



USAG Bavaria

Supervisor / Employee Safety Brief



What's in the box?

Safety Mission Statement

OSHA Compliance

Employer Responsibility

Employee Responsibilities

Performance Appraisal

Whistleblower Protection

Annual Inspections

Job Hazard Analysis

Composite Risk Management

Accident Reporting (Mishaps)

Worker Compensation

Report an Unsafe or Healthful Working Condition (Hazard Report)

Additional Duty Safety Officers (ADSO)

Confined Space Awareness





USAG Bavaria

Supervisor / Employee Safety Brief



Safety Mission Statement

Facilitate, train, consult and assist Garrison leadership, supervisors and employees in providing, as much as possible, a safe and healthful work environment. To instill an ownership culture in the USAG Bavaria Safety Program which creates a safety conscious mindset in all aspects of the job.

Question: Does the Safety Office own any safety programs?

Answer is... *NO!!!!*

All Directorates (employer) are responsible for the administration and implementation of safety programs within their work centers that support a safe and healthful work environment for their employees.



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Supervisor / Employee Safety Brief



Federal Standards: OSHA Compliance

- ✓ **SEC. 19. of the OSHA Act and Executive Order 12196 Federal Agency Safety Programs and Responsibilities applies OSHA standards and regulatory requirements to federal agencies and it's workforce. 29 CFR 1960, Basic Program Elements for Federal Employees OSHA.**
- ✓ **An OSHA inspector can issue citations to a Commander for non-compliance of Occupational Safety and Health Standards but cannot issue fines to another federal agency.**
- ✓ **Only exemption to OSHA compliance are "Military Unique" operations. These are very narrow in application i.e. maintenance on an M-1 tank or A-10 aircraft is no different than working on any other vehicle or aircraft, OSHA applies. Firing a round out of a tank or loading bombs on the A-10 would be considered military unique. There are no processes that garrison employees work in that would be considered military unique.**

In Europe the Army and other DoD components apply the most stringent requirements between OSHA or host nation laws to it's workforce. Local National employees fall under "Arbeitsschutzgesetz" and US employees fall under "OSHA" for recording purposes.



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Employer / Supervisor Responsibility

- ✓ Examine workplace conditions to make sure they conform to applicable OSHA standards.
- ✓ Make sure employees have and use safe tools and equipment and properly maintain this equipment.
- ✓ Use color codes, posters, labels or signs to warn employees of potential hazards.
- ✓ Establish or update operating procedures and communicate them so that employees follow safety and health requirements.
- ✓ Employers must provide safety training in a language and vocabulary workers can understand.
- ✓ Employers with hazardous chemicals in the workplace must develop and implement a written hazard communication program and train employees on the hazards they are exposed to and proper precautions (and a copy of safety data sheets must be readily available).

Question: If there is no specific standard but there is a recognized hazard, does the supervisor have a responsibility to correct the issue?

Answer: Yes, when there is no specific standard the “General Duty Clause” comes into affect. “Each employer shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees (OSHA Act Sec 5(a)(1)”



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Supervisor / Employee Safety Brief



Compliance Duties Owed to Each Employee

- Personal protective equipment. Standards in this part requiring the employer to provide personal protective equipment (PPE), including respirators and other types of PPE, because of hazards to employees impose a separate compliance duty with respect to each employee covered by the requirement. The employer must provide PPE to each employee required to use the PPE, and each failure to provide PPE to an employee may be considered a separate violation. 1910.9(a)
✓ Bottom line: Work centers must provide appropriate PPE that's in good condition for any job.
- Training. Standards in this part requiring training on hazards and related matters, such as standards requiring that employees receive training or that the employer train employees, provide training to employees, or institute or implement a training program, impose a separate compliance duty with respect to each employee covered by the requirement. The employer must train each affected employee in the manner required by the standard, and each failure to train an employee may be considered a separate violation. 1910.9(b)
✓ Bottom line: Employees must be properly trained on the hazards and proper use of PPE for the tasks of each job.

Question: Does OSHA State that a supervisor keep a roster showing that the work center required safety training has been completed by an employee i.e. use of personal protective equipment, lockout / tagout, hazards of the task / job?

Answer: No, OSHA only states that the employee must be trained, but how do you prove training was accomplished?

Big Tip ∞ Have employees sign a training roster!!!!



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Supervisor / Employee Safety Brief



Employee Responsibility

- ✓ Each employee shall comply with the standards, rules, regulations and orders issued by his/her agency in accordance with section 19 of the Act, Executive Order 12196, and this part which are applicable to his/her own actions and conduct.
- ✓ Employees shall use safety equipment, personal protective equipment, and other devices and procedures provided or directed by the agency and necessary for their protection.
- ✓ Employees shall have the right to report unsafe and unhealthful working conditions to appropriate officials.
- ✓ Employees shall be authorized official time to participate in the activities provided for in section 19 of the Act, Executive Order 12196, this part, and the agency occupational safety and health program. 29 CFR 1960.10



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Supervisor / Employee Safety Brief



Evaluation of Occupational Safety and Health In Performance Appraisals

- ✓ Each agency head shall ensure that any performance evaluation of any management official in charge of an establishment, any supervisory employee, or other appropriate management official, measures that employee's performance in meeting requirements of the agency occupational safety and health program, consistent with the employee's assigned responsibilities and authority, and taking into consideration any applicable regulations of the Office of Personnel Management or other appropriate authority. The recognition of superior performance in discharging safety and health responsibilities by an individual or group should be encouraged and noted. 29 CFR 1960.11

Why: Safety is a line management responsibility!

What does line management mean?

Answer: Line management is a business term to describe the administration of activities that contribute directly to the output of products or services. In a corporate hierarchy, a line manager holds authority in a vertical (chain of command), and/or over a particular product line.



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Supervisor / Employee Safety Brief



OSHA Whistleblower Protection For Federal Employees

- ✓ A federal employee who wants to file a complaint alleging retaliation due to disclosure of a substantial and specific danger to public health or safety or involving occupational safety or health should contact the Office of Special Counsel and OSHA's Office of Federal Agency Programs at;

www.osc.gov

www.osha.gov/dep/enforcement/dep_offices.html

- ✓ How OSHA Determines Whether Retaliation Took Place? The investigation must reveal that:
 - ❖ The employee engaged in protected activity;
 - ❖ The employer knew about or suspected the protected activity;
 - ❖ The employer took an adverse action; and
 - ❖ The protected activity motivated or contributed to the adverse action.



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Why Annual Inspections?

- ✓ **All areas and operations of each workplace, including office operations, shall be inspected at least annually. More frequent inspections shall be conducted in all workplaces where there is an increased risk of accident, injury, or illness due to the nature of the work performed. Sufficient unannounced inspections and unannounced follow-up inspections should be conducted by the agency to ensure the identification and abatement of hazardous conditions. 29 CFR 1960.25(c)**
- ✓ **Safety Inspections are a critical element in the identification of safety related issues with facilities, machinery, ergonomic, personal protective equipment (PPE), safety program management and training.**

Supervisors and employees should do periodic inspections of their work centers or job locations, this also includes PPE, machinery or any other processes that personnel are exposed too.

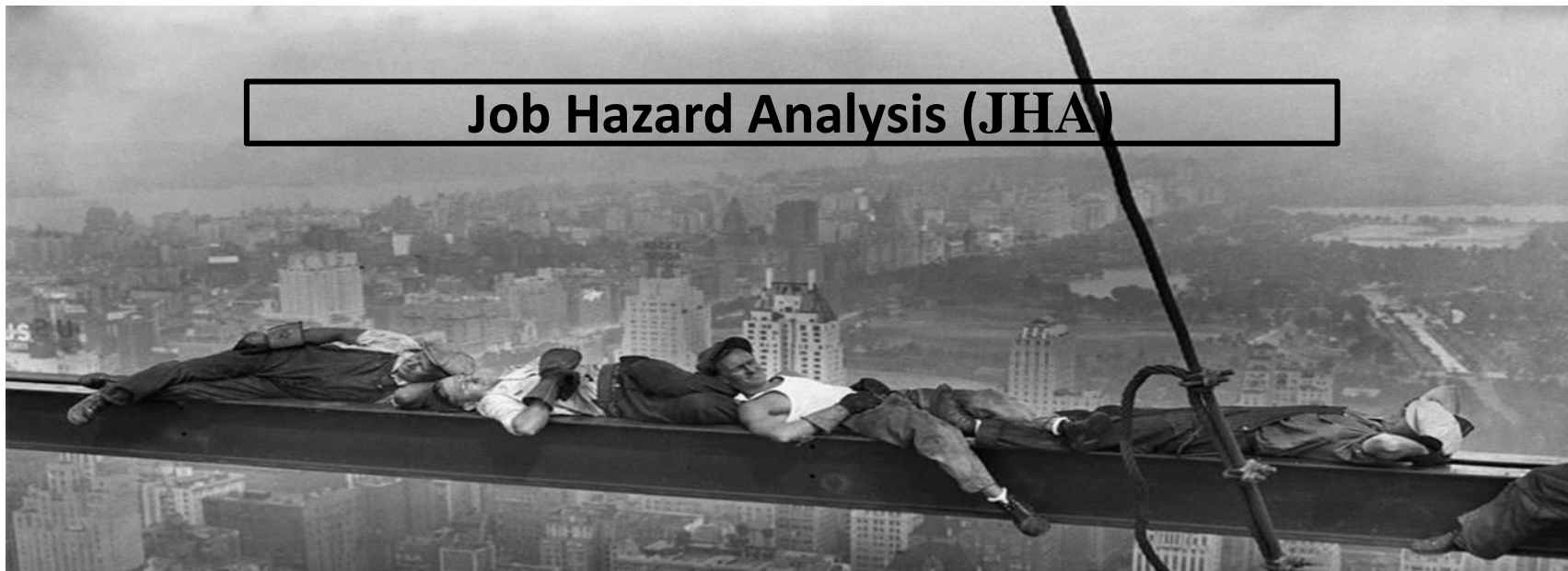


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Job Hazard Analysis (JHA)



- ✓ A job hazard analysis is a technique that focuses on job tasks as a way to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tools, and the work environment. Ideally, after you identify uncontrolled hazards, you will take steps to eliminate or reduce them to an acceptable risk level.
- ✓ Supervisors can use the findings of a job hazard analysis to eliminate and prevent hazards in their workplaces. *The analysis also can be a valuable tool for training new employees in the steps required to perform their jobs safely.*
- ✓ Supervisors will conduct and document an annual review of the JHA's.
- ✓ JHA Guide and example can be found in the Q drive; Public / Safety / Safety Guides Folder



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Supervisor / Employee Safety Brief

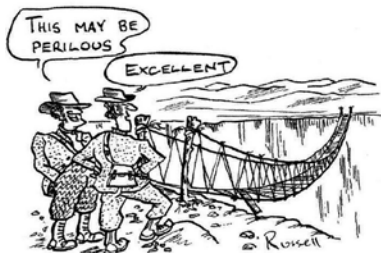


Risk Management

DA-Pam 385-30

- ✓ Used to assess and document hazards and mitigation efforts for any process or event which does not have governing standards and which poses potential risk or hazards too personnel or property.
- ✓ Risk management provides commanders with the ability to balance risk levels with other desired outcomes in terms of impact to mission, cost, performance, and schedules.
- ✓ Risk management *does not* give the Army the authority to violate or deliberately disobey local, state, national, or host nation laws: commanders cannot use the process to justify ignoring regulatory restrictions, such as occupational safety and health regulations, life safety, and fire protection codes, physical security requirements, or to alter or bypass legislative intent.
- ✓ Risk management is documented on DD Form 2977, instructions can be found in Appendix B, DA-Pam 385-30.
- ✓ Maximum credible risk is the risk associated with the hazard that is the most severe and the most credible. Another words the line item with the greatest severity would be used as maximum credible risk

Victorian risk assessment





USAG Bavaria Accident Reporting

***All Accidents are reported to the Supervisor immediately**



****Supervisor notifies chain of command,
Additional Duty Safety Officer, & Safety Office**



**Supervisor initiates Online Accident Notification
within 3 duty days of the accident**

http://www.bavaria.army.mil/docs/Safety_Accident_Notification.pdf

***Accidents include any damage or any injury to:**

- ✓ Government Property
- ✓ Government Motor Vehicles
- ✓ Rental vehicles paid by the government
- ✓ Work related injuries to: DA, L/N, NAF and Volunteer employees

****Work related injuries that require an employee to receive immediate medical attention or hospitalization must notify the Safety Office immediately.**

Duty hours: R-T 526-2303 / G 440-3595 / H 466-2865

After hours, weekends, holidays IOC: 526-3025

Any questions, please call one of the Safety Office numbers listed above.



USAG Bavaria

Supervisor / Employee Safety Brief



Workman's Compensation Claim

✓ If an employee received a work related injury and want or received medical care they must fill out one of the following forms;

- ❖ GS employees – ECOMP, [HTTPS://ECOMP.DOL.GOV](https://ecompany.dol.gov)
- ❖ NAF Employees, LS-201/202
- ❖ Local National Employees, AE Form 385-10A (LN Unfallanzeige)

Regardless of the employees status always submit an On-Line Accident Report;

http://www.bavaria.army.mil/docs/Safety_Accident_Notification.pdf

*If work related injury becomes a recordable accident (mishap),
an Abbreviated Ground Accident Report (AGAR) will be initiated
from the Safety Office*



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Supervisor / Employee Safety Brief



Report Unsafe Working Condition (Hazard Report)

- ✓ The DA Form 4755, Hazard Report (Employee Report of Alleged Unsafe or Unhealthy Working Conditions) provides a means of identifying conditions that may have greater impact beyond the unit level.
 - ❖ All personnel must have access to these forms. Instructions for their use are provided at their location.
 - ❖ These reports may be submitted anonymously.
 - ❖ Federal law prevents any action from being taken that discriminates against individuals based on the exercising of this right.
- ✓ This is available as an online reporting tool:

http://www.bavaria.army.mil/docs/Safety_AR385-10_English.pdf

or

http://www.bavaria.army.mil/docs/Safety_AR385-10_German.pdf



USAG Bavaria

Supervisor / Employee Safety Brief



Directorate Additional Duty Safety Officers

- ADSO's keep the Director updated on the Directorate Safety Program (meet monthly)
- Keeps Directorate leadership updated on accidents or serious conditions
- Conducts two random spot inspections monthly
- Will be the go to person for dissemination of Safety information sent from the Safety Office
- Coordinate annual Safety Inspections and Assessments with Director and Safety Office including reports

FMWR: Mr. Campbell, Mr. Morrison

DRM: Mr. Klug, Mr. Schatz

SSS: Mr. Kreuzer, Mr. Muzzy

DHR: Ms. Holliman, Mr. Rodriguez

DPW: Mr. Dolles, Mr. W. Schwemmer

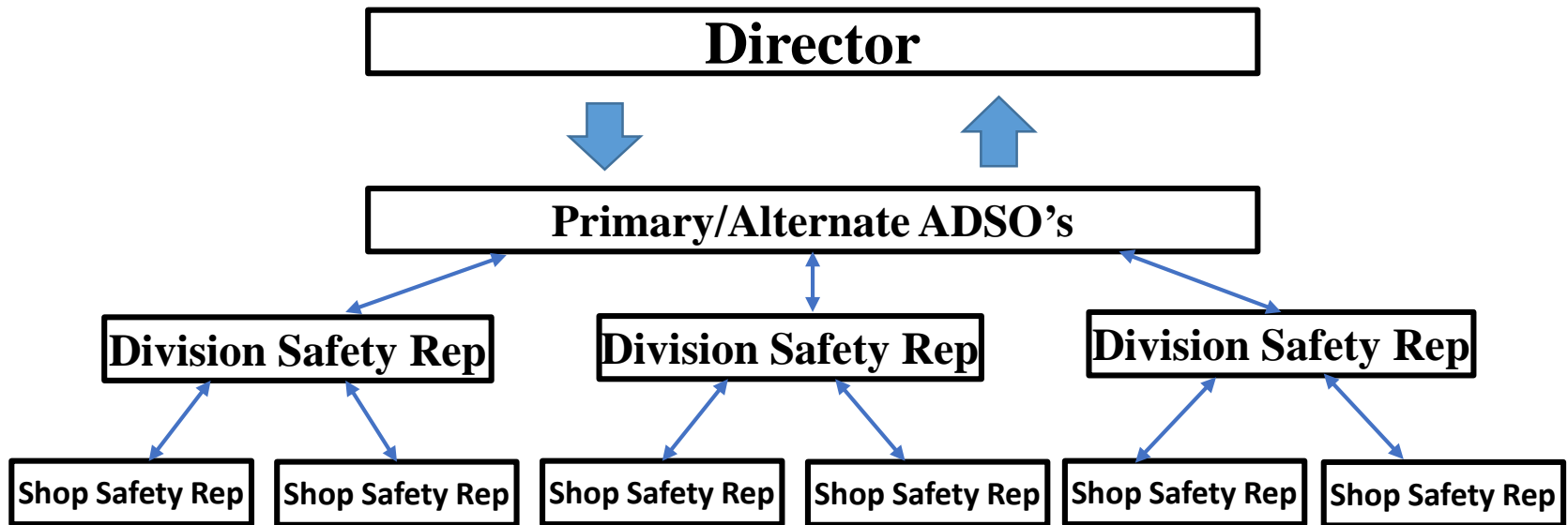
DES: SSG Stevens, SSG Strong

HHC: SSG Vance, SSG Walden



USAG Bavaria

Supervisor / Employee Safety Brief



- ✓ Directors must engage to ensure your organizations Safety Program is set-up for success.
- ✓ Arrange to meet the need of the organization, but there must be clear lines of communication and all employees know who they can contact within the organization for assistance.
- ✓ The selection of a Primary and Alternate ADSO must be a well thought out, the individuals need to be willing to take on the responsibilities.



USAG Bavaria

Supervisor / Employee Safety Brief



Confined Space Awareness

A Confined Space is any space that: (49 CFR 1910.146)

- ✓ Is large enough and configured so a worker can bodily enter and perform assigned work.
- ✓ Has limited or restricted means for entry or exit (example: tanks, vessels, silos, storage bins, vaults, manholes and pits, etc.).
- ✓ Is not designed for continuous human occupancy.
 - ❖ 60% of confined space deaths occurred from rescue attempts
 - ❖ Many confined spaces have oxygen deficient atmospheres, an individual can become disoriented and lose consciousness in mere seconds
 - ❖ Most confined space entries by trained emergency rescue personnel are extractions (death) and not rescues
 - ❖ Atmosphere may be toxic and could cause chronic respiratory or epidermal conditions
- ✓ ***Bottom line, never, never, never ever enter into any container, vessel, manhole, pit etc. to attempt a rescue, always call on-post Rose / Tower, Fire 117 (09641-83-117), MP 114 (09641-83-114), or off Post 112.***



USAG Bavaria

Supervisor / Employee Safety Brief



Safety Information Available Q:\Public\Safety

Garrison_Transition_Center	4/14/2015 1:24 PM	File folder	INFOCON	2/11/2016 5:36 PM	File folder
Garrison_Vehical_Reg	2/19/2013 11:35 AM	File folder	ITC Briefs	3/25/2016 10:09 AM	File folder
Garrison_Wellness Center	1/15/2010 3:10 PM	File folder	Kickball 15Mar13	3/28/2013 8:45 AM	File folder
Garrison_WIC	6/3/2015 12:43 PM	File folder	Network SOP	1/31/2013 12:34 PM	File folder
Garrison_Works Council	10/15/2015 1:07 PM	File folder	NETZERO 90% REPORT ROSE BKS	7/15/2013 11:24 AM	File folder
Health_Promotions	10/4/2013 1:07 PM	File folder	PAI	4/9/2013 12:02 PM	File folder
Hohenfels_CMV	4/18/2014 8:52 AM	File folder	QWS3270 - PERNET Software	3/15/2016 8:12 AM	File folder
LFOA	9/4/2014 9:46 AM	File folder	Recovery	4/9/2013 11:38 AM	File folder
LNSP	3/23/2016 2:30 PM	File folder	Safety	5/17/2016 11:18 AM	File folder
LRC_Bavaria	12/20/2012 9:28 AM	File folder	Shared Documents	3/14/2016 9:42 AM	File folder
PETS	2/29/2016 7:43 AM	File folder	SharePoint SCRs	11/18/2013 9:08 AM	File folder
Public	3/16/2016 8:35 AM	File folder	Spamming Information	5/14/2010 2:23 PM	File folder
Recycle Bin	4/9/2013 11:59 AM	File folder			
Red Cross	4/15/2016 12:50 PM	File folder			
Retention_Office	6/6/2012 1:29 PM	File folder			
Temp	3/16/2016 11:14 AM	File folder			
To Be Deleted	3/16/2016 11:14 AM	File folder			
vpc	9/25/2014 10:30 AM	File folder			

Name	Date modified	Type	Size	
ADSO Tools	5/13/2016 7:26 AM	File folder		
Briefings & Training Material	5/13/2016 7:23 AM	File folder		
Checklists	5/13/2016 7:09 AM	File folder		
Critical Days of Summer	5/17/2016 7:08 AM	File folder		
Safety Grams	5/13/2016 7:09 AM	File folder		
Safety Guides	5/17/2016 11:18 AM	File folder		
Safety Information Board	5/13/2016 7:31 AM	File folder		
SOHAC	5/13/2016 7:22 AM	File folder		





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Supervisor / Employee Safety Brief



Questions?

