

WESS PROCEDURES FOR ENTERING RECORDABLE STS/PTS: STARTING IN WESS, SAFETY

Mishap Analysis & Retrieval Tool (SMART) Home Page, Select Mishap/Hazard Reporting, Shore Ground, Mishap Reporting, All Other Mishap Types:

1. General Information
 - a) Select mishap type, hearing loss
 - b) Brief narrative, STS case
 - c) Narrative, command notified by medical of STS/PTS
 - d) Environment information, mark "yes" to noise level conditions cause distractions, poor communications, etc.
 - e) Community of Interest (COI); Select any command or community that you feel will benefit from seeing your mishap; for example, a command or group of commands with your same platform or type of equipment (Ship, Sub, Aircraft, Weapon System, etc.)
2. Involved Command:
 - a) UIC contributing to/experience loss from the mishap
 - b) Was command deployed? Yes/No
 - c) Unit evolution at the time of mishap? Select "best fit" such as administration
 - d) Identify component command, major command, parent command and unit
3. Involved Properties:
 - a) Command 1, or what is appropriate?
 - b) B) Property damage? No
 - c) Government property? No
 - d) Area, Select Shore, government, Select appropriate facility
4. Involved Personnel:
 - a) Appropriate demographic information
 - b) Duty status (Tier-1) and duty status (Tier-2) regular
 - c) Area select appropriate
 - d) Government; select appropriate facility
 - e) What was the person doing at the time of mishap? Select best fit from choices
 - f) Injury classification selection of "other reportable" and "medical treatment/no lost time"
 - g) Skip formal training, hearing training is not a formal course
 - h) Skip certifications, qualifications and licenses, unless relevant to the mishap
5. Personal Protective Equipment:
 - a) Select noise control hearing protection
 - b) Select appropriate type double, ear muffs, ear plugs, other, or unknown/not reported
 - c) Select or mark if PPE was not required, or was required and worn properly, functioned properly, and was not a factor in the mishap
 - d) How were you notified of this mishap: Incident report (OSHA 301), audiogram, local mishap report, dispensary permit, etc.
 - e) OSHA Classification code hearing loss
 - f) In the event or exposure box, select exposure to harmful substances and environments
 - g) Select exposure to noise in the next box

- h) Bureau of labor statistics (BLS) source of injury codes, select one to best fit
- i) For the BLS nature of injury code, select systematic diseases and disorders; nervous system and sense organs diseases. For the body part, select head and ears. Note: For acute hearing loss due to explosion or over pressure, document all the same, except select permanent partial disability

6. Factors:

- a) Factor, mark "human"
- b) Factor, select best fit
- c) RAC 03
- d) Statement: Brief statement re-stating factor. For example, "personnel did not follow SOP"
- e) Analysis, use this statement: "chronic hearing loss occurs over long periods of time and not easily linked to a single or multiple incidents"
- f) Select from provided examples: preconditions, supervisory, and organizational for chronic hearing losses (PTS)
 - 1. Preconditions, select both PE1 physical environment and PE110 noise and interference
 - 2. Supervisory, select all: S10 – inadequate supervision, S1007 – failed to identify/correct risky or unsafe practices, S1004 – failed to provide appropriate policy/guidance, and S1003 – failed to provide proper training
 - 3. Organizational, select all: Oc0 – climate/culture influences OC001
Organizational culture (attitude/actions) allows for unsafe task/mission; Op0 – policy and process issues; OP006 – inadequate program management leads to unsafe situation; OP004 – organizational (formal) training is inadequate or unavailable; OP002 – organizational program/policy risks not adequately assessed; OP003 – provided inadequate procedural guidance or publications; OP007 – purchasing or providing poorly designed or unsuitable equipment

7. Recommendations (factors may have several recommendations each)

- a) Statement: brief description of the recommendation, such as review of worksite noise hazards and hearing protection adequacy, and HCP assessment and consultation by occupational audiologist
- b) Remarks: (detailed description and explanation of the factor (who, what, when, where and why))
- c) Status: select appropriate (complete, open, rejected, HAZREP generated)
- d) Identify factor in which this recommendation will apply. Repeat if there is more than one recommendation for the mishap.