

Department of the Army  
US Army Installation Management Command  
Headquarters, United States Army Garrison, Fort Belvoir  
9820 Flagler Road, Suite 213  
Fort Belvoir, VA 22060

USAG Fort Belvoir Regulation 385-10

## SAFETY PROGRAM

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**Summary.** This regulation prescribes policies, procedures, and responsibilities for the United States Army Garrison (USAG) Ft. Belvoir Safety Program. It defines programs for institutionalizing the Ft. Belvoir Safety Program to maintain and protect the workforce and conserve resources.

**Applicability.** This USAG Ft. Belvoir regulation applies to the Active Army, the Army National Guard, the U.S. Army Reserve Garrisons, the Garrison Ft. Belvoir Directorates, and the Partner organizations under Ft. Belvoir mission command, unless otherwise stated.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from the Garrison Commander (GC) and the Garrison Safety Office (GSO), Ft. Belvoir, 9820 Flagler Road, Suite 213 Fort Belvoir, VA 22060. Supplementation resulting from Status of Forces Agreements (SOFA), or local requirements will be staffed through the chain of command and approved by the Garrison Commander

**Proponent and exception authority.** The proponent of this Ft. Belvoir regulation is the USAG Safety Directorate. Ft. Belvoir has the authority to approve exceptions or waivers that are consistent with controlling law and regulations. Activities may request a waiver 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 IMSO. Refer to AR 25-30 for specific guidance. Send comments on DA Form 2028 (Recommended Changes to Publications) directly to Garrison Commander Ft. Belvoir, Building 269 9820 Flagler Road, USAG Fort Belvoir, VA 22060.

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COL, AG  
Commanding

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## **Chapter 1. Ft. Belvoir Safety Program**

### **1-1. Purpose**

Safety is a Commander's responsibility.

This regulation prescribes policies, procedures, and responsibilities for managing the USAG Ft. Belvoir Safety Program. It provides Ft. Belvoir -specific requirements to supplement Army Materials Command (AMC) and the Army Safety Program responsibilities. The objectives are to protect the force against accidental loss, establish a safety culture, and to institutionalize Risk Management (RM) processes.

The foundation of the Ft. Belvoir Safety Program rests on the six principles of the Army's Safety and Occupational Health Management System (ASOHMS):

- Enthusiastic leadership engagement and employee participation
- Timely and thorough accident investigations
- Targeted safety and occupational health (SOH) training
- Systematic workplace inspections
- Effective hazard analysis and countermeasures
- Complete health protection and readiness

### **1-2. References**

Required and related publications and prescribed forms are listed in Appendix A.

**1-3. Explanation of Abbreviations and Terms** - see glossary.

### **1-4. Responsibilities**

- a. Garrison Commander (GC) and Garrison Safety Office (GSO) will:
  - (1) Execute directed requirements of 29 CFR 1910, 1926, and 1960.
  - (2) Direct and support a Ft. Belvoir Safety Program.
  - (3) Allocate resources to support effective, proactive safety programs.
  - (4) Provide for implementation of the ASOHMS.
  - (5) Establish safety training programs.
  - (6) Integrate SOH into the Command Inspection Program (CIP).
  - (7) Incorporate Risk Management into Ft. Belvoir operations.
- b. Commander, Directors, and leaders at all levels will:
  - (1) Ensure the establishment of a written Safety Policy that ensures all Public Law, DoD Directives / Instructions, Army Safety regulations, and ASOHMS Capability Objectives and sub-elements are integrated into a signed, local, mission specific, overarching safety and health plan.
  - (2) Demonstrate effective, visible leadership with respect to the SOH program.
  - (3) Establish and document a process to ensure clear two-way line of communication between senior leaders and personnel for SOH issues.
  - (4) Work with Public Health Command towards effective occupational health and medical surveillance programs.
  - (5) Ensure leaders are held accountable for meeting SOH responsibilities and SOH is a rated element in annual evaluations for all leaders.

(6) Ensure Garrison personnel are aware of their rights under the Occupational Safety and Health (OSH) Act.

(7) Supervisors and employees will comply with Public Law, DoD Directives/Instructions, Army Safety policy, and this publication.

c. Soldiers and Civilians will

(1) Comply with Public Law, DoD Directives/Instructions, Army Safety policy, and this publication.

(2) Participate in their Command's SOH Management System.

(3) Participate in their Command SOH Management System by conducting safety inspections, reporting hazards/near misses, attending safety training, providing safety suggestions, and, if required, being appointed as Unit Safety Officer (USO).

## **Chapter 2. Safety Program Management**

### **2-1. Commander's Annual Safety Plan and Goals/Objectives**

a. Overview: The planning and executing of the Commander's Annual Safety Plan (CASP) requires detailed planning, budgeting, and resourcing. It is imperative that the Garrison Safety Office (GSO) develop an annual, prioritized work plan, addressing all required, specified, and implied safety tasks and responsibilities.

b. Commander's Annual Safety Plan (CASP):

(1) GSO reviews and approves the CASP on a semiannual basis.

(2) GSO will base their CASP on Tables J1, J2, and J3 of DA Pam 385-10. The level of core functions and program elements for implementation may vary and be tailored to Garrison needs.

(a) The CASP will be rank-ordered into a "1-to-n" listing.

(b) The GSO will review the CASP quarterly and adjust as priorities warrant.

(c) The CASP will include all requirements from applicable Public Laws, DoD Directives/ Instructions, Army Regulation/ Pamphlets, Commander/ Manager guidance/priorities, and the Senior Commander's (SC) guidance/priorities.

(d) The GSO will determine what items can and cannot be executed. Those items which cannot be executed will be assessed and assigned a residual risk and presented to the CM for acceptance.

(3) The CASP is a 'living document' with priorities that are influenced by budget, resources, manning, Memorandums of Agreement (MOA), Memorandums of Understanding (MOU), Installation Support Agreements (ISA), CM's guidance, and Senior Commander's guidance.

c. Safety Program Goals and Objectives are based on the annual goals and objectives published by AMC. Leaders at all levels will establish an effective method of communicating goals, objectives, and policies to their employees.

d. Responsibilities

(1) The USAG Commander will:

(a) Ensure that appropriate funding and resources are available.

(b) Review and accept the residual risk for items that cannot be addressed.

(2) The GSO will:

(a) Develop and implement/execute the CASP.

(b) Review/adjust the items in the CASP and their relative rankings quarterly.

- (c) Assign a residual risk code to those line items that cannot be addressed.
- (d) Ensure efficient usage of resources for maximum task execution.
- (e) Measure progress toward achievement of SOH goals and objectives throughout the year.
- (f) Conduct a self-evaluation of the SOH Program each year producing recommendations for improvements with an assigned action officer.
- (g) Assess Garrison workplaces to determine if hazards are present or are likely to be present which necessitate the use of PPE.

## **2-2. Reporting and Evaluation**

- a. Installation Status Report (ISR) overview.
  - (1) See the Command's Unified Service Package (USP) details in ISR.
  - (2) Service 112 considered that no two Garrisons and no two Installations are alike. The metrics align with the Core Functions of the Army Safety Program.
  - (3) AR 600-20 and AR 210-14 lists the Senior Commander and Garrison Commander responsibilities.
  - (4) Garrisons will prioritize services based on Public Law, SOFA agreements, Army Regulation, guidance, resources, budget, and staffing.
- b. Metrics. ISR metrics measure what the Garrison does for the Installation. The USP lists Service 112 metrics.
- c. Collection of Installation level metrics from mission/tenant units can be supported by AR 210-14, Paragraph 1-4, e.

## **2-3. Enhanced Army Readiness Assessment Program (eARAP)**

- a. The eARAP is a web-based tool that provides commanders with an in-depth look into the Garrison's safety posture. This program samples unit safety climate and culture in six categories:
  - (1) Common Core,
  - (2) Organizational Processes,
  - (3) Organizational Climate,
  - (4) Resources,
  - (5) Supervision,
  - (6) Safety Program
- b. eARAP compiles the perceptions of the Command Climate and Safety with an emphasis on safety concerns through an anonymous, online survey. Commanders are provided a candid look at their unit's safety culture and risk management process.
- c. Garrison Commanders are required to conduct an eARAP within 90 days of assignment to USAG.
- d. The Garrison Commander shall use and review eARAP survey results to drive continuous improvement.

## **2-4. Councils and Committees**

- a. Ft. Belvoir Safety and Occupational Health Advisory Councils (SOHAC)
  - (1) GC Ft. Belvoir will establish and chair a Command SOHAC.
  - (2) Members will include Ft. Belvoir GC, Ft. Belvoir Directorate Directors, and HQ Ft. Belvoir Coordinating Staff.

- (3) GC SOHAC will meet a minimum of two times per year.
- (4) Partners will brief their safety stats to GC Ft. Belvoir.
- b. Garrison SOHAC
  - (1) USAG Commander will establish a Garrison SOHAC.
  - (2) Topics that should be discussed include, but are not limited to:
    - a. Accident trends by Directorate and Partners.
    - b. Mitigation plans/programs by Directorate and Partners.
    - c. Best practices.
    - d. USO reports.

## **2-5. Standards and Procedures**

- a. Policy: Ft. Belvoir operations are subject to Federal and DoD safety standards. Garrison operations are not exempt from OSHA standards.
- b. The Garrison has a documented process to evaluate progress throughout the fiscal year to gauge status of achieving Goals and Objectives in the SOH Strategic Plan.
- c. Risk Management (RM). The concepts and principles of RM (AR 385-10, DA Pam 385-30, and ATP 5-19) will be implemented and integrated at every level within Ft. Belvoir. Leaders at all levels will not accept unnecessary risk. Supervisors/ Managers / OICs / NCOICs will perform risk assessments as part of the planning process. Provide copies to the Garrison Safety Office prior to scheduled events.
  - (1) GSO will establish a written risk acceptance authority policy. This policy should follow residual risk acceptance addressed in DA Pam 385-30, tables 4-1 and 4-2.
  - (2) Records Management: Records created as a result of processes prescribed by this regulation will be identified, maintained, and disposed of according to AR 25-400-2 and DA Pam 25-403.

## **Chapter 3. Mishap Investigation and Reporting**

### **3-1. Overview**

- a. This chapter provides Ft. Belvoir guidance for initial notification, investigating, and reporting of Army accidents involving Ft. Belvoir personnel and/or equipment.
- b. Ft. Belvoir policy is to investigate and report all accidents and mishaps to prevent like occurrences. All accidents will be investigated, reported, and analyzed according to the requirements of this regulation, AR 385-10, DA Pam 385-40, and U.S. Army Combat Readiness Center (USACRC) guidelines.

### **3-2. Responsibilities**

- a. Garrison Safety Office:
  - (1) For this regulation, "accident" is defined as an incident that either causes a workers' compensation report to be filed and/or results in damage to Army property.
  - (2) Ensure that all Garrison accidents are investigated IAW AR 385-10 and DA Pam 385-40 and, if required, reported via the USACRC's reporting program, and recorded on applicable federal OSHA Logs/Forms.
  - (3) Ensure root cause analysis is completed to effectively abate hazards with appropriate corrective actions.
  - (4) Ensure that Ft. Belvoir Garrison Safety Office is informed of all Class A and B Accidents.
- b. First-line supervisor of the injured/ill employee:



- (1) Promptly notifies the GSO of accidents, mishaps, and near misses.
- (2) Initiates the accident reporting and investigation process.
- (3) Ensures personnel understand importance of reporting to guarantee proper recordkeeping and that mishap data is used to eliminate future occurrences.
- (4) Develop control measures to prevent future injuries.
- c. Garrison Safety Office:
  - (1) Ensures that the investigation and the associated mitigation plan is completed.
  - (2) Ensures that lessons learned, and positive and negative trends are communicated to appropriate audiences.
  - (3) Implements program to train Garrison employees in accident reporting/investigation.
  - (4) Ensures that accident investigations use the "ASMIS 2.0" submission mode.
  - (5) Ensures that the Initial Notification of Class A or B Accidents IAW DA Pam 385- 40 is followed.
  - (6) Notifies the Garrison Safety Office when a Class A or B accident involving Ft. Belvoir personnel, property, or contractors occurs.
- d. Employees
  - (1) Report work related injuries and illnesses to their supervisor as soon as possible.
  - (2) Cooperate with accident investigation process.

## **Chapter 4. Contracting Safety**

**4-1. Policy:** This chapter prescribes Ft. Belvoir 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.

### **4-2. Responsibilities**

- a. Garrison Safety Office (GSO):
  - (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 COR.
- (7) Ensure the COR conduct inspections or reviews reports to verify contractors are identifying, tracking, and abating or controlling hazards in their work areas.
  - b. Ft. Belvoir 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 Ft. Belvoir contracts comply with their accident prevention/safety plan.
    - (5) Ensure contractors comply with OSHA, and, if applicable, host nation standards.
  - c. The Ft. Belvoir Safety Director reviews Ft. Belvoir enterprise level contracts.
  - d. The GSO reviews Garrison contracts (APF and NAF) to ensure inclusion of safety requirements.

## Chapter 5. Explosives Safety Management

**5-1. Explosives Safety.** Explosives safety requirements are found in DESR 6055.9, AR 385-10, AR 385-63, DA PAM 385-30, DA PAM 385-63, and DA Pam 385-64.

- a. Responsibilities
  - (1) SC approves DA Form 7632 (Deviation Approval and Risk Acceptance Document - DARAD) for *high* or *extremely high-risk* Ft. Belvoir Explosives Operations.
  - (2) The Ft. Belvoir Safety Director establishes and manages requirements for an AE safety program.
  - (3) Garrison Safety Office establishes a comprehensive, written ESMP that supports the Senior Commander's ESMP.
  - (4) The Garrison Commander:
    - (a) Approves Garrison explosive DARADs involving low risk levels.
    - (b) Approves Category Z (mixed) AE storage, unless authority has been specifically retained by the ACOM, DRU, ASCC Commander, or Senior Commander.
    - (c) Approves AE storage.
    - (d) Approves Ammo storage licenses (can be approved by Commander's representative IAW DA Pam 385-64, 5-2).
    - (e) Annually approves the ammunition and explosives routes and sites map.
  - (5) Ft. Belvoir Directorates:
    - (a) Include explosives safety program requirements in evaluations and inspection checklists used to evaluate Garrison safety programs.
    - (b) Review and provide recommendations on DARAD's to the IMSO when residual risk levels are high or extremely high.
  - (6) GSO with an Explosives Safety Mission will:

- (a) Comply with specified requirements in DA Pam 385-64, paragraph 1-6 b.
- (b) Review and staff explosives license requests.
- (c) Monitor Ft. Belvoir Garrison operations involving AE.
- (d) Monitor the use and storage of Garrison non-standard ammunition items.
- (e) Assist organizations in determining quantity distance requirements with assistance from Quality Assurance Specialist Ammunition Surveillance (QASAS).
- (f) Coordinate with and assist organizations, DPW, and QASAS in determining requirements, site selection, and layout of new and revised storage facilities.
- (g) Assist in developing, coordinating, and submitting ESSP.s.
- (h) Review unit ESSPs to ensure ESQD, DPW, Environmental, FES, and other Garrison stakeholder awareness and assessment.
- (i) Verify DPW integrates ESSP information into the Installation Master Plan.
- (j) Ensure proper Garrison staff review for submitted DARADs providing appropriate Garrison endorsement and routing through mission command channels once Master Planning requirements are met.
- (l) Initiate or assist in the completion of DA Form 7632 (DARAD) for any situation currently violating or expected to violate AE safety standards. Perform preliminary reviews of documents submitted, ensure coordination with, DES, DPW Master Planning, and Environmental, and recommend Garrison Command structure, once Master Planning and explosives safety standards are met, depending on the risk owner.
- (m) Ensure responses are provided to Garrison findings from DoD Explosives Safety Board (DDESB) surveys, Worldwide Ammunition Review, or Ammunition Review and Technical Assistance visits from the Defense Ammunition Center (DAC). Provide reports via the organization's chain of command.
- (n) Coordinate proper routing of DARADs, ESPs, ESSPs through the USAG staffing process, ISO Mission Organization requirements, then to the Senior Commander, IAW ACOM, ASCC, or DRU routing requirements. Routing for Ft. Belvoir specific DARADs, ESPs, and ESSPs will be from the Garrison, through the Senior Commander, through the ID, through USAG Ft. Belvoir (IMSO) to USATCES and DDESB.

## **Chapter 6. Family Morale, Welfare, and Recreation (FMWR) and Seasonal Safety**

### **6-1. Water, Public, Family, Off-Duty, Recreational, and Seasonal Safety**

- a. Overview
  - (1) Public, Family, child and youth, and recreational safety programs are an essential part of the Army Safety Program.
  - (2) As part of the Army Safety Program, a strategy will be established to provide safe recreational activities. This strategy will be publicized in a manner appropriate to the geographic area.
- b. Responsibilities
  - (1) Garrison Safety Office:
    - (a) Approves safety process and procedures used in FMWR activities.
    - (b) Approves risk assessments developed by FMWR for children and teen installation activities.
  - (2) Garrison Safety Office:
    - (a) Implement requirements of AR 385-10 and TB MED 575.

(b) Review/approve safety procedures developed by DFMWR for personnel using FMWR facilities.

(c) Provide special attention to swimming pools and natural swimming areas or beaches as required. Local regulations will include the safety requirements contained in AR 215-1. Assist in performing a pre-season risk analysis to assess the specific risks associated with beaches/lake areas and assist FMWR in identifying countermeasures to reduce risks to acceptable levels. Provide an initial and annual safety inspection of pools and natural swimming areas before the season opening.

(d) Review FMWR sports policies to ensure safety considerations developed.

(e) Develop seasonal safety campaigns that support Army safety efforts.

(f) Assist in the development of safety process and procedures used in all FMWR shops, including automotive, crafts, wood, framing, food service, etc...

(g) Ensure policies and procedures associated with recreational boating safety are included in local MWR policy.

## **6-2. Child and Youth School Service (CYSS) Safety**

a. CYSS offers a unique and challenging aspect to safety. This chapter provides instructions on safety inspections of child and youth facilities.

b. Inspections

(1) Each CYS facility will be inspected in accordance with AR 608-10, 2-32.

(2) Playgrounds will be inspected (based on frequency of use) by a certified inspector (National Program for Playground Safety) or a Certified Playground Safety Inspector (CPSI).

(3) Family Child Care (FCC) homes will be inspected IAW AR 385-10, 6-12.

c. The Garrison Safety Office will:

(1) Conduct the required CVS inspections (3 per year).

(2) Maintain inspection records in accordance with Chapter 13 of this regulation.

(3) Assist CVS in assessing accidents involving children.

(4) Provide workplace specific training for USO at each CYS facility.

## **Chapter 7. Radiation Safety Management**

### **7-1. General**

a. AR 385-10 lists all radiation safety responsibilities for Garrison Radiation Safety Officers (RSOs).

b. The HQ FT. BE health physicist is the source for guidance on Federal, DOD, and Army radiation safety policies and procedures.

c. Provide garrison 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.

### **7-2. Qualification of Garrison RSOs**

a. 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 Ft. Belvoir Garrison RSO course before appointments.

b. The HQ Ft. Belvoir health physicist will provide required garrison RSO annual refresher training to Garrison RSOs and garrison Alternate RSOs

## **Chapter 8. Safety Awards Program**

**8-1. Overview:** Safety awards enhance operations and improve safety awareness by recognizing and promoting individual and organizational safety successes. Intent: To recognize Garrisons, organizations personnel IDs, AEC, and individuals for outstanding safety performance.

Award nomination and submission will be in accordance with AR 385-10

### **8-2. Responsibilities**

- a. ID Directors:
  - (1) Develop safety awards to recognize individual and Garrison accomplishments.
  - (2) Approve Army Safety Excellence Streamer Award.
- b. Garrison Safety Office will:
  - (1) Develop a safety incentive award program for their Garrison.
  - (2) Self-nominate their USAG, IAW AR 385-10, Chapter 8, for Army Safety Awards.
  - (3) Evaluate individual safety efforts and submit for Army-level safety award.
- c. Director, Ft. Belvoir Safety:
  - (1) Establish an award review panel comprised of Ft. Belvoir personnel. The panel will review nominations and submit to CG Ft. Belvoir for endorsement.
  - (2) Specifically:
    - (a) Review and forward Garrison packets to DA for review.
    - (b) Recommend general officer recognition for those Garrison packets not selected at DA level.

## **Chapter 9. System Safety**

### **9-1. 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 Ft. Belvoir systems and facilities are identified, and the risks associated with these hazards are properly mitigated. It applies to all Ft. Belvoir materiel systems, facilities, and equipment.

### **9-2. Purpose of Facility System Safety**

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

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

- (1) Conducting system safety to minimize facility system life cycle risks.
- (2) Conducting hazard identification, FASS 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.

### **9-3. 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.

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

### **9-4. Responsibilities**

a. Garrison Safety Office will comply with applicable sections of DA Pam 385-16, System Safety Management Guide. Specifically:

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

(2) Identify, evaluate, and eliminate hazards and loss-producing conditions to a level acceptable to the managing activity.

(3) Use historical safety data, including lessons learned from other systems, in development of the System Safety Management Plan.

(4) Ensure minimum risk for new designs, materials, and test techniques.

(5) Document actions taken to eliminate or reduce risk to a level acceptable.

(6) Document and submit significant safety data as "lessons learned" to data banks, design handbooks, or specifications.

(7) Review hazard assessments for all tasks, duty positions, moderate and high-risk workplaces, and/or events with identified hazards.

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

b. Managers will coordinate with GSO for a SOH review prior to the purchase of Commercial Off the Shelf (COTS) items such as PPE and hazardous materials.

## **Chapter 10. Safety Training**

**10-1. Overview:** All USAG Ft. Belvoir personnel will complete Army and OSHA safety training according to their job requirements.

### **10-2. Responsibilities**

a. The Garrison Safety Office shall ensure that:

(1) Employees are properly trained to execute their job and provided/use appropriate PPE for known and suspected hazards.

(2) Garrison personnel are trained in local emergency preparedness.

(3) A written Emergency Action Plan (EAP) is developed and located where all personnel have access.

(4) Supervisors and managers are trained to recognize hazards and understand their responsibilities.

(5) The Garrison formally identified hazards within the workplace and developed related hazard control programs as required by regulatory guidance.

(6) Employees understand the fundamentals of SOHMS and each individual's responsibility in the system.

(7) SOH training is incorporated into planning, scheduling, resourcing, and records

management processes.

(8) First-aid supplies are provided in all work areas and an adequate amount of personnel are trained as first aid responders.

b. Supervisors shall ensure that:

(1) Employees understand job safety requirements.

(2) Employee safety training is tracked, and copies are maintained in Section/Directorate and reported to the Garrison Safety Manager.

(3) Employees are provided time and support to complete required safety training.

(4) Supply managers are properly trained in hazard communication standards.

(5) Personnel understand and use hazard controls (RM) or specific tasks such as OSHA's Hierarchy of Controls (Engineering, Administrative, Work Practices, and PPE) to control hazards.

c. The GSO shall support safety training across the Garrison.

### 10-3. Required Training

a. USAG Ft. Belvoir Military and Civilian personnel require safety training. The table below provides a list of common, required safety training.

b. Specialized training (hazard communication, forklift, confined space, blood-borne pathogen, PPE, occupational noise, etc.) is required for those individuals who work with, near, or have occupational exposure to specific hazards.

c. The GSO will ensure that SOH personnel are appropriately trained and/or certified to accomplish their mission and that there is a process to evaluate safety training to ensure delivery by a competent person and provides the relevant content related to the training requirements.

Course Name	Who	Requirement and Time Period
Leader's Safety and Occupational Health Course (LSC)	Commander, CSM, Deputy Garrison Commander	Course is a pre-requisite to the Pre-Command Course for Military.
Risk Management Civilian Basic Course	All Ft. Belvoir Civilians	Completed w/in 30 days of assignment. Course 2G-F104-DL
Risk Management Basic Course	All Ft. Belvoir Military	Completed w/in 30 days of assignment Course 2G-F97 DL
Safety Committee Member's Course	All S&OH Advisory Council Members	Prior to assuming safety-related responsibilities
Employee's Safety Course	All Ft. Belvoir employees	Completed within first 30 days of assignment/employment
USO Course	All Ft. Belvoir USO	Within 30 days of being appointed.
Garrison Radiation Safety Officer Course	Garrison RSO	Prior to assumption of duties
Accident Reporting	All Ft. Belvoir employees	Upon initial hire
Job Specific Hazards	If the position has inherent, identified hazards, provide specific training.	Upon initial hire

## **Chapter 11. Motor Vehicle Accident Prevention**

### **11-1. Overview**

- a. This chapter provides guidance for traffic safety, loss prevention, and motor vehicle accident prevention on Installations, and supplements public traffic safety law.
- b. It applies to Ft. Belvoir personnel who operate an Army Motor Vehicle (AMV).

### **11-2. Responsibilities**

- a. Garrison Safety Office will:
  - (1) Enforce the provisions of AR 385-10 and AR 600-55 with particular emphasis on vehicle restraint system usage.
  - (2) Ensure local driver policy includes seatbelt usage requirement.
- b. Garrison Safety Office:
  - (1) Technical Monitors oversee the Army Traffic Safety Training Program (ATSTP) contract implementation and will use the ATSTP Registration System to schedule and maintain records of Ft. Belvoir -sponsored traffic safety training.
  - (2) Will coordinate with the Installation Provost Marshal to prescribe local procedures for the safe operation of motor vehicles. Garrison Safety, in conjunction with mission/tenant safety, will develop local SOPs defining training requirements and operational restrictions on Installation roadways.

## **Chapter 12. Unit Safety Officer (USO) (Formerly known as Additional Duty Safety Officer and/or Collateral Duty Safety Officer)**

### **12-1. Program Overview**

- a. USO are trusted employees who are assigned safety duties to support the Safety Program within their directorates/staff sections. The Garrison Safety Office have the option to develop a USO program.
- b. The USO should be a conscientious and experienced individual.
- c. Appoint, in writing, selected USO personnel.

### **12-2. Training Requirements**

- a. The on-line USO training in accordance with AR-385-10, Chapter 10-8.
- b. Job/workplace-specific training.
- c. An inspection with a Garrison Safety Specialist.
- d. Supplemental training through the GSO appropriate to the workplace hazards associated with the workplace(s) to be inspected.

### **12-3. Responsibilities**

- a. Garrison Safety Office will:
  - (1) Ensure that the USO has at least one year of retainability, is of the appropriate grade (IAW DA Pam 385-10), and provided the time and resources to complete training.
  - (2) Ensure that personnel with SOH responsibilities are adequately trained to perform their respective task.



- b. The USO will:
  - (1) Complete on-line training (or equivalent) IAW AR 385-10, para 10-8.
  - (2) Submit the appointment memo to the GSO with copy of the certificate of training.
  - (3) Manage assigned safety program elements.
- c. Garrison Safety Manager will:
  - (1) Integrate the USO into the Garrison Safety Program.
  - (2) Develop continuation training programs for USO.

## **Chapter 13. Recordkeeping**

### **13-1. Safety Training Records**

- a. All safety training for Garrison personnel will be documented by the Garrison Safety Office.
  - (1) The official record of completed training is the Defense Civilian Personnel Data System. However, equivalent databases are acceptable.
  - (2) Managers, activity training coordinators, and Civilian Personnel Advisory Center Human Resource Development advisors share responsibility to ensure proper documentation of all training.

### **13-2. Safety Inspection Records.**

- a. All safety inspections for Garrison workplaces will be documented and retained for 5 years.
- b. After assessing the residual risk of inspection findings those with a RAC 1, 2, or 3 will be documented on the Violation Inventory Log.
- c. Garrison Safety will develop inspection checklists specific to Garrison mission(s).

### **13-3. Responsibilities**

- a. Supervisors of employees requiring safety training will:
  - (1) Ensure training documentation for their employees is maintained at their office.
  - (2) Maintain copies of safety training records for five years.
  - (3) Ensure Garrison Safety Office is updated on status of training progress.
  - (4) Notify personnel of their rights to access workplace inspection results, Safety Data Sheets, and mishap investigation summaries.
- b. USOs conducting workplace inspections will:
  - (1) Ensure inspection results are forwarded to GSO within five days of completion.
  - (2) Immediately report to the Garrison Safety Manager any conditions that, in their opinion, change the risk level in the workplace.
- a. Garrison Safety Office will:
  - (1) Ensure safety training is documented in the master tracking log.
  - (2) Maintain workplace inspection records for five years.
  - (3) Periodically report to the Garrison Safety Office results of workplace inspections.
  - (4) Post Notices of Violations IAW AR 385-10, 17-7.

## **Chapter 14. Aviation Safety Management**

### **14-1. Overview/Responsibilities**

- a. Most Garrison Safety Office's responsibilities are limited to oversight of airfield safety.
- b. Aviation units using Garrison facilities are responsible for all safety requirements associated with operational and flight activities.

## **Chapter 15. Occupational Safety and Health Program Management (Workplace Safety)**

### **15-1. Overview**

- a. Ft. Belvoir workplace loss prevention programs will comply with applicable OSHA requirements as outlined in 29 CFR 1910, 29 CFR 1926, 29 CFR 1960, EO 12196, DODI 6055.1, AR 385-10 and DA Pam 385-10.
- b. This chapter prescribes policy and responsibilities for implementing the OSHA program mandated by Federal regulations and to reduce the risk of workplace accidents.
- c. Applicable OSHA programs, i.e., Bloodborne Pathogen, Confined Space, Electrical, Lockout/Tagout, Hazard Communication, Fall Protection, Respiratory Protections, and Hearing Conservation, will be written and implemented in all Ft. Belvoir operations (CONUS and OCONUS), with the exception of military-unique operations.
- d. Leaders will promote strong safety programs, safe working conditions, and safe performance to prevent accidents, injuries, and occupational illnesses.

### **15-2. Responsibilities**

- a. Ft. Belvoir will:
  - (1) Coordinate and issue written policy to Garrison Safety Managers to support the Ft. Belvoir Safety Program and accomplishment of current safety objectives.
  - (2) Garrison Safety Office will:
  - (3) Enforce SOH policies.
  - (4) Ensure supervisors are held accountable for safety responsibilities.
  - (5) Ensure establishment and implementation of applicable OSHA programs as specified in 29 CFR 1910 and 29 CFR 1926.
  - (6) Incorporate IH components identified in DA PAM 40-503 (Army Industrial Hygiene Program) as applicable to Garrison operations.
  - (7) Facilitate required clinical examinations of affected employees.
- (8) Garrison Safety Office will:
- (9) Develop written procedures to meet Army and OSHA requirements. See AR 385-10, Chapter 16-2, d for a partial list.
- (10) Collect and report safety performance data as required.

## Chapter 16. Workplace Inspections

### 16-1. Overview

a. Under the OSHA Act, employers are required to furnish each employee a place of employment that is free from recognized hazards that are causing or likely to cause death or physical harm. Workplace inspections are one method to identify hazards.

b. This chapter provides policy on hazard recognition and workplace inspections. It implements the requirements of the OSH Act and prescribes DA policy to protect and preserve Ft. Belvoir personnel and property against loss, provides for safe and healthful workplaces, and assures regulatory compliance.

### 16-2. Responsibilities

a. The Garrison Safety Office will:

(1) Ensure implementation of applicable sections of OSHA regulations (particularly 29 CFR 1910, 1926, and 1960) to Garrison/ASA operations.

(2) Ensure that the Garrison has a reliable and effective system for personnel to notify appropriate leaders about SOH concerns in writing.

(3) Develop a policy that addresses methods personnel use to report hazards (including anonymously and those not in their AOR or work area), report near misses, or submit suggestions to leadership.

b. The Garrison Safety Office will:

(1) Evaluate every Garrison workplace to identify hazards and assign a risk level (high, medium, low). (Note: High hazard area means an area inside a workplace in which operations include high hazard materials, processes, or contents.)

(2) Ensure that Garrison workplaces with high risk are inspected 2x/yr.

(3) Properly train supervisors and USQs to effectively inspect and identify hazards in garrison low risk workplaces. The Garrison Safety Office will spot check the results of the inspection(s).

a. Supervisors or facility managers will:

(1) Conduct periodic, documented inspections of their work areas.

(2) Evaluate and track identified hazards,

(3) Ensure prompt action is taken to eliminate or mitigate risk.

(4) Ensure chemical containers are properly labeled.

(5) Ensure garrison workplaces are kept clean, orderly, and in a sanitary condition.

(6) Ensure where required a hazardous materials inventory and Safety Data Sheets are current, available, and complete.

(7) Ensure where required machine guards are in place, to standard, and used.

(8) Ensure there is sufficient space and clearances where mechanical handling equipment is used.

### **16-3. Frequency**

- a. Frequency of workplace inspections is based on the assigned risk.
- b. Annex 1 provides a list of common Garrison workplaces and their assigned risk. The Garrison Safety Manager may change the assigned risk as deemed necessary.
- c. Inspect special risk workplaces in accordance with G9 requirements. Inspect high risk workplaces two times per year. Inspect moderate and low risk workplaces one per year.

## **Chapter 17. Industrial Operations**

### **17-1. Industrial Operations**

- a. Industrial operations include, but are not limited to, warehouse operations, wastewater treatment, and electrical generation/distribution.
- b. Garrison Safety Office will provide written guidance, oversight, and assistance to ensure implementation of industrial safety requirements at Garrison workplaces according to AR 385-10, DA Pam 385-10, and 29 CFR 1910 and 1926.

### **17-2. Job Hazard Analysis**

- a. A Job Hazard Analysis (JHA) 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.
- b. At a minimum, all routine operations and activities will have an effective hazard analysis system in place.
- c. All medium and high hazard operations will have a JHA and SOP completed.

### **17-3. Responsibilities**

- a. The supervisor of employees operating in medium and/or high hazard areas will:
  - (1) Ensure that a JHA and SOP is completed for each hazardous operation and reviewed annually and upon change of process, equipment, and/or material.
  - (2) Maintain a JHA file that is available to every employee.
  - (3) Report, on an annual basis, to their Directorate the status of their JHA program.
- b. Directors of Directorates with high or medium hazard workplaces will:
  - (1) Ensure that Supervisors complete the JHA process for each hazardous operation/condition.
  - (2) Report, annually, to the Garrison Safety Office, the JHA program status.
- c. Garrison Safety Office with high or medium hazard workplaces will:
  - (1) Provide training to supervisors on the execution of JHAs.
  - (2) Review, annually, the status of the Commander's JHA and SOP program.

## **Chapter 18. Emergency Planning and Response**

### **18-1. Emergency Planning and Response**

a. This chapter prescribes Ft. Belvoir safety policy for planning emergency response to save lives; protect the public, responders, and recovery workers; and to exchange information (see AR 525-27). It is essential that hazardous materials are accurately identified to ensure safe storage, handling, and disposal, and should be incorporated into any emergency response plan.

b. RM and SOH requirements will be applied to all emergency response plans and scenarios to identify required, appropriate equipment and response procedures.

c. Emergency Action Plans (EAP)

(1) An EAP is a written document required by 29 CFR 1910.38(a).

(2) The purpose of an EAP is to facilitate and organize organization and employee actions during workplace emergencies.

(3) Emergency action plans will include the following procedures:

(a) Reporting emergencies.

(b) Emergency evacuation, including type of evacuation and exit route assignments.

(c) Employees remaining to operate critical-facility operations during evacuations.

(d) Employee accountability after an evacuation

(e) Employees performing rescue or medical duties.

(f) Personnel who may be contacted by employees needing more information about the plan or an explanation of duties under the plan.

### **18-2. Responsibilities**

a. Garrison Safety Office will:

(1) Ensure EAPs are developed for all workplaces (AR 385-10, Ch.19).

(2) Ensure fire prevention and emergency evacuation plans are developed, published, and tested for buildings under their authority.

(3) Ensure a Hot Work Program for welding/cutting/brazing is established.

b. Director of DES will

(1) Assist the Installation disaster preparedness officer in the development, coordination, and maintenance of emergency action and disaster-preparedness plans.

(2) Assist Commanders, organization leaders, and supervisors in developing and testing fire prevention and emergency evacuation plans.

(3) Assist in the development/coordination of the Installation Hazardous Materials Response Plan.

(4) Ensure that EAPs are in writing, kept in the workplace, and available to employees for review.

c. Garrison Safety Managers will:

(1) Comply with applicable elements of Chapter 19, AR 385-10.

(2) Assist in testing and evaluating emergency action plans.

(3) Participate in the annual review.

d. Supervisors will:

(1) Designate and train employees to assist in safe and orderly evacuations.

(2) Review the EAP with covered employees during the following events:

(a) Development of the plan or the initial assignment of the employee to a job

- (b) Change of employee's responsibilities under the plan.

## **Chapter 19. Facility Reuse and Closure**

**19-1. Overview:** Army Safety Program requirements for facility reuse and closure are defined in AR 385-10.1, DA Pam 385-10, DA Pam 385-24, and DA Pam 385-64. Implement requirements when Garrison facilities or properties are closed, remediated, or reused for new or different missions. Follow the guidelines below when reuse and closure activities involve Garrison facilities or properties:

### **19-2. Responsibilities**

- a. Garrison Safety Office will:
  - (1) Develop Garrison-specific guidance to augment the requirements.
  - (2) Include GSO in reuse and closure activities.
  - (3) Provide historical safety reports, records, and available data.
  - (4) Support risk assessments for reuse and closure activities.
  - (5) Provide technical safety guidance during reuse and closure planning activities.
  - (6) Provide safety training to Garrison personnel exposed to reuse and closure activities hazards.
  - (7) Assist the PAO in developing safety awareness materials for Installation personnel and the surrounding community.
  - (8) Monitor execution of reuse and closure activities to ensure that Garrison personnel and the surrounding communities are protected from associated hazards.

## **Chapter 20. Electrical Safety Program**

**20-1. Overview:** This chapter prescribes policy for integrating Federal electrical safety standards as well as worldwide electrical safety consensus standards, techniques, and procedures into Ft. Belvoir workplaces and operations to mitigate risk of electrical related injuries and deaths.

### **20-2. Responsibilities**

- a. If required to do so by the Commander and Garrison Safety Office will appoint a Garrison Authority having Jurisdiction for electrical matters.
- b. Garrison Safety Office will ensure all electrical operations are complying with applicable OSHA and Army regulations.

## Annex 1: High, Moderate, and Low Risk Workplace List

The table below provides a partial list of Garrison workplaces, their associated, default risk level, and, by extension, the inspection frequency. All High-Risk workplaces will be inspected 2x.yr. Not listed are CYS. They have their own inspection frequency.

Workplace	Special	High	Moderate	Low
Ammunition Supply Points		X		
Arms Rooms			X	
Chapel				X
DES - Entry Control Points			X	
DES - Fire Station			X	
DES - Police Station			X	
DPTMS - Low Water Crossings			X	
DPTMS - Obstacle Courses		X		
DPTMS - Ranges			X	
DPW - Chemical Storage Disposal			X	
DPW - Mechanic Shop		X		
DPW - Paint Shop			X	
DPW - Welding Shop			X	
FMWR - Auto Shop		X		
FMWR - Outdoor Basketball Facilities			X	
FMWR - Bowling Center - Mechanic Shop		X		
FMWR - Bowling Center - Pin Setting Area		X		
FMWR - Bowling Center - Pro Shop			X	
FMWR - Bowling Center - Public Area				X
FMWR - Bowling Center - Restaurant/Cafe			X	
FMWR - Child Development Centers	X			
FMWR- Child Youth Centers	X			
FMWR - FCC Homes	X			
FMWR - Craft Shop			X	
FMWR - Outdoor Cross Fit Facilities			X	
FMWR - Football Facilities			X	
FMWR - Golf Course - Greens Keeper Facility		X		
FMWR – Golf Course – Pro Shop				X
MWR - Indoor Pools		X		
FMWR - Library				X
FMWR - Outdoor Pools		X		
FMWR- Playgrounds (not w/CYS or Housing)			X	
FMWR- Post Theatre				X
FMWR - Running Trails			X	
FMWR - Skate Parks			X	
FMWR - Softball/Baseball Facilities			X	
FMWR - Tennis Courts			X	
FMWR - Water Recreation Facilities		X		

FMWR - Wilderness Trails			X	
Other - SJA Facilities used by Soldiers/Civ				X
Other-Welcome Centers/ ID Card Offices				X
Other - Resilient Centers				X
Other - Education Center				X
Other- Military In-Processing Center				X
Other - Museum				X
Offices - Break Rooms				X
Offices – Electrical Rooms			X	
Offices – Elevator Rooms/Shafts			X	
Offices – Office Spaces				X

## References

### Required Publications

- 10 CFR 19 - Notices, Instructions and Reports to Workers: Inspection and Investigations
- 10 CFR 20 - Standards for Protection against Radiation
- 29 CFR 1904 - Recording and Reporting Occupational Injuries and Illness
- 29 CFR 1910 - Occupational Safety and Health Standards
- 29 CFR 1925 - Safety and Health Standards for Federal Service Contracts
- 29 CFR 1926 - Safety and Health Regulations for Construction
- 29 CFR 1960 - Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters
- DoDI 6055.04 - DoD Traffic Safety Program
- Defense Explosives Safety Regulation 6055.09 Edition 1 ~ *DESR 6055.09, Edition 1*
- DoD 4145.26-M - DOD Contractors' Safety Manual For Ammunition And Explosives
- DoDI 6055.07 - Mishap Notification, Investigation, Reporting and Recordkeeping
- DoDI 6055.1 - DoD Safety and Occupational Health Program
- AR 11-34 - The Army Respiratory Protection Program
- AR 11-35 - Occupational and Environmental Health Risk Management
- AR 25-400-2- The Army Records Information Management System (ARIMS)
- AR 75-1 - Malfunctions Involving Ammunition and Explosives
- AR 350-19 - The Army Sustainable Range Program
- AR 385-10 - The Army Safety Program
- AR 385-63 - Range Safety
- AR 420-1 - Army Facilities Management



**AR 608-10** - Child Development Services  
**AR 672-20** - Incentive Awards  
**AR 740-1** - Storage and Supply Activity Operations  
**DA Pam 385-1** - Small Unit Safety Officer/Non-Commissioned Officer's Guide  
**DA Pam 385-10** - Army Safety Program  
**DA Pam 385-16** - System Safety Management Guide  
**DA Pam 385-30** - Risk Management  
**DA Pam 385-61** - Toxic Chemical Agent Safety Standards  
**DA Pam 385-63** - Range Safety  
**DA Pam 385-64** - Ammunition and Explosives Safety Standards  
**DA Pam 385-65** - Explosive and Chemical Site Plan Development and Submission  
**AR 11-34** - Respiratory Protection Program  
**EM 385-1-1** - Safety and Health Requirements Manual  
**U.S. Army Traffic Safety Training Program Registration System** -  
<https://airs.lmi.org/Home.aspx>  
**PL 91-596** - Occupational Health and Safety Act of 1970  
**Americans with Disabilities Act of 1990, Title I** (42 U.S. Code 12111-12117)-  
Employment  
**MIL-STD-882D - DoD** - Standard Practice for System Safety

**Prescribed Forms:** These are available on the Ft. Belvoir Enterprise Publishing Portal unless otherwise stated.

**DA Form 285** - Technical Report of U.S. Army Ground Accident  
**DA Form 285-AB** - U.S. Army Abbreviated Ground Accident Report  
**DA Form 2028** - Recommended Changes to Publications and Blank Forms  
**DA Form 4753**- Notice of Unsafe or Unhealthful Working Condition  
**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  
**DA Form 7632** - Deviation Approval and Risk Acceptance Document (DARAD)  
**NRC Form 3** - Notice to Employees  
**NRC Form 241** - Report of Proposed Activities in Non-Agreement States, Areas of Exclusive Federal Jurisdiction, or Offshore Waters  
**NRC Form 314** - Certificate of Disposition of Materials  
**OSHA Form 300** - Log of Work-Related Injuries and Illnesses  
**OSHA Form 300-A** - Summary of Work-Related Injuries and Illnesses  
**OSHA Form 301** - Injuries and Illnesses Incident Report