



SUBMARINE  
SUB SAFETY OFFICER  
(2SO)  
Checklist

UPDATED August 2015

**SAFETY REVIEW ITEMS - SUB SAFETY OFFICER**

**1. ADMINISTRATION**

1. (A1R1) Does the ship have at least one individual designated (either Naval Message or on Command Letter Head) as the Safety Authority with an active WESS account?

REF: OPNAVINST 5102.1 SERIES 3007.1b(1)

C R NA UA PF  
 Repeat  
 Significant  
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2. (A1U0) Has the safety council been meeting at least quarterly and are minutes maintained (electronic or hardcopy) by the safety officer? Do the minutes reflect the following:

- Review of statistics from mishaps, hazard and inspection reports, safety or health related messages, and reports from the medical representative.  
- Establishment of mishap prevention goals and plans.  
- Review issues and recommendations submitted by the enlisted safety committee.  
- Review compliance with ORM implementation in all applicable operations and evolutions.

REF: OPNAVINST 5100.19E A0203H

C R NA UA PF  
 Repeat  
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3. (A1U1) Is the CO the safety council chairman (1301 Note)?

REF: OPNAVINST 5100.19E A0203H

C R NA UA PF  
 Repeat  
 Significant  
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4. (A1U2) Are the required personnel in attendance or adequately represented at safety council meetings (MDR, COB, Department Headss, Safety Officer, CO, XO, RODS Proram Manager)?

REF: OPNAVINST 5100.19E A0203H

C R NA UA PF  
 Repeat  
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5. (A1U4) Does the Commanding Officer review and approve the Safety Council meeting minutes?

REF: OPNAVINST 5100.19E A0203H

C R NA UA PF  
 Repeat  
 Significant  
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6. (A2A0) Has the Safety Officer (E-7 or above) been designated by the Commanding Officer (1301 Note command letterhead)?

REF: OPNAVINST 5100.19E A0203B (2)

- C R NA UA PF  
 Repeat  
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7. (A2G3) Does the Safety Officer provide the results of the self-assessment and status of corrective actions to the Safety Council (Safety Council minutes)?

REF: OPNAVINST 5100.19E A0203H

- C R NA UA PF  
 Repeat  
 Significant  
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8. (A2G4) Is annual safety training part of the annual self-assessment (Safety Council minutes/CTQS)?

REF: OPNAVINST 5100.19E A0503G

- C R NA UA PF  
 Repeat  
 Significant  
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9. (C1B8) Does the command check-in sheet cover all required NAVOSH indoctrination training.

REF: OPNAVINST 5100.19E A0503D

- C R NA UA PF  
 Repeat  
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10. (C2B3) Has an updated Industrial Hygiene Survey been conducted within the past 2 years? Has a copy of it been received and maintained?

REF: OPNAVINST 5100.19E A0304E

OPNAVINST 5100.19E A0203B3

- C R NA UA PF  
 Repeat  
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11. (C2B4) Does the Industrial Hygiene Survey Report have the following:  
-List of eye hazardous areas/processes  
-List of noise hazardous areas/ops  
-Detailed workcenter hazard evaluation results  
-Sampling results  
-Medical surveillance requirements  
-Routine monitoring list  
-Recommended PPE  
-List of heat area/process requiring respiratory protection and recommended types  
-Written respirator program evaluation  
-Summary of controls (ventilation, respiratory protection, and PPE requirements)  
REF: OPNAVINST 5100.19E

C R NA UA PF  
 Repeat  
 Significant  
 PMS

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## 2. HAZARD ABATEMENT PROGRAM

12. (A1M0) Are safety hazard reports (OPNAV 3120/5) available to all hands? Did the Safety Officer evaluate all submitted safety hazard reports and provide an interim or final response in writing to the originator of the reported condition within 10 working days of report receipt? Are appeals regarding the reported conditions reported to the Commanding Officer and is a response provided promptly (within 10 days)?  
REF: OPNAVINST 5100.19E A0307B  
OPNAVINST 5100.19E A0307E  
OPNAVINST 5100.19E A0307F  
OPNAVINST 5100.19E A0307G

C R NA UA PF  
 Repeat  
 Significant  
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13. (A1M3) Are safety hazard reports of on the spot corrections maintained for identification of similar hazards and trends?  
REF: OPNAVINST 5100.19E A0404A

C R NA UA PF  
 Repeat  
 Significant  
 PMS

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14. (A1M4) Does the results of the self-assessment provided to the Safety Council along with status of corrective actions?  
REF: OPNAVINST 5100.19E A0303

C R NA UA PF  
 Repeat  
 Significant  
 PMS

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15. (A100) Are hazards that cannot be corrected on the spot entered into a work-center deficiency log such as the Green Book, ZIDL, hazard abatement log, CSMP and reviewed by the Safety Officer?  
REF: OPNAVINST 5100.19E A0404B

C R NA UA PF  
 Repeat  
 Significant  
 PMS

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16. (A101) Does the Green Book, Hazard Abatement Log, or CSMP contain at a minimum: (1) Date, time, location, and description of hazard (2) Risk assessment codes assigned by the Safety Officer (3) Recommended corrective action to control or eliminate hazard (4) Action taken to implement that correction (5) Verification and date hazard corrected/eliminated  
REF: OPNAVINST 5100.19E A0404D

C R NA UA PF  
 Repeat  
 Significant  
 PMS

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17. (A102) Have interim controls that are in effect for more than 60 days been approved by the Safety Officer?  
REF: OPNAVINST 5100.19E A0405A

C R NA UA PF  
 Repeat  
 Significant  
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18. (A103) Is the Commanding Officer informed of all unabated deficiencies that are classified as critical or serious (RAC 1 or 2) and does the Commanding Officer determine who will approve interim protective measures?  
REF: OPNAVINST 5100.19E A0405B

C R NA UA PF  
 Repeat  
 Significant  
 PMS

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19. (A104) Does the Safety Officer review all CSMP safety hazard entries forwarded by the 3M Coordinator?  
REF: OPNAVINST 5100.19E A0404B

C R NA UA PF  
 Repeat  
 Significant  
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20. (A1R0) Does the Safety Officer have a complete file of all reports for the past five years? Does WESS reports match accident injury reports requiring safety mishap submissions? Does the MDR provide copies of the injury reports to the CO and Safety Officer?

REF: OPNAV 5102.1D Reporting Ch-2 3011 (1)

OPNAVINST 5100.19E A0203C

C R NA UA PF

Repeat

Significant

PMS

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21. (A1Z1) Does the Safety Officer participate in or appoint a trained SOH representative to participate in zone inspections? Are safety and industrial hygiene related deficiencies routed to the Safety Officer and is he tracking corrective action? Are deficiency lists with safety and industrial hygiene related deficiencies retained for two years?

REF: OPNAVINST 5100.19E A0302A

C R NA UA PF

Repeat

Significant

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22. (A1Z4) Does the Safety Officer maintain and analyze SOH records (inspection/survey reports, appropriate accident and injury reports, safety hazard reports and mishap statistics) and determine trends for discussion at Quarterly Safety Council meeting?

REF: OPNAVINST 5100.19E A0203C (6)

C R NA UA PF

Repeat

Significant

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23. (A2B0) Are initial safety-related CASREPs (N/A for 726 Class) and final OPREP-3s routed through the Safety Officer for review and do they contain a paragraph stating mishap report required, or mishap report to follow, or mishap report submitted?

REF: OPNAVINST F3100.6J CH-2 OPREP/SITREP Page 2-10 and 2-11

NWP 1-03.1 Operational Reports (CASREP) Chapter 4, Paragra

C R NA UA PF

Repeat

Significant

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24. (A2C0) Have mishap reports been submitted in a timely and accurate manner?

REF: OPNAVINST 5100.19E A0203C (5)

C R NA UA PF  
 Repeat  
 Significant  
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25. (A2C1) Has the Safety Officer participated in appropriate mishap investigations (WESS reconciliation report)?

REF: OPNAVINST 5100.19E A0203C (4)

C R NA UA PF  
 Repeat  
 Significant  
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26. (A2C2) Are all reportable mishaps, accidents, or injuries investigated, recorded, and reported as required (WESS reconciliation report)?

REF: OPNAVINST 5100.19E  
OPNAVINST 5102.1 SERIES

C R NA UA PF  
 Repeat  
 Significant  
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27. (A2G0) Have self-assessments of all safety programs been performed annually and retained by the Safety Officer for two years?

REF: OPNAVINST 5100.19E A0303

C R NA UA PF  
 Repeat  
 Significant  
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28. (A7E0) Does the Safety Officer periodically review the log of permanent hearing threshold shifts to determine trends that could indicate inadequate use of hearing protection or uncontrolled overexposure to excessive noise levels?

REF: OPNAVINST 5100.19E B0402B (3)

C R NA UA PF  
 Repeat  
 Significant  
 PMS

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### 3. TRAINING

29. (A2A1) Has the Safety Officer attended the Submarine Safety Officer course (F-4J-0020) offered by NAVSAFENVTRACEN?

REF: OPNAVINST 5100.19E A0502A (3)

OPNAVINST 5100.19E A0503A

C R NA UA PF

Repeat

Significant

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30. (A2A2) If the Safety Officer has not yet attended the Submarine Safety Officer course, in the interim, has the Safety Officer completed the Safety Supervisor's correspondence course (NAVEDTRA 14167F)?

REF: OPNAVINST 5100.19E A0503A

C R NA UA PF

Repeat

Significant

PMS

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31. (A3C0) Have all personnel attended annual training on Electrical Safety including the requirements regarding use of PPE (CTQS)?

REF: OPNAVINST 5100.19E Appendix A5-A

C R NA UA PF

Repeat

Significant

PMS

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32. (A3E0) Does the command conduct at least one Safety Stand-Down per year (CTQS)?

REF: OPNAVINST 5100.19E A0503F

C R NA UA PF

Repeat

Significant

PMS

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33. (C2B5) Have long term lessons learned from the non-nuclear critique binder been incorporated into the short term and/or long term training plan?

REF: COMSUBLANT/COMSUBPACINST 3502.1

C R NA UA PF

Repeat

Significant

PMS

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#### 4. TRAFFIC SAFETY/MOTORCYCLE SAFETY/RODS PROGRAMS

34. (A7C0) Are the Traffic Safety Coordinator and Motorcycle Safety Representatives designated in writing by the CO (1301 Note)?  
REF: OPNAV 5100.12J Navy Traffic Safety 6.J.16

C R NA UA PF  
 Repeat  
 Significant  
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35. (A7D0) Is the Recreation and Off-Duty Safety Program Coordinator designated in writing by the CO (1301 Note)?  
REF: OPNAV 5100.25B Recreation and Off-Duty Safety 4.G.2

C R NA UA PF  
 Repeat  
 Significant  
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36. (A7F0) Has indoctrination and seasonal recreation and off duty safety hazard awareness training been completed? Are training records maintained a minimum of two years (CTQS)?  
REF: OPNAV 5100.25B Recreation and Off-Duty Safety 6.A.C

C R NA UA PF  
 Repeat  
 Significant  
 PMS

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37. (A7F1) Have military personnel age 26 and under received at least 2 hours of annual traffic safety training refresher (CTQS)?  
REF: OPNAVINST 5100.12 SERIES 8A

C R NA UA PF  
 Repeat  
 Significant  
 PMS

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38. (A7I0) Are traffic safety and recreation and off-duty briefs provided and documented prior to major holidays, extended weekends, or liberty periods?

REF: OPNAV 5100.12J Navy Traffic Safety Ch-1 6.J.8  
OPNAV 5100.25B Recreation and Off-Duty Safety 6.B

C R NA UA PF  
 Repeat  
 Significant  
 PMS

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39. (C1A2) Has the ship established a Command Traffic Safety Program?  
REF: OPNAV 5100.12J Navy Traffic Safety 6.J.(1)

C R NA UA PF  
 Repeat  
 Significant  
 PMS

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40. (C1A4) Is there a process in place to track personnel convicted of serious traffic violations or who have been determined to be at fault in a traffic mishap while operating a PMV on base, or a GMV on/off base, attendance in a Driver Improvement Program?

REF: OPNAV 5100.12J Navy Traffic Safety 9  
OPNAV 5100.12J Navy Traffic Safety 10

C R NA UA PF  
 Repeat  
 Significant  
 PMS

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41. (C1A8) Is the commanding officer being provided a quarterly motorcycle safety training status report that includes the names of those individuals who are required but have not completed training, the reasons training not completed with a projected training completion date, and a list of individuals who were scheduled for but failed to attend training ("no show" list) (Safety Council agenda)?

REF: OPNAVINST 5100.12J 6.1.4

C R NA UA PF  
 Repeat  
 Significant  
 PMS

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42. (C1A9) Does the motorcycle safety representative (MSR) have an active ESAMS account?

Note: If the Traffic Safety Coordinator (TSC) is also the MSR, then he/she shall obtain an ESAMS account.

REF: OPNAVINST 5100.12J 6.K(1)  
OPNAVINST 5100.12J 6.L (1)

C R NA UA PF  
 Repeat  
 Significant  
 PMS

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43. (C1B0) Does the Motorcycle Safety Representative (MSR) maintain current information for the command's motorcycle riders (wether riding on base or off base) to include the following items:

- an accurate listing of motorcycle riders
- type of motorcycle ridden or owned
- verification only of: state driver's license information, vehicle registration, and proof of insurance (no copies-verify and track expiration date)
- copies of required training completion cards/ certificates (BRC, ERC, MSRC)
- identify "at risk" personnel and implement measures to mitigate risk

REF: OPNAVINST 5100.12J 6.L (3)

C R NA UA PF  
 Repeat  
 Significant  
 PMS

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44. (C1B1) Does ESAMS reflect 100% motorcycle training requirement compliance?

REF: OPNAVINST 5100.12J 12.e

C R NA UA PF  
 Repeat  
 Significant  
 PMS

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45. (C1B2) Has the command established a motorcycle mentorship program to promote rider education, safety, and training?  
If so, does the Motorcycle Safety Representative (MSR) serve as the command motorcycle mentorship program coordinator?

REF: OPNAVINST 5100.12J Navy Traffic Safety 6.K and 6.L

C R NA UA PF  
 Repeat  
 Significant  
 PMS

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46. (C1B3) Is local traffic safety orientation provided as part of command check-in?

REF: OPNAVINST 5100.12 SERIES 6J6

C R NA UA PF  
 Repeat  
 Significant  
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47. (C1B6) Have all personnel operating GMV's more than 8 hours per week attended a NAVSAFECEN approved 8-hr drive improvement program course prior to assignment? Is it documented?

REF: OPNAVINST 5100.12J 10A

C R NA UA PF  
 Repeat  
 Significant  
 PMS

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#### 5. OPERATIONAL RISK MANAGEMENT PROGRAM

48. (C1A5) Is the XO designated as the ORM Program Manager (1301 Note)?

REF: OPNAV 3500.39C Operational Risk Management (ORM)  
Paragraph 6.G.2

C R NA UA PF  
 Repeat  
 Significant  
 PMS

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49. (C1A6) Does the ship have at least one officer and one senior enlisted person for designation as ORM assistants? Have they completed the instructor-led ORM Application and Integration Course (CIN: A-570-0100) or the Submarine Officer Advanced Course (1301)?

REF: Page 5 Enclosure 3, Table 1

OPNAV 3500.39C Operational Risk Management (ORM) 6H2A

C R NA UA PF

Repeat

Significant

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50. (C1A7) Are ORM assistants conducting training annually for every individual? The training may be accomplished by the following examples: ORM stand downs, command ORM indoctrination, ORM immersion training, Navy e-learning ORM GMT course, etc. Training requirements should be tailored to the specific environment, both physical and operational, of the command (CTQS).

REF: Page 4-5 Enclosure 3

OPNAV 3500.39C Operational Risk Management (ORM)

C R NA UA PF

Repeat

Significant

PMS

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## SUB SAFETY OFFICER

COMMAND NAME:

LOCATION:

UIC:

DATE:

SURVEYOR(S):

NO. COMPLETE:

NO. REQ ACTION:

NOT APPLICABLE:

Q #	Question	Result			Sig	Rep
1	2SOA1M0	C	R	N		
2	2SOA1M3	C	R	N		
3	2SOA1M4	C	R	N		
4	2SOA1O0	C	R	N		
5	2SOA1O1	C	R	N		
6	2SOA1O2	C	R	N		
7	2SOA1O3	C	R	N		
8	2SOA1O4	C	R	N		
9	2SOA1R0	C	R	N		
10	2SOA1R1	C	R	N		
11	2SOA1U0	C	R	N		
12	2SOA1U1	C	R	N		
13	2SOA1U2	C	R	N		
14	2SOA1U4	C	R	N		
15	2SOA1Z1	C	R	N		
16	2SOA1Z4	C	R	N		
17	2SOA2A0	C	R	N		
18	2SOA2A1	C	R	N		
19	2SOA2A2	C	R	N		
20	2SOA2B0	C	R	N		
21	2SOA2C0	C	R	N		
22	2SOA2C1	C	R	N		
23	2SOA2C2	C	R	N		
24	2SOA2G0	C	R	N		
25	2SOA2G3	C	R	N		
26	2SOA2G4	C	R	N		
27	2SOA3C0	C	R	N		
28	2SOA3E0	C	R	N		
29	2SOA7C0	C	R	N		
30	2SOA7D0	C	R	N		
31	2SOA7E0	C	R	N		
32	2SOA7F0	C	R	N		
33	2SOA7F1	C	R	N		

Q #	Question	Result			Sig	Rep
34	2SOA7I0	C	R	N		
35	2SOC1A2	C	R	N		
36	2SOC1A4	C	R	N		
37	2SOC1A5	C	R	N		
38	2SOC1A6	C	R	N		
39	2SOC1A7	C	R	N		
40	2SOC1A8	C	R	N		
41	2SOC1A9	C	R	N		
42	2SOC1B0	C	R	N		
43	2SOC1B1	C	R	N		
44	2SOC1B2	C	R	N		
45	2SOC1B3	C	R	N		
46	2SOC1B6	C	R	N		
47	2SOC1B8	C	R	N		
48	2SOC2B3	C	R	N		
49	2SOC2B4	C	R	N		
50	2SOC2B5	C	R	N		