



DEPARTMENT OF THE NAVY  
NAVAL AIR SYSTEMS COMMAND  
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MEMORANDUM

From: Commander, Naval Air Systems Command  
To: All Hands  
Subj: NAVAL AIR SYSTEMS COMMAND SAFETY POLICY  
Ref: (a) OPNAVINST 5100.23G

1. The Naval Air Systems Command's (NAVAIR) mission, to develop and acquire weapon systems used by Sailors and Marines to successfully complete their mission and safely return home, can only be accomplished by preserving our highly skilled, talented, and dedicated work force. Protecting our people from accidental injury and illness is a guiding principle by which we operate. This means we must integrate safety into everything we do, both on and off-duty. I want all members of the command to make safe operations and work practices the norm and to embed safety into all our activities. Safety hazards must be identified and managed with the same focus, attention and excellence as other aspects of our business.

2. NAVAIR is committed to a safe and healthful working environment and safety management shall occur throughout the chain of command. Team leads, line managers, and supervisors are responsible for ensuring safe and healthful working environments and processes. To accomplish this, they must emphasize safety in discussions with the workforce; use hazard identification and risk management in the planning and execution of all evolutions; review lessons learned as a part of mission planning; and ensure safety and health are integrated early in weapon systems acquisition and design processes.

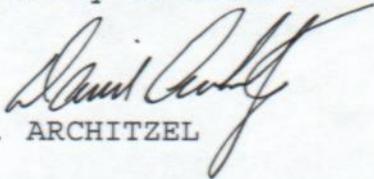
3. I expect NAVAIR managers and supervisors to set the example for subordinates and to do all of the following as part of their duties:

- a. Promptly correct recognized safety hazards;
- b. Clearly define safety responsibilities assigned to subordinates;

Subj: NAVAL AIR SYSTEMS COMMAND SAFETY POLICY

- c. Evaluate and document performance of assigned safety responsibilities;
- d. Ensure employees receive and participate in training, safety meetings and hazard analysis as appropriate;
- e. Conduct or participate in worksite inspections;
- f. Encourage safe behaviors with positive incentives and immediately correct unsafe behaviors;
- g. Appropriately resource safety equipment and other devices or procedures required to protect employees and ensure proper use of equipment; and
- h. Encourage ideas from employees on ways to improve safety and reward outstanding contributions.

4. Success of any mission is achieved only with the full participation and engagement of all employees. I expect each employee to follow all applicable rules and take responsibility for his or her safety as well as their teammates. Employees shall immediately correct or report unsafe behaviors, conditions, or processes as well as near misses, mishaps and occupational injury or illness. Mission success is only achieved when we accomplish our objective and all participants return safely. I trust that each of you will join me in a personal commitment to make safety a way of life.

  
D. ARCHITZEL