2-8 MESSAGE NOTIFICATION FORMS. As appropriate, one of the following messages will be sent or personally delivered to the next of kin. Examples are shown for civilian marine personnel, appropriate paraphrasing will be accomplished for cases involving shore personnel.

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In all cases, the Bureau of Medicine and Surgery, COMSTS, and the commandants of the naval districts in which (1) death occurred, and (2) the next of kin resides, will receive information copies. The information addressees will not appear on the copy sent or personally delivered to the next of kin.

a. Death in Home Port. In case of death of an employee in the home port or its commuting area, and if an MSTS responsibility exists in accordance with Article 1-2-4, the next of kin will be notified by means of the following message:

IT IS WITH DEEP REGRET THAT I OFFICIALLY NOTIFY YOU OF THE DEATH OF YOUR (relationship, full name, and rating) OF THE (name of ship) ON (date, place) FROM (cause). HIS DEATH IS A GREAT LOSS TO MSTS AND HIS SHIPMATES AND FRIENDS JOIN ME IN EXPRESSING OUR SINCERE SYMPATHY. KNOWING THAT YOU WILL BE INTERESTED IN MAKING BURIAL ARRANGEMENTS PLEASE NOTIFY ME BY COLLECT TELEGRAM OF DISPOSITION YOU DESIRE MADE OF THE REMAINS. REGRET NAVY IS NOT AUTHORIZED TO DEFRAY EXPENSES. HOWEVER PLEASE LET ME KNOW IF ADVICE OR ASSISTANCE IS DESIRED IN WORKING OUT NECESSARY ARRANGEMENTS. LETTER FOLLOWS: (name and title of MSTS commander).

b. Death Away From Home Port Within CONUS. In the case of death of an employee in the service of a ship away from the home port and its commuting area, but within the continental limits of the United States, the next of kin will be notified by means of the following message:

* IT IS WITH DEEP REGRET THAT I OFFICIALLY NOTIFY YOU OF THE DEATH OF YOUR (relationship, full name, and rating) OF THE (name of ship) ON (date, place) FROM (cause). I WISH TO ASSURE YOU OF EVERY POSSIBLE ASSISTANCE TOGETHER WITH THE SINCERE SYMPATHY OF MSTS, HIS SHIPMATES AND FRIENDS. KNOWING THAT YOU WILL BE INTERESTED IN MAKING BURIAL ARRANGEMENTS THE FOLLOWING INFORMATION IS OFFERED. NAVY MAY ALLOW AN AMOUNT NOT TO EXCEED \$150 TOWARD PREPARATION AND ENCASEMENT AND WILL DEFRAY ALL COSTS OF SHIPMENT TO THE PLACE DESIGNATED BY YOU NOT TO EXCEED COST OF SHIPMENT TO HOME OR OFFICIAL STATION. PLEASE NOTIFY (commandant of the naval district where death occurred) BY COLLECT TELEGRAM NAME AND ADDRESS OF FUNERAL ESTABLISHMENT TO WHICH YOU DESIRE REMAINS CONSIGNIED. LETTER FOLLOWS: (name and title of MSTS commander).

c. Death Outside CONUS. In the case of death of an employee outside the continental limits of the United States, the next of kin will be notified by means of the following message:

IT IS WITH DEEP REGRET THAT I OFFICIALLY NOTIFY YOU OF THE DEATH OF YOUR (relationship, full name, rating) OF THE (name of ship) ON (date, place) FROM (cause). KNOWING THAT YOU WILL BE IMMEDIATELY INTERESTED IN MAKING BURIAL ARRANGEMENTS THE FOLLOWING INFORMATION IS OFFERED. REMAINS

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WILL BE PREPARED AND FITTINGLY ENCASED AND HELD UNTIL YOU NOTIFY THE BUREAU OF MEDICINE AND SURGERY DEPARTMENT OF THE NAVY WASHINGTON D C BY COLLECT TELEGRAM OF YOUR WISHES. PLEASE DESIGNATE FUNERAL ESTABLISHMENT TO WHICH REMAINS ARE TO BE CONSIGNED. EXPENSES OF CARE AND SHIPMENT OF REMAINS TO DESTINATION SELECTED BY YOU WILL BE DEFRAVED BY THE NAVY. I WISH TO ASSURE YOU OF EVERY POSSIBLE ASSISTANCE TOGETHER WITH THE SINCERE SYMPATHY OF MSTS, HIS SHIPMATES AND FRIENDS. LETTER FOLLOWS: (name and title of MSTS commander).

NOTE: When the activity where death occurs requests permission for autopsy, the following should be included in the message to the next of kin: "ALSO, PLEASE INCLUDE IN YOUR WIRE WHETHER PERMISSION IS GRANTED FOR POST MORTEM EXAMINATION TO COMPLETE OFFICIAL MEDICAL DIAGNOSIS."

1-2-9 LETTER TO NEXT OF KIN. Immediately after the next of kin has been notified, a letter to the next of kin will be sent by the commander of the home port. No references of an unfavorable nature will be made as to the conduct status of the deceased nor will any details be included which would be likely to aggravate the distress of the next of kin. The letter will be limited to an expression of condolence with complete advice regarding death benefits and the filing and processing of claims.

PART 1
PROGRAM ADMINISTRATION

CHAPTER 3
ACCIDENT REPORTING AND ANALYSIS

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Calendar of Accident Report Forms	1-3-4

1-3-1 SCOPE. All accidents shall be reported, regardless of the degree of injury or extent of property damage. The degree of injury and the extent of property damage are the results of the accident. From the point of view of accident prevention, the causes of accidents are paramount. The difference between a minor accident and a major accident is only a fraction of an inch or a second of time; the cause can be the same; therefore, all accidents must be reported in order that preventative measures may be taken to eliminate and/or reduce the waste of manpower and materials.

1-3-2 ACCIDENT REPORTING PROCEDURES. The following accident reporting procedures shall be followed. Reports required herein are in addition to reports required by Chapter 1-2 (Message Reporting) and Chapter 1-4 (Injury, Illness, and Death Treatment and Compensation) of this Instruction and other current instructions.

a. Home Port Area. Major accidents in the home port area involving injury to personnel and/or property damage will be reported immediately by telephone to the Safety Division. The headquarters Staff Duty Officer shall be notified when the occurrence is outside regular working hours.

b. Master's Responsibilities. Masters are responsible for reporting accidents involving personnel and/or property damage (see paragraph d. below). Responsibilities for reporting accidents incurred aboard ship by persons other than crew members are contained in the current edition of COMSTSINST 3120.2, Administrative and Operating Procedures for MSTS Ships in Service (USNS) (civil-service-manned).

c. NAVEXOS 107 - Dispensary Permit. NAVEXOS 107 forms shall be prepared by the supervisor for civilian employees only, to be used as authority for medical treatment of civilian employees at any naval medical facility or ship's hospital. Forward original to the Safety Division, home port.

d. NAVEXOS 108 - Accident Report (Personnel Injuries and/or Property Damage)

* (1) Accident reports shall be prepared (in triplicate) for injuries sustained by crewmembers while on voyage, in the ship, and while on authorized liberty away from home port; and this report shall be signed by the Master as the reviewing official and air mailed to home port from the first port of call. NAVEXOS 108 (in triplicate) shall also be prepared for accidents occurring at MSTS shoreside activities. Home port Safety Division will forward original to OCMM and one copy to Safety Division, COMSTS for disabling work injuries only.

(2) Accident Reports shall be prepared for injuries sustained by "invitees", which might possibly lead to claims against the Government. Original and two copies shall be sent to the Safety Division, home port, which will forward the original and one copy together with any photographs and background information to Judge Advocate General of the Navy (Admiralty Division) via COMSTS. See JAGINST 5800.1A.

(3) Accident Reports shall be prepared for injuries sustained by passengers. Original and one copy shall be sent to the Safety Division, home port, which will forward copy to Safety Division COMSTS.

(4) Accident Reports shall be prepared for accidents involving property and/or equipment damage sustained by MSTS ships. Original and one copy shall be sent to the Safety Division, home port, which will forward copy to Safety Division, COMSTS.

e. BEC Forms. See Chapter 1-4 of this Instruction for forms required by the Bureau of Employees' Compensation for injuries and occupational illnesses of civilian employees.

f. Marine Index Bureau. All cases of injury or illness of civilian marine personnel shall be reported to the Marine Index Bureau in accordance with COMSTSINST 5100.2B.

g. Motor Vehicle Accidents. Reports of motor vehicle accidents shall be made in accordance with NCPI 5100, Section 9. One copy of SF 91A shall be forwarded to Safety Division, COMSTS. One copy of NAVEXOS 5100/7, Motor Vehicle Accident Summary, shall be forwarded to Safety Division, COMSTS by each command which operates motor vehicles. Negative reports are required.

1-3-3 ACCIDENT ANALYSIS.

a. NAVEXOS 110 - Quarterly Injury Data Report. The Safety Division of each command shall prepare Quarterly Injury Data Reports in accordance with NCPI 5100, Enclosure (1). The original of this report is to be submitted to OCMM (Code 06) and one copy to Safety Division, COMSTS. The Safety Division, in reporting the total number of personnel accidents, accidents experienced, hours worked, frequency and severity shall separate the figures for marine and shore employees. In computing accident rates for civilian marine personnel, the following formula shall be used.

(1) Marine Frequency -
$$\frac{\text{No. Disabling Work Injuries} \times 1,000,000}{\text{Crew Man Days} \times 24 \text{ hours}}$$

(2) Marine Severity -
$$\frac{\text{No. of Days Lost} \times 1,000,000}{\text{Crew Man Days} \times 24 \text{ hours}}$$

(3) There shall be no exception made when reporting and recording injuries. All injuries sustained, including those incurred while fighting, intoxicated, on leave, or on liberty, shall be reported. However, when submitting statistical reports for award purposes, injuries attributable to the misconduct of the injured (e.g., intoxication, fighting) or those injuries sustained while off the ship in a leave or liberty status, or injuries sustained as a result of hostile acts shall not be charged to the accident experience of the subordinate command.

(4) Cases of a non-accident injury type such as tuberculosis, heart disease and the like, shall not be reported on the NAVEXOS 110 until approved as occupationally connected by the Bureau of Employees' Compensation.

b. MSTS Report 12190-2 - Quarterly Accident Summary. At the end of each calendar quarter, subordinate commands having ships under their cognizance shall submit a Quarterly Accident Summary to COMSTS. This report shall include:

(1) Individual ship standings.

(2) The number of first aid cases in the quarter.

(3) The number, days lost, frequency, and severity of disabling work injuries in the quarter broken down into - military or civilian - shoreside or marine.

(4) Cost estimates for the quarter and year to date, including personnel injury and property damage cost.

1-3-4 CALENDAR OF ACCIDENT REPORT FORMS

No.	Title	For	By	Submitted	Number and Distribution
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BASIC INJURY REPORTS

NAVEXOS 107	Dispensary Permit	Each Civ. Accident	Supervisor completed by Medical	Immediately following	Two copies - Orig. to Safety Div. home port
NAVEXOS 108	Accident Report	Each Accident	Immediate Supervisor	Within 24 hrs. of accident	Orig. & 2 to Safety Div. home port which will send orig. to OCMM & copy to Safety Div. COMSTS for each DWI
NAVEXOS 110	Quarterly Injury Data Report	Civ. and Military Personnel	Director Safety Division	Quarterly (within 10 days)	Orig. to OCMM, copy to COMSTS

PROPERTY DAMAGE REPORT

NAVEXOS 108	Accident Report	Each Accident involving Property Damage	Designated Official	As necessary	Orig. & 1 to Safety Div. home port which will send copy to Safety Div. COMSTS
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BASIC BEC FORMS

CA-16	Request for Treatment	Each Civ. Accident Requiring treatment	Designated Official	As necessary	Orig. to employee for admittance to hospital, 2 copies to Safety Div., home port
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1-3-4

1-3-5

<u>No.</u>	<u>Title</u>	<u>For</u>	<u>By</u>	<u>Submitted</u>	<u>Number and Distribution</u>
<u>BASIC BEC FORMS</u> continued					
* CA-1	Employee's Notice of Injury	Each Civ. Accident	Employee or someone in his behalf	Within 48 hrs. of accident	Orig. & 2 to Safety Div. home port which will send orig. to BEC. 1 copy retained in employee's folder
* CA-2	Official Superior's Report of Injury	Each Civ. Accident resulting in lost time or medical charge	Immediate Supervisor	Within 48 hrs. of accident	Orig. & 1 copy to Safety Div. home port which will forward orig. to BEC

MOTOR VEHICLE ACCIDENT REPORTS (See NCPI 5100)

SF 91	Operator's Report of Accident	Each M/V Accident	Driver	As necessary	Orig. to Safety Div. home port
SF 91A	Investigation Report of Accident	Each M/V Accident ⁴	Investigator	As necessary within 10 days	Orig. to OCMM, 1 copy to Safety Div. local & 1 to Safety Div. COMSTS
NAVEXOS 5100/7	M/V Accident Summary	Each Command operating M/V	Safety Division	Quarterly, within 10 days following qtr.	Orig. to OCMM, 1 copy to Safety Div. COMSTS. 1 copy ea. to local Safety Div., Investigating Officer & Transportation Officer

⁴ Each Government motor vehicle accident involving fatality, DWI, or total damage of \$50 or more.

PART 1
PROGRAM ADMINISTRATION

CHAPTER 4
INJURY, ILLNESS, AND DEATH TREATMENT
AND COMPENSATION

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1-4-1 SCOPE. This Chapter is concerned with the establishment and administration of an injury compensation program for civil service personnel in the employ of MSTS. A safe worker draws full pay regularly. Show him how to avoid the accident that causes the injury. If he is injured, abide by the regulations in this Chapter and in NCPI 810.

1-4-2 POLICY. It is the policy of COMSTS to provide full medical care for civil service personnel who suffer injury in the performance of duty; to provide full medical care to civil service marine personnel who suffer injury or illness while in the service of the ship; and, to provide compensation which is equitable to the individual and in the public interest for disability and death. To assure that employees receive without delay any medical benefits to which they may be entitled and to assure the administration of an equitable compensation program it is mandatory that supervisors:

a. Inform Subordinates. Inform subordinates of their rights and obligations under the provisions of this Chapter.

b. Report. Report every occupational injury and illness without delay in as complete detail as possible.

c. Provide Assistance. Provide assistance in the execution of necessary forms.

1-4-3 **ELIGIBILITY.** In order to be eligible for compensation benefits, an injured employee must follow the rules and regulations of the Federal Employees' Compensation Act as defined in this Chapter. Compensation will not be paid when the injury or illness is the result of the employee's own misconduct, or is a result of his attempt to deliberately harm himself or another, or is a result of the employee's intoxication. The Federal Employee's Compensation Act provides that whoever makes in any affidavit or in any claim for compensation, any statement, knowing it to be false, shall be guilty of perjury. Such person or persons shall be punished by a fine of not more than \$2000 or by imprisonment for not more than one year, or both.

1-4-4 **MEDICAL TREATMENT.** It is the duty of supervisors to authorize initial adequate medical treatment no matter how slight the injury to an employee may be. Therefore, it is important that employees be encouraged to seek treatment for trivial injuries.

a. **Place of Treatment.** Treatment at United States hospitals and dispensaries is mandatory where practicable. Where there is no United States medical officer, hospital, or dispensary, treatment is to be secured from one of the private physicians in the locality designated by the Bureau of Employees' Compensation. If there is no United States medical officer or hospital, or no designated physician available, treatment should be obtained from any competent, well-trained physician available. When it is necessary to use the services of a private physician, a written authorization should contain pertinent information contained on Form CA-16 or Form CA-17.

b. **Examination.** An injured employee is required to submit to examination by a medical officer of the United States, a designated physician, or a duly qualified physician approved by the Bureau of Employees' Compensation as frequently and at such times and places as in the opinion of the Bureau may be reasonably necessary. If an employee refuses to submit himself for, or in any way obstructs any examination, his right to claim compensation is suspended until such refusal or obstruction ceases. No compensation is payable while such refusal or obstruction continues.

1-4-5 **AUTHORIZING TREATMENT.** The procedures and forms used in authorizing medical treatment for civilian employees shall be in accordance with the following.

a. **Shore Employees.** When injury occurs to a shore employee, he shall be issued Form NAVEXOS 107 for treatment at the Naval Dispensary. Employees who are more seriously injured in the performance of duty, especially those losing time from work, will be issued a Form CA-16, Request for Treatment of Injury under the U. S. Employees' Compensation Act (or CA-17 if a doubtful case), and sent to a

United States Public Health Service (USPHS) dispensary, Government hospital, or to a designated physician, or, where none of these is available, to a duly qualified physician.

b. Civilian Marine Employees. Supervisors will issue a CA-16 (CA-17 in doubtful cases) as authority for treatment of an occupational injury at a USPHS Hospital, U. S. Military Hospital, or U. S. Medical Officer or designated physician. The NAVEXOS-107 shall be used in addition to the foregoing for treatment at any naval medical facility or ship's hospital. The Master's Certificate (PHS-125) shall be used only as authority for treatment of non-occupational illnesses or injuries.

1-4-6 COVERED MEDICAL TREATMENT. All medical services, appliances, drugs, and supplies which in the opinion of the Bureau of Employees' Compensation are necessary for the treatment of an injury shall be furnished to employees entitled to medical and other benefits. Such treatment and services for injuries sustained while in the performance of duty, including diseases proximately caused by the conditions of employment, whether resulting in lost time or not, shall be furnished. The attending physician may arrange for necessary hospital care at general ward rates. If the nature of the case requires care in a private room, special nursing services, x-ray examination, or consultation with specialists, prior approval must be obtained from the BEC if no government hospital is available. Prior approval for such services is not required where the patient is under the care of a United States medical officer or designated physician. Acceptance or entitlement to receive benefits under the Civil Service Retirement Act does not bar the right to medical treatment for occupational injuries.

a. Emergency Treatment. In all cases of injury where emergency treatment is necessary, any duly qualified physician may render first aid treatment. Further treatment, if necessary, should be obtained as soon as practicable from a medical officer of the United States or from a designated physician, where available. Authorization may be given for emergency treatment before issuance of CA-16, provided that this form is issued within 48 hours thereafter, or satisfactory written explanation for the additional delay is given.

b. Recurrence of Disability. If an employee complains of a recurrence of disability after having recently been discharged from medical treatment on account of an injury recognized by the BEC as compensable, the supervisor may issue Form CA-16 provided that not more than six months shall have elapsed since the final action of that Bureau on the case. In all other cases, except emergencies, BEC should be queried for instructions.

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c. Dental Treatment. All necessary dental treatment, including repairs to fixed false teeth or to natural teeth, needed to repair damage done by an injury are furnished by the Bureau of Employees' Compensation.

d. Artificial Appliances and Dentures. When dentures or an artificial appliance, such as an eye or limb, is deemed necessary by the attending physician because of an injury which has been found by the Bureau of Employees' Compensation to have occurred while in the performance of duty, application therefor may be made to the Bureau. Similarly, repairs to appliances or dentures may be authorized by the BEC. However, no artificial denture or other appliance lost, broken, or otherwise injured in an accident, will be replaced by the BEC unless the effects of the personal injury incurred at the same time would have necessitated a change to the existing artificial denture, glasses, or other appliance.

e. Hernias.

(1) Hernia cases will be referred for surgery as soon as possible after diagnosis is made provided the case meets these requirements:

(a) The Medical Officer and Safety Officer agree that the case is of occupational origin.

(b) The Medical Officer is of the opinion that surgical repair is to the benefit of the employee (certificate on back of Form CA-32 must be completed and signed).

(c) The employee gives his consent to the operation (Item 15 on CA-32 is answered "yes" and face of form signed by employee).

(d) No travel expense to the Government is required.

(2) Form CA-16 shall be used to refer a hernia case to a USPHS hospital. Forms CA-1, CA-2, CA-32, and a copy of CA-16 must be submitted to BEC prior to the referral of the employee, but it is not necessary to wait until a reply is received before taking corrective action.

(3) In an alleged recurrence of a hernia, follow procedures of 1-4-6b.

(4) The issuance of Form CA-16 in hernia cases shall not be construed as an approval of the claim by BEC. The Bureau reserves the right to deny any benefits.

1-4-7 REIMBURSEMENT.

a. Services, Supplies, or Appliances. If bills for medical, surgical, nursing, dental, or hospital services or supplies, or appliances, have been paid by an injured employee on account of an injury incurred while in performance of duty, an itemized bill may be submitted to the Bureau of Employees' Compensation for consideration. The bill must be signed by the person who has received payment and, when appropriate, should bear the full signature and title of any person acting for a payee.

b. Transportation and Incidental Expenses. Where the means of transportation is not furnished by the Government, a claim for reimbursement of the cost of authorized transportation and necessary incidental expenses may be submitted to BEC for consideration. Standard Form 1012 (or NavCompt 2021) should be used for claiming reimbursement. Vouchers submitted by a party other than the injured employee must contain a statement signed by the injured employee that services were rendered and that he was not paid any portion of it.

c. Marine Employees Non-Occupational. If a civilian marine employee pays for authorized medical treatment or transportation in cases of non-occupational injury or illness outside the continental United States an itemized bill may be submitted to the commander, home port for consideration in accordance with 1-4-8.

1-4-8 MEDICAL AND DENTAL TREATMENT OUTSIDE CONUS. MSTS will reimburse for the cost of treatment for non-occupational illnesses and injuries extended to MSTS civil service marine personnel who have been referred to a treatment facility using the Master's Certificate (PHS-125) by the employing command, Master, or other competent authority, in accordance with the following:

a. In Foreign Areas. When, out of operational necessity, MSTS civil service marine employees are based, or assigned to ships operating for extended periods in foreign areas, MSTS will assume the cost of providing the same care the seamen would receive, were a USPHS facility available. This shall not include the furnishing of crowns or inlays or the use of gold or other more precious metal for fillings.

b. On Voyage. In keeping with the policy of compensating in accordance with maritime practice, MSTS will assume the cost of medical and emergency dental care extended to all MSTS civil service maritime personnel while on voyage. Emergency dental care means those measures appropriate to relieve pain or to abort infection.

1-4-9 BASIC COMPENSATION BENEFITS. Any civil service employee who becomes ill or is injured as a direct result of the nature of his employment is eligible to receive compensation for his disability under the provisions of the Federal Employees' Compensation Act of 1916, as amended. The liability of the United States under the Act is exclusive, and in place of all other liability of the United States. The rights of civil service seamen to recover for disabilities which were proximately caused by their employment are limited to those provided by the Federal Employees' Compensation Act as administered by the Bureau of Employees' Compensation. If no claim is filed by an injured employee or by someone in his behalf prior to his death, the right to claim compensation for disability ceases and does not survive.

a. Waiting Period. An employee who sustains injuries must be in a non-pay status for 3 calendar days as a waiting period before compensation under the Federal Employees' Compensation Act may commence. If the period of disability lasts over 21 days, a retroactive payment will be made to cover the 3-day waiting period. No waiting period is required in the case of a permanent disability.

b. Right of Election of Annual and/or Sick Leave. An injured employee has the right of election either to be placed on annual and/or sick leave allowable or to submit an immediate claim for compensation for disability. If an employee, having elected to apply for compensation, is placed on leave without pay pending decision on his claim for disability compensation and the claim is disallowed by the BEC, this period of leave without pay may be retroactively covered by accumulated and accrued annual and/or sick leave to his credit upon application by the employee.

c. Appeals. Employees may appeal to the Employees' Compensation Appeals Board from final decisions of the Bureau of Employees' Compensation. Such appeals should be filed with the Employees' Compensation Appeals Board, Department of Labor, Washington, D. C. 20211 within 90 days from the date of issuance of the decision of the Bureau of Employees' Compensation if the applicant resides within the continental United States or Canada, or within six months from such date if the applicant resides outside the continental United States or Canada. For good cause, the Board may accept an appeal filed within one year from the date of decision by BEC. The decision of the Board, if reconsideration by the Board is not granted, is final, subject to statutory right of review under the Act, upon expiration of 30 days from the date of the filing of the decision, unless the Board fixes in the decision a different period of time. A petition for reconsideration timely filed may be granted at the discretion of the Board.

1-4-10 NOTICES, REPORTS, AND CLAIMS FOR DISABILITY.

a. Employee's Notice of Injury. Any civil service employee who sustains an injury or illness which was proximately caused by his employment, or someone acting in his behalf, shall give written notice thereof to his immediate supervisor within 48 hours using Form CA-1. The notice shall be delivered personally to the supervisor for forwarding to the Safety Division of the employing command.

b. Disability Resulting in Lost Time. The Federal Employees' Compensation Act requires that every disability which is likely to result in any medical charge against the compensation fund or any disability for work beyond the day of occurrence, or which appears likely to require prolonged treatment or to result in future disability, shall be reported by the employee's supervisor to the safety representative of the employing command. Form CA-2, "Official Superior's Report of Injury", shall be used for this purpose. The safety representative of the employing command shall forward Forms CA-1 and CA-2 to the Bureau of Employees' Compensation without delay for any disability resulting in any lost time from duty, whether or not such time is covered by annual or sick leave. If the disability is not likely to exceed three days, the report may be withheld until the employee has returned to duty and "Report of Termination of Disability" noted thereon, thus eliminating the necessity for submission of Form CA-3 (see below). The following types of cases will be reported to BEC.

(1) When disability causes loss of time from work beyond the day on which the disability occurred. Included shall be all disabilities incurred by civil service marine personnel while on voyage and on leave from the ship.

(2) When any medical expense is incurred other than for dispensary out-patient treatment, or when the employee is referred to any other medical facility for treatment.

(3) When any permanent disability, either anatomical or functional, may result from the initial disability.

(4) Where there is a probability of future infection or disability.

(5) When the period of out-patient treatment extends more than ten days.

(6) When the employee indicates any desire or intention to file a claim with BEC.

c. Termination of Disability or Return to Work. When a disabled employee is able to return to work after a period of disability caused by an occupational injury or illness, his supervisor shall immediately notify the safety representative of the employing command using Form CA-3, "Report of Termination of Disability", unless it has been previously reported on Form CA-2, above. The report must show the period of absence from work and the part of such period for which the employee will be paid on account of leave or for any other reason. Notice of termination of disability must be given on Form CA-2 or CA-3 for each injury resulting in a period of disability whether or not the supervisor has knowledge of the employee's intention to submit a claim for compensation.

d. Report of Death. If an injury to an employee results in death, the death will be reported to the Bureau of Employees' Compensation by information copy of the required report to SECNAV (1-2-5g). In addition, the supervisor will, as soon as possible, forward a copy of the death certificate to the BEC through the safety representative of the employing command and report the death on the lower portion of Form CA-3 showing the exact period of absence from work prior to the date and hour of death, and the part of such period, if any, during which the employee's wages have accrued, or for which they will be payable to his estate, on account of leave or for any other reason.

e. Claim for Basic Compensation for Injury. Whenever a civil service employee is injured as the result of the conditions of his employment, the supervisor shall advise the employee of his rights regarding compensation. For the purpose of claiming compensation, the employee or someone in his behalf should execute Form CA-4, "Claim for Compensation on Account of Injury", and submit it through his supervisor to the Safety Division for forwarding to the Bureau of Employees' Compensation. If such a claim is submitted more than 60 days after the injury, an explanation of the delay must accompany the claim.

f. Claim for Augmented Compensation. An employee disabled as the result of an injury, who has one or more persons dependent upon him may make application for augmented compensation, in addition to basic compensation payable for disability, so long as he remains disabled and such dependency continues. For the purpose of claiming this additional compensation, the employee or someone in his behalf should execute Form CA-4A, "Application for Augmented Compensation for Disability", and submit it with Form CA-4 or as soon after submission of that form as possible.

2-4-11 REFERENCE. Additional information regarding compensation will be found in NCPI 810.