

**Headquarters
US Army Garrison Bavaria
Standard Operating Procedure (SOP)**

USAG Bavaria Accident Prevention & Safety Management System

**Department of the Army
Headquarters, U.S. Army Garrison Bavaria
Tower Barracks, Bldg 539
Grafenwoehr, Germany
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Department of the Army
United States Army Garrison Bavaria
Unit 28130
APO, AE 09114

Summary. This Standard Operating Procedure (SOP) prescribes policies, procedures, and responsibilities for the United States Army Garrison (USAG) Bavaria Safety and Occupational Health Program. It defines programs for institutionalizing the USAG Safety Program to maintain and protect the workforce and conserve resources.

Applicability. This SOP applies to all Active Army, Army National Guard, U.S. Army Reserve Soldiers, Department of the Army Civilians (DACs), Non-Appropriated Funds (NAF) employees, and Local National (LN) employees under USAG Bavaria mission command, unless otherwise stated.

Supplementation. This regulation does not supplement Army regulation. In cases of conflict between this publication and law, regulation or higher headquarters direction, the latter will prevail. Supplementation of this regulation is prohibited without prior approval from the Commander, USAG Bavaria. Supplementation resulting from Status of Forces Agreements (SOFA), or local requirements, are staffed through the chain of command and approved by the USAG Bavaria Commander.

Proponent and exception authority. The proponent of this SOP is the Garrison Safety Director (GSD). The GSD has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. Activities may request a waiver to this SOP by providing justification that includes a full analysis. Waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their Directorate to the USAG Bavaria Safety Office. Refer to AR 25-30 for specific guidance. Users will send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) Garrison Safety Director, Unit 28130, APO, AE 09114. Langbein J.

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Chapter 1

Garrison Safety Program

1-1. General. This Standard Operating Procedure (SOP) applies to all Garrison activities, directorates, and staff offices/departments, tenant units supported by the Garrison Safety Office (GSO).

1-2. Purpose. This SOP prescribes Garrison policy, responsibilities, procedures to protect, and preserve Army personnel and property against accidental loss and injury. It provides for public safety incumbent to Army operations, activities, healthful workplaces, procedures, and equipment. This document will assist managers, supervisors and employees to support a safe and healthful work environment.

a. This SOP mandates Garrison Safety Program policies, procedures and guidelines into one comprehensive safety program for all Garrison operations. This SOP provides new policy on Army Safety management procedures with special emphasis on responsibilities and organizational concepts. It implements requirements of the Occupational Safety and Health Act of 1970 (OSH Act) as implemented in Executive Order 12196; Part 1960, Title 29, Code of Federal Regulations (CFRs) (29 CFR Part 1960); Department of Defense Instruction (DODI), the Department of Defense (DoD) Safety and Occupational Health Program(FM&P) (DoDI 6055.1), Safety and Occupational Health (SOH), and Installation Management Command (IMCOM) Regulation 385-10, IMCOM Safety Program.

b. Suggested Improvements: The proponent for this SOP is the Garrison Safety Office (GSO). Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 directly to the GSO Safety Director.

1-3. References. See appendix A.

1-4. Policy. Leaders, managers/supervisors, at all levels must pursue a vigorous accident prevention program that will minimize accidental manpower and materiel losses thus providing more efficient use of resources. By incorporating safety into all processes is value added and assists in accident reduction and preservation of Army resources. Decision makers at all levels will employ the Army's Risk Management (RM) process to effectively preclude unacceptable risk to the safety of personnel and property. Accidental losses affect combat readiness but positive action through the use of RM, training, education, with the support of leadership will assist in controlling these losses. As well as applicable laws, rules, or government-wide regulations will be fulfilled and complied with.

The following principles will be effectively integrated into all Garrison plans, programs, decision processes, operations, and activities:

(1) Accidents are an avoidable incident; these are an unacceptable obstacle to Army operations, readiness, morale, and resources: decision makers will implement RM.

(2) Decision makers at every level will employ the RM processes to avoid unnecessary risk to missions, personnel, equipment, and the environment.

(3) The acquisition of materials, equipment, facilities, and systems will maximize the use of engineering design to preclude unnecessary risk and control residual risks.

(4) Life cycle safety considerations will be considered in the acquisition, use, and disposal of chemicals and hazardous materials so as not to endanger or compromise public health and safety and the environment. To the degree possible substitution of a higher hazard classification of chemical to a lower classification will be fully implemented.

(5) Appropriate action will be taken to expeditiously correct nonconformities with mandated standards, workplace deficiencies, hazards, and accident causes.

(6) Performance standards for military/Civilian managers and supervisors will include accident prevention and Occupational Health (OH) responsibilities as a rating element. The success or shortcomings of managers or supervisory personnel in performing SOH responsibilities will be considered in Army Civilian employee performance appraisals, Officer Evaluation Reports (OERs), and Non-Commissioned Officer Evaluation Reports (NCOERs) in accordance with DODI 6055.1.

(7) The Army Star Program's goal is for managers and supervisors to have the necessary training to carry out their safety and occupational health leadership responsibilities, and that employees are trained to recognize hazardous conditions and understand safe work procedures, to include the hazard controls in place. Training is necessary to ensure everyone is aware and understands the Army Safety & Occupational Health Management System.

1-5. Responsibilities

a. The US Army Garrison (USAG) and GSO will:

(1) Provide for the establishment, implementation of plans, policies, and procedures for successful execution of safety programs at all levels of command. Assist directors, supervisors, and managers in determining the amount, and qualifications of personnel -necessary to ensure an effective, proactive accident prevention program.

(2) Provide technical and professional assistance to eliminate or control unsafe behavior and unsafe environments within the workplace.

(3) Determine the need for, obtain, and distribute safety promotional and educational materials.

(4) Provide technical assistance in accident investigation, reporting to ensure accuracy, and completeness.

(5) Collect, analyze/disseminate data concerning the accident trends in the USAG Bavaria community, invite local command safety professionals, and mission partners, brief trends in the Garrison SOHAC and prepare reports of safety activities.

(6) Review operating procedures, manuals, directives, other instructions to ensure the incorporation of safe practices and safe physical standards.

(7) Assist in reviewing plans for proposed operational and FPCON exercises to ensure the safety of Army personnel, and the public.

(8) Maintain close liaison with other staff agencies, military services, along with federal, host nation and civilian agencies in all relevant safety matters.

(9) Conduct surveys and inspections of USAG activities to include review of effectiveness of accident prevention programs.

(10) Conduct Standard Army Safety and Occupational Health Inspections (SASOHI) of USAG Bavaria work sites (IMCOM-E), along with high and medium risk facilities. Tenant organizations are responsible for inspecting their facilities and activities. GSO will assist tenant organizations on specific technical issues as manning allows.

(11) Implement and manage the Army Safety Program for USAG Bavaria as outlined in AR 385-10, Army Safety Program, safety regulations, messages, DA Pamphlets, and other pertinent consensus standards.

(12) Implement and manage the (HAZCOM) Program, aspects of Explosives Safety Program; Radiation Protection Program, Army Traffic Safety Training Program, and USAG Bavaria safety related regulations. 7th ATC and USAG Bavaria share responsibilities in the explosive safety program (reference 7th ATC ESMP).

(13) Develop recommendations with input from the various directorates for corrective measures when warranted by adverse accident rates, trends, hazardous conditions, procedures, or other deficiencies. The directorate/work center is responsible for submitting required paperwork and any financial burden it may require implementing the solution to the issue.

(14) Provide accident prevention material and ensure training for civilian safety personnel at all levels.

(15) Coordinate with Public Health Command Europe to identify and abate existing or potential occupational health hazards in the workplace. At all possible Industrial Hygiene, Occupational Health, and Safety will be collocated.

(16) Publish channels for reporting unsafe or unhealthful conditions.

(17) Convene the Safety and Occupational Health Advisory Committee (SOHAC) semi-annually or as directed by the Garrison Commander. Federal Employee Compensation Act (FECA) briefing will be combined with the SOHAC.

(18) Fulfill and comply with labor management relations responsibilities regarding consultation, negotiation, LN/management agreements, applicable laws, rules, and government-wide regulations.

(19) Provide training on local policy and develop Garrison Collateral Duty Safety Officer (CDSO) personnel to ensure competence while performing these duties.

(20) Assist in providing safety support for tenant organizations in the event of an accident or mishap.

(21) Request the assistance of Landstuhl Regional Medical Center (LRMC) for the support of Garrison accident investigations.

(22) Attend weekly DPW Workorder Review board.

b. Directorate of Public Works (DPW) will:

(1) Coordinate DA Forms 4283 (Facilities Engineering Work Requests) with the GSO for identification of safety deficiencies.

(2) Consolidate deficiencies, where correction exceeds local capability, and into projects for Department of the Army funding.

(3) Establish internal procedures to assure work requests identified / reviewed by GSO as imminently dangerous Risk Assessment Category (RAC) 1 or 2 are corrected immediately.

(4) When requested provide the GSO a status report (Installation Abatement Plan) of safety deficiency abatement status.

(5) Ensure coordination with the GSO in the design, construction, and renovation of new or existing facilities. Ensure compliance with OSHA and Host Nation standards; prevent construction infringement per AR 385-64 and Department of the Army Pamphlet (DA PAM) 385-64 on the Ammunition Supply Activities (ASA), or other approved ammunition site plan locations.

(6) Support the safety program within their respective areas and provide necessary assistance to enhance the overall safety effectiveness of the installation.

(7) Provide the ISO with Estimated Cost of Damage (ECOD) reports on all DPW equipment and vehicles involved in accidents.

(8) Ensure that DD Form 1348-6 (DOD's Single Line-Item Requisition System Document) or DA Form 3953 (Purchase Request and Commitment) or equivalent web based electronic Purchase Request for all hazardous chemicals or materials include the required information per AR 700-141, Hazardous Material Information System.

(9) Conduct or contract Lightning Protection System testing as required by DA PAM 385-64 and IMCOM REG 5-13. Provide results of the testing to the ISO.

c. Directorate of Plans, Training, Mobilization and Security (DPTMS) will:

(1) Report incidents and accidents in accordance with established Significant Incident Reporting (SIR) procedures.

(2) Disseminate relevant weather warnings and updates to tenant units.

(3) Ensure risk assessments are conducted for all exercises.

d. Director of Emergency Services (DES) will:

(1) Support GSO investigations to include providing necessary reports (see Chapter Two).

(2) Assist in correcting potential traffic hazards, participate in Traffic Safety Working Group.

(3) Provide the GSO with Fire Incident Reports.

e. Civilian Personnel Advisory Center (CPAC):

(1) Advises of administrative penalties for civilian abuses of any of the required programs contained within this SOP.

(2) Coordinate with GSO on all aspects of the Federal Employees Compensation Act (FECA) program in order to reduce unwarranted and lengthy lost workday claims.

(3) Consult with GSO during the negotiation of all safety aspects of employee organization contracts.

(4) Ensures works council notification of any change in policy, practice, or working conditions provided by GSO.

(5) Provide the GSO quarterly information regarding lost time, FECA claims, and Continuation of Pay (COP) costs.

(6) Provide the GSO a copy of the Civilian Personnel Strength report when requested.

f. 409 Contracting Command will:

(1) Require safety plans, risk assessment/job hazard analyses with commercial contracts for review and concurrence by the GSO.

(2) Ensure contractors are advised during pre-performance conferences that all accidents involving contractor employees must be reported promptly to the contracting officer.

(3) Assist in the enforcement of contract safety requirements through close coordination with the ISO, DPW inspectors, Contracting Officer's Representative (COR), and contract administrators.

(4) Contractors needing to bring equipment containing radioactive material onto USAG Bavaria must comply with the requirements of USAG Bavaria Radiation Safety SOP.

g. Directors and Activity Chiefs will:

(1) Act as Safety Officers for their directorate, activity and appoint CDSO in writing.

(2) Appoint a primary and alternate CDSO to accomplish assigned duties and responsibilities in accordance with (IAW) DA PAM 385-10, The Army Safety Program.

(3) Publicize all channels available for reporting unsafe and unhealthful working conditions, emphasizing personnel responsible for making such reports.

(4) Ensure a Job Hazard Analysis (JHA) is available for all positions to accurately identify hazards an employee may be exposed to, the requirement for wearing specific items of Protective Clothing and Equipment/Personal Protective Equipment (PCE/PPE); other unique safety requirements such as hazard specific safety training.

(5) Include safe practices and physical standards in all directives and Standing Operating Procedures (SOPs). Assure a comprehensive SOP is prepared and readily available for each hazardous operation. The SOPs will contain detailed operating

procedures, emergency procedures, training required, and required inspections, as well as other applicable information.

(6) Develop and implement an accident prevention program encompassing all operations and activities under their control.

(7) Per DoDI 6055.1 include garrison safety objectives in all civilian employees, civilian supervisor's performance plans, enlisted efficiency reports, and officer evaluation reports.

(8) Arrange for all personnel to receive a safety orientation and review of JSA from the CDSO and/or supervisor within 30 days of assignment to an activity.

(9) Identify and eliminate hazardous conditions, establish safe practices and procedures consistent with the mission and motivate and instruct personnel in safe performance.

(10) Ensure compliance with all appropriate provisions of this document and referenced safety regulations.

(11) Require all supervisors to actively supervise performance of subordinates to ensure compliance with safety requirements. Require rigorous enforcement of the use of required PPE.

(12) Participate in the Garrison SOHAC.

(13) Ensure job specific safety training is conducted annually and recorded.

(14) Ensure industrial areas are inspected monthly and administrative areas quarterly and annotated on a spot inspection log. Inspection results will be maintained for 1 year.

h. Directors or equivalent, of organizations that are primarily administrative in nature with no extremely high or moderate risk activities will:

(1) Use this document as their safety SOP.

(2) Appoint a Unit Safety Officer (USO) in writing.

(3) Participate in the Garrison SOHAC.

(4) Inspect work areas on a quarterly basis and forward an inspection report to ISO. Inspection results will be maintained for 1 year. Unsafe conditions will be handled per requirements in chapter 7.

(5) Provide safety training at least semi-annually to include summer safety and winter safety Garrison Campaign training. Training records will be maintained for at least 1 year.

(6) Ensure that the Privately Owned Vehicle (POV) Inspection Checklist is made available to all Civilian DOD employees.

i. Supervisors will:

(1) Perform a Risk Assessment/JHA to ensure the work environment complies with applicable safety standards and regulations and those personnel under their supervision perform all operations in the safest possible manner consistent with the mission. Assure employees under their supervision review the JHA, comply with appropriate safety and occupational health rules and regulations, including the use of PPE provided for their protection. Supervisors will set the example in using PPE.

(2) Be responsible for accident prevention to the same extent as for production and services.

(3) Control unsafe acts or conditions that may be conducive to accidents. Procure, maintain in sanitary working condition, and require use of PPE and devices necessary to protect employees from injury.

(4) Report unsafe workplace conditions to ISO for assistance in correction. Where DPW support will correct such deficiencies, prepare DA Form 4283 (Facilities Engineering Work Request) and forward through DPW to the ISO.

(5) Promptly evaluate and take action as required to correct hazards reported by employees or identified through accident investigation. Reprisal action will not be initiated or supported against employees who identify hazards, raise safety concerns, or engage in authorized safety and occupational health activities.

(6) Orient all newly assigned personnel concerning the hazards inherent in their job/work environment through review of the JHA for their duty position, documented as part of initial counseling. Conduct regulatory training concerning specialized, general hazards in the workplace, and methods for avoiding accidents. Orientation shall also include:

(a) The Army Star Program (ASOHMS).

(b) Management & personal rights and responsibilities regarding workplace safety.

(c) Hazards in the physical work area.

(d) Role of the Safety Office, Industrial Hygiene and Occupational Health service providers.

(e) Location and use of emergency and fire protection equipment.

(f) Emergency procedures that apply to the workplace, including building evacuation; evacuation rally points; location of fire alarm activation switches; and emergency phone numbers.

(g) Use of personal protective clothing & equipment (if applicable)/Office Ergonomics (if applicable).

(h) Reporting unsafe and unhealthful working conditions.

(i) Location and phone numbers of medical personnel (First Responders) and how to obtain treatment.

(j) How to report an accident and work-related injury or illness.

(k) Safe Driving Requirements.

(l) Workplace Specific Hazard Prevention Programs.

(m) Safety inspections of the work area (self-inspection & Garrison Safety Office conducted).

(n) Leadership Engagement in Risk Reduction Risk Management, "Under the Oak Tree", Safety Communication Plan and Safety Meetings.

(o) Local Area Risk Factors / Environmental Considerations / Seasonal Hazards.

(p) Safety Awards & Recognition.

(q) Review Contents of Safety Continuity Binder.

(r) Review Contents of USAG Bavaria Safety and Occupational Health SOP.

(s) The final step in the orientation is for the employee to read the garrison SOP. Dialog between supervisor and employee must confirm understanding of safety program contents and be documented and on file.

(7) Report all accidents promptly. Conduct comprehensive factual investigations when on-duty injuries result in lost time.

(8) Ensure facts on Civilian compensation forms are fully documented and accurately reported.

(9) Provide light duty for employees injured on the job when indicated by a competent medical authority. When light duty is not available, the next higher employing echelon will attempt to find such duty.

(10) All safety documentation should be placed in the supervisors Safety Continuity Binder. Contact the safety office for binder content and assistance.

j. Unit Safety Officers (USO) will:

(1) Complete the on-line Leader's Safety course and complete the local safety training course within 30 days of appointment.

(2) Become familiar with Army safety regulations, safety requirements for the unit, principles of accident prevention, and safety aspects included in SOPs, field manuals, technical manuals, etc.

(3) Interpret safety policies, procedures for the director, supervisors, and subordinate safety personnel.

(4) Conduct quarterly safety inspections of organizational facilities and forward them to the GSO, giving particular attention to recurring serious hazards and to new or varied operations.

(5) Coordinate with supervisors to provide technical assistance to eliminate unsafe work practices.

(6) Provide prompt assistance with accident investigation and reporting. Review reports for completeness, accuracy, and evaluate adequacy of corrective actions. Follow-up to ensure corrective actions are taken.

(7) Maintain safety records on all near misses/injuries and analyze the activity's accident experiences to determine accident patterns, then develop and implement countermeasures.

(8) Provide the director/chief with periodic safety progress reports and information concerning accidents.

(9) Provide assistance for directors/chiefs in conducting periodic briefings with supervisors and employees regarding the objectives of the safety program, methods of attaining those objectives, and the degree of success expected.

(10) Determine the need for and obtain material for safety training, safety promotions, and safety awards.

k. Host Nation Safety Representatives must complete local labor regulation mandated safety training before being assigned in writing.

l. The Works Council (Betriebsvertretung) will:

(1) Be actively involved in the garrison safety program to ensure host nation employee S&OH considerations are being addressed.

(2) Participate in the Garrison SOHAC.

m. Responsibilities listed above are for the overall general safety program

n. Responsibilities for specific areas or activities are provided in subsequent respective chapters addressing that subject.

Chapter 2

Reporting and Investigation of Army Accidents

2-1. Purpose. All accidents regardless of the amount of damage/or degree of injury must be reported. Accident reporting and investigating will be performed per the requirements of AR 385-10, DA Pam 385-40, Army Accident Investigation and Reporting, AE Reg 385-40, AE Reg 690-100 and this document.

2-2. Applicability

a. This chapter applies to all personnel assigned to or working for USAG Bavaria.

b. Tenant unit commanders will establish accident investigation and reporting procedures IAW policies and instructions of their higher headquarters.

c. Tenant units will report all accidents caused by USAG Bavaria property and/or facilities as well as all accidents causing damage to USAG Bavaria property/facility to the GSO.

2-3. Procedures. Leaders, managers, and supervisors will promptly report mishaps and near misses as outlined in the USAG Bavaria SOP. Investigations will focus on identifying the root cause of an accident or near miss and to identify corrective action to prevent reoccurrence. Accidents and near misses and their root causes will be captured using the USAG Bavaria hazard-log and Army Safety Management Information System (ASMIS) 2.0.

a. For all accidents to include civilian on the job injuries of US, LN, on and off duty for Soldiers, classified in Accident Class A, B, C, and D will be reported by the supervisor to the ISO as quickly as possible, no later than 5 workdays after the accident occurred.

b. The supervisor will generate the accident report using the Initial Accident Notification form found on the USAG Bavaria Safety SharePoint site. The accident report shall be coordinated and forwarded to the ISO not later than 5 working days following the date of the accident. The ISO will enter the provided data into the Army Safety Management Information System (ASMIS) 2.0.

c. LN Accident Reporting: The supervisor will generate the accident report using the AE Form 385-40A. Prior to emailing the report to higher headquarters, The supervisor will electronically send a copy to the ISO. The ISO will review the electronically sent copy and return it to the supervisor. Supervisor prints and signs the report and submits it to the works council. The works council will sign the report and forward it to the ISO. The ISO will send the originally signed accident report to the employers' liability insurance (Unfallversicherung Bund und Bahn(UVB)) and the electronic report to higher HQ. See Appendix B of AE Reg 385-40 for more information. The injured person will be furnished with a copy as well.

2-4. Non-Reportable Occupational Illnesses and Injuries. See DA PAM 385-40 for definitions and exclusions.

2-5. Accident Class Definition. An unplanned event or series of events that results in injury/illness to either Army or non-Army personnel, and/or damage to Army or non-Army property as a result of Army operations caused by the Army.

a. Class A accident is an Army accident in which the total cost of property damage is \$2,500,000 or more; or an injury or occupational illness that results in a fatality or permanent total disability.

b. Class B accident is an Army accident in which the total cost of property damage is \$600,000 or more, but less than \$2,500,000, an injury or occupational illness results in permanent partial disability, or when three or more personnel are hospitalized as inpatients as the result of a single occurrence.

c. Class C accident. An Army accident in which falls under the following conditions:

(1) The resulting total cost of property damage is \$60,000 or more but less than \$600,000.

(2) A nonfatal injury or occupational illness that causes 1 or more days away from work or training beyond the day or shift on which it occurred; or

(3) Disability at any time (that does not meet the definition of Class A or Class B and is a day(s)-away-from-work case).

d. Class D accident. An Army accident in which fall under the following conditions:

(1) The resulting total cost of property damage is \$25,000 or more but less than \$60,000.

(2) A nonfatal injury or illness results in restricted work, transfer to another job, medical treatment greater than first aid, needle stick injuries, and cuts from sharps that are contaminated from another person's blood or other potentially infectious material, medical removal under medical surveillance requirements of an OSHA standard, occupational hearing loss; or

(3) A work-related tuberculosis case.

e. Class E ground accident. An Army ground accident in which the resulting total cost of property damage is greater than \$0.00 or more but less than \$25,000.

2-6. Accident Investigation Boards. Class A on-duty accidents, class B on-duty accidents and special case accidents as determined by the Garrison Commander and Director, Garrison Safety, will be investigated by an investigation board appointed locally or from the U.S. Army Combat Readiness Center (USACRC) in accordance with AER 385-10 and DA PAM 385-40.

2-7. Responsibilities

a. Directors will initiate the following actions upon learning of a Class A or Class B accident.

(1) Immediately notify the Military Police Desk Sergeant (if this has not already occurred), after which the ISO (526-2303) will be notified. At a minimum, notification should include the information below; however, notification will not be delayed because certain elements are unknown

(a) Date and time of accident.

(b) Name, social security number, and unit.

(c) Extent of injuries or damage.

(d) Type and location of accident and disposition of injured persons and damaged property.

(e) Hazardous or sensitive materials involved.

(f) Weather conditions at time of the accident.

(g) Brief synopsis of the event. Include alcohol/drug use, if applicable. For motor

vehicle accidents, indicate if individual was wearing seat belt or motorcycle PPE and if they had received additional training such as the Basic Riders Course or Advanced Riders Course.

(2) Follow the protocol laid out in DA Pam 385-40.

(3) Ensure the accident site is secured immediately in coordination with Military Police Investigators (MPI) Criminal Investigation Detachment (CID) personnel and remains secured until released by MP and ISO personnel.

b. The IOC will immediately notify the on-call ISO representative or Safety Manager when notified of an accident after regular duty hours.

c. DES will:

(1) Dispatch Emergency Services.

(2) Provide initial accident site security.

(3) Inform the Garrison Commander.

d. Fire Dept. provides. Provides first aid treatment and coordination of evacuation of injured personnel.

e. DPW will:

(1) Minimize environmental damage. Cleanup of oil, fuel, other hazardous material spills will be accomplished after the site has been released, and ISO will be notified.

(2) Provide, as required, a suitable, secure area for storage of wreckage, and perform technical inspection of wreckage.

f. ISO. Will notify the Garrison Commander on safety channel notifications, and then the following as required of a Class A or B accident:

(a) United States Army Combat Readiness Center (USACRC).

(b) United States Army Installation Management Command (IMCOM).

(c) Occupational Safety and Health Administration (OSHA).

(d) Other concerned agencies.

2-8. Privileged Information. Accident reports and associated documents are privileged information and cannot be used as evidence or to obtain evidence in any disciplinary action per AR 385-10.

2-9. Additional Accident Reporting Requirements

a. In addition to completing the accident report through ASMIS 2.0, US Civilian employee accidents (Appropriate Fund), supervisors will ensure that the injured employee has access to the Electronic Data Interchange (EDI) for completion of the CA-1, respectively CA-2 Form. Information about the on-line forms can be found on the CHRA-E Web Site or contact the Civilian Personnel Advisory Center's Injury Compensation Program Administrator (ICPA).

b. In addition to completing the accident report through ASMIS 2.0, US Civilian employee accidents (Non-Appropriate Fund), the supervisor will ensure the required LS Form 1, LS Form 202, and LS Form 210 are submitted to the CPAC NAF Division. Forms and detailed information are available at the CPAC NAF Division.

c. Civilian injuries which require First Aid Treatment or less will be recorded and tracked as a non-reportable mishap.

d. The Safety Office will maintain an OSHA 300 Log to record the occupational injuries and illnesses of USAG Bavaria DA Civilians (NAF, AF) and keep the data for five years.

Original

UNFALLANZEIGE/LN ACCIDENT REPORT (Pending publication.)									
1. Name und Anschrift des Unternehmens/der Dienststelle				2. Unternehmensnummer des Unfallversicherungsträgers					
3. Empfänger Unfallversicherung Bund und Bahn (UVB) Weserstr. 47 26382 Wilhelmshaven				Beschäftigungs-kategorie					
				Beschäftigt bei					
				<input type="checkbox"/> U.S. Army <input type="checkbox"/> U.S. Air Force <input type="checkbox"/> AAFES <input type="checkbox"/> Sonstige (Genau Bezeichnung)					
4. Name, Vorname des Versicherten				5. Geburtsdatum		Tag		Monat	
6. Straße, Hausnummer		Postleitzahl		Ort		Telefonnummer des Versicherten			
7. Geschlecht Männlich <input type="checkbox"/> Weiblich <input type="checkbox"/>		8. Staatsangehörigkeit				9. Leiharbeitnehmer Ja <input type="checkbox"/> Nein <input type="checkbox"/>			
10. Auszubildender Ja <input type="checkbox"/> Nein <input type="checkbox"/>		11. Familienstand <input type="checkbox"/> ledig <input type="checkbox"/> verheiratet <input type="checkbox"/> geschieden <input type="checkbox"/> verwitwet							
12. Anspruch auf Entgeltfortzahlung besteht für 1 2 Wochen		13. Krankenkasse des Versicherten (Name, PLZ, Ort)							
14. Tödlicher Unfall Ja <input type="checkbox"/> Nein <input type="checkbox"/>		15. Unfallzeitpunkt Tag Monat Jahr Stunde Minute		16. Unfallort (genaue Orts- und Straßenangabe mit PLZ)					
17. Ausführliche Schilderung des Unfallherganges (Verlauf, Bezeichnung des Betriebsteils, ggf. Beteiligung von Maschinen, Anlagen, Gefahrstoffen)									
Die Angaben beruhen auf Schilderung <input type="checkbox"/> des Versicherten <input type="checkbox"/> anderer Personen									
18. Verletzte(s) Körperteil(e)				19. Art der Verletzung					
20. Wer hat von dem Unfall zuerst Kenntnis genommen? (Name, Anschrift des Zeugen)								War diese Person Augenzeuge? Ja <input type="checkbox"/> Nein <input type="checkbox"/>	
21. Name u. Anschrift des erstbehandelnden Arztes/Krankenhauses				22. Beginn und Ende der Arbeitszeit des Versicherten Beginn Stunde Minute Ende Stunde Minute					
23. Zum Unfallzeitpunkt beschäftigt/tätig als				24. Seit wann bei dieser Tätigkeit? Monat Jahr					
25. In welchem Teil des Unternehmens ist der Versicherte ständig tätig?									
26. Hat der Versicherte die Arbeit eingestellt? <input type="checkbox"/> Nein <input type="checkbox"/> Sofort <input type="checkbox"/> Später, am Tag Monat Stunde									
27. Hat der Versicherte die Arbeit wieder aufgenommen? <input type="checkbox"/> Nein <input type="checkbox"/> Ja, am Tag Monat Jahr									
28. Datum		Unternehmer/Bevollmächtigter		Betriebsrat (Personalrat)		Telefon-Nr. für Rückfragen (Sicherheitsfachkraft)			
Verteiler: Original: Unfallversicherung Bund und Bahn (Muss auf dem Postweg oder per Fax zugestellt werden) Kopie 1: BAIUDBw Kopie 2: United States Army Garrison SO Kopie 3: Local Works Council Kopie 4: IMCOM-Europe Accident Insurance Specialist Kopie 5: Verunfallter Kopie 6: Unit File Kopie 7: ADD									

AE FORM 385-10A (TEMP), NOV 15

Replaces AE Form 385-40A, Nov 12./Ersetzt AE Form 385-40A, Nov 12. LCD Vers. 01.00 Page 1 of 1

Figure 1-1 AE Form 385-40A, LN Accident Report

Chapter 3

Prevention of Vehicle Accidents

3-1. Applicability. This chapter applies to all personnel assigned to or working for USAG Bavaria.

a. Tenant unit commanders will establish vehicle accident prevent procedures IAW USAREUR policies and instructions.

b. All Tenant and Garrison personnel comply with AR 385-10 chapter 13, Motor Vehicle Mishap Prevention.

3-2. Driver's Training. All Army Motor Vehicle (AMV), Army owned or leased vehicles, drivers will be trained and tested per AR 385-10, AR 600-55, and AER 600-55. The Army Driver and Operator Standardization Program (Selection, Training, and Licensing).

a. Winter Driver's Training.

Training on winter driving will be conducted by the unit and documented annually before 31 October. The Winter Drivers Training class can be found on the USAG Bavaria Safety SharePoint.

b. Motorcycle Drivers Training.

3-3. Army Motor Vehicle Seat Belts. Wearing a seat belt is the most effective way to prevent injury or death in crashes for adults and older children. Seat belts reduce serious crash-related injuries and deaths by about half. Use a seat belt during every trip, no matter how short.

a. Seat belts will be inspected by the operator before use to ensure they are functional. Vehicles with damaged or nonfunctioning seat belts will not be used until repaired.

b. All personnel operating or riding as passengers in Army Motor Vehicles will wear installed seat belts.

3-4. Ground Guides. Ground guides are an essential part of moving vehicles and heavy equipment safely. The proper use of ground guides can reduce injuries and accidents in the military. Ground guides are a vehicle operator's eyes when maneuvering equipment in areas of limited visibility.

a. Ground guides will be proficient in the use of hand and arm signals. Ground guides will walk 2 yards outside the path of the vehicle when space permits and a minimum of 5 yards in the front or rear of the vehicle they are guiding.

b. Continuous visual contact will be maintained between the driver and the dismounted guide.

c. Ground guides should be utilized in motor pools, maintenance facilities, wash racks, and wherever visibility is restricted.

d. Two ground guides will be used while maneuvering in close quarters.

3-5. All-Terrain Vehicles (ATV). When ATVs are authorized for official use on-post, i.e., game wardens and Range Control personnel, all drivers will be trained and licensed. Drivers and riders will wear the required PPE listed in AR 385-10 paragraph 13-9. The operator of an ATV will not carry more persons than the vehicle was designed for.

3-6. Preparation for Leave and Temporary Duty. Embarking on a temporary duty assignments and personal leave can be an exhilarating opportunity, not only for career growth but also for personal exploration. Whether you're headed to a bustling city or a remote military base, preparation is key to making the most of your experience. There are essential steps to ensure you're fully prepared, from administrative necessities to personal comforts.

a. All garrison Soldiers will apply Risk Management (RM) to their leave, pass, TDY, or PCS travel plans, which involve driving out of the local area, as determined by the Garrison Commander.

(1) Immediate supervisors will require the use of the automated Private Motor Vehicle risk assessment tool at <https://crc.army.mil>, prior to leave, pass, TDY, or PCS outside the local area, as determined by the commander.

(2) Immediate supervisors will review their Soldiers' planning, consult with them on their plans, and work with each of them to reduce any unacceptable risk.

b. All Garrison DA Civilians will apply RM to their TDY and PCS planning.

Supervisors will review their DA Civilians' TDY and PCS planning, consult with them on their plans, and work with each of them to reduce any unacceptable risk.

Chapter 4

Personnel Movement on Roadways

4-1. General. Personnel movement on roadways shall be in compliance with AE Pamphlet 385-15, and German Traffic Codes.

Chapter 5

Ammunition and Explosives Safety Program

5-1. Purpose. The AESP is a functional concept combining occupational safety and accident prevention that extends over A&E training and operational and support activities.

a. This document establishes and implements the Explosives Safety Management Program (ESMP) for USAG Bavaria. This policy complies with the requirements set forth in Department of Defense (DoD) Directive 6055.9E, DoD Instruction 6055.16, DoD Manual 6055.09–M, Army Regulation (AR) 385–10, Department of Army Pamphlet (DA Pam) 385-64, DA Pam 385-65, Army in Europe and Africa (AER) Safety Program Management Regulation 385-10, and AER 385-64.

b. This ESMP identifies the roles and responsibilities of all organizations with an Ammunition and Explosives (A&E) mission at USAG Bavaria including any contractors, installation, and/or tenant activities.

c. It provides the policy and framework for addressing the sixteen elements of an ESMP (organization and staffing, site planning, facilities conformance, emergency response, tenants, master planning, ranges, contractors, accident prevention program, facility maintenance, demilitarization / destruction, risk management, explosives safety issuances, records management, inspections / evaluations / audits and training) required by the Army and DoD.

d. In the event of conflict between this policy and law or regulation, law or regulation shall prevail.

5-2. POLICY

a. USAG Bavaria facilities and operations involving A&E must comply with the requirements of all applicable Federal, DoD and Army regulations and this plan. The following minimum requirements shall govern explosives facilities and A&E operations at USAG Bavaria.

b. Ammunition and Explosives Safety Program is covered in 7th ATC Explosive Safety Management Program (ESMP), USAG Bavaria Policy Memorandum # 16, Amnesty Program and the USAG Bavaria Policy Memorandum # 17, Small Arms Storage.

Chapter 6

Directorate/Activity Safety Program

6-1. Purpose. Directorate/Activity Management shall define the scope of their individual Occupational Safety and Health Program and formally document this within a SOP or memorandum. The scope should include requirements for frequent scheduled/unscheduled self-audits of the safety program and how that is implemented within its respective areas. Directorate that are primarily administrative do not require an SOP.

6-2. SOP Minimum Requirements. The SOP shall include procedures for all hazard operations/areas within the individual directorate. Referring guidance to relevant regulations is acceptable; however, procedures/operations peculiar to USAG Bavaria shall be adequately detailed within the SOP. The SOP should include how the Directorate/Activity and its employees will be expected to respond to severe weather and emergency situations. The individual SOPs shall be reviewed at least annually, when supervisors/managers change, and whenever a safety related mishap/injury has occurred. The SOP should include measurable objectives, such as: compliance with AR 385-10 and this document, how the Directorate/Activity will attempt the prevention of injury and/or ill health of its employees, etc.

6-3. Hazard Identification and Mitigation. Job Hazard Analysis (JHA) shall be completed for all tasks performed by employees. The level of detail shall be determined by the individual Directorate/Activity. JHAs shall be included as an addendum to the SOP. JHAs shall be reviewed with the employees at least annually and whenever a safety related mishap/injury has occurred.

6-4. Training. Employees shall be trained at least annually on the Directorate/Activity SOP. Whenever a safety related mishap/injury occurs, employees within the affected area will be retrained on the related portion of the SOP in an effort to prevent future occurrences; should the event be a Directorate/Activity-wide process, then all employees within that Directorate/Activity shall receive this training.

6-5. Continuous Improvement. Directorates/Activities will strive for continuous improvement of their safety program in order to continually reduce the risks to their employees. This should occur throughout the year, during SOP/JHA review, and during Directorate/Activity safety program self-audits. When considering changes to existing controls, take into account the reduction of risks using the hierarchy of controls:

- a. Elimination.
- b. Substitution.
- c. Engineering Controls.
- d. Signage/warnings and/or administrative controls.

e. Personal Protective Equipment.

6-6. Documentation. Directorates/Activities will be expected to provide documentation of training, self-audits, review of JHA/SOPs, etc. During the annual SASOHI, ISO professionals will inspect for the requirements found within this document and specifically within this chapter. ISO professionals will also spot check for compliance with these requirements throughout the year in an effort to assist the Directorate/Activity with keeping their employees safe and healthy. Documentation may include hard copy forms; however, electronic documentation is the preferred method.

6-7. Pre-Accident Plan. Each USAG Bavaria Activity will establish a Pre-Accident plan.

a. Emergency/Pre-Accident plans will be posted in the hallways of each building or shop occupied by USAG employees.

b. Building/unit fire marshals or supervisor will brief all occupants about the emergency plan at least annually and will conduct fire drills annually.

(1) Briefings and drills will be documented.

(2) Building/unit fire marshal or supervisor will ensure all occupants participate in the drills.

c. Emergency plans should provide information about the following situations:

(1) Fires.

(2) Accidents/injuries.

(3) Bomb Threats.

(4) Shelter in Place.

(5) Hazardous material spills (if needed).

Chapter 7

Hazard Identification

7-1. General. The identification and correction of unsafe practices and unsafe physical conditions through safety inspections is essential to a successful accident prevention program.

7-2. Inspections. To properly direct efforts to eliminate the cause of accidental injuries and property damage, safety inspections must be conducted at all levels. Minimum requirements for safety inspections are as follows:

a. All personnel have a responsibility to report safety hazards and safety violations to their supervisor. Unit Safety Officers will inspect operations, low risk facilities and record the results of the inspection on DA Form 4754, (Violation Inventory Log) or electronic equivalent.

b. ISO personnel will inspect work sites and facilities on all directorates using the Standard Army Safety and Occupational Health Inspection (SASOHI) procedures described in AR 385-10. These inspections may be conducted with or without prior notification.

(1) A report of deficiencies observed by ISO during the inspection will be provided to the director/chief of the activity inspected. These reports will cite hazard severity, safety program achievements and deficiencies, and recommended corrective action. A copy of all surveys will be maintained by the Directorate/Activity USO.

(2) The directorate or activity inspected will be required to respond to the ISO in writing concerning corrective action taken on each cited deficiency within the time frame indicated on the inspection report. Follow-up procedures will be established by the directorate/activity to ensure each deficiency is corrected.

(3) After the prescribed period, the ISO will re-inspect a representative sample of noted deficient areas to ensure corrective action/abatement has been put in place, and whether this meets minimum safety standards. Abatement plans will be further followed up to ensure continued compliance on a quarterly basis, and to ensure a proper corrective action plan is being created.

7-3. Abatement Plans

a. The establishment of a site-specific abatement plan is required by 29 CFR Part 1960, Occupational Safety and Health Programs for Federal Employees. These plans are required by DoD and the U.S. Army for all violations in RACs I through III, requiring more than 30 days to correct. See chapter 15 for descriptions of RACs.

b. Violations often require abatement plans, a completed DA 4756 or electronic equivalent, solely because preparing, processing, scheduling, and actually doing the work requires more than 30 days. The ISO will assign a RAC code to the work request.

7-4. Reports of Unsafe or Unhealthful Working Conditions

a. Reports of unsafe or unhealthful working conditions should be handled at the operational level whenever possible to ensure timely correction in the following order of priority:

- (1) Oral reports directly to the supervisor.
- (2) Reports through operational channels.
- (3) Phone calls or memos to the ISO.
- (4) The Army Hazard Reporting System.
- (5) IMCOM-E Hazard Reporting System.

b. The Army Hazard Reporting System provides a route for personnel to bring complaints directly to the installation level, by passing intermediate commands or supervisory elements.

(1) If an employee is not satisfied with the action taken to correct the alleged condition, they may make a written report to the ISO, on DA Form 4755 (Employee Report of Alleged Unsafe or Unhealthful Working Conditions). This form is available at the Army Publications Directorate (APD). Refer to DD Form 2272, DOD Safety and Occupational Health Protection Program, for reporting hazards.

(2) Reports submitted to the ISO will be investigated per AR 385-10 and DA PAM 385-10.

(3) All reports will be investigated by a safety or health professional. The originator, if known, will be notified of the results of the investigation in writing within 10 working days following receipt of the hazard report.

(4) If the originator is dissatisfied with Safety's response, they may appeal to the Garrison Commander who will review the findings and take appropriate action.

(5) If the originator is dissatisfied with the Garrison Commander's response, they may appeal IAW DA PAM 385-10.

(6) Substantiated conditions will be documented on a DA Form 4753, Notice of Unsafe or Unhealthful Working Condition and posted at the location.

Chapter 8

Procedures for Inspecting/Maintaining Bleachers

8-1. General. This chapter establishes the policy and procedures to be followed by organizations for safety inspection and maintenance of bleachers owned and maintained by Garrison activities.

8-2. Responsibilities:

- a. ISO will:

(1) Provide assistance to subordinate activities as needed.

(2) Conduct an inspection of newly purchased bleachers in conjunction with the activities' inspection.

b. Directorate USO will:

(1) Maintain a current list of bleacher locations for which they are responsible.

(2) Conduct an inspection of all bleachers assigned to the unit or activity prior to use, using the below Bleacher Inspection Checklist.

(3) Installation of new bleachers will be accomplished by the users per the manufacturer's assembly instructions.

8-3. Bleacher Inspection Checklist. The following criteria will be used to perform the bleacher inspections. These elements are to be incorporated in the inspection report.

a. Activity Name.

b. Date of inspection.

c. Bleacher ID and Location.

d. General:

(1) Are the bleachers leveled?

(2) Are the bleachers leaning to one side?

(3) When walking on the bleachers, do they feel unstable?

e. Structural Supports:

(1) Are there signs of corrosion or rot?

(2) Are there any missing, loose or damaged cross braces?

(3) Do braces protrude past the bench seat edges?

(4) Are any welds cracked?

f. Seats and Foot Boards:

(1) Do any seat and foot boards protrude over 20 inches from the end of the bleachers?

(2) Are all seat and foot boards present and securely fastened?

(3) Are all nuts and bolts present and tight?

(4) Are the nuts and bolts the correct size and type?

(5) Are any seat and foot boards abnormally bowed?

(6) Are any seat and foot boards split, cracked or burred? (aluminum bleachers)

(7) Are any seat and foot boards split, cracked, splintered or insect infested? (wood bleachers)

g. Are bleachers four or more risers high equipped with standard guard and handrails?

h. Name and grade of the person doing the inspection; the duty position of the inspector.

Chapter 9

Protective Clothing and Equipment/Personal Protective Equipment (PCE/PPE)

9-1. General

a. AR 385-10 authorizes the purchase and maintenance of PCE/PPE.

b. The ISO, in conjunction with PHCD-NE Occupational Health and Industrial Hygiene offices, will determine the need for PCE/PPE for any tasks or jobs not covered by other regulations. Requests will be submitted by memorandum to the ISO and PHCD-NE Occupational Health and Industrial Hygiene offices.

c. Areas where PCE/PPE is required will be appropriately marked.

9-2. Maintenance and Use. PCE/PPE will be maintained in a sanitary and useable condition.

9-3. Policy. Supervisors will ensure PCE/PPE is provided when required and enforce its use. Contact the ISO for clarification of any questions on the use of PCE/PPE.

a. Eye and Face Protection.

(1) Protective eye and face equipment is required where there is a reasonable probability of injury that can be prevented by such equipment per OSHA (29 CFR 1910.133) or the Host Nation equivalent.

(2) Visitors as well as workers will wear protective eyewear suitable to guard against the hazard.

b. Foot Protection: Personnel exposed to potential foot hazards are required to wear safety footwear compliant with (American National Standards Institute (ANSI) Z41) or the Host Nation equivalent. Guidance for type of footwear required for specific occupations will be determined by the JHA.

c. Head Protection: Personnel exposed to injury from falling or flying objects will wear protective headgear. Examples of jobs requiring head protection include working on construction and demolition sites, areas where objects are stored above head level, and when there is any potential for the head coming in contact with energized electrical circuits, such as power lines. Guidance for type of protection required for specific occupations will be determined by the JHA.

d. Hearing Protection:

(1) In areas where the noise is equal or higher than 80 dB(A) TWA or 135 dB(C) peak, hearing protection has to be offered to the work force. Personnel exposed to noise levels of 85 dB(A) TWA or 137 dB(C) peak or greater, must wear hearing protection per DA PAM 40-501. Hearing protection is required regardless of exposure duration unless waived IAW DA PAM 40-501.

(2) Areas that are noise hazardous must be visibly marked with signs stating the area is noise hazardous.

e. Hand Protection: Personnel hands that are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes must use appropriate hand protection.

9-4. Training. The employer shall provide training to each employee who is required to use PPE. Each employee shall be trained to know at least the following:

- a. When PPE is necessary.
- b. What PPE is necessary.
- c. How to properly don, doff, adjust, and wear PPE.
- d. The limitations of the PPE.

- e. The proper care, maintenance, useful life and disposal of the PPE.

9-5. Compliance. Supervisors will ensure personnel comply with the requirement to wear appropriate PCE/PPE. Failure to comply with this requirement may result in administrative actions as stipulated and published in AR 690-700, Personnel Relations and Services (General).

Chapter 10 Severe Weather

10-1. General. Each directorate/activity will be prepared to deal effectively with hazards associated with severe weather such as heat, cold, snow, ice, lightning, tornadoes, etc. Each directorate/activity will prepare a written plan for dealing with such hazards and will ensure all personnel are familiar with the plan. Appropriate training will be provided by supervisory personnel before each season. Communication of severe weather will be in accordance with Garrison policies.

10-2. Ice and Snow. Ice and snow will be removed from walkways, steps, landings, docks, and ramps, and ice melt applied as necessary. Icicles, where they present a hazard to personnel, will be removed.

10-3. Lightning. Supervisors at all levels will ensure that all personnel are aware of the safety precautions to take before and during lightning storms. Precautions will be implemented before the storm begins.

Chapter 11 Water Safety

11-1. Recreational Swimming

a. Swimming on Garrison is allowed only in supervised swimming pools and the designated swimming area.

b. Rules and regulations of the Garrison community pools will be complied with by all swimmers and sunbathers within that particular pool area.

c. Unit commanders, supervisors, and leaders will ensure their military and U.S. Civilian personnel understand the differences between German life savers and the traditional lifeguards who provide supervision at U.S. pools and beaches. Also, emphasize the cardinal rule of “never swim alone.” Remind personnel that floatation devices (rafts, cushions, etc.) and inflatable swim aids are no guarantee against accidental drowning. Ensure water safety is discussed during safety briefings from May through September.

11-2. Off-Limits. All bodies of water on the installation are off-limits. Activities such as swimming, wading, water skiing, ice-skating and ice hockey are not authorized on

installation ponds, lakes, streams, and rivers. For lists of approved and off-limit swimming areas, visit the “Home Safety” section under the USAG Bavaria Safety page at <https://home.army.mil/bavaria/Directorates/safety>.

11-3. Approved Swimming Areas. For lists of approved and off-limit swimming areas, visit the “Home Safety” section under the USAG Bavaria Safety page at <https://home.army.mil/bavaria/Directorates/safety>. Except for the Eschenbach Russweiher, “Kiesi Beach” and Freizeitanlage Diesfurth Pressath, and Badesee Velburg – all lakes, streams, rivers, ponds, and water-filled rock quarries are NOT authorized for swimming (ref: AE Cir 190-24 Appendix B-1 / B-2).

Chapter 12

Respiratory Protection Program

12-1. General. Personnel must comply with the Respiratory Protection Program as outlined below, OSHA Standards, and IAW AR 11-34, The Army Respiratory Protection Program.

a. Respirators are considered an acceptable method of protecting the health of DA personnel when the ISO or Industrial Hygienist (IH) determines that the following conditions exist:

- (1) Routine operations in which there are no feasible engineering controls and/or work practices that would adequately eliminate exposure to the hazard if used.
- (2) Intermittent, non-routine operations (such as those not exceeding 1 hour/day or 1 day/week) when there are no feasible engineering controls and/or work practices available that would adequately control exposure to the hazard.
- (3) Interim periods when engineering controls are being designed and installed.
- (4) Emergencies
- (5) Federal regulation or operating license requires use of respirators.

b. Where economically feasible and the technology exists for eliminating or reducing the cause of an environmental respiratory hazard, the following engineering control methods will be implemented:

- (1) Substitution of less hazardous substances.
- (2) Installation of local exhaust systems.
- (3) Natural or mechanical ventilation.
- (4) Segregation or isolation of processes or operations.

c. When the determination that the use of a respirator is required by a Garrison employee, a facial grooming standard shall be added to their job position and employee's evaluation form.

d. A written program with all elements of a respiratory program is required; procedures for selecting respirators, medical clearance, fit testing of tight-fitting respirators, procedures for use, during routine and emergency work, care and maintenance of respirators, procedures to ensure adequate air quality for atmosphere supplying respirators, training, and regular program evaluation.

12-2. Responsibilities

a. ISO will:

(1) Have secondary responsibility for administration and management of the Garrison Directorates Respiratory Protection Programs (RPP).

(2) Evaluate the Garrison Directorates/Activities Respiratory Protection Programs per AR 11-34.

(3) Conduct random worksite inspections to ensure that all respirators are approved and that these respirators are properly used, stored, cleaned, maintained and disposed of.

(4) Provide guidance and assistance to the Garrison directorates/activities in establishing SOPs for respirator use.

b. IH can be contacted to:

(1) Recommend corrective action on any deficiencies detected in the RPP.

(2) Perform worksite evaluations to determine areas/locations where respiratory protection is required and provide copies of evaluations with recommendations to ISO. Reviews proper documentation to show breathing air systems have been tested for air quality.

(3) Provide recommendations to supervisors as to the type of approved respirator required for the task involved.

(4) Provide training for respiratory protection monitors/respirator specialists for implementation of a RPP, to include fit testing procedures.

c. CPAC: Provide administrative support as required to all individuals responsible for ensuring/enforcing the respiratory protection program at Garrison. Examples of this support are:

(1) Addresses the requirement for respirator use in Garrison directorates / activity job descriptions.

(2) Refer personnel being considered for employment in areas of operations requiring the use of respirators to Occupational Health for a pre-employment physical.

(3) Reassign employees presently working in areas requiring respirators that are unable to wear the required protection as determined by Occupational Health and ISO.

(4) Documenting training per 29 CFR 1910.134.

d. PHCD-NE, Occupational Health can provide:

(1) A pre-placement medical examination appointment and periodic medical evaluation appointments per established directives for individuals requiring respiratory protection, before job assignment.

(2) Appointments for fitting corrective lenses inside full-face-piece respirator to ensure proper vision and good fit.

e. DPW will:

(1) Install and maintain breathing air systems capable of providing Grade "D" breathing air where required.

(2) Maintain compressed air breathing system alarms in an operable manner.

(3) Implement a schedule of routine maintenance for servicing and quality assurance evaluations of airline purification panels and changing filters and cartridges as necessary.

(4) Install airline couplings that are incompatible with outlets for other gas systems.

f. Fire Department will:

(1) Provide training for fire fighters on the proper cleaning and disinfecting methods to be used on mask after every use.

(2) Inspect emergency-use respirators and Self-Contained Breathing Apparatus (SCBA) equipment.

(3) Be available for emergency situations where an SCBA would be required to enter a contaminated atmosphere.

g. Supervisors will:

- (1) Identify all personnel that have to be in the respiratory program.
- (2) Develop an SOP or use manufactures procedures on safe respirator use, maintenance, and user inspection for their operation.
- (3) Indicate job requirement to use respiratory equipment on the Request for Personnel Action, when it is submitted to CPAC for recruitment to fill a position. Supervisor will ensure that selected personnel for vacancies requiring respiratory protection are advised of this requirement before acceptance of the position.
- (4) Conduct and document inspections of self-contained breathing apparatus and emergency escape equipment.
- (5) Post signs in areas where respiratory protection is required and type to be used.
- (6) Conduct routine inspections to ensure that proper RPE is used by employees where required and that employees adhere to the instructions relative to the proper use and maintenance requirements of the respirator. Consider user compliance in performance appraisals.
- (7) Ensure employees receive periodic medical examinations by providing Occupational Health with a list of individuals in the respiratory program.
- (8) Provide facilities for cleaning, maintenance, and proper storage of equipment.
- (9) Ensure workers required to wear a respirator are individually fit tested by the directorate/activity respirator specialists before initial use of respirator.
- (10) Ensure users are trained in the use and care of appropriate respirator as specified by IH and maintenance of this equipment meets manufacturer's requirements.
- (11) Ensure individuals to be fit tested on tight fitting respirators are free from facial hair that would prevent a proper seal per AR 11-34 which states, "Respirators equipped with a tight-fitting face piece will not be worn if facial hair comes between the sealing periphery of the face piece and the face, or if facial hair interferes with valve functions."
- (12) Ensure training for personnel on RPE is documented and kept current by the respirator Point of Contact (POC).

(13) Ensure respirators are maintained per manufacturer instructions. Respirators used by more than one person shall be thoroughly cleaned and disinfected after each use.

(14) Ensure procedures for rescue and standby personnel in Immediately Dangerous to Life or Health (IDLH) situations are incorporated into the directorate/activity SOP.

(15) Maintain an inventory of hazardous areas, in which respiratory protection is required.

h. Respiratory equipment users will:

(1) Use respirators according to the manufacturer's instructions, training provided, and work area SOP.

(2) Notify immediate supervisor if it is suspected that RPE is needed or that the respirator is defective.

Chapter 13

Safety Awards Program

13-1. General. Commanders at all levels, directors, and chiefs of activities are responsible for establishing procedures for implementing the Safety Awards Program. Various individual and unit awards are available and identified in AR 385-10. All awards will be coordinated through the Garrison Safety Office.

13-2. Individual Accident Prevention Awards

a. Garrison Commander's Quarterly Safety Award. An individual will be nominated quarterly for recognition in performance of safety duties. Directors, supervisors and managers may submit one nomination quarterly to the GSO. Submissions should address the individual's involvement in the following:

(1) A safety inspection program to eliminate unsafe conditions and unsafe acts.

(2) A safety education and promotion program centered on identified problems.

(3) Safety council meetings.

(4) Investigation and reporting of accidents.

(5) Analysis of unit accident experience to determine problems and implementation of countermeasures.

(6) Promoting a safety culture in their organization.

b. Various types of Safety Awards are addressed and authorized in AR 385-10 and DA Pam 385-10.

13-3. Documentation. All safety awards will be documented in the individual's personnel file.

13-4. Award Presentation. Awards will be presented to recipients at suitable ceremonies to emphasize the leadership's concern in reducing vehicle and equipment damage and personal injury losses. Local publicity through appropriate information media; will accompany the presentation of safety awards.

13-5. Special Awards. Commanders, directors, and chiefs are encouraged to establish special safety awards, locally procured or devised, for their activities and units per AR 385-10.

Chapter 14

Special Emphasis Areas

14-1. General. Areas of emphasis in units and activities will vary depending on the operation, degree of hazard, and operational difficulty. Such potential loss areas should be identified so effective controls can be instituted.

14-2. Motor Pool Operations and Maintenance Safety

a. SOPs will be prepared, published, and posted in the work area covering each potentially hazardous operation such as, but not limited to:

- (1) Painting.
- (2) Using grease racks and pits.
- (3) Tire changing and repair.
- (4) Battery shops.
- (5) Welding.
- (6) Servicing brake linings and clutch pads.
- (7) Maintenance shops.
- (8) Respiratory protection.
- (9) Hazard communication program.

14-3. Precautions against Carbon Monoxide Poisoning. Carbon monoxide, produced by incomplete combustion of fuels, is a serious hazard in areas where fuel-burning devices are used with insufficient ventilation. To prevent injuries from carbon monoxide:

a. Directors and activity chiefs, as applicable, will:

(1) Request surveys to be performed by IH to determine if a hazard from carbon monoxide exists within their areas of responsibility. Surveys should be made before the cold weather season in shops, warehouses, and other closed areas where combustible fuel is used. The interior of Army vehicles, cranes, and construction equipment using a combustible fuel will be checked for defective exhaust systems.

(2) Assure personnel are oriented concerning the hazards of carbon monoxide before the cold weather season.

b. Precautions will be taken to safeguard personnel against carbon monoxide gas poisoning from main and auxiliary engine exhaust and fuel burning personnel heaters while operating, servicing, or being transported in motor vehicles.

c. Exhaust systems will be checked for leaks, and engines will not be allowed to idle for an extended time without adequate ventilation.

d. Vehicle drivers will not park any military vehicle with engines running merely to keep the vehicle or driver warm.

14-4. Electrical Hazards

a. Only trained, qualified personnel will perform work on electrically powered equipment and facility electrical systems. Defective electrical wiring, downed wires, and other electrical hazards will be reported to DPW immediately for correction.

b. Flagpoles, radio masts, metallic ladders, and similar objects will not be erected or dismantled where the possibility of contact with energized circuits exists. Masts, towers, and antennas will be installed at least twice the height of the structure from power lines.

c. All Army leaders will ensure that effective electrical safety procedures prescribed in AR 385–10 are appropriately integrated into their operations.

d. Electrical hazards will be mitigated to the lowest possible risk level in all operations including all Army work sites, recreational areas, office areas, training areas, construction zones, contingency operations, range facilities, vehicle operations, storage facilities, and so forth.

e. Evaluation of elements of electrical risk will be included in risk assessments, job safety analyses, standard Army SOH inspection, safety audits, and command inspections, as appropriate.

f. Directors, and managers at every echelon will include electrical safety in SOH policies and training that emphasizes prevention of electrical related accidents in their organization.

g. All leaders will ensure that electrical safety requirements and RM are applied to mitigate electrical related hazards.

h. All supervisors of electrical related operations will ensure that standard electrical safety operating procedures are developed and all personnel working in electrical related operations are appropriately trained.

i. Applicable Army, DOD, Federal, National, and worldwide electrical safety consensus standards will be appropriately integrated into all Army electrical related operations.

j. Electrical Near Misses and Hazard Reporting; Electrical near misses, to include power surge, repetitive circuit breaker activations (see note below), tripped ground fault circuit interrupter (GFCI), and observed electrical hazards such as downed wires, damaged fixtures, missing guards, and frayed wiring will be reported immediately to the immediate supervisor and the local DPW. These incidents will be investigated to determine cause and will identify, at a minimum, any design or systemic problems or issues, personnel qualifications, equipment malfunctions, and if any procedures were missed or violated.

14-5. Machine Safety. Rings, other jewelry and loose clothing will not be worn when working around moving machinery, during vehicle maintenance or during other hazardous industrial operations. Long hair should be bound when working around moving parts. All machine guards will be properly installed, serviceable and not modified in any manner.

14-6. Slip, Trip and Fall Hazards. All aisles, passageways, stairs, sidewalks, and other walking surfaces will be free of slipping, tripping or falling hazards.

14-7. Bulletin Boards

a. The following items should be posted in the "Permanent" section of military and Civilian bulletin boards:

- (1) Commander's Safety Policy memorandum.
- (2) OSHA "It's the Law" poster.

(3) Department of Labor Form CA-10, "What A Federal Employee Should Do When Injured at Work."

(4) The Army Star Program, Policies and Posters.

b. In addition to accident material being posted, safety posters will be strategically placed throughout the area. Posters are available from the Army Safety Center. Posters designed by members of the organization and oriented toward organizational needs are normally more effective than stock posters and should be used whenever possible.

14-8. Color Coding. The marking of hazards and painting of safety equipment will be in accordance with OSHA regulations, 29 CFR 1910.144.

14-9. Required Safety Training

a. ATRRS Courses available on ATIS-Learning:

- (1) Risk Management Basic
- (2) Leaders Safety and Occupational Health Course (LSC).
- (3) Unit Safety Officer Course.

b. ATIS-Learning Management System Courses available:

- (1) Risk Management Operational.
- (2) Employee Safety Course: Rights and Responsibilities.
- (3) Army Contract Safety Course.

c. Exposure based training to include forklift, HAZCOM, Bloodborne Pathogen can be found in DA PAM 385-10 and AR 385-10, <http://armypubs.army.mil/>.

14-10. Skin Protection Program

a. Garrison Commander: Has the overall responsibility for establishment and execution of the skin protection program.

b. Safety Office: Assists supervisors in establishing the skin protection program (train the supervisors, provide training aids, etc.).

c. The Occupational Health Nurse (OHN) advises the supervisor and organizes the occupational medical examination if applicable. The OHN supports the supervisors and the Safety Office with the investigation of skin diseases.

d. Managers and supervisors will:

(1) Assess potential hazards to the skin by conducting a Job Hazard Analysis (JHA). Hazards to the skin can occur during the following:

(a) Exposure to hazardous material with corrosive, irritant or sensitizing characteristics.

(b) Mechanical impact.

(c) Wet working conditions.

(d) Exposure to cold, heat or ultraviolet rays.

(e) Prolonged wearing of liquid-proof gloves (e.g. rubber gloves).

(f) Frequent and intensive skin cleaning.

(2) Establish appropriate skin protection measures.

(a) Technical Measures: Change work procedures/process, use less hazardous substitutes for chemicals, etc.

(b) Organizational Measures: Shorten exposure time to hazardous material, frequent change of gloves; use clean absorbent cotton inserts (change frequently during the day) for rubber gloves, etc.

(c) Personal Measures like instructions, provide Personal Protective Equipment (PPE), establish a skin protection plan, provide occupation medical examinations, etc.

(3) Establish a Skin Protection Plan. The plan must address how employees can protect themselves (What, When, Whereby, How and Who, see attached example).

(4) Conduct periodic refresher briefings, at least annually, with concerned employees and document it.

(5) Instruct employees to comply with the Skin Protection Plan.

(6) Submit accident report when occupational skin disease is suspected.

(7) Provide skin protection and skin cleaning means in sufficient amounts.

e. Employees will:

(1) Comply with the established skin protection plan and the instructions of the supervisor.

(2) Attend the periodic refresher briefings.

(3) Undergo the mandatory occupational medical examinations.

(4) Immediately inform the supervisor if an occupational skin disease is suspected.

What	When	Whereby	How	Who
Skin protection During the use of rubber gloves (liquid-proof) (e.g. made of Latex, Nitril).	Prior to putting on the gloves (inserts made of cotton are preferred).	Skin protection cream: e.g.: Multi Pro	Rub in approx. 1ml (1,5 cm line of paste) for at least. 30 seconds. <u>Wait to put gloves on until hands are dry.</u>	All employees who wear rubber gloves (e.g. KPs and Cooks).
Hands disinfection and in between skin cleaning.	Prior to handle groceries, after getting dirty and always after using the toilette.	Product: Epicare 3 dose: 3 ml Residence time: approx. 30 sec.	Distribute approx. 3ml for at least 30 seconds carefully on your hands, then wash off with water.	All employees of the Dining Facility.
Skin cleaning.	After hands get dirty.	Product: Epicare 5 Liquid soap Residence time: ca. 30 Sec.	Rub in approx. 3ml for at least 30 seconds on dry hands and then wash off with water.	All employees of the Dining Facility.
Skin care.	After disinfection of hands and cleaning the skin.	Hand care cream. Epicare 7	Rub in.	All employees of the Dining Facility.

Unit: USAG Division: DOL, Food Service Branch

Date: Signature:

Figure 14-1 Sample Skin Protection Plan and Disinfection of Hands

14-11. Contractor Safety and Contracting Safety (COR). This section prescribes the garrison policy for integrating safety into the contracting process.

a. AR 385-10, DA Pam 385-10, and USACRC Contract Safety Handbook contain technical requirements and processes for contract safety management, oversight, and control processes.

b. Contractors will comply with Federal, State, local, and if necessary, host nation safety standards.

c. Contracts will require contractors to provide a work site accident prevention plan to the Garrison Safety Office prior to the start of work.

d. Contracts will require contractors to comply with 32 CFR Part 655 requires Army radiation permits (DA FORM 3337) for use, storage, and possession of radiation sources on Army installations.

e. Garrison Commander:

(1) Ensure contractor safety programs comply with federal, state, host nation, and local standards.

(2) Ensure that RM is used when purchasing materials, equipment, or implementing new processes to determine impact on SOH.

(3) Ensure standards established by the Department of Labor (DOL) Section 6 and 19 of Public Law 91-596 and the OSH Act of 1970 are adopted and implemented.

(4) Ensures the Corps of Engineer policy EM 385-1-1 (Safety and Health Requirements Manual) and 29 CFR 1926 (Safety and Health Regulations for Construction) are applied where applicable.

(5) Ensure contractors maintain effective safety and health programs.

(6) Ensure contractors report their TCIR and DART rates annually or as required by terms of contract through contracting officer representatives (CORs).

(7) Ensure the COR conduct inspections or reviews reports to verify contractors are identifying, tracking, and abating or controlling hazards in their work areas.

f. Contracting officer representatives (CORs):

(1) As applicable, ensure contractors working with ammunition and explosives (AE) comply with the DoD 4145.26-M (DoD Contractor's Safety Manual For A&E), AR 385-10, AR 700-28, DA Pam 385-64, and local requirements.

(2) As applicable, ensure contractor complies with the appropriate Explosives Safety Management Program (ESMP).

(3) Inform contractors of potential hazards associated with worksite (i.e., asbestos, UXO, etc.).

(4) Ensure contractors executing USAG IMCOM contracts comply with their accident prevention/safety plan.

(5) Ensure contractors comply with OSHA, and, if applicable, host nation standards.

g. The Garrison Safety Director reviews enterprise level contracts.

h. The Garrison Safety Office (GSO) reviews Garrison contracts (APF and NAF) to ensure inclusion of safety requirements.

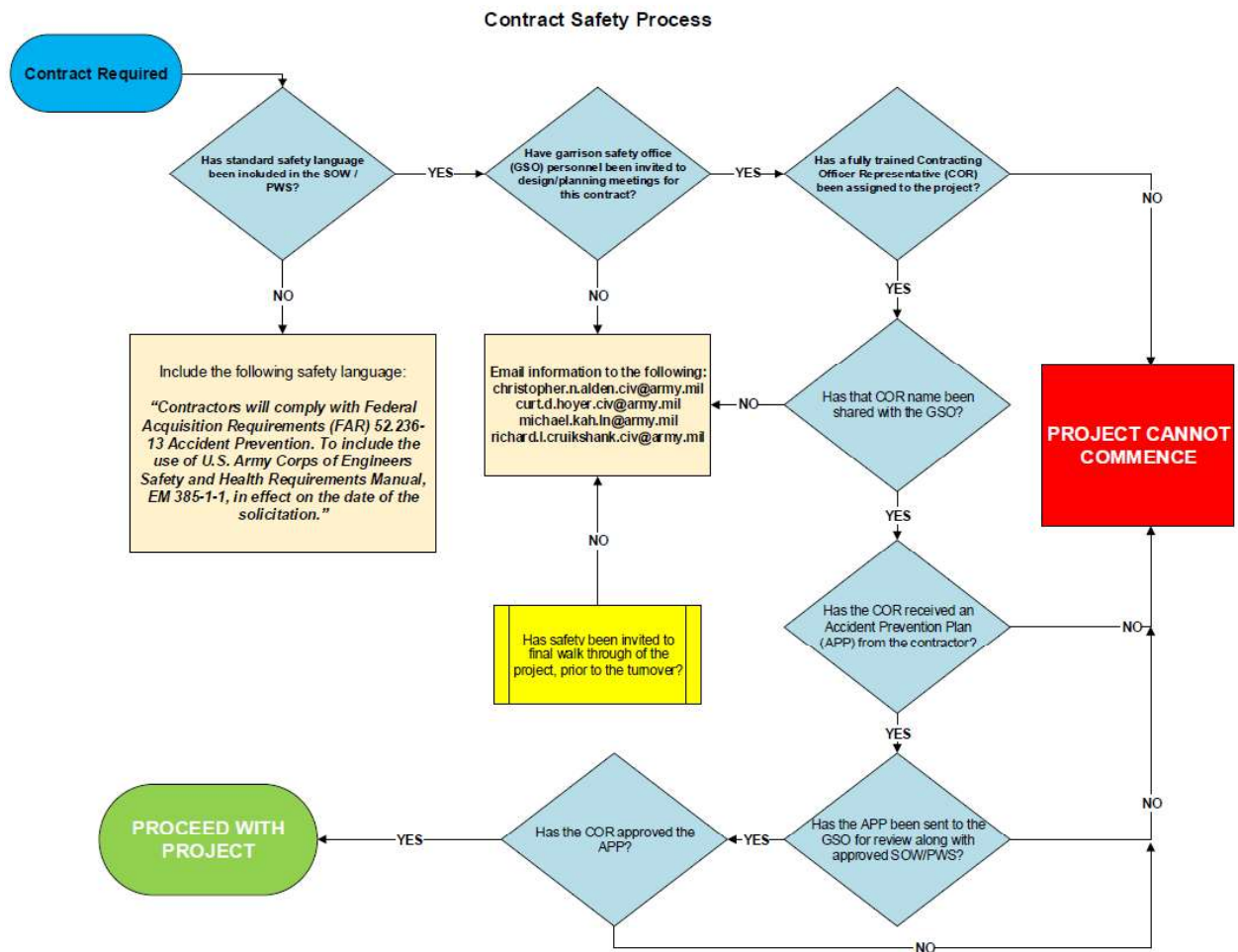


Figure 14-2 Contract Safety Process Flow Chart 46

14-12. New Processes, Equipment and Chemicals. The USAG Bavaria Safety Office (GSO) will establish a written Pre-use Analysis Program and will review all new equipment, chemicals, or facilities while considering. Leaders, Managers and Supervisors will ensure that an effective risk management process is in place and is used to manage and mitigate risk. The Pre-use Analysis Program will ensure the process includes what standards are used, what is considered to be acceptable, and conforms to Standard Industry Practice.

Chapter 15

Risk Management (RM)

15-1. General. RM is a five-step cyclic process that is easily integrated into the military decision-making process; it doesn't have to be a separate consideration and shouldn't be. ATP 5-19 Risk Management and DA PAM 385-30 Risk Management, contains detailed risk management guidance and will be used to ensure the risk management process is conducted to standard. The standard for risk management is leadership at the appropriate level of authority making informed decisions to control hazards or accept risks. All leaders are responsible and accountable for assessing their operations as total systems. They must ensure that RM decisions match the mission and that control measures reduce the risks to a level that supports their commanders' guidance. The degree of risk determines the level of authority at which a decision is made to accept risk. DD Form 2977 Deliberate Risk Assessment Worksheet will be used to complete the 5-step risk management process prior to all training events. A copy of the DD Form will be maintained at the training site and continuously updated as required. Safety professionals from the ISO are authorized to take immediate corrective action upon identification of a hazardous condition or act that could result in personal injury and/or damage to equipment and are further authorized to stop any operation or process that would immediately endanger life, health or property.

15-2. Procedures

a. Garrison Directorates and tenant units will provide DD Form 2977 Deliberate Risk Assessments for planned community events to the ISO for review at least three weeks prior to the scheduled event. The ISO will review and comment on the written assessments and coordinate any needed modifications with the activity leader. The activity leader will then ensure that the assessment is signed at the appropriate management level within his or her agency e.g. tenant unit commander, school principal, AAFES manager etc. The assessment then will be forwarded to the Garrison Command Section for review and signature. After this the activity leader will provide signed copies of the assessment to the ISO and each agency/person tasked with implementing the controls. Reference the below flow chart.

RM Five-step Cyclic Process Flow Chart

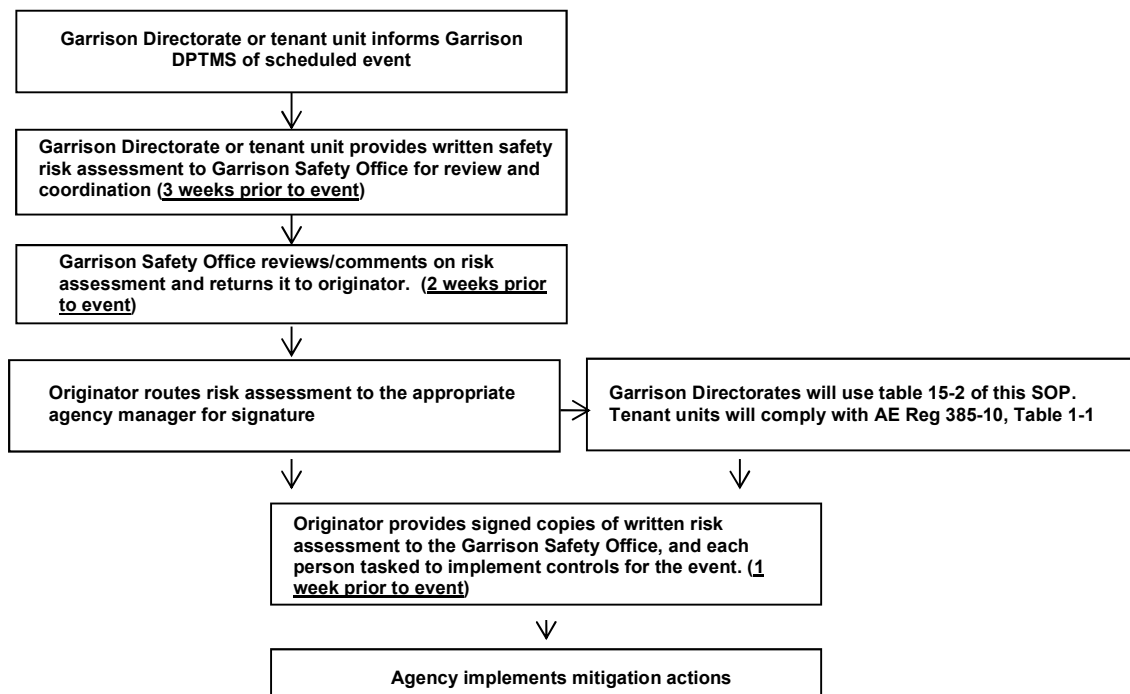


Figure 15-1 Community Event Safety Risk Assessment Process

b. Community events not coordinated with the Garrison, or lacking written safety risk assessment are subject to cancellation in the interest of public safety.

c. Units with full time safety professionals assigned are responsible for safety evaluation of community event planning, set-up, and ensuring that mitigation controls are implemented during the event. Garrison initiated events are evaluated and overseen by the ISO. The ISO will do periodic unannounced safety evaluations of community events to ensure risk assessment mitigation actions are being accomplished.

d. Directors and supervisors responsible for a Garrison mission/event will use the below Risk Approval Matrix for the level of authority that can accept the risk.

RISK APPROVAL MATRIX				
TASK/ACTIVITY	E	H	M	L
USAG Bavaria				
Community Event with VIP (GO/SES)	GO	Garrison CDR	USAG CDR/DEPUTY	USAG DEPUTY
Community Event w/OVIP (GO/SES)	GO	Garrison CDR	USAG CDR/DEPUTY	OPR DIRECTOR
Sports Tournaments/Events	GO	Garrison CDR	USAG CDR/DEPUTY	OPR DIRECTOR
Organizational Day	GO	Garrison CDR	USAG CDR/DEPUTY	USAG DEPUTY
Change of Command (Senior Officer)	GO	Garrison CDR	USAG CDR/DEPUTY	USAG DEPUTY
Force Protection Exercise	GO	Garrison CDR	USAG CDR/DEPUTY	USAG DEPUTY/S3
BOSS Events	GO	Garrison CDR	USAG CDR/DEPUTY	HHC CDR
Firing Range	GO	Garrison CDR	USAG CDR/DEPUTY	HHC CDR
Physical Training	GO	Garrison CDR	USAG CDR/DEPUTY	HHC CDR
LEGEND: E: Extremely High Risk H: High Risk M: Moderate Risk L: Low Risk				

Figure 15-2 Garrison Risk Approval Matrix

Chapter 16

Hazard Communication Program

16-1. General. Chemicals pose a wide range of health hazards (such as irritation, sensitization, reproductive, and carcinogenicity) and physical hazards (such as flammability, corrosion, and reactivity). The Hazard Communication Program is designed to ensure that information about these hazards and associated protective measures are disseminated to workers and employers. Employers are required to train workers on the Globally Harmonized System (GHS) of Classification and Labeling of Chemicals. This includes the label elements and Safety Data Sheet (SDS) format to facilitate recognition and understanding.

16-2. Responsibilities

a. Garrison Commander will:

(1) Ensure a Hazard Communication Program (HCP) is established and implemented to inform all garrison employees of the hazards associated with the chemicals in their work area.

(2) Ensure funding is made available to implement and maintain the HCP as outlined herein.

b. GSO Safety Director will:

(1) Oversee the HCP.

(2) Monitor directorates Chemical Hazard Inventory Log during the Standard Army Safety and Occupational Health Inspection performed annually.

(3) Monitor effectiveness of employee's hazard communication training through an established inspection program.

c. DPW, Environmental Div, Environmental Management Branch will:

Provide assistance in obtaining Safety Data Sheets (SDS).

d. Director of Mission and Installation Contracting Command will:

(1) Comply with requirements of Federal Acquisition Regulation (FAR) Subpart 23.3 Hazardous Material Identification, Material Safety Data, and Notice of Radioactive Materials.

(2) Ensure contractor's safety programs include the requirements of hazard communication standards.

e. Tenant Units, Directors and chiefs, directorates/staff offices will ensure:

(1) An individual is appointed to coordinate the hazard communication program within their organization and act as the central point of contact.

(2) All elements of the HAZCOM program are complied with.

(3) The organization's hazard chemical inventory, and applicable SDS's are readily available for personnel working with hazardous chemicals.

(4) Establish and implement a written HAZCOM program.

f. Supervisors will:

(1) Maintain an inventory of all hazardous chemicals used in the workplace.

(2) Maintain MSDS's on all hazardous chemicals used in the workplace and have the MSDS's readily available to employees.

(3) Train employees on specific hazards associated with the chemicals used in their workplace and protective measures to prevent injury/exposure to hazardous chemicals.

(4) Advise employees performing non-routine tasks of any hazardous chemicals they may use, or encounter and the protective measures required to prevent exposure.

(5) Initial training when a new employee starts work and when a new chemical is introduced into the workplace.

16-3. Procedures. The written program will address the following requirements.

a. Responsibilities for implementation and supervising of the program.

b. Responsibility for ensuring that the hazardous material inventory and MSDS's are current and up to date.

c. Responsibility for annual HAZCOM refresher training.

d. Responsibilities for spill cleanup and hazardous waste disposal.

e. Responsibility for container labeling.

f. Responsibility for procurement and use of required PPE.

g. Advise employees performing non-routine tasks of any hazardous chemicals they may use or encounter and the required protective measures to prevent exposure.

Chapter 17

Lockout/Tagout of Hazardous Energy Sources

17-1. Responsibilities

a. Commander, USAG will: ensure an organizational lockout/tagout program is established and implemented for the protection of personnel from accidental energizing or start-up of equipment during maintenance/repair.

b. ISO will:

(1) Monitor the effectiveness of this program during scheduled inspections and spot checks of work sites.

(2) Provide materials necessary to train employees on lockout/tagout procedures.

c. Directors, Chiefs, supervisors and managers will:

(1) Establish a lockout/tag-out (LOTO) program SOP IAW 29 CFR 1910.147 and other relevant portions of 29 CFR 1910.

(2) Ensure employees required to use lockout/tagout devices are trained in the purpose and use of the lockout/tagout procedure.

(3) Provide locks and tags necessary to lockout/tagout energy sources during maintenance or repair of equipment. These locks and tags shall not be used for any purpose other than to lockout and tagout energy sources. Tags should be attached with non-reusable nylon cable ties.

d. Supervisors will:

(1) Ensure all employees required to work on hazardous energy source equipment have been trained in all aspects of LOTO procedures as required by 29 CFR1910 and the organization's LOTO SOP.

(2) Conduct periodic inspections to ensure all elements of this regulation and AR 385-10 are being followed by employees.

(3) Be responsible for removing LOTO devices in the event the employee who installed the device is unable to remove them.

e. Employees will:

(1) Comply with all procedures, within in the organizational LOTO SOP, to prevent accidental start-up of equipment/systems while performing maintenance or repair.

(2) Be knowledgeable of the equipment being serviced, the types of energy, hazards, and how to isolate the equipment from all energy sources.

17-2. Lockout Tag-out Procedures. Lockout-Tagout (LOTO) serves as a critical safety procedure to protect workers from hazardous energy sources during maintenance and repair work on machinery and equipment.

a. Lockout Procedures:

(1) Individual(s) performing maintenance will notify all affected employees that a lockout is required and the reasons for the lockout.

(2) If the equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.).

(3) Operate the switch, valve, or other energy-isolating device so that the energy source(s) (electrical, mechanical, hydraulic, etc.) is disconnected or isolated from the equipment. Stored energy such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc., must also be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding-down, etc.

b. Restoring Equipment to Service

c. Removal of lockout/tagout devices by persons other than the employee(s) who applied them is not authorized unless circumstances are such that the employee(s) who applied them is unable to remove them.

d. Procedure Involving More Than One Person

(1) All employees performing maintenance on the same equipment or machinery shall place their own personal lockout/tagout device on the energy device(s).

(2) When employees no longer need to maintain their lockout protection, they will remove their lock/tag from the energy isolating device(s).

(3) If work on equipment is required by the next shift, the employee(s) shall affix their lockout/tagout to the equipment identifying them as the responsible party for locking or tagging out the energy sources to the equipment.

(4) The employee replacing the existing lock or tag should follow procedures in paragraph E-1.

e. Removal of Isolating Devices.

(1) This procedure will only be applied to those situations where circumstances are such that the employee who applied the lockout or tagout is unavailable to remove them.

(2) The supervisor must verify that the employee who applied the device is unavailable to remove the lock or tag.

(3) Every reasonable effort will be made to contact employees to inform them that their lockout or tagout device has been removed.

(4) The supervisor will ensure that the employees have been informed that their tags have been removed before the employees resume work in the facility where the lockout or tagout device was removed.

(5) The reason for removal of an employee's energy isolating device shall be documented by the supervisor with a copy provided to the ISO.

f. Training

(1) Training shall be provided to ensure the purpose, function, knowledge and skills of the lockout/tagout programs and procedures are understood by supervisors, operators, and qualified equipment maintenance.

(2) Each supervisor, operator, or any qualified equipment maintenance person shall receive initial job training on the type and magnitude of applicable energy sources, the methods and means necessary for energy isolation and control and the use of the lockout/tagout procedures.

(3) All other personnel whose duties are or may be in an area where lockout/tagout procedures may be utilized, shall be briefed on the lockout/tagout program during the initial job safety briefing.

(4) When lockout/tagout procedures are used, supervisors, operators, or any qualified equipment maintenance personnel shall receive initial job training on the use of locks and tags.

(5) Tags are essentially warning devices attached to energy isolating devices and do not provide the physical restraint on those devices that is provided by a lock.

(6) When a lock or tag is attached to an energy-isolating device, only the person, supervisor or the designated representative, who initially installed the lock/tag, can remove it; the lockout/tagout shall never be bypassed, ignored, or otherwise defeated.

(7) Tags may cause a false sense of security. Their use and limitations need to be understood as part of the overall energy control program.

(8) Tags will be securely attached so that they cannot be inadvertently or accidentally detached during use.

(9) Retraining shall be provided for supervisors, operators, and qualified equipment maintenance personnel at least annually or when a change in their job assignments, a change in machines or equipment, processes that present a new hazard, or when there is a change in the lockout/tagout procedures. Additional retraining shall also be conducted whenever a periodic inspection reveals that there are deviations from, or inadequacies in, the supervisor, operator, or qualified equipment maintenance personnel's knowledge or use of the lockout/tagout procedures.

(10) All training shall be certified, documented, and kept up to date. The certification shall contain each individual's name and dates of training.

Chapter 18

Bloodborne Pathogens

18-1. General. This chapter establishes responsibilities and procedures to mitigate occupational exposure to blood and blood borne diseases, i.e., Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and Human Immunodeficiency Virus (HIV).

18-2. Responsibilities. Directors and chiefs, having personnel with occupational exposure to Bloodborne Pathogens (BBP) or other infectious materials shall establish a written Exposure Control Plan (ECP) designed to mitigate personnel exposure IAW 29CFR1910.1030 and DA PAM 40-11, para 7-19, b. The requirements below shall be implemented.

18-3. Training

a. Bloodborne Pathogens Training for all personnel with occupational exposure to bloodborne pathogens or other infectious materials will participate in a training program, which will be provided during duty hours.

(1) A qualified instructor will provide the necessary training.

(2) Training shall be provided at the time of initial assignment to tasks where occupational exposure may take place and at least annually thereafter. Additional training shall be provided when changes such as modification of tasks or procedures, or new tasks or procedures, affect the individual's occupational exposure.

(3) The training must include making accessible a copy of the regulatory text of the standard and explanation of its content, general discussion of bloodborne diseases and their transmission, the ECP, engineering and work practices, response to emergencies involving blood, how to handle exposure incidents, the post-exposure evaluation and follow-up program, and signs, labels, and color-coding. There must be opportunity for questions and answers, and the trainer must be knowledgeable in the subject matter.

b. General Bloodborne Pathogens Awareness Training is for employees not reasonably anticipated to be exposed to BBP/Other Potentially Infectious Material (OPIM). This includes employees on a worksite where sharp objects are used (e.g. food preparation) or a customer-based facility where an accident involving blood is possible (e.g. fitness center). Such employees are not expected to have contact with blood/OPIM but should be aware of protective measures in the event of a potential exposure and follow-up procedures in the event of an actual exposure. Follow-up procedures include accident reporting. Medical surveillance for BBP is not required.

c. Worksite examples include fitness center, food prep, CYS, arts and crafts, auto skills.

18-4. Procedures

a. Directors and chiefs, having personnel with occupational exposure to Bloodborne Pathogens or other infectious materials shall establish a written exposure control plan designed to mitigate personnel exposure. The written ECP shall contain at least the following elements:

(1) An exposure determination shall be developed which includes all job classifications in which personnel have occupational exposure to blood, body fluids, or other potentially infectious materials. In addition to the job classifications, list all tasks and procedures that are performed by personnel in which occupational exposure occurs. This exposure determination shall be made without regard to the use of PPE.

(2) A copy of the ECP shall be accessible to all personnel.

(3) The ECP shall be reviewed and updated at least annually, when necessary to reflect new or modified tasks and procedures that affect occupational exposure, and to reflect new or revised personnel positions with occupational exposure. The JHAs will be attached as an appendix.

(4) Directors and chiefs, having personnel with the potential for exposure to BBP should conduct BBP awareness training.

b. Methods of compliance:

(1) General, standard precautions shall be observed to prevent contact with blood or other potentially infectious materials. All body fluids shall be considered potentially infectious materials.

(2) Antiseptic hand cleanser, in conjunction with clean cloth/paper towels or antiseptic towelettes, may be used when hand-washing facilities are not available. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as possible.

(3) Personnel will wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible, following contact of such body areas with blood or other potentially infectious materials.

(4) Equipment that may become contaminated with blood or other potentially infectious materials shall be decontaminated. Decontaminate equipment by using an Environmental Protection Agency (EPA) approved disinfectant. Read and follow the product instructions found on the container as well as the MSDS.

18-5. Personal Protective Equipment (PPE)

a. Appropriate PPE shall be provided at no cost to personnel. PPE provides for the protection of work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time that the protective equipment will be used.

b. The supervisor shall:

(1) Ensure that PPE is cleaned, laundered, or disposed of at no cost to personnel.

(2) Ensure that PPE is repaired or replaced as needed to maintain its effectiveness.

(3) Ensure employees are trained on the use and care of PPE used in the workplace.

c. Employees will:

(1) Remove garment(s) that is penetrated by blood or other potentially infectious materials as soon as possible.

(2) Remove PPE before leaving the work area and place in an appropriate designated area or container for storage, washing, decontamination or disposal.

(3) Know how to clean, wear, and inspect PPE in their workplace.

18-6. Housekeeping. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures; when surfaces are overtly contaminated; after any spill of blood or other potentially infectious materials.

18-7. Employee Health Components

a. Hepatitis-B vaccine will be made available to personnel who have been determined by the physician to be at high risk for occupational exposure to blood or Other Potentially Infectious Material (OPIM). Hepatitis-B vaccine is available for personnel in high-risk occupations. Referrals to receive the vaccine are issued by the Occupational Health Nurse.

b. Civilian employees who choose not to accept the offer of the Hepatitis-B vaccination must sign the mandatory declination statement IAW 29 CFR 1910.1030(f)(2)(iv). If an employee initially declines the vaccination but later decides to undergo the vaccination series the employer must provide the vaccine at that time, provided the employee is still occupationally exposed.

18-8. Post-Exposure Evaluations and Follow-Up

a. Personnel who have had an exposure to blood or OPIM are to seek a medical evaluation immediately with a consultation to Occupational Health for follow-up. The medical evaluation and follow-up will include the following elements:

(1) Documentation of exposure route and circumstances surrounding the exposure incident.

(2) Identification of the source individual should be determined if feasible. The source individual's HIV and HBV infection status must be determined and documented per laws and regulations related to consent for testing, documentation, and confidentiality.

(3) The source individual's laboratory results, as they pertain to exposure, will be made available to the affected individual. The affected individual must be informed of applicable confidentiality laws relative to source individual.

(4) Collection of the individual's blood for baseline HBV and HIV serological testing must be done as soon as possible after consent is obtained. If the Individual consents to a baseline blood collection but does not give permission at that time for HIV testing, the sample must be stored in a manner that would preserve it for testing within the next 90 days. This 90-day period provides time for the individual to receive

counseling and make an informed decision about testing. If, within the 90-day period, the individual decides to proceed with testing and provides consent, Occupational Health Service would submit the order to conduct the testing as soon as possible.

b. The supervisor must assure that the evaluating healthcare professional is provided with:

(1) A copy of the bloodborne pathogens standard.

(2) A description of the affected individual's duties as they relate to the occupational exposure.

(3) Documentation of route of exposure, circumstances as to how exposure occurred, and results of the source individual's blood testing related to the exposure incident, if available, and the affected individual's medical records

c. The health care provider must provide the health care professional's written opinion to the supervisor, who in turn must give a copy to the affected individual within 15 working days of the completion of the evaluation.

d. The written opinion is documentation that the affected individual has been told about any medical conditions resulting from exposure to blood or OPIM, which requires further evaluation or treatment. Documentation confirms if Hepatitis B vaccination was indicated and if the affected individual received the vaccine.

18-9. Recordkeeping

a. Medical Records. A confidential health record is initiated by the health care professional when an individual receives the Hepatitis B vaccination or is treated following an exposure incident. This record includes:

(1) Name and social security number of the individual.

(2) A copy of the individual's Hepatitis B vaccination status.

(3) Testing and examination results and follow-up procedures.

(4) A copy of the health care professional's written opinion and information provided by the employer to the health care professional about the exposure incident.

b. Training Records. Information that must be maintained in these records includes:

(1) Dates of the training sessions.

(2) Contents or a summary of the training sessions.

(3) Names and qualifications of the people conducting the training sessions.

(4) Names and job titles of all personnel attending the training sessions.

(5) Training records shall be maintained by the supervisor for 3 years from the date on which the training occurred.

18-10. Information and Training

a. All personnel with potential occupational exposure will participate in a training program, which will be provided during duty hours. A qualified instructor will provide the necessary training.

b. Training shall be provided at the time of initial assignment to tasks where occupational exposure may take place and at least annually thereafter. Additional training shall be provided when changes such as modification of tasks or procedures, or new tasks or procedures, affect the individual's occupational exposure.

18-11. Employee Declination Statement for Hepatitis B Vaccine

Civilian employees who choose not to accept the offer of the Hepatitis B vaccination must sign a mandatory declination statement per 29CFR1910.1030(f)(2)(iv). The statement should look similar to the below:

“I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine I can receive the vaccination series at no charge to me”.

SIGNATURE
DATE

Figure 18-1 Employee Declination Statement for Hepatitis B Vaccine

Chapter 19

Radiation Safety Management

19-1. General

- a. AR 385-10 lists all radiation safety responsibilities for Garrison Radiation Safety Officer (RSOs).
- b. The HQ IMCOM health physicist is the source for guidance on Federal, DoD, and Army radiation safety policies and procedures.
- c. Provide Real Property office and Fire Prevention with a consolidated facility listing, derived from the annual inventory of where ionizing radiation commodities are stored and/or used.

19-2. Qualifications of Garrison RSOs

a. This installation is committed to the operating philosophy of maintaining occupational radiation exposure as low as is reasonably achievable (ALARA); and to maintaining effective control of radioactive items to ensure that exposure to ionizing radiation and the possible release of radioactive contaminants is as low as is reasonably achievable. The Garrison Radiation Safety Officer (GRSO) will provide overall coordination, advice, and assistance for radiological safety, except for Landstuhl Regional Medical Center (LRMC), which will be managed by the assigned medical RSO.

(1) All Garrison units and activities that maintain, store, or use ionizing and non-ionizing radioactive materials will complete an annual radiation safety program self-assessment and provide results to the GRSO.

(2) See USAG Bavaria Radiation SOP for requirements.

(3) Garrison RSOs and alternate RSOs must be graduates of the Advanced Radiation Safety Course, (Chemical, Biological, Radiological, and Nuclear School at Fort Leonard Wood) or IMCOM Garrison RSO course before appointments.

Chapter 20

Confined Space Entry

20-1. General. This section contains requirements for practices and procedures to protect personnel from the hazards of entry into confined spaces and permit required confined spaces. These spaces are not meant for access by untrained personnel.

20-2. Responsibilities

a. Commander, USAG will:

(1) Ensure a permit-required confined space entry program is established and implemented to inform and protect all garrison personnel from hazards associated with entering confined spaces.

(2) Ensure funding is made available to implement and maintain the confined space entry program as outlined herein.

b. The garrison does not have any personnel that enter confined space but if that changes directors, supervisors and managers of garrison personnel will:

(1) Establish a confined space and permit required confined space entry SOP within each organization that has personnel required to enter and perform work in confined spaces IAW 29 CFR 1910.146.

(2) Ensure gas detection personnel are trained in the use of test equipment for evaluating atmospheric conditions within a permit-required space.

(3) Ensure that the number of trained gas detection personnel is sufficient to meet operating needs.

(4) Provide gas detection personnel with proper monitoring equipment and ensure manufacturer's recommendations for calibration of equipment is complied with.

(5) Ensure required equipment is available and maintained to support confined space entry.

(6) Ensure all personnel associated with the entry into a confined space acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned under this section.

(7) Maintain a listing of all confined spaces accessed by the organization as an annex to the SOP and provide a copy to the ISO minimum annually or updated.

c. Garrison Safety Office (GSO) will:

(1) Oversee the organization's confined space entry program IAW 29 CFR 1910.146.

(2) Maintain a copy of established confined spaces requiring a permit to enter.

(3) Provide guidance to supervisors in the preparation of SOPs on confined space and permit required confined space entry.

(4) Approve SOPs prepared for confined space and permit required confined space entry before they are published.

(5) Upon request, conduct on-site evaluations of confined space entry operations and permits to ensure compliance with prescribed directives.

d. Directorate of Emergency Services, Fire Department (FD) will:

(1) Upon request provide emergency standby support while government employees are performing work in a permit-required space.

(2) Monitor atmospheric conditions within a permit-required space, when acting in emergency standby capacity, to ensure rescue personnel are not jeopardized by dangerous atmospheric conditions.

(3) Evaluate and issue hot work permits as part of the pre-entry procedures into confined spaces where welding is to take place.

(4) FD is the only authorized and trained permit-required confined space rescue team.

e. Entry Supervisors will:

(1) Meet all training requirements for entry supervisor identified IAW 29 CFR 1910.146 to include confined space entry procedures and proper selection, use, calibration, maintenance, and care of atmospheric testing instruments.

(2) Ensure acceptable entry conditions are maintained throughout entry operations.

(3) Properly fill out and issue a Permit Required Confined Space Entry Permit prior to allowing workers to enter the space.

(4) Ensure employees are supplied with, and trained in the use and care of, PPE and required retrieval systems when applicable.

(5) Ensure an attendant is assigned to the confined space entry operation and is knowledgeable in his/her duties.

(6) Ensure monitoring equipment is currently calibrated per manufacturer's recommendations.

(7) Strictly enforce safety and health guidelines for confined space operations.

(8) Authorize, oversee, and terminate entry operations per this regulation

(9) Test confined space with properly calibrated and approved testing equipment prior to employees entering the space.

(10) Ensure precautions are taken to prevent dangerous air contamination.

(11) Ensure personnel and equipment are protected during the entry procedures.

f. Entrant employees will:

(1) Be trained in accordance with the SOP and 29 CFR 1910.146.

(2) Understand and strictly observe safety standards, regulations, and procedures applicable to confined space entry work.

(3) Use proper PPE for the appropriate confined space classification.

(4) Report any condition, procedures, or equipment considered unsafe to their immediate supervisor.

(5) Warn others believed to be endangered by failure to observe the proper procedures or precautions.

20-3. Labeling and Posting

a. To prevent inadvertent or unauthorized entry into a confined space, such areas shall be posted where appropriate.

b. Entrances to permit required confined spaces of permanent structures shall be posted as necessary.

c. Signs shall include but not necessarily be limited to the following information: commercial signs with similar intent are authorized:



Figure 20-1 Confined Space Placards

Confined Space Entry Permit

Permit valid for one shift only. Permit must be posted near entry point. Keep permit on file for one year.								
Date: ____ / ____ / ____ Entry Time: ____ AM ____ PM Permit Expiration Time: ____ AM ____ PM								
Confined Space Name/ID: _____ Location: _____								
Reason for Entry: _____								
Entry Point: TOP BOTTOM SIDE Communication used: VOICE HAND SIGNAL RADIO Other _____								
Hazard Identification & Control <small>Identify potential or known hazards for the confined space. For "OTHER" explain in notes.</small>								
Atmospheric Hazards present or potentially present – (check all that apply).						YES	NO	NA
<input type="checkbox"/> Oxygen Deficient <19.5% <input type="checkbox"/> Flammable Gases, Vapors when ≥ 10% LFL <input type="checkbox"/> Airborne combustible dust <input type="checkbox"/> Oxygen Enriched ≥ 23.5% <input type="checkbox"/> Toxic Gases, Vapors when ≥ PEL <input type="checkbox"/> Other _____								
Control: <input type="checkbox"/> Test before entry <input type="checkbox"/> Continual monitoring <input type="checkbox"/> Natural ventilation <input type="checkbox"/> Forced air ventilation <input type="checkbox"/> Other _____								
Engulfment & Entrapment Hazards present or potentially present - (check all that apply)						YES	NO	NA
<input type="checkbox"/> Flowing material <input type="checkbox"/> Hung up, bridged, crusted material <input type="checkbox"/> Inwardly converging walls <input type="checkbox"/> Sloping floors <input type="checkbox"/> Other _____								
Control: <input type="checkbox"/> LOTO fill and/or emptying equipment <input type="checkbox"/> Lock gates <input type="checkbox"/> Block spouts/pipes <input type="checkbox"/> Drain/empty <input type="checkbox"/> Lifeline use								
Potential/known hazard	YES	NO	Type / Control Used	Potential/known hazard	YES	NO	Type / Control Used	
Egress hazards	<input type="checkbox"/>	<input type="checkbox"/>		Respiratory hazards	<input type="checkbox"/>	<input type="checkbox"/>		
Insufficient lighting hazard	<input type="checkbox"/>	<input type="checkbox"/>		Skin hazards	<input type="checkbox"/>	<input type="checkbox"/>		
Chemical hazards	<input type="checkbox"/>	<input type="checkbox"/>		Heat/Cold hazards	<input type="checkbox"/>	<input type="checkbox"/>		
Mechanical hazards (unguarded items)	<input type="checkbox"/>	<input type="checkbox"/>		Snake, Rodent, Animal and Insect Hazards	<input type="checkbox"/>	<input type="checkbox"/>		
Electrical hazards	<input type="checkbox"/>	<input type="checkbox"/>		Vehicle hazards	<input type="checkbox"/>	<input type="checkbox"/>		
Fall hazards	<input type="checkbox"/>	<input type="checkbox"/>		Noise hazards	<input type="checkbox"/>	<input type="checkbox"/>		
Other Hazards & Control: _____								
Safety & Emergency Rescue				RESCUE / FIRE CONTACT #:				
	YES	NO	NA		YES	NO	NA	
Entry area secure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safety harness & lifeline or retrieval line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LOTO/de-energization & isolation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PPE inspection completed before use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting (rated for type of space/work)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mechanical retrieval device	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hot work permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Respirator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GFCI equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hearing Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Non-sparking tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Entrants should always wear hard hats, work boots, and eyewear.</i>								
Rescue equipment available?	YES	NO	Type:					
Stand by personnel used?	YES	NO	Name(s):					
CPR trained person available?	YES	NO	Name(s):					

Figure 20-2 Confined Space Entry Permit USAG Bavaria

Chapter 21

Safety & Occupational Health Council

21-1. Purpose. The Commander's SOHAC are composed of USAG directors, managers, Civilian and military personnel. However, anyone is invited to attend, including family members, if they have community safety and health concerns. The council is chaired by the Commander, Deputy Commander or other senior manager as appointed by the Commander. The Garrison Safety Director is appointed as the council facilitator and will perform all administrative functions associated with the meeting. The council will make recommendations to the Commander and perform such additional safety and occupational health tasks as the Commander, or the council may direct.

21-2. Responsibilities

a. The safety council members will:

- (1) Review safety suggestions.
- (2) Review accident reports, trends, and recommend corrective measures to prevent recurrence.
- (3) Review suspected unsafe or unhealthful working conditions and corrective measures.
- (4) Promote safety education within the organization, to include seasonal campaigns.
- (5) Conduct periodic self-assessments in their areas of responsibility and coordinate with the organization's safety office.
- (6) Review and prioritize hazard abatement projects (risk assessment codes (RAC 1 and 2) and lower hazards (RAC 3-5) as determined by the Commander.
- (7) Review the Safety Action Plan implementation and other safety requirements as specified by Higher Headquarters.

b. Each Directorate will distribute council minutes to their employees or post it on a board accessible for all to read.

c. Listed below are the individuals appointed as mandatory USAG Bavaria SOHAC members.

- Garrison Commander (Chairperson)
- Deputy to the Garrison Commander (DGC) Safety Champion

- Command Sergeant Major
- Commander, HHD
- Commander, DES
- Director DPTMS
- Director DPW
- Director DES
- Director DFMWR
- Director MPD
- Director 405th LRC
- Public Affairs Officer (PAO)
- Garrison Safety Manager (GSO)
- Chief, Plans, Analysis and Integration Office (PAIO)
- Chief, Equal Employment Opportunity (EEO)
- Chief, Religious Services (RSO)
- PHCD-North Industrial Hygiene
- PHCD-North Occupational Health Nurse
- Works Council Representative
- Host Nation Severely Handicapped Employees (SHE) Representative

d. The following individuals are invited as guests to the meeting:

- 21st TSC Safety Director
- LRMC Safety Manager
- ACE Miesau Safety Director
- 405th Safety Director

- All Tenant Unit Safety Representatives
- All other Partner Safety Professionals with USAG Bavaria support

21-3. LN Safety Committee (Arbeitsschutzausschuß ASA). Where works councils have been elected, an LN Safety Committee will be established that will meet at least once every 3 months, and include the following members:

- Chairperson: Commander or his representative
- Agency chief or a designated representative
- Two works council members appointed by the works council
- Occupational Health Nurse
- Safety representatives, according to § 22, 7th book of the Social Security Code
- Representative for employees with special needs
- Interpreter

21-4. Responsibilities. The LN Safety Councils will review safety suggestions; accident reports, trends, and recommend corrective measures to prevent recurrence; suspected unsafe or unhealthful working conditions and corrective measures; and promote safety education within the organization, to include seasonal campaigns.

Chapter 22 First Aid Emergency Responders

22-1. General

a. Employers must appoint in writing one or more LN emergency responders (volunteer employees who are trained and qualified to provide first aid), according to paragraph 10 of the German Work Safety Law and the Employers' Liability Insurance Association Provisions (Deutsche Gesetzliche Unfallversicherung Vorschrift 1 (DGUV Vorschrift 1)). Safety representatives qualified in first aid are ideal candidates.

b. The number of appointed emergency responders will be based on the size and type of the activity. There should be at least one emergency responder for activities with up to 20 employees. Activities with more than 20 employees should have 5 percent of the workforce in administrative activities as emergency responders. In all other activities, 10 percent of the workforce will be appointed as emergency responders.

NOTE: See AER 385-29 for more information or call the Garrison Safety Office.

Chapter 23

Medical Examination Program

23-1. General. Establish procedures for providing occupational health (OH) medical services under the USAREUR OH Services Contract (UOHSC). This chapter will not replace or supersede existing legal or regulatory policy.

23-2. Applicability

- a. This chapter applies to Civilian employees of the USAG Bavaria.
- b. This appendix does not apply to Non-USAG activities (e.g. AAFES, DoDDS, etc.) or to tenant units. Commanders/directors/managers of these units/activities are responsible for establishing an Occupational Health Medical Program IAW pertinent Army regulations and guidelines from their higher headquarters.
- c. OH services covered by the UOHSC will be provided to eligible Civilian employees.
 - (1) US Civilian employees will be referred to the supporting MEDDAC for OH medical services.
 - (2) LN employees will be referred to a contracted service provider for examinations.
 - (3) All referrals must be processed through the supporting Occupational Health Nurse (OHN).

23-3. Responsibilities

- a. Garrison Commander: Has the overall responsibility for implementation of an OH services program within the USAG Bavaria.
- b. Director, Garrison Safety: Coordinates the implementation of the USAG Bavaria OH medical services program with the OHN and monitors its execution. This includes the following:
 - (1) Identification of eligible employees.
 - (2) Reporting of occupational illnesses to the UK-Bund.
 - (3) Requesting technical support for workplace evaluation from the Industrial Health Office (IH Office)
 - (4) Review of Green Sheet results and initiate corrective action if required.
- c. Supervisors of eligible employees will:
 - (1) Ensure that all eligible employees are enrolled in the OH services program.

(2) Make arrangements for examinations with the contracted service provider upon notification from the OHN that employees have been scheduled for a required examination.

(3) Release employees for the examinations.

(4) Authorize the use of Government vehicles for traveling to the Medical Center if required.

(5) Provide a copy of the Job Hazard Analysis (JHA) to the OHN.

d. Eligible employees will:

(1) Fill out an occupational health information record and sign consent for the release of information.

(2) Undergo the required/mandatory examinations.

(3) Immediately notify the USAG Bavaria Safety Office if he/she has an occupational illness.

e. The Civilian Personnel Advisory Center (CPAC) will:

(1) Ensure that job descriptions include a summary of hazards, PPE requirements, and provisions for job related medical examinations.

(2) Ensure that applicants for jobs requiring pre-employment examinations undergo the examinations prior to hiring and/or reassignment within the USAG Bavaria.

(3) Assist the Safety Manager in identifying eligible employees.

f. The supporting OHN will:

(1) Process employee health information records and make coordination to enroll eligible employees into the OH medical services program.

(2) Coordinate examinations with supporting MEDDAC, contracted service provider, and supervisors.

(3) Make arrangements with the contracted service provider for workplace visits upon request of the Garrison Commander.

(4) Provide assistance and advice to the Garrison Commander to solve possible OH related problems.

g. The contracted service provider will:

(1) Provide services covered by the UOHSC.

(2) Conduct medical examinations.

(3) Mark the examination results with following categories:

(a) No medical risk on special conditions.

- (b) Medical risk limited until (date).
- (c) Permanent medical risk.
- (4) Discuss findings with the employee at the time of examination.

Chapter 24

Hearing Conservation

24-1. General. All Soldiers are enrolled in the Army Hearing Program. Audiograms are tracked in MEDPROS for hearing readiness. Civilian personnel identified as being exposed at or above 85 decibels on the A weighted scale as an 8-hour time weighted average (85 dBA TWA₈) will be enrolled in the Army Hearing Program to include periodic audiograms, annual hearing conservation training to include the proper use of hearing protection. Local national exposed to 80 dBA TWA₈ will be offered audiograms and hearing protection.

24-2. Responsibilities

a. Commander, USAG will:

- (1) Ensure a Hearing Conservation Program (HCP) is established and implemented for all Soldiers assigned to the garrison and all civilian employees exposed at or above 85 dBA TWA.
- (2) Appoint a Unit Hearing Program Officer (HPO).
- (3) Ensure funding is made available to implement and maintain the hearing program.

b. ISO Safety Manager will:

- (1) Ensure civilians in the HCP are referred for annual or periodic audiograms through the local occupational health nurse.
- (2) Ensure annual hearing health education is provided.
- (3) Ensure personnel have appropriate type and size of hearing protection.

c. The Garrison HPO will:

- (1) Complete an 8-hour unit hearing education course.
- (2) Ensure all Soldiers have appropriate type and size of hearing protection.

(3) Monitor the hearing readiness in MEDPROS on a monthly basis.

(4) Ensure all Soldiers complete an annual hearing education course with a subject matter expert.

d. PHCR-E, Occupational Health Nurse will:

(1) Provide coordination of civilian personnel requiring audiograms.

(2) Provide hearing conservation training upon request.

e. PHCR-E, Industrial Hygiene Office will:

(1) Survey worksites for noise hazards.

(2) Provide recommendations for enrollment in the HCP.

f. Directors/staff offices will ensure:

(1) Ensure compliance with the unit/activity hearing conservation program.

(2) Ensure warning signs are posted.

(3) Ensure that employees, prior to working in hazardous noise areas, undergo required audiometric testing.

(4) Initiate purchase of required hearing protection equipment.

(5) Initiate inspections and noise surveys.

(6) Include hearing conservation requirements in safety training and briefings annually.

g. Employees will:

(1) Comply with the unit hearing conversation program.

(2) Undergo required audiometric testing.

(3) Use PPE.

24-3. Warning Signs

a. Warning signs must be bilingual.

b. Movable equipment, which emits hazardous noise, must be marked with decals indicating the hazard.

24-4. Hearing Protection Equipment

a. Hearing protection equipment for Local National employees must meet European standards.

b. DA Pam 40-501, table 6-1, contains a table of currently available hearing protective devices.

c. Performed earplugs must be fitted for each ear under medical supervision.

d. Maintenance:

(1) Earplugs must be kept dry and clean. Earplugs must be cleaned with mild soap and rinsed thoroughly.

(2) Earmuffs must be stored in a clean place.

(3) Ear cup seals must be inspected periodically for proper fit and damage.

Chapter 25 System Safety

25-1. Overview

a. The requirements of system safety are described in chapter 9, AR 385-10 and DA Pam 385-16. No program can be effective without aggressive pursuit of safety as a program goal, nor can it be effective without the active support of those involved.

b. This chapter prescribes policies and procedures to ensure hazards in USAG Bavaria systems and facilities are identified and the risks associated with these hazards are properly mitigated. It applies to all USAG Bavaria systems, facilities, and equipment.

25-2. Purpose of Facility System Safety

a. Construction operations and maintenance activities on USAG Bavaria property range from self-help projects performed by unit/organizational personnel and housing residents to major construction projects performed by civilian contractors.

b. The objectives of the facility system safety management program are:

(1) Conducting system safety to minimize facility system life cycle risks.

(2) Conducting hazard identification, risk management, and hazard tracking procedures during facility development, construction, operation, and disposal.

(3) Maximizing operational readiness and mission protection by ensuring that cost effective hazard controls are efficiently designed and constructed.

(4) Ensuring that hazards inherent to the design, equipment, and intended use of the facility are eliminated, or the residual risks are controlled to an acceptable degree.

25-3. System Safety Management Plan

a. This plan establishes management policies, objectives, and responsibilities for execution of a system safety program for the life cycle of a garrison system.

b. It includes procedures for hazard identification, tracking, and elimination and it defines the decision authority for hazard action/inaction and residual risk acceptance.

25-4. Responsibilities

a. USAG Bavaria Safety Office:

(1) Ensure safety, consistent with mission requirements, is designed into the system in a timely, cost-effective manner.

(2) Document actions taken to eliminate or reduce risk to an acceptable level.

(3) Document and submit significant safety data as “lessons learned” to data banks, design handbooks, or specifications.

(4) Review hazard assessments for all tasks, duty positions, medium and high-risk workplaces, and/or event with identified hazards.

(5) Ensure RM is performed for all non-routine tasks or when modifying processes to determine SOH impact.

b. Commanders/supervisors/managers will coordinate with the USAG Safety Office and RM prior to the purchase of new equipment, chemicals and new facilities.

Chapter 26 Safe Cargo Operations

26-1. Overview

a. The USAG Bavaria Safety Office will ensure any Garrison personnel involved in cargo operations are properly training in compatibility rules and packaging procedures/markings/labeling.

b. Commanders and Garrison leadership planning or conducting these operations

will use the information in DA Pam 385-30 and ATP 5-19 to help them assess hazards/risks and to develop and implement safety standards and policies.

c. Supervisors will ensure employees involved in cargo operations complete training appropriate for the equipment and cargo operations conducted.

Chapter 27

Fall Protection

27-1. Operations

a. Directors and supervisors will implement the appropriate fall protection as required by this section.

b. This section prescribes policies and responsibilities for Army-owned and/or Army operated permanent facilities with open-sided floors, platforms, or unprotected edges 4 feet or higher and for construction work with a fall protection threshold height of 6 feet.

(1) Fall protection is required where there is a possibility of a fall from any height onto dangerous equipment, into a hazardous environment, or onto an impalement hazard.

(2) Use and operation of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones, and other protection to be used will be in accordance with 29 CFR 1910.21 through 29 CFR 1910.30, and ANSI Z359.2.

(3) A competent person qualified in delivering fall protection training, use of fall protection systems/equipment, and the recognition of fall hazards will train all Army personnel exposed to fall hazards before using fall protection equipment.

c. A fall protection competent person must:

(1) Be qualified in the fall hazards in the work area.

(2) Be qualified in the correct procedures for erecting, maintaining, disassembling, and inspecting fall protection systems.

(3) Conduct competent person refresher training at least every 2 years to stay current with the fall protection and rescue educational industry requirements or when new fall protection systems are used, installed, or new fall hazards are encountered.

(4) Include RM in fall protection plans and training and conduct risk assessments prior to start of work on all operations.

d. Rescue process:

(1) DES will fulfill rescue duties for all Garrison employees and contractors performing duties requiring fall protection. DPW will make prior coordination with DES to identify rescue response capabilities.

(2) If response time is outside requirement Leaders will prepare and maintain a rescue plan in accordance with ANSI Z359.2 when workers are working at heights and using fall protection equipment.

e. Training:

(1) Fall protection training will include at a minimum the 12 requirements outlined in AR 385-10 Ch 10-21.

(2) Director/supervisor responsible for Army personnel who require fall protection will verify worker training by a written certification record identifying the worker trained, the dates of the training, and the signature of the trainer and trainee.

(3) Training of Army personnel involved in the fall protection program is described in ANSI/ASSE Z357. Army personnel involved includes program administrators/PMs, qualified persons, competent persons, end users (authorized persons), authorized rescuers, as well as associated fall protection trainers.

(4) Fall protection training will be a minimum of 24 hours, with a combination of at least 16 hours of formal classroom training and 8 hours of practical application. Training will conform to the requirements of ANSI/ASSP Z490.1.

Appendix A

References

Section I

Required Publications

AR 11-34 The Army Respiratory Protection Program

AR 385-10 The Army Safety Program

AR 385-63 Range Safety

AR 600-55 The Army Driver and Operator Standardization Program (Selection, Training, and Licensing)

AR 690-700 Personnel Relations and Services (General)

AR 700-141 Hazardous Material Information System

DA Form 2028 Recommended Changes to Publications and Blank Forms

DA PAM 385-10 The Army Safety Program

DA PAM 385-30 Mishap Risk Management

DA PAM 385-40 Army Accident Investigation and Reporting

DA PAM 385-63 Range Safety

DA PAM 385-64 Ammunition and Explosives Safety Standards

DA Form 3953 Purchase Request and Commitment

DA Form 7566 Risk Management Worksheet

DD Form 1348-6 Single Line-Item Requisition System Document, DoD (Manual-Long Form)

DD Form 2266 News Release Information, Hometown chap, 13-4

DD Form 2272 Department of Defense Safety And Occupational Health Protection Program

CA-1 Form Federal Employee's Notice of Traumatic Injury and Claim for Contribution of Pay/Compensation

CA-2 Form Federal Employee's Notice of Occupational Disease and Claim for Compensation

CA-6 Form Official Superior's Report of Employees' Death

CA-10 Form What a Federal Employee Should Do When Injured at Work (poster)

CA-16 Form Authorization for Examination and/or Treatment

DA Form 4283 Facilities Engineering Work Requests

29 CFR 1910.146 Permits-Required Confined Space

29 CFR PART 1960 Occupational Safety and Health Programs for Federal Employees

23.3 FAR Hazardous Material Identification and Material Safety Data

29 CFR 1910.147 The Control of Hazardous Energy (lockout/Tagout)

29 CFR 1910 General Industry Regulations

29 CFR 1910.134 Respiratory Protection

29 CFR 1910.1030(f)(2)(iv) Bloodborne Pathogens

AE REG 385-29 Safety and Occupational Health for Local National Employees in Germany

AE REG 385-40 Accident Reporting and Records

AE REG 385-55 Prevention of Motor Vehicle Accidents

AE PAM 385-15 Leader's Operational Accident-Prevention Guide

AE PAM 190-34 Drivers Handbook and Examination Manual for Germany

BGV/BGR Regulations, German Accident Prevention Regulations

German Safety and Occupational Health Law

Section II

Related Publications: A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

DODI 6055.1 DoD Occupational Safety and Health Program

IMCOM 385-10, IMCOM Safety Program

The Williams-Steiger Occupational Safety and Health Act of 1970 (OSH Act)

29 CFR 1910.133 Eyes and Face Protection

29 CFR 1910.1030 Bloodborne Pathogens

Section III

Prescribed Forms

DA Form 4283 Facilities Engineering Work Requests

DA Form 4753 Notice of Unsafe or Unhealthful Working Conditions

DA Form 4754 Violation Inventory Log

DA Form 4755 Employee Report of Alleged Unsafe or Unhealthful Working Conditions

DA Form 4756 Installation Hazard Abatement Plan

DD Form 2272 DoD Occupational Safety and Health Protection Program

DA FORM 7566 Risk Management Worksheet

DD FORM 2266 Local Publicity

Section IV

Referenced Forms

DA Form 285 U.S. Army Accident Investigation Report

DA Form 348 Equipment Operators Qualification Record

DA Form 4283 Facilities Engineering Work Requests

Optional Form 346 U.S. Government Motor Vehicle Operators' Identification Card

APPENDIX B

USEFUL TELEPHONE NUMBERS and WEBSITES

Activity	Telephone number
Grafenwöhr/Vilseck Fire DSN Line	112
Graf./Vilseck MP Desk Sergeant DSN	110/114
Garrison Radiation Safety Officer	526-2303
Grafenwöhr/Vilseck Safety Office	526-2303/2301/2305/2306
Hohenfels Safety Office	522-2865/1670
Graf./Vilseck Occupational Health	590-9832
Hohenfels Occupational Health	590-3816
Grafenwöhr/Vilseck Industrial Hygiene	590-9980/9470/9981
Hohenfels Industrial Hygiene	590-9980/9470/9981

Army Safety Center online safety information and training (<https://safety.army.mil/>)

Occupational Safety and Health Administration (www.OSHA.gov)

Army Publication Directorate (<http://www.apd.army.mil/>)

USAG Bavaria Safety Website (<http://www.bavaria.army.mil/directorates/safety.html>)

Glossary

AKO

Army Knowledge On-line

ALARA

As Low As is Reasonably Achievable

AMV

Army Motor Vehicle

ANSI

American National Standards Institute

AR

Army Regulation

ASP

Ammunition Supply Point

ATV

All-Terrain Vehicle

CDSO

Collateral Duty Safety Office

CFR

Code of Federal Regulation

CID

Criminal Investigation Division

COP

Continuation of Pay

COR

Contracting Officers Representative

CPAC

Civilian Personnel Advisory Center

RM

Risk Management

DA

Department of the Army

DA Pam

Department of the Army Pamphlet

DB

Decibel

DES

Directorate of Emergency Services

DoD

Department of Defense

DODD

Department of Defense Directive

DODI

Department of Defense Instruction

DPTMS

Directorate of Plans, Training, Mobilization and Security

DPW

Directorate Of Public Works

E

Extremely High

ECOD

Estimated Cost of Damages

EPA

Environmental Protection Agency

FAR

Federal Acquisition Regulations

FECA

Federal Employee's Compensation Act

FPD

Fire Protection Division

GC

Garrison Commander

GHS

Globally Harmonized System

GRSO

Garrison Radiation Safety Officer

GSO

Garrison Safety Office

H

High

HAZCOM

Hazard Communication

HBV

Hepatitis B Virus

HCP

Hazard Communication Program

HCV

Hepatitis C Virus

HHIM

Health Hazard Inventory Module

HIV

Human Immunodeficiency Virus

IAW

In Accordance With

IDLH

Immediately Dangerous to Life and Health

IH

Industrial Hygiene/Hygienist

IMCOM

Installation Management Command

IOC

Installation Operations Center

JHA

Job Hazard Analysis

L

Low

LOTO

Lock Out Tag Out

LRMC

Landstuhl Regional Medical Center

M

Moderate

MEDCEN

Army Medical Center

MICC

Mission and Installation Contracting Command

MPI

Military Police Investigator

MSHA

Mine Safety Health Administration

NCOER

Non-Commissioned Officer Evaluation Report

NIOSH

National Institute for Occupational Safety and Health

OER

Officer Evaluation Report

OH

Occupational Health

OPIM

Other Potentially Infectious Material

OSHA

Occupational Safety and Health Administration

PCE

Protective Clothing Equipment

PMS

Preventative Medicine Section

POC

Point Of Contact

POV

Privately Owned Vehicle

PPE

Personal Protective Equipment

RAC

Risk Assessment Category

RPE

Respiratory Protection Equipment

RPP

Respiratory Protection Program

RSO

Radiation Safety Officer

SASOHI

Standard Army Safety and Occupational Health Inspection

SCBA

Self-Contained Breathing Apparatus

SDO

Staff Duty Officer

SDS

Safety Data Sheet

SIR

Significant Incident Reporting

SOH

Safety and Occupational Health

SOHAC

Safety and Occupational Health Advisory Council

SOP

Standing Operational Procedure

U.S.

United States

USACRC

United States Army Combat Readiness Center

USAG

United States Army Garrison