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MCCSSOP 5100.1

10 May 11

MARINE CORPS COMMUNITY SERVICES, CAMP LEJEUNE STANDARD OPERATING
PROCEDURE (SOP 5100.1)

From: Director, Review and Analysis Division, Marine Corps
Community Services, Camp Lejeune

To: Distribution List

Subj: RESPONSIBILITIES AND GUIDANCE OF MARINE CORPS COMMUNITY
SERVICES (MCCS), CAMP LEJEUNE ENTERPRISE SAFETY
APPLICATIONS MANAGEMENT SYSTEM (ESAMS)

Ref: (a) MSG/CG MCIEAST DPS/091556Z AUG 10

Encl: (1) Enterprise Safety Applications Management System
(ESAMS) Standard Operating Procedures (SOP)
(2) Instructions for Reporting Mishaps with ESAMS Screen
(3) Instructions for Documenting Inspections and Hazard
Abatement with ESAMS Screens
(4) ESAMS Homepage Screen for General Users
(5) ESAMS Homepage Screen for Supervisors

1. Purpose. To publish standard operating procedures (SOP) for implementing responsibilities and guidance of the Enterprise Safety Applications Management System (ESAMS) for Marine Corps Community Services (MCCS), Camp Lejeune.

2. Information. In compliance with the reference, enclosure (1) is provided for use in MCCS, Camp Lejeune activities. ESAMS is a web based system that allows data management tracking for employee mishaps, facility inspections, hazard analysis and mitigation, reports, and safety training. This program has been adopted as the safety standard by the Commanding General, Marine Corps Installations East (MCI-E), and therefore its use has been mandated for MCCS, Camp Lejeune. Accordingly, MCCS, Camp Lejeune division directors have been directed to authorize specific personnel with routine operations, responsibilities and access to ESAMS. This SOP provides instructions for supervisors and administrators to assist in the performance of their ESAMS collateral duties. Enclosures (2) and (3) provide specific instructions on how MCCS, Camp Lejeune personnel will handle mishap reporting, inspections, and hazard abatement.

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3. Point of Contact. If you have any questions or need any further information, please contact Mr. Mike McCarty, MCCS Safety Officer at (910) 451-5077 ext. 231 or email at mccartymd@usmc-mccs.org.

JOSE CABRERA

DISTRIBUTION: A

Enterprise Safety Applications Management System (ESAMS)
Standard Operating Procedure (SOP)

1. The Enterprise Safety Applications Management System (ESAMS) is intended to be an efficient tool for managing multiple facets of the Occupational Safety and Health (OSH) Program for MCCA, Camp Lejeune. When fully implemented, ESAMS has the capabilities to help coordinate and track safety training, report mishaps and near misses, create and track Job Hazard Analysis (JHA), and track employees required to wear personal protective equipment (PPE).

2. This written procedure shall be kept in the workshop's turnover binder or Standard Operating Procedures (SOP) binder and be made available to all employees.

3. In order to comply with MSG/CG MCIEAST DPS/091556Z Aug 10, the following ESAMS SOP has been established for the supervisors and administrators of Marine Corps Community Services (MCCA), Camp Lejeune:

a. Finding ESAMS. Access the secure ESAMS website by using the following URL steps:

(1) Go to this website: <https://www.hgwllc.com/>.

(2) Click on the "Customer Links."

(3) Click on the "USMC ESAMS Login."

b. ESAMS Log-In. When accessing ESAMS for the first time, a few minutes will be required for the creation of a new user ID, password, and the completion of a questionnaire. Subsequent log-ins will be quicker since ESAMS will read the computer access card (CAC). For initial log-in only, conduct the following:

(1) A Computer Access Card (CAC) is required for the digital certificate. Once certified, click on "OK." If an ActivClient pop-up appears, a personal six-digit PIN must be entered.

(2) On the first ESAMS page a "USER ID" and "PASSWORD" will be required. For the User ID, enter the user's last name and the last five digits of the user's Social Security Number (SSN), with no spaces in between (e. g., smith12345). For the Password, enter the last five digits of the user's SSN.

(3) Click on the "Login."

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(4) If information has been entered correctly, ESAMS will be re-directed to an ESAMS Warning page, click on "OK."

(5) This page of the initial log-in will be the last one and will ask a series of questions.

(a) Questions one and two are for security purposes. Once answered, click on "SAVE SECURITY QUESTION."

(b) Enter the user's MCCS email address.

(c) Enter the initial "USER ID," the user's last name and last five digits of SSN (e. g., smith12345).

(d) Create a new "USER ID." The User ID must be at least eight digits long.

(e) Create a new "PASSWORD." The next three blocks will be for resetting the initial Password.

(1) Enter the initial "PASSWORD," the user's last five digits of SSN.

(2) Create a new "PASSWORD." The Password must be at least fourteen characters in length. It must include two uppercase letters, two lowercase letters, two special characters, and two numbers (e.g., JmSmit@#1258). Review the list of special characters that are acceptable. An unacceptable password will be indicated with a red-lettered statement pop-up, "INVALID PASSWORD. PLEASE TRY AGAIN."

(3) Enter the same Password in the next block.

(4) Click on the "SAVE ALL CHANGES." If a password error message appears, review the new password to ensure the above criteria have been met and repeat "PASSWORD" process.

(f) Once the ESAMS homepage appears, the initial log-in was successful, and subsequent ESAMS log-ins can now be performed.

(6) The second ESAMS log-in will consist of a Login Preference screen which will give the user three options for future log-ins:

(a) Public Key Infrastructure (PKI) Only Log-In Verification.

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(b) User ID and Password Log-In Verification.

(c) Either PKI or User ID and Password Log-In Verification.

By choosing option (a) or (c), ESAMS will read the CAC thereby eliminating the need to enter any log-in information. If the user chooses option (b), a keyboard entry will be required for subsequent logins. This option may be changed anytime by accessing "PROFILE" in the "QUICK LAUNCH" section.

c. Updating your ESAMS Profile. Once logged in and idling at the ESAMS Home page:

(1) Click on "MY LINKS" on the left-hand side of the screen.

(2) Click on "MY PROFILE" to set personal information.

(3) Click on "EDIT PROFILE" on the left-hand side of the screen. This link will update and personalize your ESAMS account.

(4) Enter the user's building number.

(5) Select the user's supervisor by using the drop down menus.

(6) Enter the user's birthday. The birthday must be entered as month/day/year (e. g., 01/12/1991).

(7) Enter the user's Human Resource Job Title/Position Description.

(8) Enter the user's phone number by filling in the blanks.

(9) Click the "SAVE" button on the top of the screen. Do not be concerned if a large number of names appear on the profile page. The names are MCI-E and Base Safety personnel who have "permissions" to update ESAMS accounts.

d. Forgotten ESAMS User IDs or Passwords. When a User ID or Password is forgotten, complete the following:

(1) Move the cursor/mouse over the "HELP" link to the "ESAMS ACCOUNT RETRIEVAL" section.

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(2) Click on the "FORGOT USER ID" or "FORGOT PASSWORD". When either of these two options is selected, a new window appears. The user can now retrieve their User ID or Password by completing the ESAMS web security page. The user must answer the security question correctly. Once these actions are completed correctly, ESAMS will generate an email with the user's User ID and/or Password to the user's email address on file.

e. ESAMS Homepage. The ESAMS Homepage is divided into two sections; Navigational Toolbar and Quick Launch.

(1) The top section is called the "Navigational Toolbar." The Navigational Toolbar will have direct links to several applications based on the access level of the user:

(a) Job Hazard Analysis. Used to create and track Job Hazard Analysis for any position description.

(b) Inspection and Hazard Abatement. Used to record hazard mitigation of quarterly and annual inspections reported by MCB Safety, enclosure (3).

(c) Mishap Reporting. Used to report an employee mishap, mishap prevention, near miss, or an unsafe/unhealthy situation, enclosure (2).

(d) Reports Management System (RMS). Used to create management reports relating to training, inspections, OJTs, employee respirator use, trends and analysis, and mishaps.

(e) Record On the Job Training (OJT). A list of classes, written material, and suggested videos that can be used to provide on the job training.

(f) ESAMS Web Training. There are fifty-three classes that can be accessed through this portal. Classes are listed alphabetically. Upon completion of any of these classes, the user's ESAMS training file will be updated and a completion certificate can be printed.

(2) The second section is where a majority of all the other links reside, "QUICK LAUNCH." The Quick Launch is divided into My Links, Supervisor Links, News and Events, Administrative

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Links, and Help. The user will only see Quick Launch links pertinent to their access in the system, enclosure (4).

(a) My Links. Contains links to all applications based on a user access level:

(1) My ESAMS Account. Used to update/change user ID, password, email, or login verification.

(2) My Messages. Questions to and responses from HGW and Associates, LLC (HGWLLC), the company that wrote ESAMS.

(3) Profile. Used to change a user's building number, phone number, job title, supervisor, or pay grade.

(4) Web Training. Access to take on-line safety courses.

(5) Classroom Training Schedule. A list of classroom safety courses provided with dates, times, and building numbers.

(6) Needed Training. A list of all ESAMS web training courses completed by the user and safety courses required to be completed based on job requirements.

(7) My Inspections. A list of upcoming facility inspections.

(8) Report Near Miss. Access to report a situation that might have created an employee injury, but did not.

(9) My Abatements/Corrective Actions. List of building discrepancies that require action. This will also list those responses to actions already taken to mitigate hazards detected during facility inspections, enclosure (3).

(10) Report Unsafe/Unhealthful. Access to report an anonymous unsafe or unhealthy working condition.

(11) Safety Survey. Four surveys that when answered may help the effectiveness of the Safety program.

(b) Supervisor Links. Contain all the links that a user with supervisor access would need in ESAMS.

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(1) Supervisor Tools. An overview of all other Supervisor Links.

(2) Report a Mishap. Used to create and submit an employee mishap report. Enclosure (2) contains instructions to report an employee mishap only. Patron mishaps are not submitted via ESAMS.

(3) Report Property Damage. Access to create and submit a report of MCCS property damage normally used for automobile or truck accidents to Government Owned Vehicles (GOV) or Privately Owned Vehicles (POV).

(4) Report a Near Miss. Access to create and submit a mishap that could have caused an injury.

(5) OSH Report Card. Tracks required safety training.

(6) Monthly Safety Talk. Supervisors can create and record "hip pocket" classes. This will also provide some class recommendations.

(7) Record OJT. List of ESAMS classes that can be used for on the job training.

(8) Record Recreational Off Duty Safety (RODS). A list of classes pertaining to RODS that could be used prior to a holiday weekend or for a particular season.

(9) Ergonomic Checklist. Multi-page checklist for Supervisors to determine if an Ergonomic Hazard exists in the workplace.

(10) My Workplace Inspection Checklist. List of facility inspections created by a supervisor.

(c) News and Events. Contains ESAMS Newsletters, Messages from the Secretary of the Navy (SECNAV), Commandant of the Marine Corps (CMC), and any messages that the region or claimant wishes to post. Personnel with higher administrative access may see the Executive Safety Summary.

(d) Administrative Links. The following links have limited access based on permissions of the user:

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(1) Training and Records Management (TRMS).
Division/Branch Administrators will access this to add, delete,
or modify employee profiles.

(2) Respirator Program. Tracks employees who are
in the Respirator Protection Program (RPP).

(3) Data Change Request. Written requests to
HGWLLC to download a specific record.

(4) Unsafe/Unhealthy Management. Hot list of all
open Unsafe/Unhealthy reports.

(e) Help. Provides the user with links to the
following to assist in ESAMS use:

(1) My ESAMS Administrators. List of personnel
aboard Camp Lejeune who have ability to change access levels for
Marines or civilians in their unit.

(2) FAQs. Frequently Asked Questions with
corresponding answers.

(3) ESAMS Documents. Instructional guides for all
applications.

(4) ESAMS Templates. Templates for creating
inspections checklists.

(5) ESAMS Help Desk. Hours of operation and phone
number to ESAMS help desk.

(6) EMAIL USMC Safety Office. A link to submit an
email to the Marine Corps representative at HGWLLC.

(7) Questions or Comments. Any comments or
questions can be directed to the ESAMS Webmaster.

(8) Contact HQ Marine Corps Safety Division. List
of phone numbers at HQMC Safety Division.

(f) Policies and Procedures. This link will provide
access to the following:

(1) Marine Corps Safety Program.

(2) MARCOR OSH Program Manual.

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- (3) Marine Corps Traffic Safety Program.
- (4) Marine Corps Off-Duty Safety Program.
- (5) Marine Corps Hearing Conservation Program.
- (6) Marine Corps Radiation Safety Program.
- (7) Laser Hazard Control Program.
- (8) Prevention of Cold Weather Injuries.
- (9) Safety of Use Message Instructions.

f. Navigating on ESAMS. Users should try to refrain from using their browser "Back" or "Forward" buttons. ESAMS navigation buttons are more efficient and should be used to navigate properly through the application screens. Be careful of the following:

(1) Time-Outs. ESAMS will time-out after approximately twenty minutes of inactivity. Any movement of the mouse or keyboard should keep the system from timing out. If timed out, the user will be required to log back in.

(2) Pop-up Windows. Do not type into any fields when there is a "POP-UP SELECTOR" available for use

g. Record Monthly Safety Talks/OJT/IDP/RODS. Supervisors may record OJT and other training typically given by supervisors. A list of available training can be found by selecting the "OJT Given by Supervisor." NOTE: Monthly Safety Talks may only be recorded for the current month. To record a past Monthly Safety talk, the supervisor will need to contact an ESAMS administrator with TRMS access to create the class record.

h. Report an Injury, Illness, Mishap/Property Damage/Near Miss (IIRTS). Accessed from either the ESAMS supervisor's homepage "Navigation Toolbar" or through "Submit Mishap Report" link found in the "Quick Launch" box. The following may be performed with the IIRTS application:

- (1) Employee Injury/Illness.
- (2) Property Damage.
- (3) Report a Near Miss.

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i. Help Desk Support for ESAMS. Support can be reached by calling (865) 693-0048 during the hours of 0700-2000 (ET), Monday through Friday, and 0800-1500 (ET), Saturday, or by clicking on the "BUGS" button. The "BUGS" application will open a new pop-up email window that will send an email to the ESAMS Help Desk Staff. These emails are to be used for errors that occur when using the system. When sending a "BUGS" email, it is important to describe the problem as:

(1) What was being done at the time the problem was experienced?

(2) What link or button was clicked?

(3) What was the page where the problem occurred?

(4) What exactly did the error message say?

j. Exiting ESAMS. Users can use the "LOG OUT" button or just exit out of website.

Instructions for Reporting Mishaps with ESAMS Screen

1. The following procedures are provided for supervisors to assist in reporting employee mishaps (on the job accidents) using ESAMS. It is a requirement for all employees to report all accidents to their supervisors. Since supervisors are required to investigate the accidents and mitigate all hazards, ESAMS is a tool in which to capture this data.

2. The Injury/Illness Reporting and Tracking System (IIRTS) is used to record information about Injury/Illness events (Mishaps, Near Misses and Property Damage). Authorized users can document information on these events, such as personnel involved, nature of the mishap, and work days lost. Email notifications inform authorized users about new or ongoing Injury/Illness events within their divisions. Reports are available for administrators to help keep track of their Mishaps, Near Misses and Property Damage information. The IIRTS Application can be accessed from the following links:

a. Go to the secure ESAMS website at https://esams.cnic.navy.mil/esams_gen_2/loginesams.aspx. Once logged in, the ESAMS homepage will appear, enclosure (5). Only employees who have the access level designation of Supervisor, Supervisor NDR (no direct reports), Health and Safety Officer (OSH), or Medical Officer may submit a Mishap and/or a Medical Referral Form.

b. Click on "MISHAP REPORTING" in the "Navigation Bar" of the ESAMS Supervisors' homepage. Using this application, supervisors can initiate a Supervisor's Mishap Report. Upon submittal, an email is sent to the MCCS, Camp Lejeune Safety Officer. The Safety Officer will make the final mishap determination, complete the mishap investigation and documentation.

c. Click on "SUBMIT MISHAP" at the top of the screen. A pop-up screen will appear.

d. Enter in the last and first name of the injured employee. By typing only a few letters of the last name, ESAMS will provide a list of all employees that have a last name that begins with those letters. Select the correct employee. If an ALERT screen pops up and indicates that your pop-up blocker is activated, right click on the alert. Then click on "Always Allow Pop-ups from this Site."

e. Click on "SEARCH." A list of employees will appear. Click on the individual's last name. This will generate an "IIRTS MISHAP SUBMIT PAGE."

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f. If ESAMS cannot locate the employee, "No Matching Records Found" will appear. Contact the division's ESAMS Administrator or the MCCS Safety Office to create or reactivate this account.

g. The "IIRTS MISHAP SUBMIT PAGE" has two sections. All required fields are labeled in dark red and have a red asterisk (*). If these fields are left blank, a pop-up box will appear at the point of submission and inform the user of the missing required data. Additional pop-up boxes will appear until all required fields have been entered.

(1) "Section 1 - Injured Person Information." This is a profile of the injured employee. Some fields allow the supervisor to add or correct data such as birth date, employee category, rank, building number, etc. Changes made in Section 1 are global to ESAMS, and any modification will be reflected on the individual's personnel profile in all other ESAMS applications.

(a) Inverted black triangles (▼) provide pop-up windows with selection criteria. When available, use the pop-up triangles, otherwise type directly into the box when they are not available. Using triangles will automatically save information entered into the report.

(b) Review the personnel information. Correct all erroneous data and fill in pertinent blocks.

(2) "Section 2 - Supervisors Report of Mishap." In the area marked "Supervisor's Report," the supervisor is required to fill out the appropriate information concerning the mishap. Additional pop-up boxes will appear until all required fields have been entered. Note: The supervisor will have the ability to change the Injury/Incident Date, as long as the mishap report remains in "Initiated" status. No other changes can be made in Sections 1 or 2 once a Supervisor "submits" a Mishap Report. Section 2 will provide comments on the blocks that may have questionable responses as listed:

(a) Installation Where Mishap Occurred? Answer: MCB Lejeune.

(b) Did the mishap occur on base? Answer: The system default is YES. The base includes all of the surrounding bases, not just Camp Lejeune proper. If an employee is involved in a car accident off base or injured while making a home delivery, uncheck this box.

(c) Incident Date/time? Answer: The system will default to the date the Supervisor initiates the Mishap Report.

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Therefore, if a mishap is reported one or more days after the incident, the date will have to be adjusted accordingly. Also, if an employee waits for several days to report an injury to his supervisor and is requesting to seek medical attention, use the date of injury and not the date the employee goes to Occupational Health.

(d) Dispensary Location? Answer: If an employee does not seek medical attention, check *Not Applicable*.

(e) Local Branch Medical Clinic? Answer: If employee reports to Building 65. All other choices are self explanatory.

(f) Was off-site medical treatment authorized?
Answer: *YES*.

(g) On/Off Duty? Answer: On Duty, only if any employee is injured while they are not "clocked in" and getting paid; otherwise, the injury will probably not be an Occupational Injury, and therefore not an ESAMS entry.

(h) Project ID and Job Order? Not used by MCCA and require no entries.

(i) Experience with Task? Answer: Responses will need to be posted in Years, Months, and Days, or NA, of the task being performed by the employee when he got injured. In the event an employee is injured while performing a task in which they have no training or experience, the appropriate response would be NA. Supervisors should not use these blocks to report how long an employee has been working for MCCA, but how much experience the injured employee has when he was injured performing a particular task.

(j) Date and Time Returned to Work? Answer: If the employee returns to work prior to the submission of the Mishap Report, fill in appropriately. However, the Mishap Report should not be postponed waiting for the return of the employee. Based on the seriousness of the injury, some employees may not return to work for several days. Other less serious injuries will allow the employee to return to work on the same day as the injury.

(k) Drug or Alcohol Used By the Person? Answer: Yes, if a supervisor is aware that an employee is using any medication, prescription or not, the appropriate response should be amplified in the "Narrative" block. The real question here is, "Did alcohol, drugs, or a combination of these contribute to this mishap?"

Instructions for Reporting Mishaps with ESAMS Screen

(l) Did Injury/Illness Occur During? Answer: For the majority of mishaps the correct response will be *Primary Duties*. There will be times when employees may get hurt on their lunch break or en route. This response should coincide with the response in the question, "*Did Mishap occur on base?*"

(m) Narrative? Answer: This narrative should provide as many facts as possible (who, what, when, where, and how). It should tell a story of what the person was doing just prior to the accident, how or why the accident happened, and should conclude with a medical report (e. g., X-rays indicate broken bones, prescription medication was issued, No Duty or Light Duty was authorized, etc.), if available. Personal names should not be used. Instead the term Employee or SNE (Subject Named Employee) may be used.

(n) Location of Mishap? Answer: State precisely the location where mishap occurred. Use building number, descriptive title of building (if known), and the location within the building where the mishap occurred (e. g., "Bldg 1231, Main Exchange, in the receiving area, near the third bay door"). Although the narrative might have this information to tell the story, this is a required block.

(o) Activity at the Time of Injury? Answer: Use one or a few action words to describe the action of the injured person just prior/during the accident (e. g., bending, lifting, running, etc.).

(p) Was PPE Involved in the Mishap? Answer: *YES*, if the employee was required to wear Personal Protective Equipment (PPE) whether or not it was worn. *NO*, if the employee was not required to wear PPE.

(q) Personal Protective Equipment? Answer: List all PPE that was required to be worn (e.g., Gloves, Safety Glasses, and Seat Belts), even if the employee did not wear it. If PPE should have been worn but was not, amplifying statements should be included in this block.

(r) Were Chemicals Involved in the Mishap? Answer: *YES*, if the injury was caused by any chemical (e.g., cleaning products, petroleum, oils, lubricants, paints, glues, varnishes, pesticides).

(s) List the MSDS Number? Answer: Although this block has a red asterisk, it can be skipped if the MSDS number is not available.

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(t) Body Part Injured? Answer: List the injured body parts (e. g., right leg, left foot, ring finger on left hand, last toe on right foot).

(u) Mishap Type? Answer: There are 37 choices in which an injury can be categorized. Based on past MCCS injuries, the following five choices will probably categorize 95 percent of all injuries:

(1) Contact with Objects - Selection 7.

(2) Falls, Slips, Trips, or Bodily Exertion - Selection 14.

(3) Hazardous Material - Selection 18.

(4) Material Handling Equipment - Selection 25.

(5) Occupational Non-Industrial - Selection 26.

(v) Motor Vehicle Accident Type? Answer: If applicable, ESAMS is used to report occupational injuries and used to report vehicular accidents. Therefore, this question is looking for the type of accident from an employee who was driving the vehicle or the employee who was injured in a vehicle mishap.

(w) Vehicle Type? Answer: If Motor Vehicle Accident, choose from fourteen descriptors that best describe the vehicle that caused the accident. GMV is short for Government Motor Vehicle. PMV is short for Personal Motor Vehicle.

(x) Corrective Action Taken to Prevent Reoccurrence? Answer: Each mishap will dictate the corrective action required. A corrective action may be as simple as educating employees to mop up spills or to pay attention to their surroundings. Another corrective action might be to issue and enforce the wearing of personal protective equipment. As Supervisors we need to be able to recognize hazards within our shops. Once recognized, we need to be able to mitigate these hazards to stop mishaps or prevent reoccurrence.

(y) Select Additional Supervisors? Answer: There are five other people that can be notified of this mishap. Based on a division's operating procedures, the list may include the Division Director or Deputy, and/or Branch Manager. Each division should determine a chain of command to be notified in the event of a mishap. All mishap reports shall include the Human Resources Technician, Workers' Compensation Representative.

Instructions for Reporting Mishaps with ESAMS Screen

IIRTS Mishap Submit Page	
Status: New Report	
Section 1 - Injured Person Information	***FOR OFFICIAL USE ONLY***
<i>Required fields *</i>	
Injured Person: Last Name <input type="text" value="Buz"/> * Middle <input type="text"/> Suffix <input type="text"/>	
Command/UIC of Injured person: MCB Camp Lejeune / N12345	
Department/Code: Operations	Installation: NAVSTA Southeast
SSN: ***-**-5678	Phone/Ext (Format 9991112345): <input type="text" value="4511234"/> / <input type="text" value="201"/>
Service/Status: <input type="text" value="U.S. Marine Corps - U.S. Non-Approp"/> *	Grade(Civilian)/Rank(Military): <input type="text" value="GSE06"/> *
Rate/Job Title: <input type="text" value="CUSTODIAL SPVR"/> *	
Description: <input type="text"/>	
Sex: <input checked="" type="checkbox"/> M: <input type="checkbox"/> F:	
Birth Date (Month/Year): <input type="text" value="9/1960"/> *	Supervisor: <input type="text" value="Knight, Bob"/> *
Badge No: <input type="text"/>	HR Job Title: <input type="text"/>
Section 2 - Supervisor's Report of Mishap by McCarty, Mike	
Installation where the mishap occurred: <input type="text" value="MCB LeJeune"/> * <i>OR if the mishap occurred off base or at an installation that is not in your list, then enter the location or installation:</i> <input type="text"/> *	
Did the mishap occur on base? (check for Yes) <input checked="" type="checkbox"/> *	
Incident Date/Time (If this is an illness, input date reported): Date: <input type="text" value="5/5/2011"/> * Time: <input type="text" value="09:00"/> *	
Dispensary Location: <input type="text" value="Local Hospital"/> *	Was off-site medical treatment authorized? <input type="text" value="Yes"/>
Medical Treatment Provided By: (ONLY if different from dispensary location) <input type="text"/>	
On/Off Duty: <input type="text" value="ON DUTY"/> *	
Time employee began work (On Duty Only): <input type="text" value="07:30"/> *	Shift working when injured (On Duty Only): <input type="text" value="Day"/> *
Project ID: <input type="text"/>	Job Order: <input type="text"/>
Experience with task <input type="text" value="2"/> Years * <input type="text" value="10"/> Months * <input type="text"/> Days * <input type="checkbox"/> NA	
Date Return to Work: (If Available) <input type="text"/>	Time Return to Work: (If Available) <input type="text"/>
Drug or Alcohol used by the injured person? <input type="text" value="Drugs"/> *	
Did Injury/Illness occur during: <input type="text" value="Primary Duties"/> *	
Narrative: (Who, what, when, where and how) NOTE: Do NOT include personal identifiers, such as name.) *	
SNE was mopping floor. Forgot to put down WET FLOOR signs. He walked away from the area. Landed on right side breaking his right arm when he fell. His supervisor took him to the hospital with a broken arm. SNE was prescribed Percoset, Ibuprofen. He was told to stay home and not lift more than 10 more days. No lifting more than 10 pounds. SNE told supervisor that was taking care of him a little drowsy.	

Instructions for Reporting Mishaps with ESAMS Screen

Comments: Please provide any additional information or recommendations to prevent a recurrence, that may help the Safety Office investigating the mishap.

[Empty text area with scrollbars]

Location of mishap - precisely state location where mishap occurred: *

Training hallway in Bldg 1234.

Activity at the time of injury: For example: bending, lifting, running etc. *

Walking

Was PPE involved in the mishap: Yes [dropdown] *

Personal Protective Equipment (PPE e.g. Gloves, Safety Glasses, Seat Belts): *

Safety Shoes, and rubber gloves

Were Chemicals Involved In the Mishap? No [dropdown] * **If yes, list the MSDS Number:** [empty box] *

Chemical Comments/Notes

[Empty text area with scrollbars]

Personnel/Equipment(e.g. Attitude,Fatigue,Equipment Malfunction):

[Empty text area with scrollbars]

Environmental Conditions(e.g. Weather, Ventilation, Lighting):

[Empty text area with scrollbars]

Body Part injured Right arm [dropdown] *

Instructions for Reporting Mishaps with ESAMS Screen

Mishap Type: Falls, slip, trip, or bodily exertion *

Motor Vehicle Accident Type: (If applicable) * **Vehicle Type (If Motor Vehicle Accident)** *

Corrective Action taken to prevent reoccurrence:
Ensure WET FLOOR signs are in plain sight of all employees.

Section 4 - OSH Officer's Determination of Mishap - McCarty, Mike

If the alleged mishap is a civilian or military on-duty occupational injury or illness or is a military off-duty injury, then select **A-G** to indicate that an investigation will be conducted by the safety office. Once you select ""A-G"", additional fields will be added to the record for the safety investigator to complete the form. (An investigation is required for all Class A,B, and C mishaps per OPNAVINST) (These include first aid cases, recreational off-duty, no lost time, etc.)

Injury/Illness Resulted In: (Case Type) *

Command assigned this mishap. Typically this is the person's command but in some instances the mishap may belong to another command, i.e. if a person is TAD (Required if the previous line is A-G): MCB Camp Lejeune *

Comments:

Select additional supervisors that need access to this mishap. (the submitting supervisor, and/or the employee's supervisor already have access.):
Note: Each supervisor with access will receive an email notification.

1. Other Supervisor: HR Workers Comp *

2. Other Supervisor: Division Director *

3. Other Supervisor: Div Deputy Director *

4. Other Supervisor: Branch Manager *

5. Other Supervisor: Others per SOP *

Instructions for Documenting Inspections and Hazard Abatement
with ESAMS Screens

1. Throughout the year every building used by MCCA, Camp Lejeune employees will have at least one safety inspection performed on it. Other buildings, based on their function, will be inspected more frequently (e. g., the Child Development Centers have quarterly inspections, while the Hobby Shops may be inspected monthly). These inspections, when performed by Marine Corps Base (MCB), Camp Lejeune Safety Specialists, will have the results published via ESAMS.

2. Upon completion of a building inspection, the MCB Safety Specialist will enter all inspection data into ESAMS. This information will include all points of contact for the division, to include the division director, the building number, detailed description of the discrepancy, the OSHA or fire regulation that had been violated, the employee/supervisor responsible for mitigation of hazards, and the interim and permanent controls required to mitigate the hazard.

3. Once all data is compiled and entered into ESAMS, an email will be generated. All employees identified on this inspection will receive this email. The inspection will be identified by a six-digit number representing the Annual Inspection ID. Each discrepancy detected during a particular inspection will also have a six-digit number assigned to it called a Deficiency ID. It is the responsibility of the facility manager, supervisor, or perhaps the assigned safety representative to abate these discrepancies and record the abatement procedures within ESAMS. The following procedures are provided to assist the Person Responsible for Abatement (PRA) or the Point of Contact (POC) in recording the abatement process:

a. Click on the "ESAMS Inspection Link" imbedded in the email or go to the secure ESAMS website at https://esams.cnmc.navy.mil/esams_gen_2/loginesams.aspx. Once logged in, the ESAMS Supervisors' homepage will appear, enclosure (5).

b. Go to "MY LINKS."

c. Click on the "My Abatement / Corrective Action."

d. Click on the "Deficiencies." This action should provide a list of all open deficiencies.

e. Click on any of the Deficiency ID number(s). This will open the Deficiency form which consists of three sections listed below:

Instructions for Documenting Inspections and Hazard Abatement
with ESAMS Screens

(1) Inspection Information - Section 1. Contains information regarding the inspection.

(2) Deficiency Information - Section 2. A deficiency is open if the status is response required, abatement initiated, or request closure.

Sections 1 and 2, figure 1, of the deficiency will not be editable by the PRA, but they will be able to be viewed. This allows the person responsible to see the deficiency information and the comments and recommended controls suggested by the inspector.

DEFICIENCY EDIT		Change Log		Close Window	
Section 1: Inspection Information					
Inspection ID 33366 Inspection Date: 3/10/2007 OSH One Time Inspector: Mcbawn, Ryan Additional Administrators: Ryan Mcbawn			Current Inspection Status: Completed		
Inspected Command: NSA New Orleans			Installation: NSA New Orleans		
			Available Departments: ▼		
Section 2: Deficiency Information (Required Fields *) 5100/12					
Deficiency ID 33191 CreatedBy: Ryan Mcbawn			Date Deficiency Issued: 5/16/2007 Due Date Of Response: 6/15/2007		
Building: 008 - 008 Location: 2nd floor			<input type="checkbox"/> Repeat Deficiency Abatement Priority: 1		
* Hazard: Hazardous Materials	* Annual Exposure (Personnel): 15	* Abatement Type: Facility-Structural ▼			
* RAC Current: 2-Serious MUST BE POSTED IN THE WORK PLACE Severity: Catastrophic Probability: Likely					
* Standard Violated: 29 CFR 1910.1027(m)(2)(i) - Warning signs shall be provided and displayed in regulated areas. In addition, warning signs shall be posted at all approaches to regulated areas so that an employee may read the signs and take necessary protective steps before entering the area.					
* Description of Violation: Spell Check Corroded and torn warning signs					
* Responsible for Abatement:					
Name		Phone		Email	
Parsons, Brad				jhamilton@hgwllc.com	
Deficiency Comments: Spell Check					
Recommended Interim Controls: Spell Check Post self-made warnings until official ones can be appropriated					
Recommended Permanent Controls: Spell Check Appropriate new and proper warning signs					
REINSPECTIONS					

Fig. 1. ESAMS Deficiency Page.

(3) Abatement - Section 3. This is where the PRA begins informing the inspector of the work that has been done to abate

Instructions for Documenting Inspections and Hazard Abatement
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the deficiency, figure 2.

(a) Initiate Abatement.

(1) The PRA should check the "Interim/Permanent Correction Recommendations" section (above the "Abatement Status" area) to see if the inspector had any suggestions for abatement.

The screenshot displays the ESAMS Abatement Page, which is organized into several sections:

- Section 3: Abatement**: Contains buttons for "Initiate Abatement" and "Request Closure", and a "Save" button in the top right corner.
- Current Deficiency Status**: A progress indicator showing five steps: 1. New, 2. Response Required (highlighted), 3. Abatement Initiated, 4. Request Closure, and 5. Closed.
- Section 3A: Abatement Initiated**: Includes a field for "Estimated Completion Date" (5/25/2007) and a text area for "Interim Controls" containing the text: "Supervisors Jones and Williams posted in area at all times to oversee PPE usage until proper training levels achieved".
- Section 3B: Work Order Information**: Includes fields for "Work Order Title" (Supervising), "Work Order Number" (45648), "Work Order Date" (5/25/2007), and "Work Order Description (max 8000 characters)" (Supervision of PPE Usage).
- Section 3C: Request Closure**: Includes a field for "Completion Date" (6/8/2007) and a text area for "Corrections Made" containing the text: "All employees in building trained in proper PPE usage".
- Section 3D: Costs**: Includes a prompt "Enter whole dollar amount in the appropriate boxes below." and input fields for "Estimated" (\$3000), "Final Labor" (\$2834), "Final Material" (\$0), and "Other" (\$0).
- Section 3E: Status Comments**: Includes a text area for comments containing the text: "Proper training achieved for all employees in building - building supervisor advised to keep up with training requirements".

A "Save" button is located at the bottom left of the form.

Fig. 2. ESAMS Abatement Page.

(2) The "Deficiency Status" is shown at the top of the "Abatement Status" area, figure 3. This helps inspectors,

Instructions for Documenting Inspections and Hazard Abatement
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POCs, closure authorities and PRAs know what stage the deficiency is in, where it is going, and what needs to be done next. The first status that should be seen by the PRA is "Response Required."

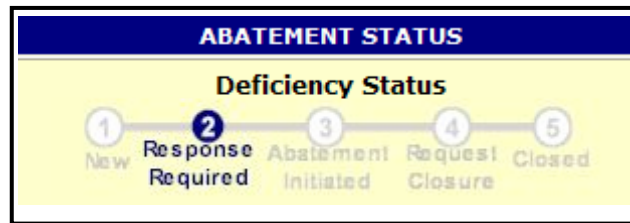


Fig. 3. ESAMS Abatement Status Area.

(3) The PRA must fill in the "Estimated Completion Date" and any "Interim Controls" that have been administered for the deficiency.

(4) The PRA may then click on the "Initiate Abatement" button to change the status of the deficiency to "Abatement Initiated." This will send email messages to relevant personnel that the abatement process has begun.

(5) If a work request is required to abate the discrepancy, fill in Section 3b: Work Order Information, figure (1). Depending on the work required, it may take several weeks to several months for FACM or Public Works to complete this task. Therefore, every month this Discrepancy ID should be reviewed and updated as needed until the work is completed.

(6) Once the abatement process has been completed (required fields are noted with a red asterisk [*]), the person responsible can click the "Request Closure" button to send a message to the Closure Authority (see section (d), (1) below).

(7) All relevant information for the abatement of the deficiency can be entered at this time (all required fields are noted with a red asterisk [*]). The person responsible can then click the "Request Closure" button to send a notice to the Closure Authority (see section (d), (1) below). Note: This should only be used when the deficiency has been completely abated.

(b) Complete Abatement and Request Closure.

(1) Once the deficiency has been abated, the PRA should click the "Request Closure" button located to the left of the "Deficiency Status" bar. This will send an email message

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informing the closure authority that the deficiency has been abated. If the closure authority accepts the response, the abatement is closed. If the abatement is rejected, the person responsible for abatement will receive an e-mail notifying them why it was not approved.

(2) The PRA can still update information if needed; however, it is now the responsibility of the closure authority to close the deficiency.

(c) Further Action Required. If the request for abatement is not approved, the deficiency will be changed to "Further Action Required" on the "Current Deficiency Status" bar. The PRA will need to revise Section 3 based on the comments from the closure authority. The next step is to click the "Request Closure" button once again.

(d) Responding to a Request for Closure.

(1) The closure authority is notified via email that the PRA is requesting closure of abatement. The closure authority enters IDATS and locates the deficiency. In Section 3, the closure authority will have two options, approve or not approve the request, figure 4. Click on the "Close Deficiency" button. The deficiency will be moved to closed status. Note: Once the deficiency is in a closed status, no changes can be made to that deficiency. To not approve the closure request, the inspector would do the following:

(a) Click the "Further Action Required" button. The Deficiency will automatically change to "Further Action Required" status.

(b) Type the reason for the disapproval into the "Status Comments" field and then click the "Save" button.

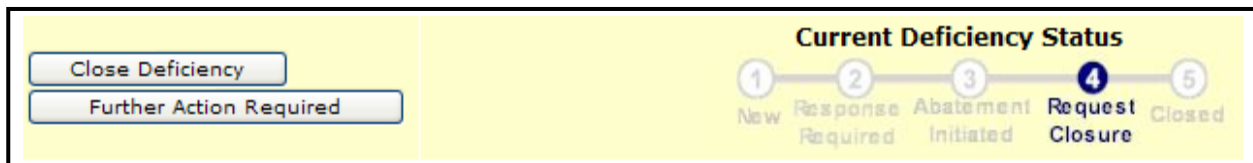


Fig. 4. ESAMS Closure Authority Area.

An email is sent to the person responsible for abatement. The email informs the PRA that the action to abate the deficiency was not sufficient and further action is required. The body of the email includes the reason for the disapproval. The process continues until the abatement is finally approved and the

Instructions for Documenting Inspections and Hazard Abatement
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deficiency closed. The "Deficiency Status" is shown at the top of the "Abatement Status" area, figure 4.

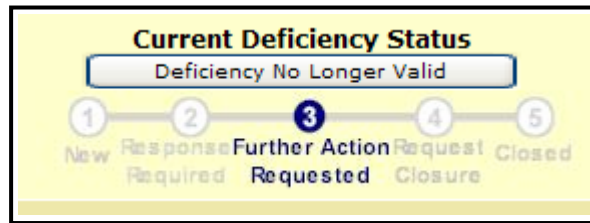



Fig. 4. ESAMS Current Deficiency Status Area.

ESAMS Homepage Screen for General Users

Enterprise Safety Applications Management System for USMC			LOG OUT
Job Hazard Analysis	RMS - Reports Management System	Web Training	
QUICK LAUNCH			Current user: ⋮
<p>My Links</p> <ul style="list-style-type: none"> • My ESAMS Account <ul style="list-style-type: none"> Change My Password Change My UserID Change My Email • My Messages 🔔 • Profile • Web Training • Classroom Training Schedule • Needed Training • My Inspections • Report Near Miss • My Abatements / Corrective Actions • Report Unsafe/Unhealthy • Safety Survey 	<p style="text-align: center;"><u>News and Events:</u></p> <p style="text-align: center;">** NOTICE **</p> <p style="text-align: center;"><i>E-Tracker Upgrade is scheduled for release on 25 February, 2011.</i></p> <p style="text-align: center;"><i>Click here for Release Notice.</i></p> <p style="text-align: center;">SECNAV Safety Memo</p> <p style="text-align: center;">SECDEF Memo Zero Prevent</p> <p style="text-align: center;">SECNAV MESSAGE (ALNAV 008/06)</p> <p style="text-align: center;">Critical Days of Summer</p> <p style="text-align: center;">CNIC Drumbeat Newsletter</p> <p style="text-align: center;">The Safety Professional (Civilian Safety Community Newsletter)</p> <p style="text-align: center;">CMC Safety Policy</p> <p style="text-align: center;">Marine Corps Mandatory Seat Belt Policy</p> <p style="text-align: center;">ORM SafetyGram 3-08</p> <p style="text-align: center;">ESAMS Newsletter February 2011</p> <p style="text-align: center;"><u>Command Motorcycle Safety Representative (MSR)</u></p> <ul style="list-style-type: none"> • NAVADMIN 147/10 - Navy Motorcycle Safety Management Tool • ESAMS Training - Motorcycle Coordinators 	<p>Administrative Links</p> <ul style="list-style-type: none"> • Self-Assessment • Unsafe/Unhealthy Management <p>Help</p> <ul style="list-style-type: none"> • My ESAMS Administrators • Navy POCs • FAQs • <u>ESAMS Documents</u> • ESAMS Help Desk • Email USMC Safety Office • Questions or Comments • Contact HQ Marine Corps Safety Division 	
POLICIES & PROCEDURES	LINKS OF INTEREST	INSTALLATIONS	
<ul style="list-style-type: none"> • MARINE CORPS SAFETY PROGRAM • MARCOR OSH PROGRAM MANUAL • MARINE CORPS TRAFFIC SAFETY PROGRAM (DRIVESAFE) • MARINE CORPS OFF-DUTY AND RECREATION SAFETY PROGRAM • MARINE CORPS HEARING CONSERVATION PROGRAM • MARINE CORPS RADIATION SAFETY PROGRAM • LASER HAZARDS CONTROL PROGRAM • PREVENTION OF COLD WEATHER INJURIES • SAFETY OF USE MESSAGE INSTRUCTIONS 	<p>Headquarters Marine Corps (SD)</p> <p>Marine Corps Center for Lessons Learned (MCCLL)</p> <p>Traffic Safety Toolbox</p> <p>Travel Risk Planning System (TRIPS)</p> <p>Naval Safety Center</p> <p>DOD VPP Center of Excellence</p> <p>DOD Center of Excellence for VPP site</p>	<p style="text-align: center;">Privacy Information</p>	
Accessibility Information	Privacy Information		

Enterprise Safety Applications Management System for USMC					
Job Hazard Analysis	Inspections and Hazard Abatement	Mishap Reporting	RMS - Reports Management System	Web Training	Record OJT
QUICK LAUNCH			Current user: Michael McHandy		
<p>My Links</p> <ul style="list-style-type: none"> • My ESAMS Account <ul style="list-style-type: none"> ○ Change My Password ○ Change My UserID ○ Change My Email • My Messages (2/1)  • Profile • Web Training • Classroom Training Schedule • Needed Training • My Inspections • Report Near Miss • My Abatements / Corrective Actions • Report Unsafe/Unhealthy • Safety Survey <p>Supervisor Links</p> <ul style="list-style-type: none"> • Supervisor's Tools • Report a Mishap • Report a Property Damage • Report a Near Miss • OSH Training Report Card • Monthly Safety Talks • Record OJT • Record RODS • Respirator Use Questionnaire • Ergonomic Checklist • My Workplace Inspection Checklist 		<p><u>News and Events:</u></p> <p>SECNAV Safety Memo</p> <p>SECDEF Memo Zero Prevent</p> <p>SECNAV MESSAGE (ALNAV 008/06)</p> <p>Critical Days of Summer</p> <p>CNIC Drumbeat Newsletter</p> <p>The Safety Professional (Civilian Safety Community Newsletter)</p> <p>CMC Safety Policy</p> <p>Marine Corps Mandatory Seat Belt Policy</p> <p>ORM SafetyGram 3-08</p> <p>ESAMS Newsletter September 2010 <u>Command Motorcycle Safety Representative (MSR)</u></p> <ul style="list-style-type: none"> • NAVADMIN 147/10 - Navy Motorcycle Safety Management Tool • ESAMS Training - Motorcycle Coordinators 		<p>Administrative Links</p> <ul style="list-style-type: none"> • Training and Records Management (TRMS) • Respirator Program • Data Change Request • Self-Assessment • Unsafe/Unhealthy Management <p>Help</p> <ul style="list-style-type: none"> • My ESAMS Administrators • Navy POCs • FAQs • ESAMS Documents • ESAMS Templates • ESAMS Help Desk • Email USMC Safety Office • Questions or Comments • Contact HQ Marine Corps Safety Division 	