



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAVINST 5450.180D
N09F
May 20, 2005

OPNAV INSTRUCTION 5450.180D

Subj: MISSION AND FUNCTIONS OF NAVAL SAFETY CENTER (NSC)

Ref: (a) OPNAVINST 1500.75A
(b) OPNAVINST 1650.28
(c) OPNAVINST 3150.27A
(d) OPNAVINST 3500.39A
(e) OPNAVINST 3590.18F
(f) OPNAVINST 3590.24D
(g) OPNAVINST 3750.6R
(h) OPNAVINST 5090.1B
(i) OPNAVINST 5100.8G
(j) OPNAVINST 5100.12G
(k) OPNAVINST 5100.19D
(l) OPNAVINST 5100.23F
(m) OPNAVINST 5100.24A
(n) OPNAVINST 5100.25A
(o) OPNAVINST 5100.27A
(p) MCO P5100.8F
(q) MCO 5100.29A
(r) OPNAVINST 5102.1C/MCO P5102.1B
(s) OPNAVINST 5430.48D
(t) NAVSEAINST 8020.6D
(u) OPNAVINST 11320.25B

Encl: (1) Mission and Functions Assigned to Naval Safety Center

1. **Purpose.** To provide mission and functions performed by Naval Safety Center.

2. **Cancellation.** OPNAV Instruction 5450.180C.

3. **Status and Command Relationships.** NSC is a shore activity under direct command of the Chief of Naval Operations (CNO). Commander, NSC serves additional duty within the Office of the Chief of Naval Operations as Special Assistant for Safety Matters (N09F) and additional duty under the Deputy Assistant Secretary of the Navy for Safety (DASN(S)). Commander, Naval Safety Center (COMNAVSAFECEN) provides safety support for Marine Corps Aviation Safety Programs to the Commandant of the Marine Corps (CMC). COMNAVSAFECEN provides safety support for Marine Corps Ground Safety Programs to CMC on a "reimbursable basis". COMNAVSAFECEN

reports to Commander, Naval Base, Norfolk, Virginia for area coordination.

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

A. T. CHURCH III
Vice Admiral, U.S. Navy
Director, Navy Staff

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MISSION AND FUNCTIONS OF NAVAL SAFETY CENTER

A. **MISSION.** Commander, Naval Safety Center (COMNAVSAFECEN) provides safety assistance and advises the Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC), and Deputy Assistant Secretary of the Navy for Safety (DASN(S)) to enhance the warfighting capability of the Navy and Marine Corps by preventing mishaps and saving lives to preserve resources and improve combat readiness.

B. **FUNCTIONS.** COMNAVSAFECEN serves additional duty as Special Assistant for Safety Matters (CNO N09F) to the CNO, and assists the CNO by managing the Navy Safety and Occupational Health (SOH) Program. COMNAVSAFECEN assists the USMC in managing the Marine Corps Aviation Safety Program, the safety and occupational health aspects of ground tactical operations, and other safety programs as required. The Naval Safety Program is supported by NSC through policy and guidance, safety data services, safety program services, and media and marketing of safety.

1. **Policy and Guidance.** COMNAVSAFECEN provides safety staff support to CNO, CMC, DASN(S), and program sponsors in establishing policy, implementing, coordinating, maintaining and promoting naval safety programs for aviation, surface ship, submarine, diving, occupational safety and health (OSH), systems safety, motor vehicles, explosives and weapons, fire protection, environmental, recreational and off-duty, Marine Corps ground tactical operations, operational risk management (ORM), and training safety (high-risk). As such, COMNAVSAFECEN:

a. Develops and implements safety policy, doctrine, and guidance and maintains related safety program manuals, operating directives, orders, notices, instructions and bulletins, ensuring consistency of policies, procedures, and objectives.

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

c. Provides membership on boards, committees, and councils which influence or impact safety, such as: Navy and Marine Corps Safety Council (NMCSC), Defense Department Safety Oversight Council (DSOC), the Aviation, Afloat, Shore and Ground Tactical Safety Committees, Joint Services Safety Conference (JSSC), Naval Aviation Training and Operations (NATOPS) Advisory Council, Naval Aviation Maintenance Program (NAMP) Policy Committee, Weapon System Explosives Safety Review Board (WSESRB), and other safety-related groups.

d. Sponsors or provides representation to conferences, symposia, seminars and groups in furtherance of Department of the Navy mishap prevention programs.

e. Develops, in coordination with Commander, Naval Education and Training Command (NETC), safety education, training, professional development and certification programs for CNO and CMC through the Naval Occupational Safety and Health and Environmental Training Center (NAVOSHENVTRACEN), a subordinate command of COMNAVSAFECEN.

f. Sponsors and coordinates the CNO Safety Awards, screens and select winners on behalf of the CNO, and assists in the selection of SECNAV and Department of the Navy safety awards for the Navy and Marine Corps.

g. 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.

h. Develops, monitors and revises policies, procedures, and standards for conducting safety investigations, program reviews, safety surveys, and assist visits.

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

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

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

(2) 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.

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

2. **Safety Data Services.** COMNAVSAFECEN provides a variety of safety and mishap data-related services for Navy and Marine Corps operating forces, as well as field and fleet activities. COMNAVSAFECEN:

a. 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.

b. Collects, stores and disseminates safety guidance and information. Maintains a database of mishap and hazard information, safety survey and assessment results, mishap recommendations and action status. Serves as the DOD Executive Agent for fire and diving reports.

c. Tracks all Navy and Marine Corps safety investigations to identify all causes and verify appropriate corrective actions have been completed and coordinated to prevent recurrence. Publishes a final report on selected mishaps that includes endorsement results. Ensures a system for lessons learned is maintained.

d. Collects, stores and disseminates mishap information in accordance with 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 in accordance with applicable Navy and Marine Corps directives.

e. Maintains the Web Enabled Safety System (WESS) for all mishap 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.

f. Maintains a recognized data repository, or Dive Log, covering each dive made by U.S. military and Navy-trained civilian divers for an appropriate time. Analyzes compiled data for trends in personnel and equipment performance and procedural

adequacy. Periodically distributes findings to all diving commands.

g. Maintains a recognized data repository, or Jump Log, covering each parachute jump made by U.S. military and Navy-trained civilian parachute jumpers for an appropriate time. Analyzes compiled data for trends in personnel and equipment performance and procedural adequacy. Periodically distributes findings to all parachuting commands.

h. Provides training data and information to the NAVOSHENVTRACEN, NETC, and other activities engaged in safety and occupational health training, which will assist in emphasizing lessons learned.

i. Maintains a data repository of sanitized Safety Culture Assessment Survey (SCAS) results, reports, and trends.

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

3. Safety Program Services. COMNAVSAFECEN provides a variety of fleet and field customer-oriented safety program services, including safety surveys, safety culture/perception surveys, safety cultural workshops, assessments, assist visits, and safety investigation assistance, to Navy and Marine Corps operating forces, as well as field and Fleet activities.
COMNAVSAFECEN:

a. Provides on-site technical assistance for safety investigations for all 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 concurrent investigation of a fire or fires in addition to either a JAG Manual Investigation or a joint technical investigation. Joint service mishaps will be investigated per the Joint Service Safety Chief Memorandum of Agreement.

b. 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.

c. Provides surveys of training equipment and facilities where activities are conducting high-risk training.

d. Provides safety surveys, assessments, assist visits, or targeted evaluations of shore, aviation, Fleet, and field unit safety programs, upon request.

e. Maintains the aviation, ground tactical, shore and afloat on-line Safety Culture Assessment Survey (SCAS) system. Develops procedures and implements SCAS throughout the Navy and Marine Corps. Monitors the culture of safety within Department of the Navy (DON), and provides the chain of command with safety culture trend information, guidance, and corrective actions.

f. Provides Safety Culture Workshops upon request, and provides guidance and procedures for conducting cultural workshops.

g. Provides subject-matter-experts to conduct reviews, upon request, of safety training materials, publications, presentations, or other guidance. Provides statistical research services and conducts special analytical studies on mishap data, evaluating the information for significance and trends.

4. Media and Marketing of Safety. COMNAVSAFECEN provides safety marketing and promotion, and 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.

a. Purchases and distributes, within the Department of the Navy, safety educational, promotional, and awareness items.

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

c. Assists in developing hazard awareness media material, e.g., public service announcements (PSAs), 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.

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

e. Publishes diving safety information to diving activities and other interested parties, including medical aspects and equipment.

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

g. Maintains a safety information web site, such as a Navy Safety Portal, to provide timely safety information, safety alerts, references, and points of contact for safety assistance.