



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAVINST 5450.180E
N09F
5 July 2012

OPNAV INSTRUCTION 5450.180E

From: Chief of Naval Operations

Subj: MISSION AND FUNCTIONS OF THE NAVAL SAFETY CENTER

Ref: (a) OPNAVINST 3500.39C
(b) OPNAV M-5430.48
(c) DoD Instruction 6055.07 of 6 June 2011
(d) DoD Instruction 6055.06 of 21 December 2006
(e) SECNAVINST 5000.2E
(f) SECNAVINST 5100.10J
(g) OPNAVINST 1500.75B
(h) OPNAVINST 1650.28A
(i) OPNAVINST 3150.27B
(j) OPNAVINST 3590.24E
(k) OPNAVINST 3710.7U
(l) OPNAVINST 3750.6R
(m) OPNAVINST 3750.16C
(n) OPNAVINST 5090.1C
(o) OPNAVINST 5100.12H
(p) OPNAVINST 5100.19E
(q) OPNAVINST 5100.23G
(r) OPNAVINST 5100.24B
(s) OPNAVINST 5100.25B
(t) OPNAVINST 5100.27B/MCO 5104.1C
(u) MCO 5100.29B
(v) OPNAVINST 5102.1D/MCO P5102.1B
(w) OPNAVINST 8020.14/MCO P 8020.11
(x) OPNAVINST 11320.23F
(y) COMNAVAIRFORINST 4790.2A

Encl: (1) Mission, Vision and Functions of Naval Safety Center.

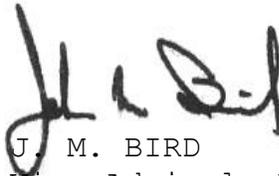
1. Purpose. To provide mission and functions performed by Naval Safety Center (NAVSAFECEN).

2. Cancellation. OPNAVINST 5450.180D.

3. Status and Command Relationships. NAVSAFECEN is an echelon 2 shore activity under direct command of the Chief of Naval Operations (CNO). Commander, Naval Safety Center (COMNAVSAFECEN) serves additional duty (ADDU) within the Office of the Chief of Naval Operations as Special Assistant for Safety Matters (OPNAV N09F) and serves ADDU to the Secretary of the Navy (SECNAV) by providing safety assistance and advice typically through the Deputy Assistant Secretary of the Navy for Safety (DASN(S)). COMNAVSAFECEN is also designated the military advisor to the Assistant Secretary of the Navy for Energy, Installations and Environment. COMNAVSAFECEN provides safety support to the Commandant of the Marine Corps (CMC) for the Marine Corps portion of the Naval Aviation Safety Program and provides safety support for Marine Corps Ground Safety Programs on a "reimbursable basis." COMNAVSAFECEN is subject to the regional coordination authority of Commander, Naval Region Mid-Atlantic.

4. Action. COMNAVSAFECEN will ensure functions prescribed in enclosure (1) are accomplished per references (a) through (y).

5. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of January 2012.



J. M. BIRD
Vice Admiral, U.S. Navy
Director, Navy Staff

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MISSION, VISION AND FUNCTIONS OF NAVAL SAFETY CENTER

1. MISSION. COMNAVSAFECEN prevents mishaps to save lives and preserve resources. The advice, policies, services and risk management information and tools COMNAVSAFECEN provides enhance command culture, combat readiness and global war-fighting capabilities.

2. VISION. Empower all Sailors, Marines, civilians and their families to collectively embrace a proactive command culture of risk identification and management to achieve zero preventable mishaps.

3. FUNCTIONS. COMNAVSAFECEN provides safety advice and assistance to SECNAV and manages the Navy Safety and Occupational Health (SOH) Program on behalf of the CNO. COMNAVSAFECEN is also the Navy's Operational Risk Management (ORM) model manager. COMNAVSAFECEN assists the Marine Corps by managing the Marine Corps portion of the Naval Aviation Safety Program, the SOH aspects of ground tactical operations, and other safety programs as required. COMNAVSAFECEN provides support and oversight to the Naval Safety Program through policy and guidance, safety data services, safety program services, and media and marketing of safety.

a. Safety and Risk Management Policy and Guidance.

COMNAVSAFECEN is the Navy authority for and provides safety staff support to CNO, CMC, SECNAV and program sponsors in establishing safety and risk management policy, coordinating, maintaining and promoting naval safety programs for afloat (surface ship, submarine, and diving), aviation, explosives and weapons, fire protection, motor vehicles, occupational safety and health, ORM, recreational and off-duty safety (RODS), systems safety, training safety (high-risk) and Marine Corps ground tactical operations. As such, COMNAVSAFECEN:

(1) Develops, formulates and issues policy and directives guidance for the Navy SOH Program, to include effective oversight of the Navy SOH Programs, including the Department of the Navy (DON) Risk Management Information initiative, and other DON safety and risk management programs.

(2) Develops, formulates and issues policy and directives guidance for and manages the Navy Traffic Safety and RODS Programs.

(3) Serves as the Navy's subject matter expert for ORM and fulfills the responsibilities as the Navy's ORM model manager. Issues policy guidance for the Navy's ORM Program and make recommendations to the Vice Chief of Naval Operations on policy, training and application of ORM per reference (a).

(4) Maintains related safety program manuals, operating directives, orders, notices, instructions and bulletins ensuring consistency of policies, procedures, and objectives.

(5) Coordinates resources and requirements for the Navy's Safety and Occupational and Risk Management Programs. Presents and justifies requirements for Navy safety program funding as per reference (b).

(6) Provides liaison with the Office of the Judge Advocate General in all matters pertaining to privileged status of mishap reports and associated documents.

(7) Provides liaison with the DON Bureau of Medicine and Surgery in all matters pertaining to the care of injuries and occupational health issues described in mishap reports and associated documents.

(8) Provides membership on boards, committees, councils, working groups, and task forces which influence or impact safety, such as: the Defense Department Safety Oversight Council, the Navy Executive Safety Board (NESB), NESB working groups, the Safety Quality Council, Joint Services Safety Council, Naval Air Training and Operating Procedures Standardization Advisory Group, Naval Aviation Maintenance Program Working Committee, Weapon System Explosives Safety Review Board, and other safety-related groups.

(9) Coordinates with and provides to the Commander of Naval Education and Training Command (NETC), and other formal training commands' course curriculum managers, specific guidance and content recommendations regarding curriculum changes supporting safety, mishap lessons learned, the execution of the ORM training continuum and ORM training standardization.

(10) Sponsors or provides representation to conferences, symposia, seminars and groups in furtherance of DON mishap prevention programs.

(11) Develops, in coordination with NETC, safety education, training, professional development, and certification programs for CNO and CMC, including training provided through the Naval Safety and Environmental Training Center (NAVSAFENVTRACEN), a subordinate echelon 3 command of COMNAVSAFECEN.

(12) Sponsors and coordinates the CNO safety awards, screens and selects winners on behalf of the CNO, and assists in the selection of SECNAV and DON safety awards for the Navy and Marine Corps.

(13) Maintains liaison with naval commands and offices, service counterparts, other Department of Defense (DoD) and government agencies, commercial and private organizations, and allied countries to exchange information, improve hazard awareness, encourage standardization, and identify and recommend improved safety procedures, processes and designs.

(14) Develops, monitors and revises policies, procedures, and standards for conducting safety investigations, program reviews, safety surveys, ORM evaluations, and assist visits.

(15) Provides advice and information, as requested, to Naval and Marine Corps Inspectors General and the President, Board of Inspection and Survey.

(16) Develops and approves reciprocal formal agreements and nondisclosure agreements on behalf of the DON for sharing of or access to relevant safety information with other Federal agencies and DoD contractors. Develops and approves reciprocal formal agreements for the sharing of relevant safety information with foreign military safety agencies as specifically delegated by the SECNAV. All reciprocal formal sharing agreements and nondisclosure agreements shall be per reference (c).

(17) Participates in safety acquisition processes, and develops system safety policy and guidance, and overall Navy system safety education, training, and certification programs.

(a) Monitors the effectiveness of system safety programs. Participates in reviews and surveys of system safety programs. Identifies areas within the Navy requiring specific system safety research and support system safety requirements.

(b) Advises and assists CNO in human factors and human factors engineering to ensure the acquisition process results in inherently safer systems. Performs and supports continuing safety analysis and research to identify potential hazards, safety trends, and preventive measures for human factors and systems, facilities, vessels, and equipment, including product improvements, non-developmental items and commercial off-the-shelf systems and products.

(18) Assists CNO, CMC, and DASN(S) in the preparation of safety reports and summaries for DoD, Department of Labor, and others as required.

b. Safety Data Services. COMNAVSAFECEN provides a variety of safety and mishap data-related services for Navy and Marine Corps operating forces, field and fleet activities, and the shore establishment. As such, COMNAVSAFECEN:

(1) Collects, analyzes, and disseminates mishap data with special emphasis on cause and statistical trend analysis, and provides on-line data access to safety customers. Provides recommendations for risk management and remedial action in human factors, maintenance practices, design, technical publications, logistics, facilities, systems acquisition, hazardous material management and operational doctrine.

(2) Maintains the DON's on-line Web Enabled Safety System (WESS) as the naval authoritative source for reporting and recording of mishaps, hazards, work-related injuries and illnesses, parachuting and diving reports and logs. Manages and provides safety data and reports, on-line, for access by external customers.

(3) Maintains mishap and hazard information, safety surveys and assessments, mishap recommendations, action status, self-assessments, and lessons learned. Provides training data and information to the NAVSAFENVTRACEN, NETC, and other activities engaged in safety, ORM, and occupational health training to accentuate lessons learned.

(4) Serves as the DoD National Fire Incident Reporting System (NFIRS) program manager per reference (d). Provides fire incident summary data and analysis to the DoD components.

(5) Maintains a database to track all Navy and Marine Corps mishap investigations conducted by a formal safety investigation board to identify all causes and verify appropriate corrective actions have been completed and coordinated to prevent recurrence. Publishes a final report on selected class A mishaps that includes endorsement results.

(6) Disseminates mishap information per the Freedom of Information Act (FOIA) and applicable Navy and Marine Corps instructions. Provides appropriate level of access to safety data for specified users. Safeguards safety databases within established guidelines. Provides legal guidance on the use of mishap information. Processes subpoenas, FOIA requests and Privacy Act requests per applicable Navy and Marine Corps directives.

(7) Maintains recognized data repositories (e.g., dive logs and jump logs) documenting each dive or parachute jump made by U.S. military and Navy-trained civilian divers or parachute jumpers. Analyzes compiled data for trends in personnel and equipment performance, as well as procedural adequacy. Distributes findings to all diving and parachuting commands.

(8) Provides training data and information to the NAVSAFENVTRACEN, NETC, and other activities engaged in safety, ORM and occupational health training, which will assist in emphasizing lessons learned.

(9) Exchanges electronic mishap, injury and hazard data with the DoD Safety Enterprise System (DSES).

(10) Provides electronic mishap and hazard data to the Defense Explosives Safety Mishap Analysis Module (ESMAM) and Joint Service Monthly Airdrop Summary Reporting System.

c. Safety Program Services. COMNAVSAFECEN provides a variety of fleet and field customer-oriented safety program services, including safety surveys, safety culture workshops,

assessments, assist visits, and safety investigation assistance, to Navy and Marine Corps operating forces, as well as field and fleet activities. As such, COMNAVSAFECEN:

(1) Provides technical assistance for safety investigations for all on-duty class A, selected class B, and any other mishaps, upon request. COMNAVSAFECEN is authorized to conduct independent safety investigations of all Navy (and as requested, Marine Corps) training and operational fatalities, and may conduct a concurrent investigation of a fire or fires in addition to either a Manual of the Judge Advocate General investigation or a joint technical investigation. Multiple DoD component mishaps, mishaps involving civil aircraft and mishaps involving foreign nations shall be investigated per reference (c).

(2) Collaborates with systems commands and program executive offices and program managers to support integration of responsible technical authorities into evaluation of class A and B mishaps per reference (d).

(3) Maintains an in-house capability to respond to Navy and Marine Corps requests for safety information via a Web site, messages, help desk, electronic mail, or other means.

(4) Provides survey teams to evaluate and assist training agency compliance representatives in the oversight of high-risk training programs.

(5) Provides safety surveys, assessments, ORM evaluations, assist visits, or targeted evaluations of shore, aviation, fleet, and field unit safety programs, upon request.

(6) Through customer-oriented safety program services and safety data analysis, monitors the culture of safety within DON, and provides the chain of command with safety culture trend information, guidance, and recommended corrective actions.

(7) Provides aviation culture workshops upon request and provides guidance and procedures for conducting culture workshops.

(8) Provides subject matter experts to conduct reviews, upon request, of safety and ORM training materials, publications, presentations, or other guidance.

(9) Provides statistical research services and conducts special analytical studies on mishap data, evaluating the information for significance and trends.

(10) Serves as the executive secretary of the NESB as per reference (b).

d. Media and Marketing of Safety. COMNAVSAFECEN markets and promotes naval safety and provides timely dissemination of hazard awareness information to Navy and Marine Corps operational, shore, and field commanders, worldwide, using briefings, messages, newsletters, magazines, and other media. As such, COMNAVSAFECEN:

(1) Publishes statistical data on mishap losses, including work-related injuries and illness, and significant trends for the Navy and Marine Corps.

(2) Assists in developing hazard awareness media material, e.g., public service announcements, videos, interactive CDs, DVDs, banners, billboard advertisements, special briefings, and reports. Publishes safety periodicals, posters, literature, and brochures in support of Navy and Marine Corps safety programs.

(3) Exchanges safety information with service safety commanders and other government, commercial and international users of similar equipment and systems.

(4) Publishes ship, submarine, and diving safety information to applicable fleet activities and other interested parties, including medical aspects and equipment.

(5) Ensures applicable lessons learned are extracted from mishaps and disseminated or published in a timely manner.

(6) Maintains a safety requirements information Web site, such as a Navy safety portal, to provide timely safety information, safety alerts, references, and points of contact for safety assistance.